

AVOID PLAGIARISM

Plagiarism is defined by the Writing Program Administrators (WPA), a group of English professors who direct college composition programs: “In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source.” A keyword here is “deliberately.” Instructors, however, may have difficulty distinguishing between accidental and deliberate plagiarism. The burden is upon you as the writer to give credit where credit is due. These are some examples of plagiarism:

- Turning in a paper that was written by someone else as your own. This includes obtaining a paper from an Internet term paper mill.
- Copying a paper or any part of a paper from a source without acknowledging the source in the proper format.
- Paraphrasing materials from a source without documentation.
- Copying materials from a text but treating it as your own, leaving out quotation marks and acknowledgement.

CHOOSING WHEN TO GIVE CREDIT

Need to Document	No Need to Document
<ul style="list-style-type: none">• When you are using or referring to somebody else’s words or ideas from a magazine, book, newspaper, song, TV program, movie, Web page, computer program, letter, advertisement, or any other medium.• When you use information gained through interviewing another person.• When you copy the exact words or a “unique phrase” from somewhere.• When you reprint any diagrams, illustrations, charts, and pictures.• When you use ideas that others have given you in conversation or over email.	<ul style="list-style-type: none">• When you are writing your own experiences, your own observations, your own insights, your own thoughts, your own conclusions about a subject.• When you are using “common knowledge” — folklore, common sense observations, shared information within your field of study or cultural group.• When you are compiling generally accepted facts.• When you are writing up your own experimental results.

The Online Writing Lab (OWL) at Purdue University provides an excellent handout on avoiding plagiarism, including this box about when to give credit to sources. See <http://owl.english.purdue.edu>.

When is it necessary to cite a source? If you are writing that the Space Shuttle Columbia disaster happened in 2003, do you need to cite your source? No, because you could find that information in any of a number of places. What if you use information from a *New York Times* article about how U.S. fast food eating habits are spreading to Europe? Yes, if you are going to paraphrase or quote from the article. The table above, from the Purdue University Online Writing Lab, gives more examples of when to cite sources.

DOCUMENTING SOURCES

Academic writing mandates students document their sources. Documenting sources allows the reader to evaluate the writer's research in regard to value and credibility. Several styles of documentation are widely acceptable in the university, to include MLA (Modern Language Association), APA (American Psychological Association), CBE (Council of Biology Editors), also called Scientific Style, and CMS (Chicago Manual of Style). This book focuses on MLA and APA styles. Each style of documentation offers both parenthetical (in-text) documentation and bibliographical documentation. In other words, every source must be cited within the text and at the end of the work. Recent technological advances have opened a wealth of electronic databases and independent websites offering instant access to valuable sources.

Students should not feel it is necessary to memorize documentation citation formats. They can always refer to the official handbooks for MLA, APA, CBE, and Chicago documentation styles. The Purdue University Online Writing Lab (OWL) offers an excellent summary of the different documentation styles and links to resources for each. Go to the home page, <http://owl.english.purdue.edu> and select "Handouts and Materials," then "Research and Documenting Sources," that will lead you to an abundance of useful handouts. Practice in proper documentation will ensure a better understanding of academic writing, familiarity with sources, and the ethical responsibility of crediting original authors.

CHALLENGES IN DOCUMENTING ELECTRONIC PUBLICATIONS

CHANGEABLE NATURE OF ELECTRONIC SOURCES

Although many documents posted on the Internet share characteristics of print documents such as title, author, and publication information, in other ways they are like television programs or live performances because the reader looking for cited documents cannot depend that the copy of cited information they locate on the Internet will be the same as the one the author accessed. Electronic publications can be easily updated or changed and may be removed from public access without notice. Thus, date of access (or retrieval) becomes important because it may provide information about a version of a text or the existence of a text that has since been removed from public access.

In the past MLA Style recommended including the URL (web address) of documents in the Works Cited list. However, more recently MLA has taken the position that including that information has limited value because they are prone to change and are cumbersome in any case. Current recommendations are that students include URLs only when the material would otherwise be difficult to locate or if the instructor requires it. If you do include a URL, enclose them in angle brackets and follow with a period. For example, the website for the New York Times would be <http://www.nytimes.com>.

APA Style suggests including the elements of a citation in the same order, as you would for a print source, adding information about electronic retrieval after the standard information. However, APA also recognizes that information such as author, publication date, publisher, or even title may be missing in an electronic source. APA suggests giving the DOI (Digital Object Locator), a unique alphanumeric string that is a persistent link, whenever possible. If it is not available, APA recommends giving the URL of the item being cited.

