

# ADOPTION 4 THE WITH CORRECTIONS & SIMILARITIES FROM THE SKILLS4STUDY GUIDE OF



University of the  
West of England

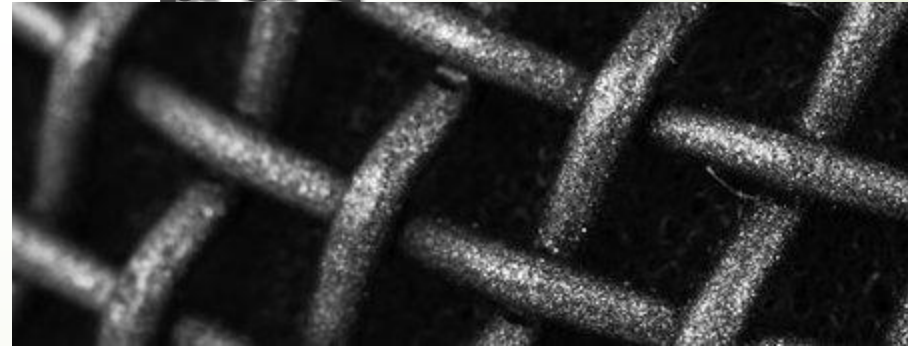
## ΛΟΓΟΚΛΟΠΗ - PLAGIARISM

ΣΥΝΤΑΚΤΗΣ : ΦΙΛΙΠΠΟΣ ΒΕΡΒΕΡΙΔΗΣ

VERSION OKT 2017

# 1. Λογοκλοπή - Plagiarism

- ▶ Όταν χρησιμοποιούμε τις ιδέες ή λέξεις κάποιου άλλου ως δικές μας



(Source: UWE Library)

# Introduction

## Introduction

This learning unit contains information, guidance and quizzes to help you understand plagiarism and academic integrity.

At the end of this unit you should:

- Understand what plagiarism is
- Know how to avoid plagiarism
- Know how to seek further help if you need it

Before you begin, find out what you already know and try out the quick quiz.

 [Begin the quiz](#)

<http://academicskills.uwe.ac.uk/general/workbooks/plagiarism-and-academic-integrity/1569/introduction>

# ΤΙ ΕΙΝΑΙ ΛΟΓΟΚΛΟΠΗ?

- Λογοκλοπή είναι -- Plagiarism is
- "to take the work or an idea of someone else and pass it off as one's own"  
(Based on Concise Oxford English Dictionary, 12th edition, 2011)

**Plagiarism is a serious αξιόποινη πράξη.** It makes no difference if this is deliberate or accidental, and applies to all materials, including anything copied or downloaded from the internet.

- ▣ **Knowledge develops by building on the ideas and work of others.**
- ▣ **Referencing αναγνωρίζει other peoples' ideas.**
- ▣ **It allows sources to be easily located by the reader.**
- ▣ **Other people's ideas, words, images must be αναγνωρίζονται and this is part of academic honesty - failure to do this is plagiarism and is an assessment offence**

# Τύποι / Κατηγορίες Λογοκλοπής

## ► Λογοκλοπή και Απόσπασμα φράσης ή απόφθεγμα (Quotation)

### ΓΙΑΤΙ ΥΠΑΡΧΕΙ ΛΟΓΟΚΛΟΠΗ;;

Quotations should be precisely chosen to illustrate key points, and integrated into your discussion or narrative. They can range in size from a single word to a short paragraph and should be accurate to the original.

### ΠΑΡΑΔΕΙΓΜΑ ΠΛΗΡΟΦΟΡΙΑΣ ΣΕ ΚΑΠΟΙΟ ΚΕΙΜΕΝΟ ΕΠΙΣΤ. ΕΡΓΑΣΙΑΣ

*Pseudomonas* species are ubiquitous bacteria endowed with metabolism that enables them to dwell in a large variety of environmental niches. Various *Pseudomonas* species are important as pathogens of animals, insects and plants.

Γιατί ενώ υπάρχει απευθείας αντιγραφή του λόγου που έχει χρησιμοποιήσει κάποιος (ροζ περιοχή), ΔΕΝ υπάρχουν « ... » ή “ ... ”, αλλά ΟΥΤΕ και οποιαδήποτε ομολογία / αναγνώριση (acknowledgement) της χρήσης αυτής της ρήσης ότι ανήκει σε κάποιον άλλο, δλδ, παραπομπή στην αυθεντική πηγή (Reference)

This is an example of plagiarism. There are no quotation marks and no acknowledgement of where this came from.

