Introduction to Online Learning

Reference Resources and Citation Styles

Objectives

- Compare and contrast search engines, subject directories, and periodical databases.
- Recognize how to use search engines, subject directories, and periodical databases effectively.
- Identify and explain the purpose for citation styles currently used in academic study.
- Differentiate between in-text parenthetical citations and footnotes.
- Differentiate between works cited, references, and bibliography pages as ways of displaying endnotes.
- Define and explain the ramifications of plagiarism.
- Discuss ways to avoid plagiarism.

Introduction

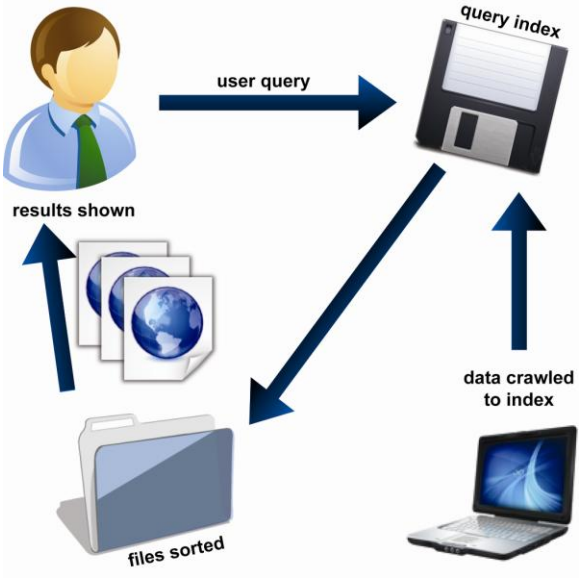
Academic coursework requires the use of academic research and reference resources that contain more depth and breadth than those used for personal purposes. The actual process of writing a college-level paper can take a lot of time and hard work, especially since it requires you to research to support your thesis or focus of your paper, presentation, or project. Academic research requires an understanding and rigorous navigation of various research resources, including periodical databases, search engines, and subject directories. In addition, students must understand and use different citation styles to ensure that they properly reference any ideas or quotes they take from someone or somewhere else. This lesson will focus on three prominent citation styles used in academic coursework. It will conclude with a discussion of ways to avoid plagiarism and meet scholastic requirements.

Common academic citation styles

Search Engines, Subject Directories, and Periodical Databases

Search Engines

Most students are comfortable using the Internet to find sources to support their papers, presentations, and projects. One Internet research firm, comScore, discovered that an individual averages 80.9 searches per month. In addition, Google™ and Yahoo™ rank as the top leaders of search engines used for the 61 billion searches per month conducted worldwide (37.1 billion and 8.5 billion, respectively) (Burns, 2007). No wonder students flock to a **search engine** to look for research resources. Still, students should make sure they understand the basic mechanisms of a search engine so that they can best use this resource when conducting academic research.



How search engines work

Search engines use computer programs, called spiders or robots, to scan the Web and search for Web pages with the same keywords, terms, or phrases that a person types in the search engine text box. A query on a crawler-based search engine often turns up thousands or even millions of matching Web pages. In many cases, the search engine only displays the 10 most "relevant" matches on the first page (Bruemmer & Sullivan, 2007). Therefore, the user must sift through many relevant and irrelevant Web pages to see which sources are pertinent to his or her needs. In addition, many search engines incorporate a feature that ranks pages according to the number of visitors at a Web site. Also, the greater the number of links to and from a Web page, the more prominent the Web page will

appear in the search engine results. For example, notice how many times a Wikipedia Web page appears when you search with Google. A Wikipedia article usually appears in the first few results because the Web page has an increased amount of traffic to and from its Web page. *Understanding this scenario, you should realize that a Web page listed on the first results page does not necessarily mean the Web page is a credible source to use for academic research.*

