

“PLAGIARISM
- THE PRESENTATION
OF THE WORK OF
ANOTHER PERSON
AS ONE’S OWN OR
WITHOUT PROPER
ACKNOWLEDGEMENT.”

— Article 16a - Academic Code of Conduct, 2008

LINKS FOR PARAPHRASING INFO

[The Owl at Purdue](http://owl.english.purdue.edu/owl/resource/619/01)

owl.english.purdue.edu/owl/resource/619/01

[The University of Wisconsin-Madison](http://writing.wisc.edu/Handbook/QPA_paraphrase.html)

writing.wisc.edu/Handbook/QPA_paraphrase.html

INQUIRIES

For more information,
please contact or visit:

[Student Advocate Program](#)

Advocacy and Support Services
Concordia University
SGW Campus, H-645
Tel: 514-848-2424 ext. 3992/3536
Email: studentadvocates@concordia.ca
concordia.ca/offices/advocate-program

HELPFUL CONCORDIA LINKS

[Academic Integrity Website](#)

concordia.ca/students/academic-integrity

[Student Learning Services](#)

Counselling and Development
SGW: H-440, Loyola: AD-103
concordia.ca/offices/cdev

[Concordia University Libraries](#)

SGW Webster Library LB-220
Loyola Vanier Library VL-103
library.concordia.ca
library.concordia.ca/help/howto/citations.html



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STUDENT ADVOCATE PROGRAM



WHAT YOU MUST KNOW



...about
PARAPHRASING





WHAT YOU MUST KNOW ABOUT... PARAPHRASING

WHAT IS PARAPHRASING?

PARAPHRASING IS TAKING SOMEONE ELSE'S IDEAS, UNDERSTANDING THEM AND THEN PUTTING THEM INTO YOUR OWN WORDS.

If paraphrasing is done incorrectly it may be considered PLAGIARISM.

6 STEPS TO EFFECTIVE PARAPHRASING

1. Reread the original passage until you understand its full meaning.
2. Set the original aside, and write your paraphrase on a note card.
3. Jot down a few words below your paraphrase to remind you later how you envision using this material. At the top of the note card, write a key word or phrase to indicate the subject of your paraphrase.
4. Check your rendition with the original to make sure that your version accurately expresses all the essential information in a new form.
5. Use quotation marks to identify any unique term or phraseology you have borrowed exactly from the source.
6. Record the source (including the page) on your note card so that you can credit it easily if you decide to incorporate the material into your paper.

PARAPHRASING PITFALLS

- No in-text reference at the end of your paraphrase.
- Writing your paraphrase while looking at the original source.
- Flipping only a few words of the original source.
- Building a paper only with paraphrases.
- Believing that changing some words makes it your own!
- Cutting and pasting text from the web to an assignment before paraphrasing.
- Forgetting *all* the elements needed for referencing a paraphrase.