

# The Concept: Understanding Plagiarism and Giving Credit to Others' Work

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## What?

Plagiarism is the act of using a source's ideas, words, or images as your own, either intentionally or unintentionally, without properly citing the original work. It is unethical and a violation of any school's rules, policy, or code.

## When?

Plagiarism can take on a few different forms. You plagiarize when you compose a product, such as an essay, graphic, or presentation, using a source's words, phrases, or ideas by quoting, summarizing, or paraphrasing, but fail to give credit to the author. Note that plagiarism extends to the realm of multimedia as well and includes images and drawings. Other cases of plagiarism include the following:

- turning in work in your name that you did not complete
- quoting or paraphrasing without providing proper citations
- failing to capture direction quotations in quotation marks

## Why?

It is challenging to create something original when so much has already been written on so many topics, but that is often the task. Including information from sources in your work adds credibility; however, if you do not cite the source, you are taking credit for someone else's work rather than acknowledging their ideas. In other words, you are being dishonest about your own ability and originality. For this reason, it is important to give credit to other people's work.

# The Process: Avoiding Plagiarism by Citing and Crediting Sources

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To avoid plagiarizing someone else's work, you will need to properly cite and credit the source of the information, ideas, or words. Style guides, such as the American Psychological Association (APA), Modern Language Association (MLA), and Chicago Manual of Style (CMOS) all provide specific rules, or styles, for citing sources. While most English Language Arts classes use MLA, be sure to check with your teacher to determine which you should use. The following methods are commonly used to cite sources.

## In-Text Citations

In-text citations identify sources in the body of your paper that correspond to full citations in a works cited page or bibliography at the end of your paper. While the exact methodology is specific to each style manual, an in-text citation essentially provides source information for a direct quotation, summary, or paraphrase of another's work in the form of the author names, page numbers, and the year of publication inside parentheses. You can also include in-text citations by introducing the author with the page number or publication year in parentheses, depending on the style guide.

1. When using a direct quote, enclose the words, phrases, or sentences in quotation marks. Use block quote formatting if the quote exceeds the word count specified by the style guide you are using. Include the author's name, page number, and the year of publication.
2. When paraphrasing another person's work, cite the work by including the author's name and either the page number or year of publication.
3. Include a full reference to each source cited in your work. Each in-text citation you make must be reflected on a page at the end of the paper called a works cited page (MLA), references page (APA), or bibliography (Chicago).

## When to Use In-Text Citations

Give credit to a source whenever you are quoting, paraphrasing, or summarizing ideas from someone else. You might review the **Integrating Quotations Reference Guide** to learn more about how to integrate the information into your own writing.

1. Locate the information that you want to include in your paper. This information should clearly support a claim you are making in your own work.
2. Determine how you will integrate the information into your own writing. There are three ways to cite work, and all three require in-text citations:
  - **Using direct quotations from a source:** If you take information directly from another source and use it in your work exactly as the author wrote it, then you must put that information in quotation marks.

- **Paraphrasing an author's words or ideas:** If you take information from another source and put it into your own words, you do not need to use quotation marks, but you still must use an in-text citation to give the author credit. When in doubt about whether your paraphrased sentence or idea is different enough from the author's, use the original quote directly to avoid plagiarism.
- **Summarizing an author's ideas or source's information:** If you summarize an author's idea, argument, or point, you still need to give the author credit for that idea.

### Create a Works Cited Page

The works cited page (MLA), also known as a references page (APA) or bibliography (Chicago), is a separate section at the end of a written work and contains entries for all the sources, or works cited, in your work.

1. Each time you quote, paraphrase, or summarize information from a source, keep note of the source's title, author, date of publication, and publisher information.
2. Read through your in-text citations and make sure you have an entry for each author or source you cite in your own work.
3. Format the full citation according to the style manual you are consulting. Note that this is done on a separate page at the end of your paper and will require a title.