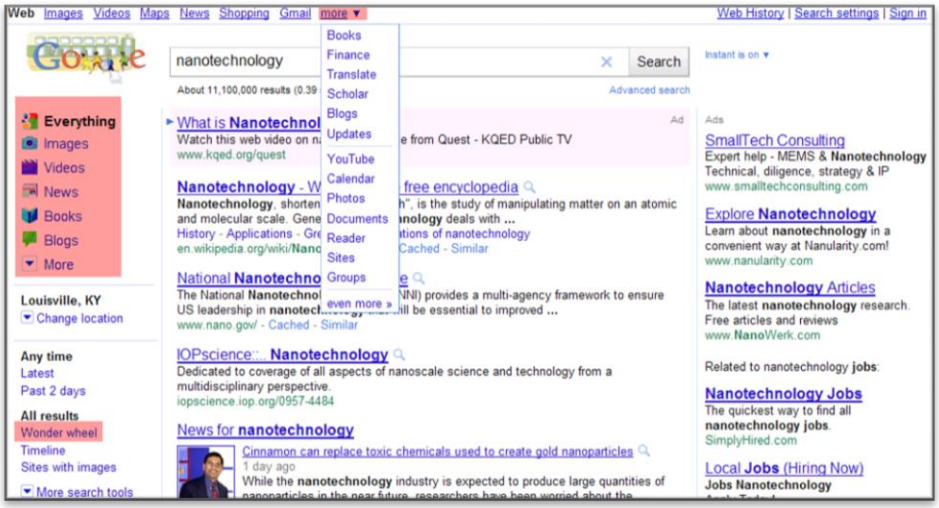
Some searching techniques can help streamline your search results. One technique may work better than another, so you should try multiple searching strategies instead of just one. Most search engines have an advanced search feature that allows users to customize their searches in ways like those listed on the chart below:

Expand Your Search Results	Narrow Your Search Results
Use OR between two terms to widen what terms you want to appear in the results.	Use concise and correctly spelled terms.
Use truncation symbols (? or *) to tell the search engine to find terms related to any part of the term.	Use quotes (“ ”) around phrases.
Minimize the number of terms typed in the search box.	Use NOT between two terms to differentiate what term you do not want to appear in search results.
	Use a minus (-) sign in front of the word.
	Use AND between two terms to limit what terms you want to appear in the results.

Preferred Usage

Search engines work best for finding general background information or a current overview on a topic you may know nothing about. They can list the prominent organizations, associations, blogs, and Web sites related to the topic. However, academic research requires a more intensive review of the prevailing literature, predominant persons in the field of study, or future trends than a search engine can provide. Moreover, many students become overwhelmed with the amount of time it takes to sift through search engine results. Fortunately, for students, search engines have begun designing their search features for academic use, as is the case with Google™ Wonder Wheel or concept map. Users may type a term or phrase in the search box, and Google results will display different subject areas, articles, videos, and applications. You may also find that some search engines break out different content under separate links

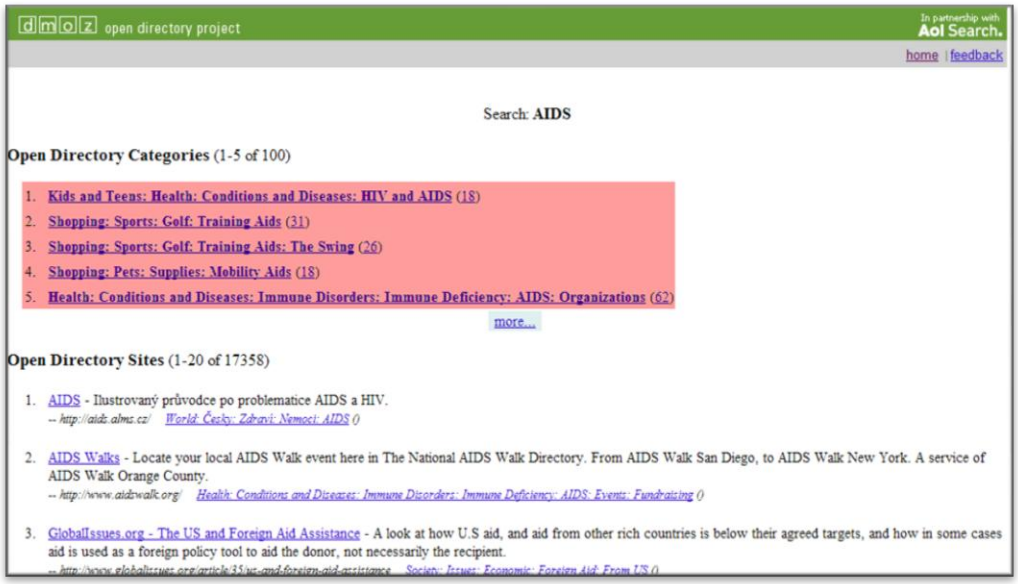
Google™ Wonder Wheel is an excellent tool for brainstorming topic ideas as well as streamlining what types of sources you will need for your research. You can access it by clicking on the arrow.



