

5. PLAGIARISM AND HOW TO AVOID IT

Research papers, theses, and dissertations cannot be written without consulting and referencing academic sources. Sources are other experts' scholarly commentaries or critical works. When somebody consults sources and incorporates his or her findings (either as ideas or sentences) without acknowledging their origin and/or pretends these are his or her own ideas or sentences, he/she commits plagiarism. **Plagiarism is a major academic offence: it is a form of professional dishonesty and, therefore, unacceptable.**

Six different acts are considered plagiarism:

- a) submitting a document written by someone else as one's own;
- b) copying the exact language of someone else without the use of quotation marks and without giving proper credit to the author;
- c) copying a paragraph from a source after having made small changes without appropriate acknowledgement;
- d) paraphrasing a paragraph with substantial changes without appropriate acknowledgement;
- e) using (unpublished) oral information in a text without indicating the source (a seminar discussion, a lecture delivered at university, a conversation, etc.).
- f) Self-plagiarism is also a form of plagiarism. Self-plagiarism means that the writer pretends he/she has written something for a given course (or to meet a specific requirement) for the first time, even though he/she has used the same material before. Unless the instructor gives explicit permission to do so, it is not permitted to hand in an essay (term paper or thesis paper) – or even adapt or update an essay (term-paper, thesis paper) – already written and submitted for another course at this or another university.

PRO TIPS TO AVOID PLAGIARISM

- Take notes. This is how you can avoid the “I don't know where I've read it” feeling. Notes will help you reference your sources at a later point in the writing process.
- Copy the author, the title, and other publication data accurately. Your notes should also include the number(s) of page(s) from which notes or quotes have been taken.
- Make a clear distinction between word-by-word quotations from the original and your own paraphrases, summaries, and ideas. Use quotation marks in your notes exclusively for literal quotations from your source.
- Always use quotation marks and cite your sources in a written assignment to acknowledge the presence of other people's words or ideas in your paper.
- Quotation marks and in-text citation in your text must clearly indicate which idea, word, phrase, clause, or paragraph was borrowed. For example, if you borrow someone's idea in the second sentence of a paragraph of several sentences, adding an author's name and a page number at the very end of the paragraph will not do. You should identify your source immediately after the second sentence.
- You might choose to paraphrase your source. In this case, do not use the source text. Close the book, decide what aspects or elements of the source text are relevant to your topic, then write from memory. Always check for accuracy afterwards.

- For further information on plagiarism and how to avoid it see:
<https://integrity.mit.edu/handbook/academic-writing/avoiding-plagiarism-paraphrasing>

Plagiarism incurs **serious sanctions**. If your essay is found to be plagiarized, the general policy is that your end-term mark for the whole course is **automatically a ONE** (Fail/F/elégtelen).

A plagiarized paper cannot be rewritten.

If your **BA/MA/TNA thesis** (szakdolgozat) is found to be plagiarized, it is **automatically rejected** and marked ONE (Fail/F/elégtelen) (See the *Academic and Exam Regulation - TVSZ 77. § [16]*). The earliest possibility of submitting a new thesis (on another topic) is a semester after the first submission (*TVSZ 82. § [7]*).