

## Literature Review Comment Sheet

Let me begin by stating that this is a form letter. Adjustments have been made to reflect the contents of your specific paper. As much as I would like to type an individually tailored summation of your efforts, there is just not sufficient time.

In compiling a literature review it is understood that the information is not your own; therefore, the most critical component of the work involves citations. Several errors of judgment in citation protocol could lead to catastrophic results; some intentional and perhaps some out of ignorance. Such errors could include:

- Downloading a prewritten paper from the Internet “paper mills”. Such actions would reflect a deliberate effort to cheat and consequences would be very severe should one be caught.
- Randomly scattering citations throughout the paper in an effort to achieve the maximum number of 15; even though they were not actually used. A research paper should reflect input from a variety of sources not one or two papers; or a single article from Encarta on line.
- **Paraphrasing is a difficult concepts for some high school students to grasp. Essentially one should collect the fundamental data for their project in an outline format and then write the paper in their own words. Simply changing a few words within the paragraph of deleting a sentence here or there is not paraphrasing. If you use sections of an existing paper and fail to provide quotation marks, you are plagiarizing. Never write your paper using the cut and paste tool on the word processor.**

“Plagiarism is the improper use, or failure to attribute, another person's writing or ideas. It can be as subtle as the inadvertent neglect to include quotes or references when citing another source or as blatant as knowingly copying an entire paper verbatim and claiming it as your own work.”

[http://www.turnitin.com/static/faqs/plagiarism\\_faq.html](http://www.turnitin.com/static/faqs/plagiarism_faq.html)

My procedure for checking for “lifting” of sections from pre-existing research or the random scattering of citations to falsely suggest research involved random checks of your references. A minimum of three sites were visited (based on the listing in the literature cited page) to determine if the information in the paper correlated to the actual reference. If the sections appeared to be lifted without enclosure in quotations within your paper, I copied the section from the source and you will find it in your packet. Obviously there

will be some similarities in paraphrasing, but it should be minimal. Some were concerned about case studies; not a problem if they are clearly identified as such.

In regards to your paper; it is clear that you failed to provide adequate documentation. Sections were lifted without any effort to rewrite. I did not make an attempt to visit every web site; in fact, a single instance of failure to give proper credit to the source is sufficient to discredit the entire contents of the paper.

When plagiarism is noted in a paper (either inadvertently or by design) I feel there is no reason to continue grading the paper on content and format. In fact my first instinct is to record the grade as a zero. However, I do not feel that this was a deliberate effort to cheat; but more of a case of lack of clear understanding. I can assure you that college professors will show no such compassion; in fact violation of the honor code could lead to expulsion from school.

If more feed back is required or you wish to address a concern; schedule a time with me when it can be carried out privately.

Respectfully,

James Butler

The maximum grade when plagiarism has been determined is a 50.