An example of Google™ Wonder Wheel and additional research links

Subject Directories

According to the University of South Carolina's Beaufort Library, **subject directories** differ from search engines in that subject directories are created and maintained by human editors instead of Web crawlers (USC Beaufort Library, 2006). Subject directory editors select Web sites for inclusion and then organize these Web sites into hierarchical trees of subject or discipline. They may then categorize these "trees of knowledge" even further into subheadings with annotations provided.



***An example of a subject directory, DMOZ Open Directory Project. Notice the varied categories for the search term* AIDS.**

Preferred Usage

Subject directories return more relevant Web sites that match a person's keyword or term than search engines. They also display fewer results altogether. Many large directories include a keyword search option that eliminates the need for a user to sift through many categories or subcategories. Typically, subject directories yield higher-quality resources than the resources you may find by using a search engine. Subject directories work best for finding general background information; determining what subject areas you need to find resources in; or gathering information on a scholarly subject you may know nothing about. You would use the same strategies for expanding or narrowing a topic when searching subject directories as you would when using search engines to gleam the most relevant Web sites.

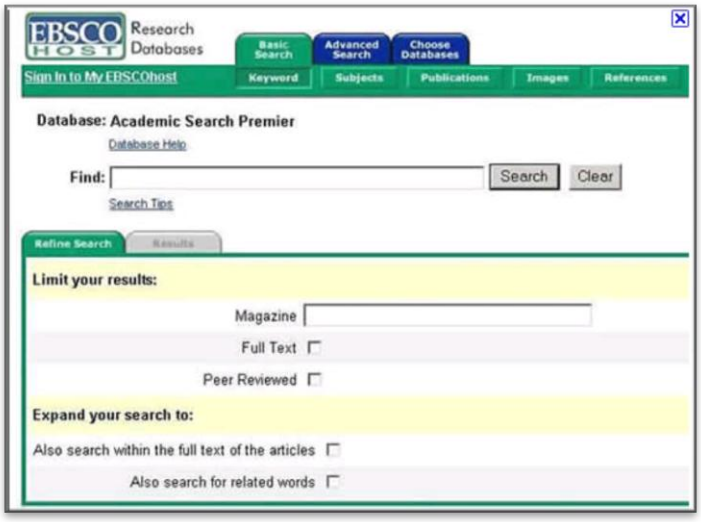
Subject directories do have limitations. For example, Web sites listed in subject directories are not categorized into every subject area possible—only the principal subject or topic. Unlike with a search engine, a student cannot search subject directories for individual pages on a Web site. Likewise, subject directories may return out-of-date or dead Web site links. The following chart compares and contrasts subject directories with search engines.

Subject Directories	Search Engines
Human editors organize Web sites.	Spider or robot crawlers scan Web pages.
Subject directories assign a category or subject tree to a Web site.	Search engines do not normally categorize Web pages.
Search results are based on the contents of Web sites rather than Web pages.	Search results are determined by a crawler that returns a file with links to and from Web pages containing the word or words specified.
Fewer results display.	Comprehensive results display.
Subject directories display no advertising.	Search engines display advertising.
They are useful in determining what subject areas to find additional resources in or gathering information on a scholarly subject you may know nothing about.	They are useful in finding general background or overview information on a subject when you do not know anything about it or for random comprehensive searching.

Periodical Databases

A **database** is a collection of data. Everyday examples of databases include a telephone directory, an airline flight arrival or departure schedule, and a student roster. **Periodicals** are publications published on a consistent schedule, such as daily, weekly, monthly, or quarterly. Examples of periodicals include newspapers, newsletters, magazines, and journal articles. In academic coursework, students often must use periodicals for research. Prior to the Internet,

most students could only access periodicals by going to the physical library, but most periodical publishers now offer access to periodical articles through **periodical databases**. These periodical databases require your institution to pay a subscription fee negotiated by your campus library or learning center for a license that allows students, faculty, and staff to use the resources both on and off campus.

