**Using information sources in school projects**

You are guilty of plagiarism when you use someone else’s ideas and words without giving suitable acknowledgement of the source of your information.

In the following situations, one must show clearly from where the information came, that is, what the source is:

When you use someone else’s idea, opinion or theory.

When you use any fact, statistic, graphic, drawing or any information that is not general knowledge.

If you use another person’s words exactly like they said it or wrote it (quotation).

If you write what another person said or wrote in your own words (changed or paraphrased).

**How sources may be used in school projects**

As a scholar, you may do the following:

Copy a photo from an electronic encyclopaedia and use it in your project (but you have to acknowledge the source in your bibliography!)

Photostat or scan a sketch from a magazine for a project (acknowledge the source again).

Use general knowledge without acknowledging the source, but since you are not always sure whether it is general knowledge or not, it is always the best to name your sources.

Use a paragraph exactly like it is in the source (quote), but then it must be in inverted commas, with a reference to the source.

**Ways in which to avoid plagiarism**

Do the following to avoid plagiarism:

Text that comes directly from your source must be put in inverted commas.

Write the information in your own words, making sure that you do not just change the order of the words or just change a few words.

Compare your paragraph with the original and make sure that you did not use the same expressions or words, but that the information is still accurate.