CITING PAGE NUMBERS

Many documents on the Internet do not give information generally available for print publications such as author, page number, or publisher. Students should provide whatever such information is available. For example, when retrieving an item from an electronic database or website, students are often given a choice of opening either an HTML (webpage) document

or a PDF (Adobe Portable Document Format) document. If a PDF version is given, students should select it, as it is a representation of the original source and has page numbers which can be cited. Since many articles are not offered in the PDF format, however, students, when utilizing other file formats, cannot cite actual page numbers. In the case of full text HTML documents, you should cite section titles and paragraph numbers when they are available. If section and/or paragraph numbers are not available, you cannot cite them.

MLA STYLE

For MLA style, also refer to the *MLA Handbook for Writers of Research Papers* and the MLA Web site, <http://www.mla.org>.

BIBLIOGRAPHICAL DOCUMENTATION

In MLA Style, this is called either the Works Cited page or an Annotated Bibliography. The title, Works Cited or Annotated Bibliography, should appear centered on the top margin of the last page of a researched essay. The Works Cited page should be double-spaced with no extra line spacing between entries. The first line of each entry begins at the margin, and all subsequent lines of a particular entry are indented 5 spaces on the left margin. All entries should be in alphabetical order. The Annotated Bibliography is formatted like the Works Cited page with the addition of an annotation or description of the source in a paragraph following the citation. The following entries are typical citations for an MLA style. Examples are offered for both print, online, and database versions, when applicable.

Two or More Selections from the Same Print Collection or Anthology

Note: To avoid repetition on the list of works cited, cite the anthology or reader as a separate entry. Then cross-reference entries to the anthology as in the example below.

Burns, Gary. "Marilyn Manson and the Apt Pupils of Littleton." Petracca and Sorapure 284-90. Print.

Fox, Roy. "Salespeak." Petracca and Sorapure 56-72.

Petracca, Michael and Madeleine Sorapure, eds. *Common Culture: Reading and Writing About American Popular Culture*. 5th ed. Upper Saddle River: Pearson, 2007. Print.

Note: Alphabetize each entry among other entries on the works cited page. Do not group the entries from the anthology together unless they fall next to one another alphabetically. Also, remember that you will have no parenthetical citation referencing the editors Petracca and Sorapure. You should cite Burns and Fox in the parenthetical citations in your paper.

Book or Novel

Nicolson, Adam. *Seize the Fire: Heroism, Duty, and the Battle of Trafalgar*. New York: HarperCollins, 2005. Print.

Book with Multiple Editors

Mennuti, Rosemary B., Arthur Freeman, and Ray W. Christner, eds. *Cognitive-Behavioral Interventions: A Handbook for Practice*. New York: Routledge, 2006. Print.

Online Edition of Book or Novel

James, Henry. *The American*. 1877. Fiction: *The Eserver Collection*. Web. 15 June 2008.

(This book was published before 1900, so the name and city of the publisher are not needed. For more recent book, give the print information first, then the information about web publication.)

Scholarly Article with Continuous Pagination

Andrews, Howard. "Writing and the Internet." *Teaching English in the Two Year College* 21 (1999): 233-51. Print.

Book Review

Schneider, Robert J. Rev. of *Modern Physics and Ancient Faith*, by Stephen M. Barr. *Anglican Theological Review* 86 (2004): 506-07. Print.

An Editorial

Wolfe, Gregory. "Emerson vs. Hawthorne." Editorial. *Image: A Journal of the Arts and Religion* 12 (1995-96): 3-4. Print.

Scholarly Article Online

Kimihiko, Yoshii and Tonogai Yasuhide. "Water Content Using Karl-Fisher Aquametry and Loss on Drying Determinations Using Thermogravimeter for Pesticide Standard Materials." *Journal of Health Science* 50. 2 (2004): 142-47. Web. 2 Jun. 2005.

(Note that this entry is for an article in a journal with text available online. The print information, such as the volume number, is given first. Then the word "Web" indicates that it is also available on the Internet. If the journal is online only, it may not give page numbers. In that case, substitute "n. page" for the page numbers.)

Scholarly Article from Online Database

McMichael, Anthony J. "Population, Environment, Disease, and Survival: Past Patterns, Uncertain Futures." 145-48. Lexis-Nexis. Web. 22 May 2006.

(Note that the name of the database is given after the publication information, and it is followed by the word "Web" and the date the article was accessed.)

An Entire Website

Science Daily. Eds. Dan Hogan and Michele Hogan. Web. 2007. 19 Oct. 2008. <<http://sciencedaily.com>>.

(MLA allows you to give the URL of the website if you need to do so for clarification. If you include the URL, place it in brackets.)

Article from a Magazine

Deboer, Peter. "Junior Achievers." *Sports Illustrated* 6 Jun. 2005: 17-18. Print.

Article from an Online Magazine

Winant, Gabriel. "Who Hates Who in Iran." *Salon*. Salon Media Group, 19 June 2009. Web. 20 June 2009.