# Λογοκλοπή και παράφραση (paraphrasing)

Paraphrasing is the presentation of another author's ideas, meaning and information in your own words.

**παράφραση** η: **1.** ελεύθερη απόδοση του νοήματος γραπτού ή προφορικού λόγου. **2.** παραλλαγή, προσαρμογή λόγων, φράσεων, ρήσεων για την εξυπηρέτηση εκφραστικών αναγκών.

Original text:

Research is a systematic and logical process and exists as a mechanism or tool through which knowledge is generated and tested. (Schneider, 2013 p21).

**ΓΙΑΤΙ ΚΑΙ ΠΟΤΕ ΥΠΑΡΧΕΙ ΕΔΩ ΛΟΓΟΚΛΟΠΗ;;**

<http://academicsskills.uwe.ac.uk/general/workbooks/plagiarism-and-academic-integrity/1795/types-of-plagiarism>

# Λογοκλοπή και παράφραση (paraphrasing)

Research is a systematic and logical process and exists as a mechanism or tool through which knowledge is generated and tested (Schneider, 2013 p21).

Research is a *systematic and logical process* and can be a tool to create and test knowledge (Schneider, 2013 p. 21)

The research process is a way of ordering ideas and is used in the assessment of knowledge. (Schneider, 2013 p. 21)

# Λογοκλοπή και παράφραση (paraphrasing)

Research is a systematic and logical process and exists as a mechanism or tool through which knowledge is generated and tested (Schneider, 2013 p21).

## Incorrect paraphrase

Research is a *systematic and logical process* and can be a tool to create and test knowledge (Schneider, 2013 p. 21)

**Plagiarism:** Even though the citation is provided, the sentence still has exact wording (italicized).

## Correct paraphrase

The research process is a way of ordering ideas and is used in the assessment of knowledge. (Schneider, 2013 p. 21)

**Not plagiarism:** The language is fully rewritten and a citation is provided. A page reference in the in-text citation is not needed unless you are including a direct quotation.

# Αναπαραγωγή από πανομοιότυπο (Duplication) (Αυτό-λογοκλοπή // self-plagiarism)

- ▶ Όταν παραδίδουμε μια ίδια εργασία που έχει προηγουμένα επανυποβληθεί από εμάς ή άλλους.
- ▶ Είναι λογοκλοπή (plagiarism) να αναπαράγουμε υλικό ή αυτούσια εργασία που έχει χρησιμοποιηθεί σε άλλη αξιολόγηση / εξέταση του ίδιου ή άλλου μαθήματος. Αν έχετε αμφιβολία, τότε συμβουλευτείτε το Σύμβουλο Καθηγητή σας ή τον υπεύθυνο του μαθήματός σας.

# Collusion – ΑΘΕΜΙΤΗ ΠΡΑΞΗ - Συμπαιγνία

- **Collusion - Συμπαιγνία Είναι:**
- **Συμπαιγνία:** τέχνασμα που δημιουργεί ψεύτικη εικόνα της πραγματικότητας αποβλέποντας στην ενοχοποίηση ή παραπλάνηση τρίτων
- Η υποβολή εξ ολοκλήρου ως δική σας δουλειά, εργασία που έγινε σε συνεργασία με άλλο πρόσωπο (-α), με την πρόθεση να αποκτήσει άδικο πλεονέκτημα,
- Η Συνεργασία με ένα άλλο πρόσωπο για την ολοκλήρωση εργασίας του, που πρόκειται να υποβληθεί ως δική του, δλ, έργο που έγινε από τη συμβολή άλλου προσώπου,

**Για παράδειγμα**, αυτό θα μπορούσε να αφορά σε ανάληψη μιας εργασίας ως ομάδα που τελικά το υποβάλλεται αποκλειστικά ως δικό σας έργο.

Αποφασίστε ΕΣΕΙΣ τι είναι. ΕΙΝΑΙ collusion? 'Η Λογοκλοπή? 'Η και τα δύο? 'Η είναι αποδεκτή πράξη ως έχει?



