**How to Avoid Plagiarism**

The problem is that you have found books, research papers, and reports with many names and dates that you will need in order to explain your topic and support your arguments. What will you do in this case? Are you going to copy them as they are and paste them into your essay thinking that they are your own words/ideas? If you have thought of doing so, you will fall into a DANGEROUS practice called **PLAGIARISM**. Do not worry; I have a solution for you. You can cite an author by quoting, paraphrasing, or summarising. This would demonstrate your efforts as a reader, writer, and even researcher; highlight the source from which you obtained the information mentioned, and allow the reader to verify its reliability and deepen his/her knowledge on the subject area. Bear in mind that in research, you are not allowed to give your personal opinion (Bak, 2003; Bailey, 2011). All what is mentioned in your extended essay must be supported with evidence.

Before diving into details into each step, here are some citation rules advocated by WHO (2010), Bowker (2007), and Markowski (2019) that you have to bear in mind:

* While citing (quoting, paraphrasing, or summarising), you can use what we call a narrative citation by saying: Brown (1994) advocates that, or a parenthetical citation which comes at the end of the sentence and is written between parentheses like (Brown, 1994).
* If you have two authors, you should use ‘and’ in the narrative citation: Bouziane and Zyad (2018) declare that and ‘&’ within the parenthetical citation (Bouziane & Zyad, 2018).
* If you have more than two authors, you should write only the family name of the first author and add et al. to mean ‘and the others’: Brown et al. (1997) state that. However, in the parenthetical citation, you have to add a comma (Brown et al., 1997).
* If you found many sources with similar information, you can mention them in the parenthetical citation and separate the sources with ‘;’ (Brown et al., 1997; James, 2016).
* While reading a book/article, you found an author/researcher who cited another person. In this case, will you cite the first author or the second one? In research, such sources are secondary sources. Preferably, you should go back to the original source, called primary source, and cite the first author(s). However, if this source is not available, you can use the family name of the first author, mention the year of publication of the book/article, and add "as cited in" before the secondary source: Brown (2007, as cited in Johnson, 2012) (Bowker, 2007).
* When reading a given passage that you are going to cite, try to be reflective in your writing. In other words, do not take what you read for granted, but rather be a critical thinker and analytical in your writing so as to make meaning out of it. Doing so leads to the construction of creative