# Literacy Toolbox: Tools and Resources to Support Questioning

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## Tools

The following tools are used to note textual evidence, often in response to a guiding question, as you read, analyze, and annotate texts. When noting evidence from texts, always include the author and title on the tool, and the page number of the quote or information. This way, you will be able to rely on these notes as you write an essay, include in-text citations, and create a reference page.

- Reading Closely Tools
  - **Forming Evidence-Based Claims Tool**
  - **Organizing Evidence Tool**
  - **Delineating Arguments Tool**
  - Note-Taking Tools
  - **Research Note-Taking Tool**
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## Resources

### **Parenthetical Citations - MLA**

You can use the chart below to make sure that you properly cite an author's words or ideas in a sentence or paragraph.

### **Works Cited Page - MLA**

This chart below shows you how to write down all the sources cited in your work. If a source or work is not cited in your written work with an in-text citation, it should not be included on your works cited page. It gives all the information about the author and text that you cited in your paper (when it was written, the author's full name, etc).

### **Integrating Quotations Reference Guide - Evidence Sentence Starters**

You can use the chart below to find the right ways to begin a sentence when you are integrating, or adding, a quotation. It helps you maintain the flow of ideas.

### **Integrating Quotations Reference Guide - Active, Powerful Verbs for Integrating Evidence**

This list can help to strengthen your writing when integrating quotations in a sentence. It provides alternatives to the verb *says* with more accurate verbs that precisely describe the action.

## Parenthetical Citations - MLA

A parenthetical citation, according to MLA style, is a way to cite evidence within a sentence or paragraph. There are a few ways to use parenthetical citations in a sentence. For example, you can include the author’s name in a sentence, or include it only within the parenthetical citation. There are specific rules to follow for each type of placement.

The basic structure for a parenthetical citation in MLA format is (Author Last Name Page Number).

Example Parenthetical Citation	Description
“Kids love research” (Smith 2).	This is a direct quotation. The parenthetical citation (Smith 2) begins after the closing quotation mark. The period is outside of the quotation mark, as the parenthetical citation is considered part of the sentence.
Research is an activity that kids enjoy (Smith 2).	This is a paraphrase. The parenthetical citation (Smith 2) is at the end of the sentence but before the period, as the parenthetical citation is considered part of the sentence.
According to Smith, “Kids love research” (2).  According to Smith, research is an activity that kids enjoy (2).	This is a direct quotation and paraphrase that include the author’s name in the sentence. Because the author’s name is already mentioned, it does not need to be provided in the citation. In the instance of the direct quotation, the parenthetical citation (2) begins after the closing quotation mark. The period is outside of the quotation mark, as the parenthetical citation is considered part of the sentence.
On page 2, Smith claims, “Kids love research.”	This is a direct quotation with the author’s name and page number included in the sentence. Because the author’s name and page number are already mentioned, there is no need for a parenthetical citation. Note that “K” remains capitalized.
On page 2, it says, “Kids love research” (Smith).	This is a direct quotation with the page number included in the sentence. Since the page number is already mentioned, it does not need to be provided in the citation. The parenthetical citation (Smith) begins after the closing quotation mark. The period is outside of the quotation mark, as the parenthetical citation is considered part of the sentence.
This is true because “there are many ways to cite authors” (Jones and Washington 13).	This is a direct quotation with two authors. The parenthetical citation (Jones and Washington 13) begins after the closing quotation mark. The period is outside of the quotation mark, as the parenthetical citation is considered part of the sentence.

