

For Students of the Department of English Language and Literature  
Faculty of Education  
Charles University

### Citation/Plagiarism Guidelines

#### What is plagiarism?

Plagiarism is the attempt to make someone else's work appear to be your own. In academic essays plagiarism usually takes the form of copying from some other source without admitting that you have done so. Although the term *plagiarism* includes all examples of deliberate cheating, plagiarism can even be unintentional. You might just include a few facts and figures that you found in a book in your essay, or copy and paste a few lines from an article that you came across while researching your essay online. The problem is, whether or not you *intended* to cheat, plagiarism is still a very serious offence.

A plagiarized essay will be failed and submitted to the Faculty of Education's Disciplinary Board. The student's studies may be terminated at the department (depending on the final decision of the Disciplinary Board).

Just to make it absolutely clear:

#### **ANY UNACKNOWLEDGED COPYING FROM ANY SOURCE AT ALL IS PLAGIARISM**

Teachers and students must respect and trust each other. These guidelines are meant to help both students and teachers do their jobs – and to protect academic integrity.

#### How can I avoid being accused of plagiarism?

The best way to avoid plagiarism is to give full references for any information that you include in your essay that you did not write or discover for yourself. This can include factual information – for example that the Globe Theatre opened in 1599 – even if you have put it in your own words. Presumably you found this factual information in a book, website, or other external resource, so you should acknowledge this source. For factual information, there are two exceptions to this rule. The first exception is general knowledge, things that everybody would know that do not need sources. For example, you do not need to explain how you know that London is the capital of the United Kingdom, but you *do* need to explain where you found out the number of cab drivers in London and a break-down of their ethnic backgrounds. The second exception is information that you found out in lectures or seminars, partly because this can be classed as basic information or general knowledge within the subject area, and also because the teacher, who is marking will know where that information came from. But you must provide a reference for any information that you yourself only discovered through using external sources.

There are many different citation styles (Harvard referencing, APA, Chicago Manual of Style, ASA, etc., etc.). Different fields of study prefer different styles. However, they are all meant for the same purposes – to document your research *and* help orientate the reader and allow him/her to find the information you are citing if he/she needs.

**Please note: the instructor of each individual course/advisor of a thesis may require his/her own, *differing* citation style. The *important* thing is that you always give references of some kind – make it clear when you are quoting someone else’s words or ideas.**

### Personal Translations

Regarding *your* translations from research that you do in Czech/Slovak (or any other language that is not English):

Your Works Cited page will have the source listed normally, i.e.:  
Novak, Jan. *Mytologie*. Prague: Nakladatelství Vltava, 2007. Print.

Your in-text citation should look like this:

“your translation here, your translation here, your translation here” (Novak 210, as translated by YOUR NAME HERE).

NOTE: Do not translate *back* to English if the book is originally in English. Also do not cite a Czech translation if an English translation exists.

Example 1: Do not use a Czech/Slovak translation of a book in English and then translate the Czech *back* into English!

Example 2: Do not use the Czech/Slovak translation of a book in German that has also been translated into English.

You can, of course, do your research in Czech/Slovak/Whatever language – but if an *English* version exists, use it.

If I have to acknowledge every quotation and source of information, what is there left for me to write in my essay?

Plenty of things, and these guidelines also mean that an essay must be more than a list of facts. But in any case, the point of writing an essay is not to report facts, but to create and present an argument that leads the reader through information, ideas and arguments, to eventually understand and agree with a writer’s conclusion. When quoting from a secondary source in an essay, you might want to explain a quotation to the reader in your own words, to explore it further – or to tease out (carefully work out the meanings of) the implications of a fact or statistic you present. Perhaps you want to use a quotation as evidence to prove your argument or you want to disagree with the source you quote from. In any case, as was mentioned above, the point of writing an essay is not simply to present information (and certainly not to copy that information from somewhere else), but to show that you have thought about and understand the essay topic. Information and quotations from other sources have an important place in essays as they show that you are familiar with the topic and have done research, but they should still be second in importance to the reasoned argument that you present in regards to the topic that you are writing about.

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1<sup>st</sup> February 2006

Updated for the department by Mark Farrell October 2013 and Tereza Topolovská February 2017.