

8 steps to avoid internet plagiarism

1. Never cut and paste writing from the internet into your assignment draft. Instead, create a separate file and title it 'Internet quotes for [assignment]'.
2. Use colour highlighting to identify content copied from different webpages.
3. Always take reference details – author name, year, webpage title, URL, today's date – AT THE SAME TIME as you copy content. It's more work now, but much less later.
4. Make the reference details the same colour as the content copied from that webpage.
5. When you **paraphrase** (put experts' ideas into your words) immediately put a citation after it (author's last name, year, page), but leave it UNCOLOURED.
6. If you add your own ideas afterwards, put the word 'ME' at the beginning and end of that section of writing.
7. Only copy coloured writing from this document into your assignment draft in 'quote marks'.
8. Only copy ANYTHING from this document with a citation (author's last name, year, page).