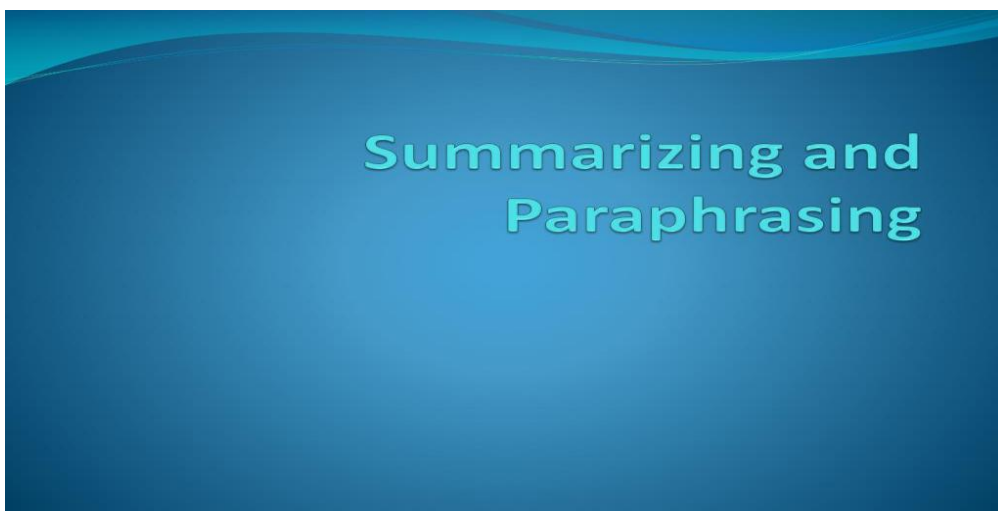


University Of Abdelhafid Boussof-Mila

Faculty of Economics, Commercial &

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Lecture four: Paraphrasing summarizing & avoiding plagiarism



Addressed To master one Students-Semester 2

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1. Introduction

Paraphrasing, summarizing, and avoiding plagiarism are essential skills in academic research writing. Students and researchers often use ideas from books, articles, and academic sources, but they must present these ideas in their own words while giving proper credit to the original authors. Academic writing requires honesty, clarity, and respect for intellectual property, which makes paraphrasing and summarizing important techniques.

Moreover, plagiarism is considered a serious academic offense that can lead to penalties such as failing assignments or rejection of research papers. Therefore, learning how to paraphrase, summarize, and cite sources correctly is necessary for producing ethical and high-quality academic work.

2. Definition of Paraphrasing

Paraphrasing is the process of rewriting information from a source using different words and sentence structures while keeping the original meaning.

It involves:

- Changing vocabulary
- Changing sentence structure
- Keeping the same meaning
- Citing the source

Example

Original sentence:

Academic writing requires critical thinking and strong research skills.

Paraphrased sentence:

Strong research abilities and critical thinking are essential for academic writing (Smith, 2020).

Paraphrasing shows understanding of the source and avoids copying.

3. Steps of Paraphrasing

Step 1: Read the Original Text Carefully

Understand the meaning.

Step 2: Identify Key Ideas

Focus on main concepts.

Step 3: Rewrite in Your Own Words

Use different vocabulary and structure.

Step 4: Compare with Original Text

Make sure meaning is the same.

Step 5: Cite the Source

Give credit to the author.

4. Definition of Summarizing

Summarizing is the process of writing the main ideas of a text in a shorter and simpler form.

It focuses on:

- Main ideas
- Key points
- General meaning
- Short explanation

A summary is shorter than the original text.

Example

Original text:

Academic writing helps students develop analytical thinking and communication skills. It also improves research abilities and academic performance.

Summary: Academic writing improves students' thinking and research skills.

5. Steps of Summarizing

Step 1: Read the Text

Understand the general idea.

Step 2: Identify Main Points

Ignore details.

Step 3: Write in Your Own Words

Use simple language.

Step 4: Keep It Short

Focus on essential ideas.

Step 5: Cite the Source

6. Difference Between Paraphrasing and Summarizing

Paraphrasing:

- Rewrite the text in your own words
- Keep the **same meaning**
- Include **all details**
- Length is **almost the same** as the original
- Used to make ideas clearer or avoid copying

Summarizing:

- Shorten the text
- Focus on **main ideas only**

- Leave out **details and examples**
- Much **shorter** than the original
- Used to give a quick overview

7. Definition of Plagiarism

Plagiarism is the act of using someone else's words, ideas, or work without giving proper credit.

It is considered academic dishonesty.

Examples of plagiarism:

- Copying text without citation
- Using ideas without reference
- Submitting others' work as your own
- Paraphrasing without citing source

8. Types of Plagiarism

Direct Plagiarism

Copying text word for word.

Self-Plagiarism

Using your previous work without citation.

Mosaic Plagiarism

Mixing original text with copied text.

Accidental Plagiarism

Forgetting to cite sources.

9. Ways to Avoid Plagiarism

Use Paraphrasing

Rewrite ideas in your own words.

Use Summarizing

Present main ideas briefly.

Use Quotation Marks

For direct quotes.

Cite Sources

Give credit to authors.

Use Reference List

Include all sources.

Use Plagiarism Checkers

Check originality.

10. Importance of Avoiding Plagiarism

Avoiding plagiarism is important because:

- It ensures academic honesty
- It respects intellectual property
- It improves research credibility
- It develops writing skills
- It protects academic reputation

Academic integrity is a key principle in research writing.

11. Conclusion

Paraphrasing, summarizing, and avoiding plagiarism are essential components of academic research writing. Paraphrasing helps rewrite ideas in different words, summarizing focuses on main ideas, and avoiding plagiarism ensures academic honesty. By using proper citation and referencing, students and researchers can produce ethical and credible academic work.

Therefore, mastering these skills is necessary for success in academic research and university studies.