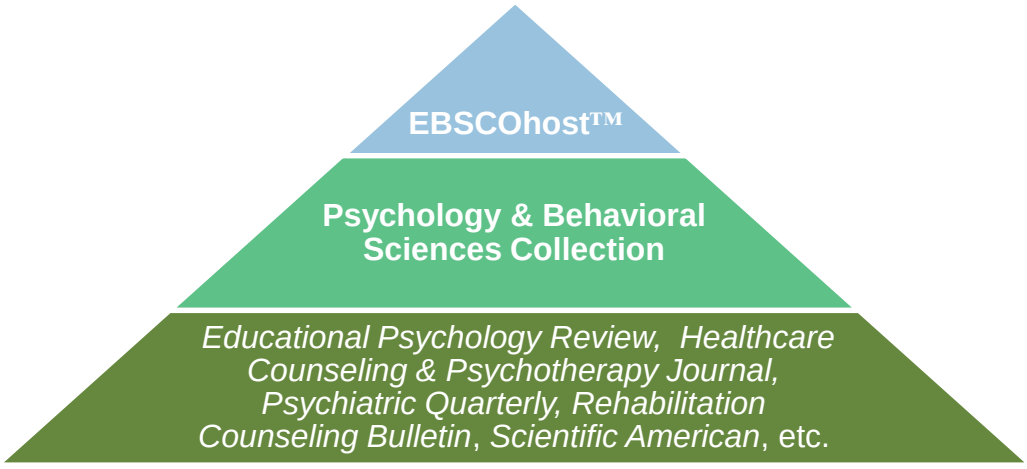


An example of a basic search page in EBSCOhost™ periodical database.

Have you ever located a magazine article through a Google search, attempted to read the full article, and then found out you had to set up an account or pay a fee? An excellent way to avoid this problem is to use periodical databases. Periodical databases allow subscription users the following:

- ✓ Access to an article's title, author, and publishing information
- ✓ Access to an article summary or abstract
- ✓ Access to read and print the entire full-text article

Periodical databases generally index or "house" subject-specific materials, such as peer-reviewed articles, maps, timelines, podcasts, continuing education units, theses, dissertations, and even book chapters. The pyramid below illustrates how one periodical database (i.e., EBSCOhost™) is organized. This periodical database houses subject-discipline collections, which in turn publish an assortment of newspaper, journal, or magazine articles that students may retrieve on or off campus.

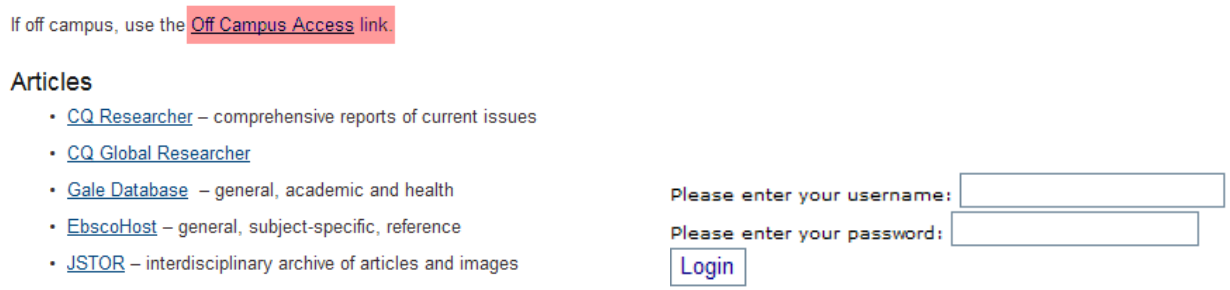


Access from Off Campus

Since instructors often require students to use these periodical databases, students should know how to use them and feel comfortable accessing them from off campus. You can access periodical databases through your campus library or institutional home Web page. Scan your campus library or learning center Web page and look for links such as the following:

- *Periodicals*
- *Journals, Newspapers, or Magazines*
- *Databases*
- *Articles and Reference*
- *Search for Books and Articles*

Once you find the periodical database link, you must authenticate yourself as a valid library subscription user to access periodical databases either on or off campus. You can typically do this by typing your institutional campus e-mail or student portal username and password into the periodical database login or proxy server maintained by your campus library or learning center. Certain situations may dictate another means of authentication, so contact your campus library if you have problems logging into the periodical database.



An example of accessing a periodical database from off campus and a typical authentication screen

Preferred Usage

Periodical databases serve as excellent resources for academic research because they include a compilation of many different types of periodicals, ranging from general popular magazines (e.g., *People, Time*, and *National Geographic*) to scholarly peer-reviewed journals. You may use the same search strategies that you would for culling relevant materials from search engines or subject directories when searching in these databases. An article found in a periodical database lists all of the components you will need for citing your source in a paper, presentation, or project: the author, date, publisher, and publishing location. Furthermore, these databases usually allow you to read the full article without paying a fee, since your campus library or learning center maintains the subscription. Periodical databases *may* also offer the following student resources that search engines and subject directories do not typically offer:

Periodical databases come equipped with excellent search features, which your campus librarian can demonstrate how to use. These features include searching by date, by full text, by images, or by peer-reviewed. The currency of materials found in periodical databases is unequivocal for all student scholars. Likewise, students may often search for materials published several years, decades ago, or even a half-century ago, which you cannot do with search engines or subject directories. You can access periodical databases 24/7/365, so you do not have to visit the physical campus library at all.