# Γρήγορο Τεστ/ Quiz: Τύποι / Κατηγορίες Λογοκλοπής

- <http://academicskills.uwe.ac.uk/general/workbooks/plagiarism-and-academic-integrity/3178/quick-quiz-types-of-plagiarism>

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής

### Question 1 of 12

**Allowing your coursework to be copied by another student.**

- 1. acceptable behaviour
- 2. plagiarism
- 3. collusion
- 4. plagiarism and collusion

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής

### Question 2 of 12

**Re-submitting a previous assignment as a new work.**

- 1. acceptable behaviour
- 2. plagiarism and collusion
- 3. collusion
- 4. plagiarism

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής

### Question 3 of 12

**Taking material directly from a foreign language textbook and having it directly translated..**

- 1. acceptable behaviour
- 2. plagiarism
- 3. collusion
- 4. plagiarism and collusion

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής

### Question 4 of 12

**Working with others in a piece of work, though in the end you write your own version. ..**

- 1. acceptable behaviour
- 2. plagiarism
- 3. collusion
- 4. plagiarism and collusion

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής

### Question 5 of 12

**Copying material from a book or other publication without acknowledging the source...**

- 1. acceptable behaviour
- 2. plagiarism
- 3. collusion
- 4. plagiarism and collusion

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής

### Question 6 of 12

**Paraphrasing from a source without acknowledging the original author...**

- 1. acceptable behaviour
- 2. plagiarism
- 3. collusion
- 4. plagiarism and collusion

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής

### Question 7 of 12

**Copying another student's work without his/her knowledge and submitting it as your own...**

- 1. acceptable behaviour
- 2. plagiarism
- 3. collusion
- 4. plagiarism and collusion

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής

### Question 8 of 12

**Doing work for another student who then submits it as his/her own work...**

- 1. acceptable behaviour
- 2. plagiarism
- 3. collusion
- 4. plagiarism and collusion

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής

### Question 9 of 12

**Buying an assignment from the web for submission as your own...**

- 1. acceptable behaviour
- 2. plagiarism
- 3. collusion
- 4. plagiarism and collusion

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής

Question 10 of 12

**Downloading from the web and not citing the origin of the material...**

- 1. acceptable behaviour
- 2. plagiarism
- 3. collusion
- 4. plagiarism and collusion

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής

Question 11 of 12

**Using lecture notes from another institution for an essay with no attribution...**

- ➔ 1. acceptable behaviour
- ➔ 2. plagiarism
- ➔ 3. collusion
- ➔ 4. plagiarism and collusion

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής

Question 12 of 12

**Submitting jointly written coursework as individual pieces of work...**

- 1. acceptable behaviour
- 2. plagiarism
- 3. collusion
- 4. plagiarism and collusion

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής


### Question 1 of 12

**Allowing your coursework to be copied by another student.**

- 1. acceptable behaviour
- 2. plagiarism
- 3. collusion
- 4. plagiarism and collusion

### Question 1 of 12

Allowing your coursework to be copied by another student.

- 1. acceptable behaviour
- 2. plagiarism
- 3. collusion
- 4. plagiarism and collusion 

Check Answer

score: 1

4. Correct

feedback

This is collusion by you and both plagiarism and collusion by the other student.

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής

### Question 2 of 12

**Re-submitting a previous assignment as a new work.**

- 1. acceptable behaviour
- 2. plagiarism and collusion
- 3. collusion
- 4. plagiarism

### Question 2 of 12

Re-submitting a previous assignment as a new work.

- 1. acceptable behaviour
- 2. plagiarism and collusion
- 3. collusion
- 4. plagiarism ✓

Check Answer

score: 1

4. Correct

feedback

This is plagiarism.

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής


### Question 3 of 12

**Taking material directly from a foreign language textbook and having it directly translated..**

- ➔ 1. acceptable behaviour
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- ➔ 4. plagiarism and collusion

### Question 3 of 12

Taking material directly from a foreign language textbook and having it directly translated.

- 1. acceptable behaviour
- 2. plagiarism 
- 3. collusion
- 4. plagiarism and collusion

Check Answer

score: 1

2. Correct

feedback

This is plagiarism.

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής


### Question 4 of 12

Working with others in a piece of work, though in the end you write your own version. ..

- ➔ 1. acceptable behaviour
- ➔ 2. plagiarism
- ➔ 3. collusion
- ➔ 4. plagiarism and collusion

### Question 4 of 12

Working with others in a piece of work though in the end you write your own version.

- 1. acceptable behaviour 
- 2. plagiarism
- 3. collusion
- 4. plagiarism and collusion

Check Answer

score: 1

1. Correct

feedback

It is acceptable behaviour to work with others but produce your own version of the work done.

