

ACADEMIC CONDUCT, COLLUSION, & PLAGIARISM

For more information on UCSB Academic Policies and Procedures, please visit this site:
<http://my.sa.ucsb.edu/catalog/Current/AcademicPoliciesProcedures/AcademicConduct.aspx>

GENERAL ACADEMIC CONDUCT

It is expected that students attending the University of California understand and subscribe to the ideal of academic integrity, and are willing to bear individual responsibility for their work. Any work (written or otherwise) submitted to fulfill an academic requirement must represent a student's original work. Any act of academic dishonesty such as cheating or plagiarism, will subject a person to University disciplinary action. Using or attempting to use materials, information, study aids, or commercial "research" services not authorized by the instructor of the course constitutes cheating. Representing the words, ideas, or concepts of another person without appropriate attribution is plagiarism. Whenever another person's written work is utilized, whether it is single phrase or longer, quotation marks must be used and sources cited. Paraphrasing another's work, i.e., borrowing the ideas or concepts and putting them into one's "own" words, must also be acknowledged. Although a person's state of mind and intention will be considered in determining the University response to an act of academic dishonesty, this in no way lessens the responsibility of the student.

COLLUSION

Any student who knowingly or intentionally helps another student to perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty. There is no distinction between those who cheat and plagiarize and those who willingly allow it to occur. In some courses, professors may announce that it is allowed for students to work together. In such cases, all students should write up their work independently of one another, unless the professor has given explicit approval to a common write-up. Students should always write on their paper the names of the other students with whom they have collaborated.

PLAGIARISM

On the Web as in print documents, you must avoid plagiarism. Plagiarism is knowingly taking the words or ideas of another author and representing them as your own. The University does not tolerate plagiarism; it is a combination of stealing and lying, and it shows contempt for the entire academic enterprise.

You should also avoid unintentional plagiarism--that is, unintentionally taking the words or ideas of another author and representing them as your own. The rules for avoiding plagiarism are the same for the Web as they are for print documents. You must cite the source for any quotations, paraphrases, facts, or statistics that you take from another author's work. You must also cite the source for any images or graphics that you take from another author's work. The only potential difference is that if the source is available on the Web, you may want to include a link to the source in addition to other bibliographic information. See the links below for information on how to cite sources in the APA and MLA formats.

You must cite the source of quotations or paraphrases.

If you use another author's exact words, enclose them in quotation marks and cite the source. If you paraphrase from another author's work, you need to cite the source (a paraphrase is essentially a quotation with some of the words changed).

Here's an example of a paraphrase:

Original quotation, taken from N. Katherine Hayles' *How We Became Posthuman*
The Turing test was to set the agenda for artificial intelligence for the next three decades. In the push to achieve machines that can think, researchers performed again and again the erasure of embodiment at the heart of the Turing test.

Paraphrase

The test done by Turing set the agenda for research in artificial intelligence for the next 30 years. Trying to achieve the goal of machines that can think, researchers performed many times the erasure of embodiment that was central to the Turing test.

As you can see, the paraphrase is essentially a disguised quotation. It's generally best to either use a direct quotation or to put ideas into your own words. If you do paraphrase, you need to cite the source from which you are paraphrasing. Use quotations and paraphrases to emphasize key points, to bolster your authority by referring to an outside source, or to reproduce particularly apt or elegant phrasing in support of your point.

Keep in mind that you should introduce the author at the beginning of the quotation or paraphrase. At the end of the quotation or paraphrase, you should provide additional bibliographic information in the citation style that you're using.

It is not acceptable to reproduce paragraphs of quotation or paraphrase from another author's work and then put the citation at the end of these paragraphs. Rather, you need to make it clear where the quotation or paraphrase begins.

You must cite the source of specific facts or statistics.

If you believe that the facts or statistics are not common knowledge, you need to cite the source. If you're unsure, cite the source just to be safe.

What is "common knowledge"? If you can reasonably assume that you could find the fact or statistic in at least three different sources, you can assume that it's common knowledge. Facts that would be easily found in reference books are also considered common knowledge: for instance, the population of the U.S., or the date of some historical event. For such facts, you don't need to name a specific source, even if you learned them only when doing your research. Other generally acceptable or generally known facts--for instance, that smoking is hazardous to your health--are also considered common knowledge and need not be cited.

It's a safe bet that any faculty member would be willing to answer questions about plagiarism and to help you avoid it.

For more guidance on plagiarism, please review [Writing Tip #19](#) from the Bren Writing Center.

Resources with information on citing electronic sources:

[APA-Style Citations of Electronic Sources](#)

[MLA-Style Citations of Electronic Sources](#)

A potentially useful cite for figuring out how to cite different sources:

<http://www.dartmouth.edu/~sources/>