Academic writing requires research and planning. Review a timeline of the writing process.

Students should be aware that periodical databases do not cover every subject or topical area. Most campus libraries or learning centers subscribe to only the periodical databases that support their institution's core academic departments. Therefore, if you want to find paralegal articles but your institution does not offer a paralegal program, you will probably need to search another library for those articles. Online students, in particular, should think of multiple access points for retrieving their resources. All public libraries subscribe to periodical databases, some of which may parallel those to which your institution subscribes. Depending on your local college and university consortium, some colleges and universities offer student reciprocity among schools, thus allowing you to search another institution's periodical database. Check with your campus librarian to determine if your institution offers such a partnership.

Problem	Solution
You cannot connect to your campus periodical database because the server is down.	Search your public library's periodical databases as an alternative access resource. Check with your public librarian about how to access the library's periodical databases.

Your public library does not offer the periodical database you need to read or does not allow you to print your article of choice.	• Search a periodical database offered by another college, university, or special library if reciprocity is available. Order the article from your campus library's interlibrary loan department (a free service to students).

The University of Calgary offers a tutorial for searching education articles using the periodical database, EBSCOhost ™

Citation Styles

Consider the following scenario: A student wrote a paper, quoted from a source, but omitted a reference page. His instructor read the paper, thought the quote was valuable for her own research, but could not locate the source because the student did not reference where and what the quote came from. To avoid this situation, academic research relies on **citation** to formally document a source.

Citation refers to an editorial style containing rules that a publisher uses to ensure consistent presentation of written material (University of Illinois at Urbana-Champaign, 2010). By citing a source, you give the source credit for authorship as well as verify what type of source it is and where another person could find it if he or she also wanted to use it. Consider citing as a two-fold process:

1) Cite the source within the body of the material (i.e., **in-text** or **parenthetical citation**).

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2) Give publishing details about the cited source in a reference page (e.g., **endnote** in a works cited, references, or bibliography page).

Review *Writing Basics* to reacquaint yourself with the building blocks to academic writing.

Why Cite?

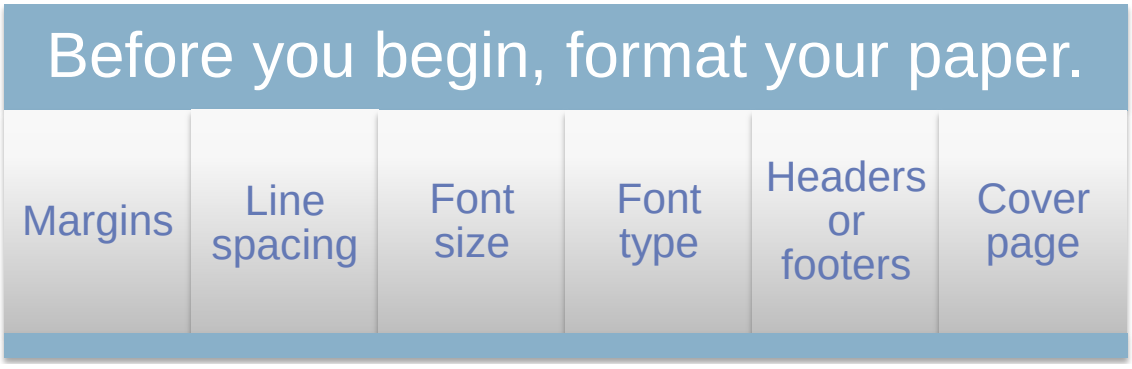
Prevalent in academia, writing is considered **intellectual property**; as such, authors should receive credit for their work (Central European University, 2004). Citing a source makes it easier for your reader to find your source if he or she so chooses. It also distinguishes your work from the work of others. By identifying the evidence to support your position and the location for where someone could find your source, you participate in scholarship rather than thievery. Academic theft is known as **plagiarism**. Citations protect you from being accused of plagiarism, the ramifications of which range from a lower grade, failing a class, or even suspension, depending on your institution's policies.