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής

### Question 5 of 12

**Copying material from a book or other publication without acknowledging the source...**

- ➔ 1. acceptable behaviour
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- ➔ 3. collusion
- ➔ 4. plagiarism and collusion

### Question 5 of 12

Copying material from a book or other publication without acknowledging the source.

- 1. acceptable behaviour
- 2. plagiarism ✓
- 3. collusion
- 4. plagiarism and collusion

Check Answer

**score: 1**

2. Correct

**feedback**

This would be plagiarism. Always reference the sources you use.

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής


### Question 6 of 12

Paraphrasing from a source without acknowledging the original author...

- ➔ 1. acceptable behaviour
- ➔ 2. plagiarism
- ➔ 3. collusion
- ➔ 4. plagiarism and collusion

### Question 6 of 12

Paraphrasing from a source without acknowledging the original author.

- 1. acceptable behaviour
- 2. plagiarism 
- 3. collusion
- 4. plagiarism and collusion

Check Answer

score: 1

2. Correct

feedback

This would be plagiarism. Always reference the sources you use.

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής


### Question 7 of 12

Copying another student's work without his/her knowledge and submitting it as your own...

- ➔ 1. acceptable behaviour
- ➔ 2. plagiarism
- ➔ 3. collusion
- ➔ 4. plagiarism and collusion

### Question 7 of 12

Copying another student's work without his/her knowledge and submitting it as your own.

- 1. acceptable behaviour
- 2. plagiarism
- 3. collusion
- 4. plagiarism and collusion 

Check Answer

score: 1

4. Correct

#### feedback

This would be plagiarism and collusion. You must submit your own original work, not doing so is plagiarism and by copying another person's work without them knowing, you would also implicate them in collusion.

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής


### Question 8 of 12

Doing work for another student who then submits it as his/her own work...

- ➔ 1. acceptable behaviour
- ➔ 2. plagiarism
- ➔ 3. collusion
- ➔ 4. plagiarism and collusion

### Question 8 of 12

Doing work for another student who then submits it as his/her own work.

- 1. acceptable behaviour
- 2. plagiarism
- 3. collusion
- 4. plagiarism and collusion 

Check Answer

score: 1

4. Correct

#### feedback

This would be plagiarism and collusion. The student submitting the work has plagiarised. You have both colluded.

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής

### Question 9 of 12

**Buying an assignment from the web for submission as your own...**

- ➔ 1. acceptable behaviour
- ➔ 2. plagiarism
- ➔ 3. collusion
- ➔ 4. plagiarism and collusion

### Question 9 of 12

Buying an assignment from the web for submission as your own.

- 1. acceptable behaviour
- 2. plagiarism ✓
- 3. collusion
- 4. plagiarism and collusion

Check Answer

**score: 1**

2. Correct

**feedback**

This would be plagiarism.

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής

### Question 10 of 12

Downloading from the web and not citing the origin of the material...

- ➔ 1. acceptable behaviour
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### Question 10 of 12

Downloading from the web and not citing the origin of the material.

- 1. acceptable behaviour
- 2. plagiarism ✓
- 3. collusion
- 4. plagiarism and collusion

Check Answer

score: 1

2. Correct

feedback

This would be plagiarism. Always reference the sources you use.

# Γρήγορο Τεστ/ Quiz: Τύποι / Κατηγορίες Λογοκλοπής


## Question 11 of 12

Using lecture notes from another institution for an essay with no attribution...

- ➔ 1. acceptable behaviour
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## Question 11 of 12

Using lecture notes from another institution for an essay with no attribution.

- 1. acceptable behaviour
- 2. plagiarism 
- 3. collusion
- 4. plagiarism and collusion

Check Answer

score: 1

2. Correct

feedback

This would be plagiarism.

# Γρήγορο Τεστ/ Quiz:

## Τύποι / Κατηγορίες Λογοκλοπής


### Question 12 of 12

**Submitting jointly written coursework as individual pieces of work...**

- ➔ 1. acceptable behaviour
- ➔ 2. plagiarism
- ➔ 3. collusion
- ➔ 4. plagiarism and collusion

### Question 12 of 12

Submitting jointly written coursework as individual pieces of work.

- 1. acceptable behaviour
- 2. plagiarism
- 3. collusion
- 4. plagiarism and collusion 

Check Answer

score: 1

4. Correct

feedback

This would be plagiarism and collusion. Both of you have plagiarised and colluded.

