

To avoid plagiarism, you must give credit whenever you use

- another person’s idea, opinion, or theory;
- any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge;
- quotations of another person’s actual spoken or written words; or
- paraphrase of another person’s spoken or written words.

Strategies for Avoiding Plagiarism

1. Put in **quotations** everything that comes directly from the text especially when taking notes.
2. **Paraphrase**, but be sure you are not just rearranging or replacing a few words.

Instead, read over what you want to paraphrase carefully; cover up the text with your hand, or close the text so you can’t see any of it (and so aren’t tempted to use the text as a “guide”). Write out the idea in your own words without peeking.

3. **Check your paraphrase** against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.

Terms You Need to Know

Common knowledge: facts that can be found in numerous places and are likely to be known by a lot of people.

Example: John F. Kennedy was elected President of the United States in 1960.

This is generally known information. You do not need to document this fact.

However, you must document facts that are not generally known and ideas that interpret facts.

Example: According the American Family Leave Coalition’s new book, *Family Issues and Congress*, President Bush’s relationship with Congress has hindered family leave legislation (6).

The idea that “Bush’s relationship with Congress has hindered family leave legislation” is not a fact but an *interpretation*; consequently, you need to cite your source.

Quotation: using someone’s words. When you quote, place the passage you are using in quotation marks, and document the source according to a standard documentation style.

The following example uses the Modern Language Association’s style:

Example: According to Peter S. Pritchard in *USA Today*, “Public schools need reform but they’re irreplaceable in teaching all the nation’s young” (14).

Paraphrase: using someone’s ideas, but putting them in your own words. This is probably the skill you will use most when incorporating sources into your writing. Although you use your own words to paraphrase, you must still acknowledge the source of the information.

Citing books, articles, and other sources, parenthetically in your paper

Use the table below to learn how to format various types of MLA reference tags.

Type of citation	Example
Author's name in text	Magny develops this argument (67-69).
Author's name in reference	This argument has been developed elsewhere (Magny 67-69).
Quotation found in indirect or "secondhand" source	The philosopher Alain states that "admiration is not pleasure but a kind of attention. . ." (qtd. in Magny 66).
Material found in indirect source	Alain's words seem to dissociate admiration from pleasure (in Magny 66).
Two authors' names in reference	The most notorious foreign lobby in Washington is the "Sugar Mafia" (Howe and Trott 134).
Reference to volume and page in multi volume work	As a painter Andrea was "faultless" (Freedberg 1: 98).
Reference to whole volume	In his second volume, Freedberg gives an account of Andrea's whole painting career.
Two works by same author on list of works cited	Frye connects Burgess' <i>A Clockwork Orange</i> to romance tradition (<i>Secular Scripture</i> 110).
Two locations in same source	Dabundo deals with this problem (22, 31).
Two sources cited	This controversy has been addressed more than once (Dabundo 27; Magny 69).
Personal interview; name given in text	Parsons talked about the need for physical education teachers to understand the relationship between physical activity and fitness.
Corporate author	Many different types of organizations in the United States are involved in mediation and dispute resolution (Natl. Inst. for Dispute Resolution).
Electronic source that uses paragraph numbers	The semiconductor workplace is highly toxic (Ross, par. 35).
Electronic source that uses chapter and section numbers	"Once we start using a tool extensively, it also starts using us" (Rawlins, ch. 1, sec. 1).

Chart adapted from: http://www.wisc.edu/writing/Handbook/DocMLACitation_Quot.html retrieved 19-May-08

Instructions	Original text and source	Citation and attributive Tags Documenting quotes and paraphrases
<p>Circle the correct citation format</p> <p>Author: Andrei Sakharov</p> <p>Name of Source: <i>Memoirs</i></p>	<p>Quote: At the beginning of October I was in Moscow to discuss the calculations, and those relating to the Big Bomb in particular.</p> <p>Page number: 219</p>	<p>A. "At the beginning of October I was in Moscow to discuss the calculations, and those relating to the Big Bomb in particular" (Memoirs 219).</p> <p>B. "At the beginning of October I was in Moscow to discuss the calculations, and those relating to the Big Bomb in particular" (Sakharov 219).</p> <p>C. "At the beginning of October I was in Moscow to discuss the calculations, and those relating to the Big Bomb in particular" (Sakharov p.219).</p>
	<p>Quote: The next day I visited my parents at their dacha [country home].</p> <p>Page number: 219</p>	<p>A. "The next day I visited my parents at their dacha [country home]" (Sakharov 219).</p> <p>B. "The next day I visited my parents at their dacha [country home]" (A.Sakharov 219).</p> <p>C. "The next day I visited my parents at their dacha [country home]" (Sakharov).</p>
	<p>Quote: Standing outside one courthouse, Tatyana Velikanova said to me with pride: "They must sense our moral force."</p> <p>Page number: 361</p>	<p>A. Standing outside one courthouse, Tatyana Velikanova said to me with pride: "They must sense our moral force." (Sakharov 361).</p> <p>B. "Standing outside one courthouse, Tatyana Velikanova said to me with pride: 'They must sense our moral force'" (Sakharov 361).</p> <p>C. "Standing outside one courthouse, Tatyana Velikanova said to me with pride: 'They must sense our moral force'" (Velikanova 361).</p>
	<p>Quote: Toward the end of March, Lusia and I decided to take a belated honeymoon in Central Asia, where it was already spring. Schools were on vacation, and we asked Dmitri and Alexei to come along.</p> <p>Page number: 363</p>	<p>A. Sakharov and his second wife went on a honeymoon to Central Asia and took their sons (363).</p> <p>B. "Sakharov and his second wife went on a honeymoon to Central Asia and took their sons" (Sakharov 363).</p> <p>C. Sakharov and his second wife went on a honeymoon to Central Asia and took their sons (Sakharov).</p> <p>D. "Sakharov and his second wife went on a honeymoon to Central Asia and took their sons" (363).</p>
<p>What do you notice about the highlighted phrase? What function(s) do you think it serves?</p>	<p>One problem caused by illegal parking is that it can be dangerous for other students to drive around the parking lots. A Daily Cougar article states, "'It's frustrating,' said junior theatre major Tiffani Fuller. 'There are a lot of people who park at the ends of the lanes, and the men in blue don't seem to be doing anything about it. You have to turn slowly at the end of the aisle so you don't run into the side of a double-parked car, and there are sometimes backups'" (Halphen).</p>	

