

## Guidelines for the Use of Citation Verification Services such as *Turn It In*

A Citation Verification Service (CVS; also known as a Plagiarism Detection Service or PDS) is a computer program, website, or other service provider that offers to confirm the originality of written work and to identify language that appears in other written sources. Instructors and students may use a CVS in order to teach and understand how sources may be properly cited in academic writing and, furthermore, to ensure the academic integrity of written course assignments.

When used appropriately, a CVS can help students learn proper and improper use of source material, the importance of academic integrity, and how to avoid unintentional plagiarism. When used inappropriately, a CVS can cultivate an atmosphere in which students perceive themselves as distrusted and their ownership of their writing disregarded.

Effective use of a CVS ensures that students see themselves self-motivated learners in an atmosphere that fosters the sense of integrity and judgment described in the Honor Code (See Faculty Handbook, Book 4.B.1).

In order to encourage the culture of the Cedar Crest College Honor Code and to use the best educational practices in teaching students how to write with cited sources, the below statements may be used to describe CVS use in a course syllabus. The first is designed for a broad array of courses in which writing is assigned (this statement appears in the syllabus template) and the second for courses in which writing is taught as a process:

**Sample syllabus statement #1 (Generic):** Cedar Crest College uses a citation verification service to help teach proper citation techniques and to ensure the integrity of written academic work. By enrolling in this course, students agree to the submission of their written assignments to such a citation verification service, the use of which is subject to the Terms of Use posted on the provider's website. Written work submitted to a citation verification service will become part of its database for the purposes of future citation verification.

**Sample syllabus statement #2 (Writing-Process Courses):** Learning to incorporate published sources in your papers is an important skill to develop as a college writer. To do so properly, you must select important arguments and details from sources, and then distinguish them from your own words and ideas so as to avoid unintentional plagiarism. The written work that you submit for our course should indicate borrowed material through carefully composed quotation, summary, or paraphrase that identifies the direct source through academic citation. In order to help you learn these writing skills, we will use a citation verification service that allows us to be certain of the academic integrity of the work that we're doing.

The citation verification service will identify passages in your writing that appear in other written material. The identification of passages that appear in other source material does not necessarily indicate plagiarism or other academic misconduct, which depends on the proper attribution and use of citation mechanics. Both of us can then be certain that this borrowed language is properly incorporated. When your written assignment is submitted to the service (either as a draft or in final form), a report on its findings will be available to both of us once it has been generated.

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The above statements may be used verbatim or adapted for use in Cedar Crest College course syllabi.