## AVOIDING PLAGIARISM REFERENCE GUIDE

Example Parenthetical Citation	Description
“There are many opportunities to do research” (Boudreaux, Brown, and Fontenot 20).	This is a direct quotation with more than two authors. The parenthetical citation (Boudreaux, Brown, and Fontenot 20) begins after the closing quotation mark. The period is outside of the quotation mark, as the parenthetical citation is considered part of the sentence.
Researching takes time, but “it adds credibility” (Holmes).	For online sources with authors listed, use the last names in the parenthetical citation. No page numbers are needed.
Some think “research is fun” (“Researching Basics”).	For online sources with no authors listed, include in the parenthetical citation the first part of the entry for the source on the works cited page. The parenthetical citation (“Researching Basics”) includes the title of the article in quotation marks. Again, no page numbers are needed.
Conducting research “takes time and resources” ( <i>Educational Tips</i> ).	For online sources with no authors listed, include in the parenthetical citation the first part of the entry for the source on the works cited page. The parenthetical citation ( <i>Educational Tips</i> ) includes the title of the website. Again, no page numbers are needed.

## Works Cited Page

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A works cited page, according to MLA style, contains entries for all the sources cited in your work. If a source or work is not cited in your written work, it should not be included on the works cited page.

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### Model

#### Works Cited

Boudreaux, Ann, et. al. *Research Basics*. Ed Publishing, 2010.

Graff, Gerald and Cathy Birkenstein. *They Say, I Say: The Moves that Matter in Academic Writing*. 1st ed., W.W. Norton & Company, 2006.

Holmes, Joseph. "When to Quote and When to Paraphrase." *SchoolEDU*, schooledu.com/research. Accessed 29 Aug. 2017.

Jones, Edward and Michael Washington. *Conducting Research: A Guide for Beginners*. Cherry Tree Press, 2012.

"Researching Basics." *KidsOnline*, 6 May 2012, www.kidsonline.com/research101. Accessed 29 Aug. 2017.

*The Purdue OWL Family of Sites*. The Writing Lab and OWL at Purdue and Purdue U, 2008, owl.english.purdue.edu/owl. Accessed 18 June. 2018.

Smith, Cierra. "Researching with Kids." *Early Education Journal*, vol. 1, no. 3, 2015, pp. 10-12.

### Creating a Works Cited Page

- The works cited page should be titled "Works Cited." The title should be centered without quotation marks or italics.
- If an entry goes beyond a single line, indent the second line. This is called hanging indentation.
- The entries should be alphabetized by the first word of the entries.
- All entries should end with a period.
- Use the following models as guides for writing entries. If you need to create an entry for a kind of text not listed, refer to the MLA Style Manual or online writing guides from universities that provide guidance in using the MLA Style Guide for creating a works cited page. There are also online citation machines that can help with creating entries.

#### Book with a Single Author

Author's Last Name, First Name. *Book Title*. Publisher, Publication Date.

#### Book with Two Authors

First Author's Last Name, First Name and Second Author's First Name Last Name. *Book Title*. Publisher, Publication Date.

### Book with Three or More Authors

First Author's Last Name, First Name, et. al. *Book Title*. Publisher, Publication Date.\

### Article in a Magazine

Author's Last Name, First Name. "Article Title." *Magazine Name*, publication day Month year, pp. starting page–ending page.

### Article in a Newspaper

Author's Last Name, First Name. "Article Title." *Newspaper Name*, publication day Month year, p. single page.

### Article in a Scholarly Journal

Author's Last Name, First Name. "Article Title." *Journal Title*, vol. #, no. #, year, pp. starting page–ending page, doi.

### Online Article

Author's Last Name, First Name. "Article Title." *Website Name*, publication day Month year, URL. Accessed day month year.

### Interview in a Magazine

Interviewer's Last Name, First Name. Interview with Interviewee's First Name Last Name. *Magazine*, publication day Month year, pp. starting page–ending page.

### Speech/Presentation

Speaker's Last Name, First Name. "Speech Name." Particular Conference or Venue, speech day Month year, Venue Location. Type of Speech/Presentation.

### Website

Author's Last Name, First Name. *Website Name*. Sponsor or Publisher, publication day Month year, URL., Accessed day Month year.

### Tweet

@handle. "Tweet." *Twitter*, posting day Month year, time, URL.