

Paraphrasing and Plagiarism

Paraphrasing: *To paraphrase is to restate information in your own words.*

1. Paraphrasing is not a summary of the main ideas.
2. Paraphrasing is used to restate ideas in a different, sometimes more direct, or simpler form than the original.
3. When you paraphrase using someone's ideas, but not his/her exact words, you do need to mention your source's name within the text or in a footnote.
4. If you use someone's exact words, you do need to use quotation marks and give your source credit in a footnote or within your text.
5. Paraphrase, for example, by substituting words with synonyms, using different word order, varying parts of speech, and using active and passive voice.

Plagiarism: *To plagiarize is to use someone else's ideas or words as you own.*

1. Copying exactly from a source without using quotation marks or giving your source credit in a footnote or within your text is considered stealing.
2. In the publishing world, plagiarism is considered a crime; in academic circles and other situations, it is viewed as forbidden and unethical.