(Note that the title of the magazine is followed by the publisher or sponsor of the site, a comma, and the date of the publication. MLA uses this format because it does not consider online-only magazines to be periodicals.)

Magazine Article from an Online Database

Seltzer, Larry. "Tales of a Professional Social Engineer." *PC Magazine* 7 Jun. 2005: 105-111. Academic Search Premier. Web. 22 Apr. 2005

(Give the print information first, then the name of the database, the word "Web," and the date accessed.)

Newspaper Article Online

Pear, Robert. "States Intervene After Drug Plans Hit Early Snags." *New York Times*. New York Times Co., 7 Jan. 2006. Web. 15 Feb. 2006.

(MLA considers websites for newspapers to be non-periodical, so the format follows the title of the newspaper with the name of the publisher of the website, a comma, and the date of publication for the article, the word "Web," and the date accessed.)

Newspaper Article from Online Database

Kolata, Gina. "Koreans Report Ease in Cloning for Stem Cells." *New York Times* 20 May 2005: A1+. Academic Search Premier. Web. 8 May 2008.

(Give the print information first, then the name of the database, the word "Web", and the date accessed. In this case, the plus sign indicates that the pagination is not continuous.)

Government Document

"El Chamizal Dispute: Compliance with Convention of the Chamizal." 1964. *US Senate Hearing*. Cleofas Calleros Papers. University of Texas at El Paso Library Special Collections. 33-9. Print.

Government Document Online

Travis, William Barret. "Letter from the Alamo, 1836." Texas State Library & Archives Commission. Web. 15 Apr. 2005

Government Document from Online Database

"United Nations Resolutions on Operation Desert Storm." Aug-Nov 1990. *Essential Documents in American History: 1492-Present*. 1-17 Academic Search Premier. Web. 8 May 2008.

Educational Website (they usually end in edu)

Turner, Logan. "Texas Farming: Life of a Migratory Wheat Cutter." Interview with Jack Waldroop. Texas Farming Oral History Files. 2004. Web. 15 Apr. 2005.

An Advertisement

The Fitness Fragrance by Ralph Lauren. Advertisement. GQ Apr. 1997: 111-12. Print.

A Television Program

"Circle of Life." By Alton Brown. Dir. Alton Brown. *Good Eats*. Food Network. 13 Oct. 2007. Television.

A Film on DVD

The Lord of the Rings: The Return of the King. Dir. Peter Jackson. New Line, 2003. DVD-ROM.

An Interview

Blackmun, Harry. Interview with Ted Koppel and Nina Totenberg. *Nightline*. ABC. WABC, New York. 5 Apr. 1994. Television.

Doe, Jane. Personal interview. 18 Oct. 2007.

MLA PARENTHETICAL OR (IN-TEXT) DOCUMENTATION

Parenthetical documentation refers to the process of citing sources within the text. Citing sources within the text is necessary for students to indicate when they are using the words, thoughts, or ideas that are not their own and borrowed from an outside source. Whether students use a direct quote, a paraphrase or summary of the information, they must properly provide credit to the original author(s) of that source. Using appropriate sources for support and documenting these sources accurately adds to the credibility and value of a student's essay. The following examples provide a guideline to proper parenthetical documentation.

Direct Quote (three lines or less)

"Scientists estimate that the rangewide population of the San Joaquin kit fox prior to 1930 was 8,000..." (Conover 44).

Direct Quote (more than three lines) (Indent 10 spaces and block.)
Conover's 2001 study of the San Joaquin kit fox found the following:

For the most part, in the "real" world, kit foxes escape their predators and the high temperatures of their desert environment by spending the day underground in a den. In Bakersfield, they follow suite. Kit foxes move every couple of weeks to a new den. Moving to different dens may be one reason why they have persisted; the constantly changing abodes provided new places to hide. (199)

Direct Quote when the author is named in the text

Hildebrand states that "generals of Alexander the Great brought news to Europe of vegetable wool which grew in tufts of trees in India" (144).

Information from printed source, but it is not a direct quote

It is common to see an Osprey make its nest on an electric power pole (Askew 34).

Electronic Sources

Many electronic sources are not numbered with pages unless it is a PDF file. If paragraphs are numbered, use numbers following the abbreviation, par. Most often the source will not have page, paragraph, section or screen numbers. In this case, include no numbers in the parentheses.

(Bussell par. 3)

APA STYLE

For APA style, also refer to the *Publication Manual of the American Psychological Association* and the website provided by the American Psychological Association, <http://www.apastyle.org>, which offers free tutorials for APA style.

BIBLIOGRAPHICAL DOCUMENTATION

In APA Style, this is called either the References or Annotated Bibliography. The title, References or Annotated Bibliography, should appear

centered on the top margin of the last page of a researched essay. The References or Annotated Bibliography page should be double-spaced with no extra line spacing between entries. The first line of each entry begins at the margin, and all subsequent lines of a particular entry are indented on the left margin 5 spaces for a References Page and 7 for an Annotated Bibliography. All entries should be in alphabetical order. The Annotated Bibliography is formatted like the References page with the addition of an annotation or description of the source in a paragraph following the citation.

