

## Fulbright Foreign Student Application Plagiarism and Essay Guidelines

### What is Plagiarism?

From the Oxford English Dictionary:

***"Plagiarism, n. The action or practice of taking someone else's work, idea, etc., and passing it off as one's own; literary theft" (Oxford English Dictionary, 2023).***

Plagiarism is when you copy ideas, images or words that were used by someone else to use as your own. U.S. institutions require that all thoughts, words, or images be cited properly in all writings including your application materials.

### Plagiarism will be understood to include any of the following:

Presenting wording, statistics, or concepts as your own which should be attributed to someone else or to publications (online or offline). This includes, but is not limited to:

- Copying the exact wording of a written source with or without citation
- Presenting material with alterations in wording with or without citation
- Paraphrasing the content of a source without citation

The Fulbright application includes the opportunity to describe your academic work, research, and personal objectives. Fulbright has a zero-tolerance policy on plagiarism. Plagiarism in any part of your application will result in your disqualification from participating in the Fulbright Foreign Student Program.

It is expected that your responses to all questions in your Fulbright application will be your own work and writing, with clear citation of secondary sources if describing academic work and the writing of others (including one's own previously published work). Any sources used in the construction of your responses must be clearly cited.

Plagiarism will negatively affect your academic reputation and credibility.

### How to Avoid Plagiarism

- **Citations** - If any ideas are not your own, you must cite the source. Citations should be included whenever referencing another individual's work, images, or ideas even if you change words, paraphrase, or quote.
  - Citations usually include the author(s) and the date of publication or similar information.
  - Not citing properly can lead to an allegation of plagiarism. To cite, correctly follow a commonly used document formatting guide, such as [APA](#), [MLA](#), or [Chicago](#).
- **Quotations** - If you copy another source word for word, you should use quotation marks as well as cite the source.
  - Quote citations usually include the author(s) and the page number, or paragraph number in the case of web content.
  - It is important to note that most higher education institutions discourage "block quotes" or quotes of 40 words or more.

- **Paraphrase** – Read the source text you would like to reference in your essay and put it into your own words and sentence structure, making sure not to copy the work verbatim. If you use text as written in the original, you must use quotation marks.
  - Citations usually include the author(s) and the date of publication or similar information.
  - When paraphrasing it is essential to reproduce the author’s ideas and words meaning as intended by the author.
- **Reference Page** – A reference page or page of works cited at the end of your essay should include the author(s), date of publication, title, and source.
- When in doubt, always provide a source. There is absolutely nothing wrong with including citations.
- As an applicant, you need to write your own essays. Having someone else write the essay is considered plagiarism. Even having someone write a small portion is considered plagiarism.

### What is Common Knowledge?

You do not need to cite a source for material considered common knowledge. Note that common knowledge can change depending on your culture and geographic location. If you are ever in doubt, always cite the source.

- **General common Knowledge** is factual information that most people know or can easily find in a number of sources. This can include birth and death dates of well-known figures, and generally accepted dates of political, literary, and historical events.
- **Field-specific common knowledge** is “common” only within a particular field or specialty. It may include facts, theories, or methods that are familiar to readers within that discipline.

Review [information and guidelines on how to write application essays](#), including study objectives and personal statements.