INSTRUCTIONS FOR THE PREPARATION OF WORK PERFORMED OUTSIDE THE CLASSROOM

1. In order to establish uniform practices in all academic departments for preparation of work performed outside the classroom, the following guidelines will be used.
   
a. All papers, reports, essays, theses, or other written work performed outside the classroom for which a grade will be received will be the individual’s work and is subject to the limitations imposed by the definition of plagiarism. (Cf. Webster’s New International Dictionary, Third Edition: To plagiarize is defined as “to steal and pass off as one’s own the ideas or words of another” and “to commit literary theft: present as new and original an idea or product derived from an existing source.”) Please note that the mere changing of a few words of another is not in itself enough to prevent plagiarism.

b. Words taken from the work of another and incorporated as a part of a written report will be clearly indicated as a quotation and properly documented. (The method of documentation will be prescribed by the instructor.) The source of any material directly quoted must be clearly identified, and the quoted material must appear in quotation marks if less than 100 words. Longer passages which are directly quoted must be similarly identified and blocked on the margin in lieu of quotation marks. If a student has been in any way influenced by a book or article which he/she does not quote, paraphrase, or use in substance, he/she must acknowledge that influence in some manner, either in the body of the paper or in a list of references. The student should be guided primarily by a sense of honesty: he/she should cite his/her sources to avoid receiving credit for work not his/her own. He/she should be guided secondarily by common sense: his/her professor is likely to be able to distinguish easily between the professional knowledge and style of an author and those of a college student.

c. If material is not directly quoted but is used in substance, proper credit must be given to the source in accordance with accepted practices, at a minimum: author, title, and page number.

d. In the preparation of book reports, all quotations and materials used from the book must be properly indicated by quotation marks and/or footnotes, even though only one source was consulted in the preparation of the report.

2. All students are enjoined to familiarize themselves with the above instructions. If there are any questions concerning the meaning of this memorandum, it is the student’s responsibility to obtain clarification from his/her instructor or Department Head. It is the responsibility of the individual instructor to provide instructions regarding when joint efforts are permitted on homework, laboratory assignments, computer programs, or other assigned work, but in the absence of specific instructions to the contrary, work is to be done independently.

3. Plagiarism is a serious offense and is considered to be a violation of The Citadel’s Honor Code for the Corps of Cadets and of the policies and regulations prescribed for other students. Committing plagiarism can lead to failure on the work in question, failure in the course in which the work was submitted, and/or discharge from the college.