To keep from plagiarizing, you must cite all ideas or concepts that you borrow from someone or something else. Academia generally uses one of the following three citation styles: American Psychological Association, Modern Languages Association, or Chicago Manual of Style or Turabian. Your instructor will note which citation style he or she will use in his or her course.

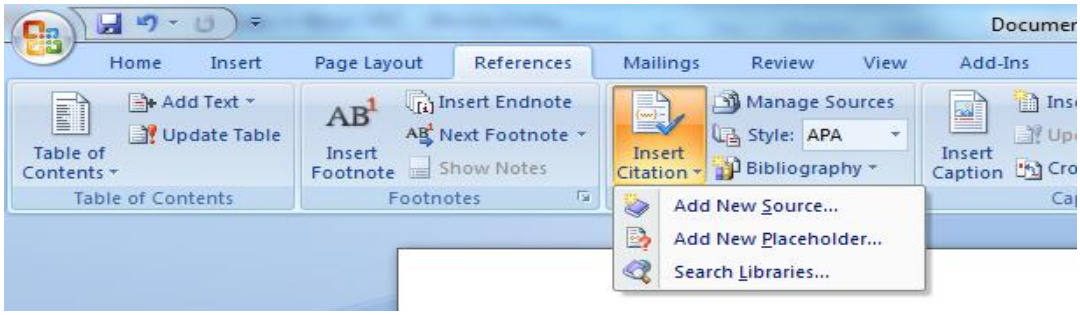
You may be able to find this information on your course syllabus. The following chart lists several other less-common citation styles. However, this lesson will not explore them in detail.

Additional Citation Styles	Principal Organization
ACS Style Guide	American Chemical Society
AIP Style	American Institute of Physics
AMS Style	American Mathematical Society
ASA Style	American Sociological Association
Harvard Referencing	British Standards Institution and Modern Language Association
Vancouver System	Council of Science Editors
Style Manual for Political Science	American Political Science Association
MHRA Style Guide	Modern Humanities Research Association
IEEE Style	Institute of Electrical and Electronics Engineers

Each citation style maintains general guidelines regarding spacing, fonts, margins, headers, footers, cover pages, and bibliographies. Citation formatting is rules-based; in other words, one cannot make up or change the rules as he or she deems fit. Elements in a citation style refer to certain components. For example, MLA and APA have different rules regarding the capitalization of book and journal titles. Students often become confused with citation punctuation. It may help to consider that you read a citation similarly to the way you read a sentence. Punctuation determines when a new component is being introduced or added for effect. Before actually writing your assignment, familiarize yourself with all of the citation style components needed to properly set up a paper. This will save you considerable time because, even though it requires you to spend some time initially, you will not have to spend so much time fixing errors or omissions once you have finished your assignment.



Some word processing software programs, such as Microsoft Word 2007, offer tools that allow users to input citations and create reference pages. Note that such reference tools do not contain *every possible* resource or unique citation formatting nuances (e.g., APA's digital object identifier), so you should still cross-reference MS Word 2007's citation with the official citation from the particular style manual. However, these tools do help students think through using the components to build a citation. Check with your campus librarian for updated citation style guides and tutorials that you can access from the library or learning center's Web page.



Adding a citation into a document in MS Word

Enterprocity Developers' *APA Citation Using MS Word 2007* tutorial details how to insert a citation and create a bibliography using MS Word 2007.

APA

The **American Psychological Association (APA)** maintains a citation style used for social and behavioral sciences. Psychology, communication, sociology, and some biological and physical science courses use APA citation style. APA publishes a handbook titled *Publication Manual of the American Psychological Association*, which researchers can use to determine how to cite in-text and build an APA reference list. The formatting for an APA citation uses the author-date method, which means that the date of publication comes closer to the beginning of the citation than the end of it. The logic for this format is that researchers often publish and update their work year after year, so similar works attributed to the same author often appear over a period of time.

MLA

Modern Languages Association (MLA) maintains a citation style used for literature, humanities, and language studies. MLA publishes a handbook titled *MLA Handbook for Writers of Research Papers,* which researchers can use to determine how to in-text cite and build a MLA works cited page. Unlike the APA style, MLA citation style does not follow the author-date method. Instead, the date of publication comes closer to the end of the citation. The logic for this formatting is that this style allows writers to keep the text as readable and free of disruptions as possible (Leverenz, 1998). The following chart offers a side-by-side comparison between APA and MLA citation styles:

General Format	APA	MLA
Book	Kesey, K. (1962). *One flew over the cuckoo's nest*. New York: Signet.	Kesey, Ken. *One Flew over the Cuckoo's Nest*. New York: Signet, 1962.

