



## Franklin D. Schurz Library

---

---

### Statement on Plagiarism of the IUSB Writing Center

Indiana University encourages fairness and equity for all students in an environment where discovery and communication of knowledge are valued and protected. By enrolling at IU South Bend, students commit themselves to goals of academic integrity and expect to find them practiced and defended. Academic integrity in all its forms enhances the intellectual development of each student and the integrity of the institution.

In contrast, academic misconduct harms both students and the institution. Misconduct includes allowing another person to copy a paper or assignment, thus enabling that person to commit plagiarism; creating or altering sources and data; and allowing others to conduct research or prepare work that one uses for writing a paper. Like other academic misconduct, plagiarism is a serious form of cheating because it uses academic work inappropriately and/or uses work without adequate acknowledgment. To avoid it, writers must document ideas, statistics, visual aids, and language borrowed from any source—print, oral, or Internet. Sources may be documented formally in an in-text note, a footnote, or endnote; informally within the writer's own text; or orally in a speech. Plagiarism and academic misconduct include, but are not limited to, the following:

1. Copying any other person's work and submitting it as one's own, whether as a written document or an oral presentation.
2. Copying or paraphrasing passages, sentences, phrases, data, statistics, isolated formulas, and visual aids from print, oral, or Internet sources without proper acknowledgment.
3. Using someone else's ideas without giving credit to the source.
4. Submitting a professionally prepared research paper as one's own work.
5. Submitting work that resulted from an unauthorized collaborative effort as individual work.
6. Reusing or recycling a paper or research done for credit in a previous course without the permission and approval of all the professors involved.
7. Offering material assembled or collected by others as one's own project or collection.
8. Fabricating or creating material (statistics, text, etc.) to cite as a legitimate source.
9. Documenting a source inaccurately.

(over)

**Acceptable practices:** To avoid plagiarism, students may use any of the following:

1. **Direct quotations** that are placed within quotation marks or indented in block form, with sources acknowledged within the student's own text or in in-text notes, footnotes, or endnotes; or acknowledged orally.
2. **Paraphrases and summaries** of another's words with acknowledgment of the source.
3. **Ideas in general** taken from a source if the source is adequately acknowledged.
4. **References and resources** such as dictionaries and textbooks to correct and revise work. Students may also consult their professors, [librarians](#), Writing Center tutors, or others for help with correcting and revising their work, but they may not have another person correct and revise their work in its entirety. With the permission of the professor, however, students such as [international students](#) writing in a language that is not their first language may make significant use of an editor or proofreader if they acknowledge the contributions of that editor or proofreader in a statement of acknowledgment formally appended to the paper.
5. **Keyboarding or typing** that is performed by another person. The keyboarder may not, however, change the content, organization, spelling, punctuation, words, or ideas of the writer.

Any violation of these principles may result in serious academic penalty, ranging from receiving a warning, to redoing the assignment, to receiving a grade of F for the assignment, to failing the course, to expulsion from the university. In accordance with procedures outlined in the current [Indiana University South Bend Academic Handbook](#) and the [Indiana University Academic Handbook](#), cases of plagiarism must be reported to the chief administrative officer in [student affairs](#), usually the [Vice Chancellor for Student Affairs](#). Students have the right to due process, as outlined in the [Code of Student Rights, Responsibilities, and Conduct](#).

*If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Please contact Julie Elliott at 520-4410 for assistance.*