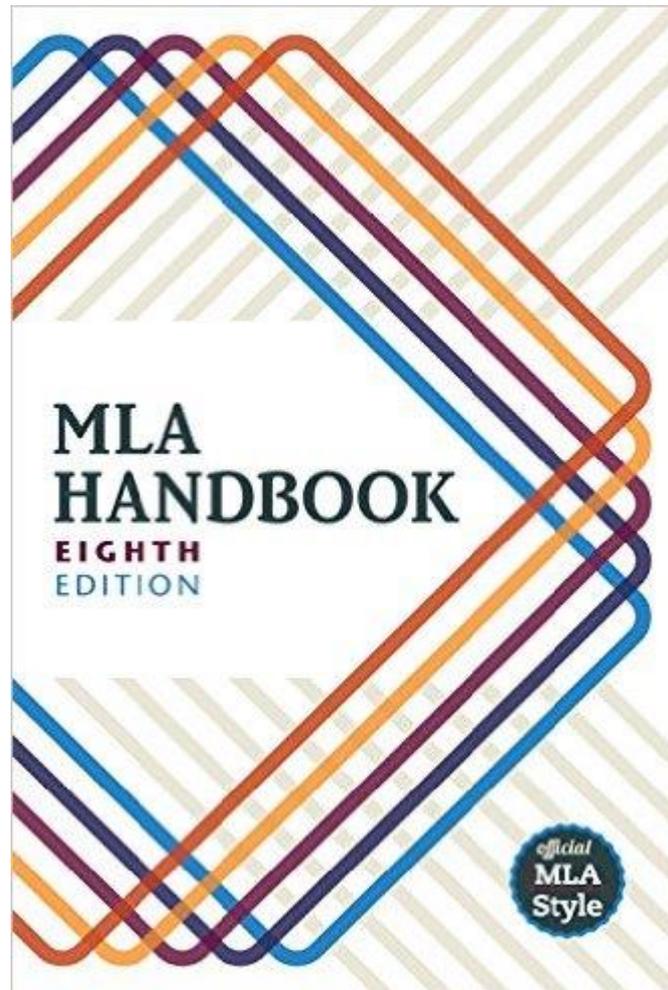


Documenting Sources



Enduring Understanding

Using information responsibly and honestly is necessary for good research.

- You do that through your Works Cited **and**
 - Your parenthetical/in-text references **OR**
 - Signal Phrases
-

Give Credit to Your Sources

- To avoid plagiarism by giving credit to the sources you used
 - To demonstrate the thoroughness of your research
 - To allow readers the find the sources you used
-

What Is Plagiarism?

Using others ideas and words without clearly acknowledging the source of that information.

“Plagiarism undermines the relationship between teachers and students, turning teachers into detectives instead of mentors, fostering suspicion instead of trust, and making it difficult for learning to take place” (*MLA Handbook 7*).

From: *MLA Handbook*. 8th ed., Modern Language Association of America, 2016.

To Avoid Plagiarism You Must...

- Have a Works Cited List
- Avoid cutting and pasting

Give Credit to-

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

What needs to be cited?

Another's words?

yes

Quote & Cite it

no

Another's ideas?

yes

Cite it

no

Do not cite it

When do you cite?

Did you think of it?

yes

Do not cite it

no

Is it common knowledge?

yes

Do not cite it

no

Cite it

When DON'T You Have to cite?

- **If the information is COMMON KNOWLEDGE**
 - General information the average person on the street will know.
 - What do YOUR readers know?

Examples of Common Knowledge:

It's important to drink a lot of water, get enough rest, and to eat a healthy diet.

George Washington was the first President of the United States.

How to Decide?

You should cite if...

- It has appeared in only one source
 - It is highly specific (**statistics and numbers**)
 - It is controversial – **Eating GMOs is perfectly safe for your health.**
 - The majority of YOUR readers will not know the information
-

When In Doubt, Cite It Out!

**It is better to cite more often than
not have enough.**

How to cite

- Create your Works Cited List by entering your sources into NoodleTools
 - Use parenthetical (in-text references) or signal phrases to cite borrowed information in your paper (direct quotes, paraphrasing, and summarizing)
-

Parenthetical Reference (In-text Citation)

- In-text references indicate to your reader exactly **what** information you used from the source **AND where** the source can be found.
 - It's the breadcrumb path in the paper back to the **LEFT HAND SIDE** of the Works Cited List
-

In-text Reference Content: With Author(s)

Always connect back to the LEFT HAND SIDE of the Works Cited List

- Author'(s) last name (and page number if it's a **print source**)
 - Print source with an author: (King 26)
 - Print source with multiple authors: (Smith, Jones, and Miller 205)
 - Electronic source with an author: (Sundeen)
 - Electronic Source with multiple authors (Sundeen and Jost)

Electronic sources (free web and databases do NOT get page numbers)

In-text Reference Content: WITHOUT an Author

No Author?

Use the first word(s) of the title formatted as it is in the Works Cited List (quotes or italics) (and page numbers for PRINT sources only)

- Print source without an author: (*MLA Handbook 7*)
- Electronic source without an author: (“Neonatal”)*

*As long as the first word of the title is not A, An, or The, you can use just the first word of the title.

*If you have more than one source without an author that has the same first word, see Common Problems later in the presentation.

Where to Cite

In-text Reference Placement: Direct Quote

- When you use the author's exact word
- Borrowed language in quotation marks

Original:

I'm convinced that fear is at the root of most bad writing. If one is writing for one's own pleasure, that fear may be mild – *timidity* is the word I've used here. If, however, one is working under a deadline – a school paper, a newspaper article, the SAT writing sample – that fear may be intense. Dumbo got airborne with the help of a magic feather; you may feel the urge to grasp a passive verb or one of those nasty adverbs for the same reason. Just remember before you do that Dumbo didn't need the feather; the magic was in him. You probably do know what you are talking about, and can safely energize your prose with active verbs.