Good academic writing requires more than just documenting information correctly – you also need to be able to work this material in smoothly.

The most basic way to do this is to use **attributive tags**, which are phrases that attribute the words and/or ideas to the source.

Since you are using in-text citations already, these tags are not necessary for documentation purposes, although they can sometimes replace the need for the citation. Instead, they are a way to provide a break between your own ideas and someone else's, as well as to influence your audience's reaction to the source material.

This is a chart of several basic types of attributive tags.

Underline the phrase in the examples that relates to the PURPOSE as stated in the second column. The first one is done for you.

TYPE OF TAG	PURPOSE	EXAMPLE
Author's credentials	Enhances credibility of material	Andrei Sakharov, a <u>Nobel laureate</u> , claimed that . . .
Author's lack of credentials	Influences audience against this material	Andrei Sakharov, a physicist with no experience in modern quantum theory, . . .
Author's political or social beliefs	Can influence the audience either positively or negatively about the material	Crazed liberal Andrei Sakharov . . . OR Noted peace supporter Andrei Sakharov . . .
Title of Source	Provides context for the material by showing where it came from	In his speech "Freedom and Science," Sakharov states . . .
Publisher of Source	Can make the material more or less believable, depending on the reputation of the publisher	. . . can be dangerous for other students to drive around the parking lots. A Daily Cougar article states, "It's frustrating," said junior theatre major Tiffani...
Historical or cultural information about the source	To provide context or background about the material	In a letter written while in exile in 1980, Sakharov said . . .
Information about the purpose or angle of the source	Helps the audience understand the context of the material	Andrei Sakharov, in a speech attacking human rights violations, argued . . .

Information in this chart is adapted from The Allyn & Bacon Guide to Writing, 3^d Edition, p. 628

Practice in text citations

1. **Embed a portion of the following quotation in a sentence using the appropriate citation. Make up a page number for this exercise.**

“Students can expect to find a wider variety of options available to them at college than they had in high school. They really have no idea what opportunities exist in the big wide world. The possibilities are endless.”

Smith, Snuffy. How to Go to College. Cleveland: Jones, 2005.

2. **Embed a portion of the following quote by introducing the author first and giving appropriate citation at the end of the quote. (Note: for the purposes of this worksheet, you may assume where the quotation came from within the page range given for each example.)**

“Students who select colleges because of the potential for partying are often sadly disappointed when it comes time for them to actually begin a career. Most workplaces don’t have that many parties”

Yokum, Abner. “Party Animals on Campus.” Deep Thinker. 12 Mar. 2007: 33-35.

3. **Embed two or more sections of this quote in a passage you might write and give appropriate citation by using the ellipsis (...) to indicate the quotation has been abbreviated.**

“Life, like any paper topic, neatly divides itself into three major categories—pre-college, college and post-college—each of which is determined primarily by the peculiar fears that dominate that stage. Of course, those unfortunates who never go to college are condemned to live out their impoverished lives experiencing only the pre-college and post-college stages.”

Crist, Steven G. and George Meyer, eds. “College and Fear.” The Harvard Lampoon Big Book of College Life. Garden City, New York: Dolphin, 1978. 62-63.

4. Embed a quotation from a work by two authors, citing it only at the end of the quote.

“If you are considering a career in law, English is actually one of the best majors to consider as an undergraduate. The skills you learn in logic and analysis transfer well to disputation.”

Collins, Tara and Kelly Almond. How to be a Lawyer. Moab: Slickrock, 2006. 19.

5. Embed elements of the same quote using the author' names to introduce the quote.**6. Use portions of this quote and include the author and title to introduce the quote.**

“Naturalists often run afoul of wildlife while in the field. I myself had my leg chewed off by a puma after falling asleep at lunch one day. Thinking back, I wish I hadn't had such a large lunch that day.”

