Graduate students often come to the University of Maryland from undergraduate institutions and educational cultures where academic integrity and plagiarism standards are taught differently or not routinely enforced. To ensure that all graduate students are aware of the University's expectations and potential consequences, the Graduate School Writing Center and Graduate Student Legal Aid Office created this brief guide to help you understand the University's plagiarism standards and citation requirements.

WHAT IS PLAGIARISM?
In general terms, to plagiarize is to present unoriginal words, ideas, or findings as if they were novel or original. Under the University of Maryland’s Code of Academic Integrity both plagiarism and self-plagiarism are prohibited forms of academic dishonesty. The Code defines plagiarism as "representing the words or ideas of another as one’s own in any academic course or exercise." For more information about the University's Code of Academic Integrity is available in its entirety online at www.studentconduct.umd.edu/codes.

WHAT ARE THE PENALTIES FOR PLAGIARISM?
The University views plagiarism and self-plagiarism as serious academic violations, and the sanctions can be severe. Graduate students found by the Office of Student Conduct to have committed plagiarism or self-plagiarism face potential suspension or expulsion from the University. For nonimmigrant student visa holders (including F1 & J1 visas), a suspension or an expulsion will likely result in the termination of your legal status in the United States.

TIPS TO PREVENT PLAGIARISM
- Start Your Assignment Early
  - Proper citation can take a considerable amount of time, so it is important to not to wait until the last minute to complete your assignment or to include citations.
- Confirm Expectations
  - Review the assignment or project description as well as the course syllabus to confirm your professor's expectations. If guidance is not provided or not clear, consult your professor, TA, or advisor.
- Document throughout Your Writing Process
  - Citation should never be an afterthought, so plan it into your writing process. When researching and writing, create a list of every source (e.g. papers, articles, books, websites, videos, etc.) that you review. Use this list while writing to include your citations.
- Review Your Work
  - After you complete your paper or project, reread your work closely looking for instances where you may have forgotten to include quotation marks or a proper citation. After confirming all necessary citations were included, review each citation again for both content and format to ensure its accuracy.
When you write a paper or complete an assignment at the graduate level, you are almost always referencing the research and ideas of others. Even groundbreaking research is rooted in ideas, theories, and discoveries that have come before. In the American education system, there is an expectation that you acknowledge both where the ideas and words of others come from through the use of citations.

WHY DO WE CITE SOURCES IN ACADEMIC WRITING?
When a professor or reader encounters your work, they will assume that the words and ideas are your own unless you provide a citation indicating where the source of those words or ideas came from. While there is an expectation that your work builds on the ideas of others, there is also an assumption that the words and ideas in a paper or assignment are your own and if they are not your own, they are attributed with a citation.

WHAT DOES IT MEAN TO CITE SOURCES?
Citing sources is providing proper attribution to the person who originally authored words, put forth an idea, or made certain findings. Citations take different forms whether you are using the words of another or if you are describing or referencing an idea someone else previously expressed.

To fully acknowledge the words, ideas, or findings of another, there are three elements:
1. Use quotation marks to indicate the use of exact words from another source;
2. Provide an in-text citation to identify the source of the words or ideas; and
3. Include a bibliographic reference at the end of your paper, project, or assignment.

WHAT IS A "CITATION STYLE"?
A citation style is an agreed upon method and format for providing citations in your academic writing or work. Different fields of study use different citation styles to prioritize information important to that particular discipline and to improve readability.

WHAT CITATION STYLE SHOULD I USE?
There are five major citation styles used by graduate programs at the University of Maryland. They are Modern Language Association (MLA); American Psychological Association (APA); Chicago Manual of Style (Chicago); Institute of Electrical and Electronics Engineers (IEEE); and American Chemical Society (ACS). Please consult your TA, professor, or advisor for the specific style you should use.

Please remember that good citation practice is more than just placing a reference at the end of a sentence or a bibliography at the end of paper. Good citation practice is about fully acknowledging the words, ideas, and findings of others to highlight your synthesis of your sources with your own original thought and analysis.

For more resources on citation and citation styles or to request a consultation, please visit the Graduate School Writing Center online at go.umd.edu/GSWC.