

 *IQRA NATIONAL UNIVERSITY*

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**SUBJECT TECHNICAL REPORT WRITING**

**SUBMITTED TO MAM RIZWANA IQBAL**

* ***PLAGIARISM:***

Plagiarism is considered a form of intellectual theft and fraud. It involves using someone else's words or ideas and passing them off as your own by not providing credit, either deliberately or accidentally. However, it can also involve reusing your own work from a previous course, and passing it off as new work.

**Plagiarism can include:**

* Copying and pasting from a source without enclosing the text in quotation marks and providing a citation.
* Summarizing or rewording someone else's ideas without providing a citation.
* Reusing an assignment you submitted for a previous course.This is called self-plagiarism.
* Submitting an assignment completed by someone else.
* Collaborating on an assignment with a classmate or friend on an assignment meant to be completed individually.
* Writing a paper that strings together quote after quote or paraphrases, even if cited correctly. Your work must include your own original expression of ideas. To add originality to your assignment, include your own critical analysis, interpretation, and examples.
* Incorrect paraphrasing. When a paraphrase too closely resembles the original it is considered patchwriting.

**Plagiarism can be:**

* *accidental*- accidental plagiarism happens when you are not sure when to cite, paraphrase or quote. This tutorial is meant to help you understand when you need to cite!
* *blatant*- this type of plagiarism happens when you purposefully use another person's words and try to pass them off as your own.
* *self*- self plagiarism occurs when you reuse a paper you wrote in a previous semester for a different course. You must submit original, new work for each course!
* ***WHY PLAGIARISM MATTERS:***

There are several reasons why plagiarism is taken seriously and many have to do with expectations for academic work in Canada.

***1. Originality is important in academic writing***

Academics try to add original contributions to human knowledge by finding gaps in research and by studying very specific topics in detail. As a student, you are not expected to make any big discoveries. However, a level of originality is still expected in your writing.

Incorporate originality into your work by:

* Analyzing the sources you use, rather than merely summarizing arguments
* Presenting your ideas in a unique way, not copying the structure or pattern of a source's argument
* Coming up with your own examples to support a point
* Relating examples to your experiences

***2. Questioning sources is expected, not a sign of disrespect***

Perhaps you grew up learning that copying large portion's of an author's text was a sign of respect for an author's expertise. In Canada, this action would be considered disrespectful. Ideas are other people's work, and should be acknowledged through citations.

**3. *Critical analysis is important***

Your assignments will require you to analyze ideas from multiple sources, draw connections between them, and come to your own conclusions. As you read sources, you should ask questions about the text, even if it is a source written by an expert.

***4. Academic writing is an ongoing conversation***

In academic writing, authors respond to and build on what others have said before them. By citing your sources, you demonstrate that you "listened" to the conversation before coming to your conclusions and also make it easier for your reader to learn more.

**5. *Academic dishonesty devalues everyone else's hard work***

When one student unfairly cheats or plagiarizes and gets away with it:

* It devalues everyone else's hard work
* It means that not all graduates with the same grades did the same work or have the same skills
* Damages the reputation of the college because employers will realize that graduates of the college do not possess the skills that they should
* ***AVOIDING PLAGIARISM:***
* Manage your time well. Start your assignment early to avoid stressful situations. Use the resources below to help you manage your time:
	+ [UBC's assignment calculator](http://assignmentcalculator.library.ubc.ca/)
	+ [SFU's assignment calculator](http://calculator.lib.sfu.ca/)
	+ [Rasmussen College's 6 Time Management Tips](http://www.rasmussen.edu/student-life/blogs/college-life/time-management-tips-college/)
* Take careful notes on what you read and where you found ideas:
	+ As you take notes, record the source so that you can easily cite it later
	+ Make sure to identify your notes as paraphrases, summaries, or quotes
	+ Record page numbers, source titles, and authors so you can easily track the source down later
* Learn when to [cite!](https://columbiacollege-ca.libguides.com/plagiarism/citing_sources) Knowing when you need to cite and citing all the sources you use is your best defense against committing plagiarism
* Review your paper, and ask yourself:
	+ Where did this idea come from?
	+ Are the words my own?
	+ Can my work be clearly distinguished from the work of others?
* ***INCORPORATING SOURCES:***
* *SUMMARIZING:*

A summary is a condensed version of information from another source. Summaries usually highlight the main points discussed in a source.

**When you summarize:**

* Keep your summary brief. Summaries should be much shorter than the original source.
* Stick to just the main points.
* Make sure your summary is in your own words.
* *PARAPHRASING:*

A paraphrase is a restatement of another person's ideas in your own words.

**When you paraphrase, you must:**

* Change both the sentence structure and the words used.
* Accurately express the original author's ideas.

**Paraphrasing tips:**

* First read the original passage a few times to make sure you understand what the author is saying.
* Write down the author's main points in point form.
* When writing your paraphrase, don't look at the source you are paraphrasing. Use your notes of the author's main points and write sentences that present those ideas in different ways.
* Avoid switching out words with synonyms. This will create sentences that sound odd!
* ​When taking notes, try to paraphrase important passages immediately, rather than writing down direct quotes. This can lead to unintentional plagiarism.
* *QUOTING:*

Quotes are a word-for-word copy of what another author said.

**When you quote:**

* Make sure quotes are contained in "quotation marks."
* Make sure you don't over-rely on quotes! Your paper should mostly be your own original ideas. Use quotes only to illustrate your point.
* Use quotes from experts, not from unreliable sources
* If you have to change a word within a quotation, put the changed word in square brackets.
* ***CITING SOURCES:***

Citing is a formal way of showing where you got information for your paper.

Citing is important for many reasons. Citing:

* Shows your reader where you found your information and lets them go back to the original source to learn more
* Gives credit where credit is due!
* Provides your argument with credibility and shows that you've done your research

Your instructors don't expect you to be an expert. Instead, they want to see that you have read and understood credible sources written by people who are experts. Show them **who** you know, rather than what you know by citing all the sources you used to complete your assignment.