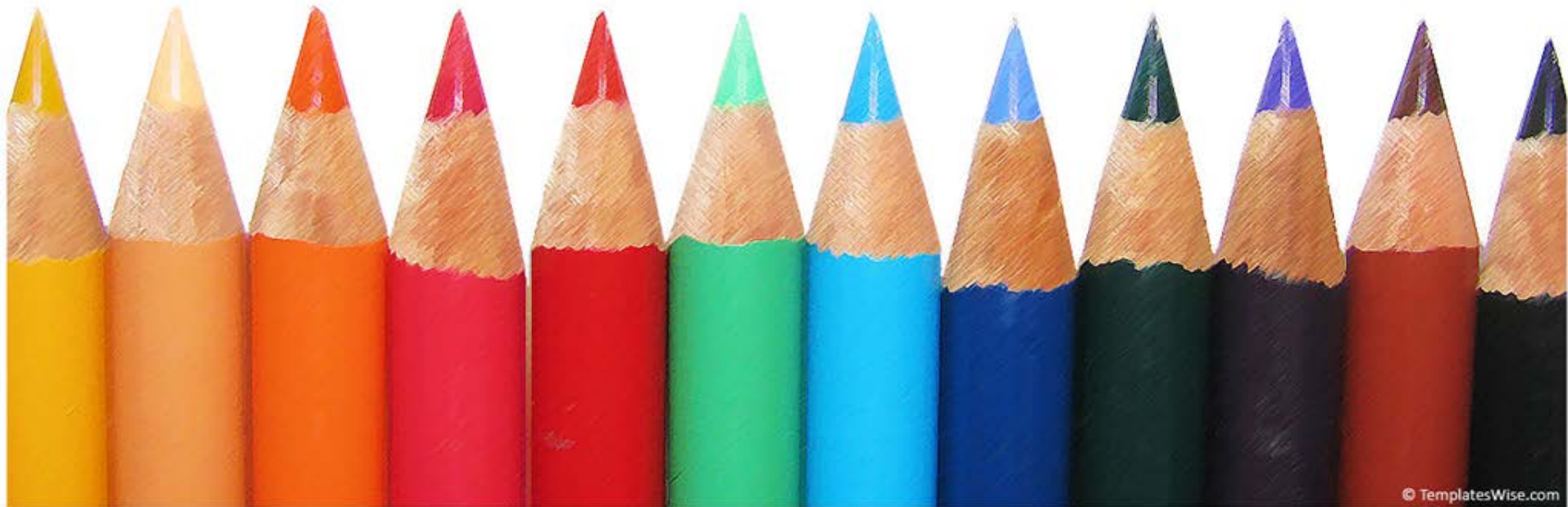


# Citations, Quotations and Plagiarism

Graduate Student Writing Workshop

October 3 2013

Jean E. Wallace



# Outline

- Why do we cite and what needs to be cited
- When do we quote and how do we quote
- Plagiarism
- Citation Exercises





# Why do we cite?

- To show how our ideas build on others
  - To give credit to which ideas are from others
  - To allow reader to follow up on others' work and ideas
- 
- <http://writingcenter.unc.edu/handouts/how-we-cite/>



# What needs to be cited?

- Direct quotes, both entire sentences and phrases
- Paraphrases (rephrased or summarized material)
- Words or terminology specific to or unique to the author's research, theories, or ideas
- Use of an author's argument or line of thinking
- Historical, statistical, or scientific facts
- Graphs, drawings, or other such aggregations of information or data
- Articles or studies you refer to within your text

# What does NOT need to be cited?

- Proverbs, axioms, and sayings ("A stitch in time saves nine.")
- Well-known quotations ("Never in the field of human conflict was so much owed by so many to so few.")
- Common knowledge (Thomas Edison invented the phonograph; "Starry Night" was painted by Vincent Van Gogh; Oxygen has the atomic number 8)

# When should I quote?

- A good rule of thumb is to ***quote from a source only if the original wording or the source itself is important in some way.***
- Used effectively, quotations can provide important pieces of evidence and lend fresh voices and perspectives to your narrative.
- Used ineffectively, however, quotations clutter your text and interrupt the flow of your argument.
- Quotes are only one type of evidence – well balanced papers also make use of paraphrases, data and statistics.



# When should I quote?

- If you are working with primary sources like historical records or policy documents
- If you are writing a paper based on interview or survey research in order to let the participants speak in their own words
- If you are defining key analytical terms, particularly when not all sources agree on a definition
- If an idea is expressed in a particularly insightful or memorable way in the source.

# How should I quote?

- If a quote is over 40 words long, the quote is double-spaced, inset block without quotation marks (APA style)
- Shorter quotes are inserted in the text with quotation marks
- ALWAYS cite a page number for ALL quotations
- Use ellipsis (three spaced dots) to signal omission of words or sentences but none are needed at the beginning of a quoted passage
- Use square brackets [like this] to insert words



# Plagiarism

- “Plagiarism involves submitting or presenting work as if it were the student’s own work when it is not. Any ideas or materials taken from another source written, electronic, or oral must be fully and formally acknowledged.” U of C def’n
- Paraphrasing means taking another person’s ideas and putting those ideas in your own words. Paraphrasing does NOT mean changing a word or two in someone else’s sentence, changing the sentence structure while maintaining the original words, or changing a few words to synonyms. If you are tempted to rearrange a sentence in any of these ways, you are writing too close to the original. That’s plagiarizing, not paraphrasing.

# How can I tell if I've plagiarized?

- If aren't sure whether you've plagiarized, you can double-check your work using the checklist below. You need to cite your source, even if:
  - you put all direct quotes in quotation marks.
  - you changed the words used by the author into synonyms.
  - you completely paraphrased the ideas to which you referred.
  - your sentence is mostly made up of your own thoughts, but contains a reference to the author's ideas.
  - you mention the author's name in the sentence.

**\*\*The moral: When in doubt, give a citation\*\***

# Exercises

- Citations, Quotations and Plagiarism Exercise
  - Review the text and determine where quotations and citations are used appropriately or not, and where they are required.
- Summarizing and Paraphrasing Exercise
  - I've provided some examples of summarizing and paraphrasing—some are good and some are bad examples. Read the original work and then the paraphrased versions and ask yourself these questions:
    - Which one is a good paraphrase? Why?
    - Which ones are not good and why?

# October 17<sup>th</sup>: Peer Review of the One Page Research Proposal Scholarship Applications

- It can be very challenging to summarize your entire research project in one or two pages and convince potential funders that you will be successful in carrying it out and that it deserves to be funded. In this session, we will discuss the criteria used in evaluating proposals and the group will review each others' proposals. This is your opportunity to receive immediate and objective feedback on your one page research proposal before submitting it to CIHR or SSHRC.
- *Bring 4 or 5 copies of your one page research proposal to the workshop for peer review.*