# Τι χρειάζεται να ξέρω για την Λογοκλοπή;; Why do I need to know?



University of the  
West of England

<https://www.youtube.com/watch?v=ouKXUcwY7TA> ,  
<http://academicskills.uwe.ac.uk/general/workbooks/plagiarism-and-academic-integrity/1880/why-do-i-need-to-know>

# ΕΠΙΠΤΩΣΕΙΣ - CONSEQUENCES

**The possible consequences of plagiarism include**

- a reduced mark (the most common penalty is
  - **a mark of 0%),**
  - **a requirement to submit additional work** or
  - **a requirement to retake the module.**
- **A second offence is usually treated more harshly than a first and may mean **you are unable to complete your degree.****

- [UWE uses Safe Assign software to detect plagiarism. Take a look at the Safe Assign FAQs, to familiarise yourselves with how it works.](#)

# Πως αποφεύγω τη Λογοκλοπή;

## How do I avoid plagiarism? – Reference - ΠΑΡΑΠΟΜΠΗ



You need to know how to **quote**, **paraphrase** and **summarise**, and also how to **cite within your work**, and

**Reference your sources of information**, unless the information is accepted as common knowledge.

### How to reference

You are expected to **acknowledge** (= αναγνωρίζω/ ομολογώ την πηγή της πληροφορίας) the books, journal articles and other sources of information that you use when preparing and completing your university work.

This is done by briefly referring to (citing) the sources of information in the text of your work, and by producing a corresponding, alphabetical list of references (or a bibliography) at the end of your work.

<http://www1.uwe.ac.uk/students/studysupport/studyskills/referencing/introduction.aspx>

## What is referencing?



You are expected to acknowledge the books, journal articles and other sources of information that you use when preparing and completing your university work. This is done by briefly referring to (citing) the sources of information in the text of your work, and by producing a corresponding, alphabetical list of references (or a bibliography) at the end of your work.

# Πως αποφεύγω τη Λογοκλοπή;; How to reference?

## Examples:

- ▶ **Citing a source of information in your own text:**

The need for care and guidance (Pearson *et al.*, 2007) is evident...

or

- ▶ As Pearson *et al.* states (2007, p.72), "The basis of evidence-based practice is, of course, evidence."

- ▶ **The corresponding reference:**

Pearson, A., Field, J., Ford, D. and Jordan, Z. (2007) *Evidence-Based Clinical Practice in Nursing and Health Care: Assimilating Research, Experience and Expertise*. 2nd ed. Oxford: Blackwell Publishing.

**Note:** You must put your **italics**, **capitalisation** and **punctuation** in the right place for all referencing styles.

# Πως αποφεύγω τη Λογοκλοπή;; How to reference?

## Why do it?

**Referencing demonstrates that you have done the following:**

- Acknowledged your sources of information
- Read around the subject
- Taken on board related research
- Explored others' opinions
- Checked your facts
- Substantiated your arguments
- Come to your own conclusions

References also enable the reader to find your sources of information for themselves.

# Πως αποφεύγω τη Λογοκλοπή;; How to reference?

## When do I reference?

- ▶ Each time you use someone else's ideas, words or facts, it is essential that you acknowledge this in your work. Not acknowledging other people's work is intellectually dishonest and can be illegal. It is known as plagiarism.
- ▶ **You should only reference things that you have personally read, seen or heard.**

# Πως αποφεύγω τη Λογοκλοπή;; How to reference?

## How do I reference?

Please check with your faculty which referencing standard they want you to use.  
The following referencing styles are used at UWE:

- Harvard
- OSCOLA
- Chicago
- MLA

# Πως αποφεύγω τη Λογοκλοπή;; How to reference?

## Are references included in my word count?

- In-text citations and quotations ARE included in your assignment's word count
- References, bibliographies and footnotes containing references are NOT included in the word count, unless it is clearly stated in the coursework instructions that the module is an exception to this rule

# Common terms

## Bibliography

- An alphabetical list of **all** the sources of information you have used in preparing your written piece of work, even if the sources are not referred to directly or cited within the text.

## References

- References are the details of your information sources, providing enough information to enable the reader to understand what you are referring to.

## Reference list

- A reference list is presented in alphabetical order (by author) and lists all the references you have cited directly in your written text. The reference list is usually found at the **end** of a piece of written work.

## Citing

- Acknowledging a source of information within the text of your work, ie an in-text citation.