Web site	Womack, M. (1997). Edgar Allan Poe's "The Black Cat." *The Poe Decoder.* Retrieved November 16, 2006, from http://www.poedecoder.com/essays/blackcat/	Womack, Martha. "Edgar Allan Poe's 'The Black Cat'." *The Poe Decoder* 1997. 16 Nov. 2006. <http://www.poedecoder.com/essays/blackcat/>.

Bayindir, n.d.

Turabian and Chicago Styles

The University of Chicago Press' *Chicago Manual of Style* and Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* are commonly referred to as **Chicago Style (CMS or CMOS)** or **Turabian Style**, respectively. For 30 years, Kate Turabian worked as the dissertation secretary at the University of Chicago and developed a guide for students to use as they write papers, theses, and dissertations. Her manual incorporates many of the *Chicago Manual of Style elements* but includes other features as well. Chicago Manual of Style is considered the preeminent source for American English grammar, style, and punctuation for American publishing. Turabian style is used by students whose work will not be published in professional publications, so it omits many publishing details featured in CMOS (University of California Berkeley Library, 2006). The CMOS and Turabian style both use an author-date-endnote method as well as a bibliography.

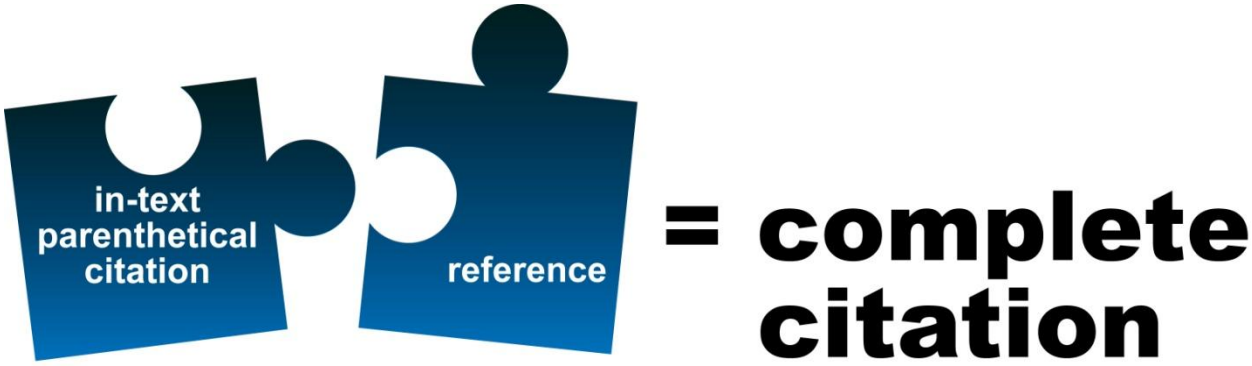
General Format	Chicago Manual of Style	Turabian
Book	Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Medals*. New York: Penguin.	Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Medals*. New York: Penguin.
Web site	Pellegrino, Joseph. "Homepage." Accessed June 12, 2010. http://www.english.eku.edu/pellegrino/default.htm.	Pellegrino, Joseph. 1999. *Homepage*, http://www.english.eku.edu/pellegrino/default.htm. (Accessed June 12, 2010).

Components of Proper Citation

No matter what citation style you use, all have the following similar basic components: author, title, and publishing information. You do not need to memorize each citation style, since each style maintains its own authoritative handbook, which you can find located at any library. Moreover, numerous Internet resources can help you properly format a citation that follows any of the common citation styles.

Many students have difficulty understanding that proper citation of a source consists of two parts. The first part is the in-text parenthetical citation, which notes the actual citation in the body of the paper, presentation, or project. The second part of the citation, the **endnote**, appears in the paper's reference page. Each style has a different name for this reference section (e.g., References, Works Cited, or Bibliography).

