Students do not always recognize what counts as plagiarism (especially in their own case) and sometimes do not appreciate its seriousness. It is not merely a way of cheating yourself. It is unfair to your fellow students. The penalties for it are severe. Be careful that what you write does not count as plagiarism. For our purposes, let us define plagiarism as follows:

*Plagiarism is the use of someone else’s ideas or expressions as if they were your own, without proper acknowledgement of their origin.*

This includes all of the following cases:

- **verbatim quotations** (which should always be in quotation marks or, when longer, in a separate nested paragraph).
- **paraphrases or summaries of someone else’s work,**
- **suggestions or comments of an acquaintance (e.g., a remark made by a friend in conversation or in correspondence, or by a professor in lecture).**

It also doesn’t matter if a view is stated only to be criticized—you still must acknowledge your source properly.

In each of these cases you should cite the source of the material in a footnote or endnote, with enough information so that a reader can trace the source you are citing (especially the page number, if it is a written source).

In the case of *published work,* either in print or on the web, full bibliographic data should be given in the first note or in a bibliography at the end of the paper. Subsequent notes can use an abbreviated title or an author-date system.

Conversations, correspondence and lectures should not be mentioned in the bibliography. But you should still acknowledge these sources in a note. This is a matter of courtesy as much as honesty, and is common practice in the field. There’s no need to overdo it, though: you don’t have to give an Oscar acceptance speech and thank your parents, agent and so on (though they no doubt deserve it). Just use your good sense.

Here are some examples of the sort of notes you might use to acknowledge various sources:

2. I would like to thank Peter Railton for this suggestion (in conversation).
3. I would like to thank Jamie Tappenden for this suggestion (in correspondence).
4. Stated in phil 232 lecture by Professor Loeb, University of Michigan, 3/14/06.
5. Lecture overheads on Parmenides <https://ctools.umich.edu/portal/tool/951cf300-1699-4a69-80a8-f129d1bbfe5?panel=Main#>.

Here, too, you should use your good sense: you do not need to cite sources for widely known facts or beliefs, only distinctive claims or ideas, or any which require substantiation.

Styles for citing different kinds of sources (articles, books, encyclopedias, web articles, &c.) can be found in the MLA Handbook and in the Chicago Manual of Style. These are available in the reference room of the library.

**A simple rule:** When in doubt, consult your professor and/or gsi.

N.b. Using material from any of your own papers that have been handed in for another course are also a violation of the academic code.