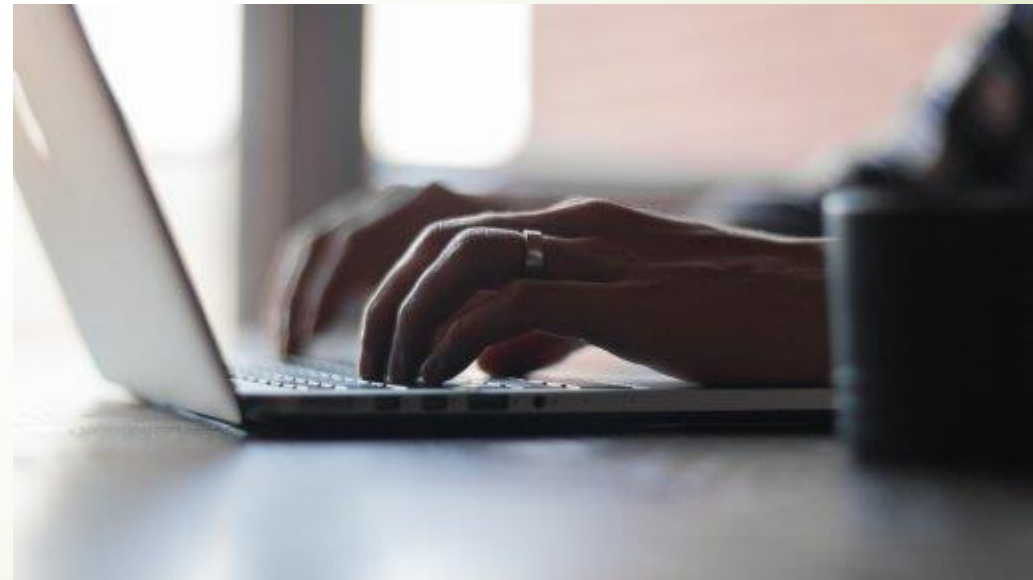
# Πως αποφεύγω τη Λογοκλοπή;; How to reference?

Sample\_essay\_WITH REFERENCES\_in\_UWE\_Harvard\_style



# Quick quiz: How do I avoid plagiarism?

- <http://academicskills.uwe.ac.uk/general/workbooks/plagiarism-and-academic-integrity/1887/how-do-i-avoid-plagiarism>
- <http://www1.uwe.ac.uk/students/studysupport/studyskills/referencing/introduction.aspx>



# Using Quotations

A quotation can range in size from a single word to a short paragraph and should be accurate to the original, including any italics or errors of spelling or punctuation.

If the quotation is less than one sentence you should use quotation marks (“...”) and then give the author’s surname and year of publication. If the name occurs naturally in your sentence, the year and page number should follow in brackets:

Glucksmann (1990, p.143) argues that “mass-production methods entailed the emergence of new class relations for assembly-line workers”

If not, then name, year and page number should be shown in brackets:

It has been suggested that “mass-production methods entailed the emergence of new class relations for assembly-line workers” (Glucksmann, 1990, p.143).

# Using Quotations

For long quotations (one sentence or more) the quote is indented and quotation marks are not used:

Today, the comparatively abstract international aspirations of the European Union confront the loyalties and embedded national prejudices of many citizens of its member states (Torbiörn, 2003, p.262).

If part of the original text is omitted, indicate this with three full stops in brackets (...) in the body of the quotation, or four full stops (....) at the end.

Today, the comparatively abstract international aspirations of the European Union confront the loyalties (...) of many citizens (....) (Torbiörn, 2003, p.262).

# How to paraphrase

To paraphrase accurately you need to truly understand the original. Paraphrasing makes you think carefully about what the author is saying and helps you to develop your own academic voice.

When paraphrasing, you must:

- ✓ rewrite the original language
- ✓ change the original sentence structure
- ✓ cite the source within your text and include it in your list of references

If you retain a short phrase or distinctive word from the author's original, you must use quotation marks. (Hamilton College Writing Center, 2006).

It can be difficult to know when your paraphrase is too close to the original words.

If in doubt: use quotation marks and references!

# Εξαιρετικά Σημαντικό -

Μαθαίνω πώς να διαβάζω και να συλλέγω την πληροφορία που χρειάζομαι – ακολουθείστε βήματα!!  
How to summarise

1. Read the original text until you understand it fully.
2. Make notes of the main points in your own words.
3. Write your summary from your notes without reference to the original.
4. Check your version against the original to ensure that you have covered the content and meaning.
5. If you have included some of the original text in your summary (generally more than three words together), put quotation marks around it.
6. Include the citation. If you incorporate material from other sources into your own text, through summary, paraphrase or quotation, you must cite the source material. Failure to do this is to commit plagiarism.

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