

HOW NOT TO PLAGIARIZE

In-Text Citations and Referencing

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for University of the
People



WHY CITE?

Why use citations?

- You give credit to the person who created the thought or words.
- The person you cite might be a genius...or completely wrong about everything.
- If you don't cite, you are stealing.

WHAT IS AN IN-TEXT CITATION? WHAT IS A REFERENCE?

In-Text Citation:

- Is giving credit in the text itself.
- Gives credit in the same sentence saying you are taking this from someone.
- Is given by making sure you include the person's Last Name, the Year it was printed and the page it appears.

Reference:

- A Reference is a full bibliographical material reference that appears at the end of your paper.
- Allows people who want to know more about your sources an area to see where to look the sources up.
- Basically it will look like:

Last name, First initial. (Year). Title.
Location: Publisher.

HOW TO CITE QUOTATIONS

For APA Citations you need:

- Quote marks.
- Author's Last name, the year it was printed, and the page or paragraph number.
- The citation usually goes at the end:
(Name, Year, p. #).

HOW TO CITE QUOTATIONS

The quote on page 34 from Stephen King's book, Happy Land (printed 2014):

- There was a place called Happy Land and all was well, except for when it wasn't.

How to cite it in-text:

- "There was a place called Happy Land and all was well, except for when it wasn't" (King, 2014, p. 34).

Do NOT forget to add the Reference at the end of your paper too!

References

Last Name, First Initial. (Year). Title of book. Location: Publisher.

King, S. (2014). Happy land. New York, NY: Penguin.



HOW TO PARAPHRASE

To Paraphrase you need to:

- Paraphrasing is taking someone's idea and putting it into your own words.
- Make sure the paraphrase is MOSTLY in your own words.
- If you change only 75% of the phrase, then use Quote marks.
- When in doubt—Quote!

HOW TO PARAPHRASE

The original text in Stephen King's 2014 book Happy Land on page 33:

- The puppy dog ran over and licked the mailman's feet. The dog was hungry and this caused a chemical reaction in its saliva to turn the mailman's feet to mush.

A paraphrase (with citation):

- The dog was a monster waiting to devour a postal worker (King, 2014).

Do NOT forget to add the Reference at the end of your paper too!

References

Last Name, First Initial. (Year). Title of book. Location: Publisher.

King, S. (2014). Happy land. New York, NY: Penguin.

IS IT PLAGIARISM?

Examples:

- Not using quotes and citations when you change 50% of the text.
- Not using citations when you take another person's idea and reword it.
- Only putting References and not using In-Text Citations.

Answers:

- **Yes**—you need to use quote marks unless you change almost ALL of the words. Then you need to still cite for paraphrase.
- **Yes**, you need to give credit with a citation for the idea.
- **Yes**, only putting references instead of References and In-Text Citations means you took something, but you aren't telling where.

EASY WAYS TO AVOID PLAGIARISM

4 simple ways to avoid getting a zero for plagiarism:

- When you take notes, write down the author's name, the year and the page number. It will make things easier to find later on.
- When in doubt—Use quote marks and full citations.
- Sprinkle in the quotes after you've finished with your first draft.
- Make sure every in-text citation appears in the Reference page and every Reference has an in-text citation.

FOR MORE INFORMATION

If you have questions:

- Email your instructor.
- Ask in the forum.
- View the APA links for Owl Purdue:
<https://owl.english.purdue.edu/owl/resource/560/01/>
- Take the Plagiarism Test:
<https://www.indiana.edu/~istd/test.html>