Khlulus, I. M. “Fun with Wildlife.” Wilderness Ranger June 2004: 17-21.

7. Paraphrase from the quote below and use an appropriate citation in a sentence of your own construction. (Paraphrase means to put the ideas of another person into your own words.)

“My most successful piece sold for \$10,000. I showed it to this guy I was dating, and he was blown away that it had sold for so much because, to him, it looked like a scene of mud. I began showing in galleries while still in school.”

Benthin, Stefanie. “Successful Artists: You Can Be One Too.” Abstract Art Magazine Oct. 1991: 21+.

8. Embed a quotation from an interview that has no page number.

“I suggest that you study hard in college, but get a job too. Jobs teach much more than school ever does.”

Workman, Tom. Personal interview. 25 Feb. 2007.

9. Paraphrase from this quote from a presentation.

“The highest rated colleges this year are those specializing in technical fields. If you have skills in any area of technology, you can write your own ticket and work anywhere in the world.”

Albers, Joe. Presentation. Multiple Intelligences and Career Paths. Durango, 25 Feb. 2000.

10. Paraphrase this quote from a video.

“I had a dual-major in communications and technology. When I was ready to graduate, I posted my resume on-line and got called for an interview the very next day.”

One Day. DeVry. 1999-2000.

11. Cite a website from which you paraphrase a portion of the following quotation:

“Whatever you do for work in life, the most important thing to remember is not how much money you make or how big a title you have, it is whether you look forward to getting up in the morning and doing it again. Money can buy things; things can be replaced. Titles can be bought, which makes them simply things.”

Guthrie, Woody. “Way Over Yonder in a Minor Key.” The Unofficial Woody Guthrie Homepage. 14 June

2006. The Wooden Box Society. 11 Mar. 2007 <www.woodenbox.org/unoff/index.htm>.

Creating a ‘Works Cited’ page

Of course every paper must include a Works Cited page (formally known as the bibliography). The format is very prescriptive. That is there are certain rules that must be followed. And there are many, sometimes confusing, rules for the many different sources. Know, however, you must cite the following information as appropriate. Use the “Style Guide” (top right corner of our library’s red page) for generating correct “reference” lists.

- Author(s) name(s)
- Title of article, or chapter, or speech or web article
- Title of book, website, magazine, newspaper, journal, movie, TV broadcast
- City of publication
- Name of publisher
- Date of publication

Basic MLA Format (for a book)

Author’s last name, Author’s first name or initial ■ *Title of Book in italics* ■ City of publication ■

Publisher, Copyright year ■

Example

Stoker, Bram. *Dracula*. Oxford: Oxford University Press, 1996.

Tips

- The first line of each citation should start at the left margin of the page, but each following line should be indented ½ inch. This is called a “hanging indent”
- Sources must be listed alphabetically by the first word in each citation (usually the author’s last name.) Set up your list in a 1-column table so you can add entries as you research then “sort” the list alphabetically. Set the table so the borders do not print.
- Names of books, magazines, academic journals, and newspapers should be either underlined or italicized,
- Double space the page.

<p>Look at the Reference for the book listed to the right and answer the questions</p>	<ol style="list-style-type: none"> 1) Who is the author? How can you tell? 2) What does “1990” mean? 3) What information comes after the author’s name? 4) What do you think “New York” and “Knopf” tell you? 	<p>Sakharov, Andrei. <u>Memoirs</u>. New York: Knopf, 1990.</p>
<p>Look at the Works Cited at the far right and answer these questions.</p>	<ol style="list-style-type: none"> 1) Which one of these was written first? How can you tell? 2) From what type of source (book, magazine, newspaper, academic journal) do you think they came? What clues do you have from the citations? 3) Are these from a printed source or from the Internet? How can you tell? 4) How can you tell where one citation ends and the next begins? 5) Why do you think the second citation has two dates in it? 	<p style="text-align: center;">Works Cited</p> <p>Henriques, Diana B. “Hero’s Fall Teaches Wall Street a Lesson.” <i>Times</i> 27 Sept 1998: A1+.</p> <p>Jayson, Sharon. “UT System chief’s pay is tops in US” <i>Austin American-Statesman</i> 23 Aug. 2002 30 Aug. 2002: <www.statesman.com/UT%20President%20is%20Highest%20Paid%20in%20US%20%28%20statesman_com%29.html>.</p>

Write a citation for the following publications. Use the correct format.

<p>Title: <i>Alice in Wonderland</i> Author: Lewis Carroll Publisher: North-South Books City of Publication: New York Copyright date: 1999</p>	
<p>Title: <i>How to Walk in High Heels: The girl’s guide to everything</i> Author: Camilla Morton Publisher: Hyperion City of publication: New York Copyright date: August 30, 2006</p>	
<p>Article title: 2008 Ten Best Cars Magazine title: <i>Car and Driver</i> Authors: Csaba Csere, Tony Swan Publisher: Hachette Filipacchi Media, U.S., Inc City of publication: Ann Arbor, MI Copyright date: January 2008</p>	