Note that APA suggests that when you are citing a source from the web or an online database you should give the DOI (Digital Object Identifier) of the source in the References List. If the DOI is not available, you can give the URL (web address) for the text. APA does not require that you give the date you access a source on the Internet unless you have reason to believe that the text may change or disappear from the Internet. Also note that if you cite an entire website, simply include the website address in parentheses in the text with no entry in the References page. The following entries are typical citations for APA style. Examples are offered for both print, online, and database versions, when applicable.

Book or Novel

Nicolson, A. (2005). *Seize the fire: Heroism, duty, and the battle of Trafalgar*. New York: HarperCollins.

Book or Novel with Multiple Editors

Mennuti, R.B., Freeman, A., and Christner, R.W. (Eds.). (2006). *Cognitive-behavioral interventions in educational settings: A handbook for practice*. New York: Routledge.

Book or Novel Online Edition

James, H.(1960). The American. Retrieved from <http://eserver.org/fiction/novel.html>

(If the book has a DOI, then give that instead of the URL).

Book Review

Schneider, R. J. (2004). [Review of the book *Modern physics and ancient faith*]. *Anglican Theological Review*, 86, 506-07.

Scholarly Article

Andrews, H. (1992). Writing and the Internet. *Teaching English in the Two-Year College*, 21, 233-251.

Scholarly Article Online with a DOI

Kubzansky, L. D. and Martin, L. T. (2009) Early manifestations of personality and adult health: a life course perspective. *Health Psychology* 38.3, 364-372. DOI: 10.1037/a0014428

Scholarly Article Online without a DOI

Kimihiko, Y., & Yasuhide, T. (2004). Water content using Karl-Fisher aqua metry and loss on drying determinations using thermogravimeter for pesticide standard materials. *Journal of Health Science*, 50, 142-147. Retrieved from http://www.jstage.jst.go.jp/browse/jhs/50/2/_contents

Article from a Magazine

Deboer, P. (2005, June). Junior achievers. *Sports Illustrated*, pp. 17-18.

Article from a Magazine Online

Banks, S. (2005, April). Hill country. *Texas Monthly Online*. Retrieved from <http://www.texasmonthly.com/previous/2005-04-01/feature3>

Newspaper Article

Trembacki, P.(2000, December 5). Brees hopes to win Heisman for team. *The Dallas Morning News*, p. 20.

Newspaper Article Online

Aguilar, M.(2005, March 28). Miners anxious to get back to work. The El Paso Times. Retrieved from <http://www.elpasotimesonline/03/28/05.htm>

Government Document

El Chamizal dispute: Compliance with convention of the Chamizal. (1964). *US Senate Hearing*. Cleofas Calleros Papers. University of Texas at El Paso Library Special Collections (#33-9).

Government Document Online

Travis, W. B. (2005). Letter from the Alamo, 1836. Retrieved from Texas State Library & Archives Commission, <http://www.tslstate.tx.us/treasures/republic/Alamo/travis01.gov>

A Film or DVD

Coen, E. & Coen, J. (Producers and directors). (2007). *No country for old men* [Motion picture]. United States: Paramount Vantage.

A Television Program

Martin, D. (Reporter). (2008, March 2). The Pentagon's ray gun (television series episode). In M. Walsh (Producer), *60 Minutes*. New York: CBS News.

APA Parenthetical or (In-text) Documentation

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"Scientists estimate that the rangewide population of the San Joaquin kit fox prior to 1930 was 8,000..." (Conover, 2001, p. 44).

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For the most part, in the "real" world kit foxes escape their predators and the high temperatures of their desert environment by spending the day underground in a den. In Bakersfield, they follow suite. Kit foxes move every couple of weeks to a new den. Moving to different dens may be one reason why they have persisted; the constantly changing abodes provided new places to hide. (p. 199)

Direct Quote when the author is named in the text

Hildebrand (2004) stated that "generals of Alexander the Great brought news to Europe of vegetable wool which grew in tufts of trees in India" (p. 144).

Information from printed source, but it is not a direct quote

It is common to see an Osprey make its nest on an electric power pole
(Askew, year, p. 34).

Naming the author of a reference in your text, but not using a direct quote

Thompson (2002) maintained that...

In 2002, Thompson discovered...

Electronic Sources (Again, many electronic sources are not numbered with pages. If your source provides section notations or paragraph number, indicate those. Use the paragraph ¶ symbol or the abbreviation para. and number.)

(Bussell, 2000, ¶ 9)

(Morrison, 2001, Introductory section, para. 2)