- Authors often share their personal views on writing: **"I'm convinced that fear is at the root of most bad writing"** (King 56).

The in-text citation ALWAYS goes at the end of the sentence BEFORE the end punctuation. Even if the quote occurs at the beginning or the middle of the sentence, the in-text citation will still go at the end of the sentence.

Citing Paraphrased Information

- Using your words to convey another author's ideas. The words and sentence structure must all be yours. (Borrowed ideas- your words)
 - Usually shorter than the original (more condensed).
-

Parenthetical Reference and Paraphrasing

Original:

Most of the nation's 111 million cell phone subscribers use phones in their cars. At least nine local jurisdictions bar handheld phones while driving, and dozens of states are considering bans. **But the industry says cell phones are no more dangerous than car radios and that the increased productivity and usefulness in emergencies outweigh the safety costs.** There is also persistent concern over whether **prolonged cell phone use causes cancer**, genetic damage and other serious health problems. **Recent studies found cell phone users had no higher risk of brain cancer than non-users**, but some scientists suggest it could take 20 years or more for those cancers to be detected.

Acceptable

Cell phone use and safety is a controversial topic. Some experts believe driving while using a handheld is dangerous, while others think it's safer during an emergency to have a cell phone in the car. Still others believe cell phones may cause cancer, while other studies suggest there is no link between those who use cell phone and those who don't (Jost).

Placement of the Parenthetical (in-text) Reference

- Always put the in-text reference at the end of the sentence BEFORE the period. (Think of it as part of the sentence.)
 - If ALL PARAPHRASED information in a paragraph comes from the same source, you only need one citation at the end. Paraphrased information can SHARE in-text citations.
 - A DIRECT QUOTE always needs its own citation at the end of its sentence. IT DOES NOT SHARE in-text citations!
-

Sample Paragraph: How many in-text citations are needed?

Cell phone use and safety is a controversial topic. The majority of people with cell phones use them while driving. “The industry says cell phones are no more dangerous than car radios and that increased productivity and usefulness in emergencies outweigh the safety costs.” Even so, more and more states are passing laws banning the use of cell phones in cars.

Sample Paragraph with in-text citations

Cell phone use and safety is a controversial topic. The majority of people with cell phones use them while driving (Jost). “The industry says cell phones are no more dangerous than car radios and that increased productivity and usefulness in emergencies outweigh the safety costs” (Jost). Even so, more and more states are passing laws banning the use of cell phones in cars (Jost).

Common Problems

- Several articles with the same title and no authors:

"Neonatal Nurse." *Nurses for a Healthier Tomorrow*,
www.nursesource.org/neonatal.html. Accessed 5 Oct.
2016.

Use ("Neonatal Nurse" *Nurses*)

"Neonatal Nurse." *Nursing Link*, NursingLink, 2013,
nursinglink.monster.com/education/articles/598-neonatal-nurse.
Accessed 5 Oct. 2016.

Use ("Neonatal Nurse" *Nursing*)

More common problems:

- More than one source by the same author:

Reece, Richard. "Neonatal Nurses." *Pediatrics*, Feb. 2011, pp. 36-40. *MasUltra/reIT*. Accessed 5 Oct. 2016.

Use (**Reece "Neonatal"**)

---. "Nursing Careers." *Pediatrics*, Dec. 2013, pp. 38-42. *MasUltra/reIT*. Accessed 5 Oct. 2016.

Use (**Reece "Nursing"**)

*--- indicates same author for more than one source

Remember the Path to the left hand side of your Works Cited...

Parenthetical (in-text) Reference:

...“often reduce emergency response times and actually save lives” (Sundeen).

Leads to Works Cited at the end of the paper

Works Cited

Sundeen, Matt. "Cell Phones and Highway Safety: 2000 State Legislative Update." *Transportation*, edited by James Johnson, Gale, 2006. *Opposing Viewpoints/Gale*. Accessed 5 Oct. 2016.

Using Signal Phrases...

A signal phrase is phrase, or clause, that lets the reader know you're about to introduce information (direct quote, paraphrase, or summary) from a source in your Works Cited.

It **replaces** a parenthetical reference AND

It includes citation information that links it back to the source in the Works Cited (**left hand side**).

What goes in a signal phrase?

- The author's full or last name
 - Matt Sundeen argues...

OR

- The title, the author and author's credentials
 - In his article "Transportation and Highway Safety," transportation expert Matt Sundeen suggests...

OR

- If no author, use the title
 - According to critics in "Update: Cellular Telephones," ...
-

Placement of Signal Phrases

- A signal phrase can go at the beginning, middle or end of a sentence.
 - Just remember - it always needs to connect back to the left side of the works cited list.
-

Caution!

If you use a Signal Phrase to introduce a person in the source who is NOT the author, you then need an in-text reference as well.

You must always link back to the left hand side of the Works Cited List.

No Signal Phrase?

What if you don't use a signal phrase?

You must use a parenthetical (in-text) reference to link back to the left hand side of the Works Cited List.

Remember the Path to the left hand side of your Works Cited...

Signal Phrase:

Matt Sundeen asserts that cell phones often reduce emergency response times and actually save lives.”

Parenthetical Reference:

...“often reduce emergency response times and actually save lives” (Sundeen).

Leads to Works Cited at the end of the paper

Works Cited

Sundeen, Matt. "Cell Phones and Highway Safety: 2000 State Legislative Update." *Transportation*, edited by James Johnson, Gale, 2006. *Opposing Viewpoints/Gale*. Accessed 5 Oct. 2016.

Use NoodleTools and
revisit this presentation found on the Library's
Research Databases page
