

## **How to avoid plagiarism in your papers and thesis**

*Do not forget that almost all texts could be checked through internet and that teachers usually know more than two languages (specifically, the Czech teachers read and understand very well Russian and other Slavic languages, who knows Spanish understands Portuguese, etc.)*

*Moreover, you will provide your thesis electronically for the library and it will be in public use – if the University receives a proof that it contains any plagiarism, your diploma will be cancelled.*

### **Please check the set of plagiarism guidelines at**

**<http://www.xavier.edu/library/xututor/plagiarism/definition.html>**

### **Follow the gold rules:**

**You should not use in your papers and thesis materials from other sources without citing them.** For example, if any paragraph is taken directly from any journal, you should provide the exact citation (word by word), then the direct quotation must be inserted into quotation marks and the citation must be linked to the exact material used.

The same is effective for translations: if you translate word by word, it is a direct citation (quotation marks and a link to the used exact source are required).

**It is not sufficient to list sources at the end of your paper or thesis only if a direct quotation is used.**

#### **Examples:**

“The financial crisis could be estimated not having had any negative impacts on consumers” (Analysis by Mark Optimist, Economist, 30 February 2009).

**Or:**

“The financial crisis could be estimated not having had any negative impacts on consumers”<sup>1</sup>

**Or even:**

“The financial crisis could be estimated not having had any negative impacts on consumers” [2] - the [2] links to the *Analysis by Mark Optimist, Economist, 30 February 2009* in the list of sources at the end of your paper.

**If you use only ideas, not the wording from a source, you should list the source at the end, but you should introduce the idea by a number of the source in square brackets according to the list of sources, or you should provide the name of author with the year of publication or you can only state that the authors name whose idea is used.**

#### **Examples:**

The fact is supported by a theory on the mentioned syndrome [2],

**Or:** The fact is supported by a theory on the mentioned syndrome (Smith, 2007)

**Or:** “Smith in his theory on the mentioned syndrome argues that .....

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<sup>1</sup> Analysis by Mark Optimist, Economist, 30 February 2009