Consider the analogy of a car: You must have the engine to drive the automobile, and vice versa. Similarly, when you quote or paraphrase a sentence from a source in the body of your project (i.e., an in-text parenthetical citation), you must tie that in-text citation to its source information (e.g., the references, works cited, or bibliography page). You do this because if the researcher wants to find the information you quoted or paraphrased, he or she should be able to go to your reference page and easily look up the source and, possibly, discover where you found the source (i.e., online or offline). *Both the in-text parenthetical citation and the reference page must appear in your final submission.*



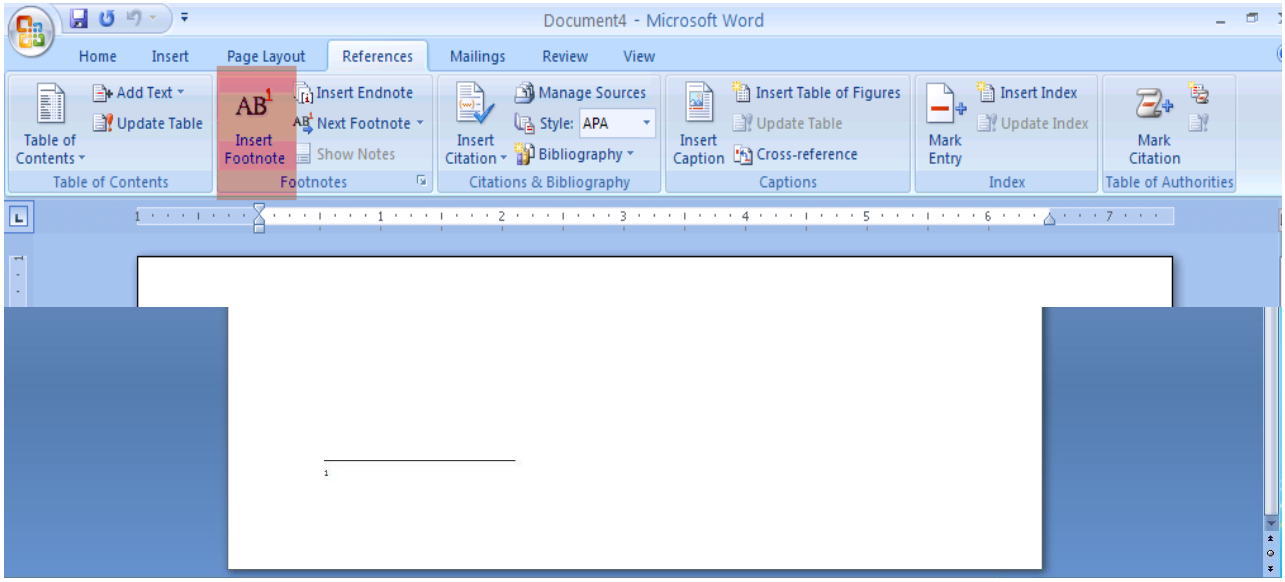
In-Text Parenthetical Citations

The most commonly used academic citations styles require **in-text parenthetical citations**, which are abbreviated references of cited material. Depending on the citation style, in-text parenthetical citations generally contain one or more of the following items: author, title, date, and page/s. The following chart illustrates the differences among the in-text parenthetical citations using APA, MLA, CMOS, and Turabian styles:

Citation Style	In-Text Parenthetical Citation Example for a Book
APA	Author-date-page number/s (Nelson, 1994, p. 54)
MLA	Author-page number/s (Nelson 54)
CMOS	1. Mariah Burton Nelson, *The Stronger Women Get, the More Men Love Football: Sexism and the American Culture of Sports* (New York: Harcourt Brace, 1994).
Turabian	[1] Mariah Burton Nelson, *The Stronger Women Get, the More Men Love Football: Sexism and the American Culture of Sports* (New York: Harcourt Brace, 1994).

Footnotes

The *Chicago Manual of Style* and *Turabian* style guides call for writers to place **footnotes** at the bottom of the page on which the citation occurs. With these citation styles, you insert a superscript in the text and provide the necessary publication information regarding an external resource at the foot of the page or on a separate page altogether that comes at the end of your paper before the bibliography section. This method of citation differs from the in-text citation method required by the APA and MLA style guides.



Example of a numbered footnote

Works Cited

MLA citation style requires a **works cited** page at the end of a written work that lists all of the resources cited in the text. You can create the basic MLA citation using this simple sentence construction:

Author. *Title of Book*. City of Publication: Publisher, Year.

MLA has particular rules regarding alphabetization, capitalization, punctuation, indentation, and margin formatting. Periodicals, conference proceedings, Web sites, blogs, podcasts, and interviews all have additional components, so make sure you consult the *MLA Handbook for Writers of Research Papers* as you write your paper. Your campus library or learning center Web page may also contain online MLA citation resources and tutorials.

Check your understanding: Eastern Washington University's *MLA Citation Style* tutorial gives you practice for building an MLA citation. You can find the tutorial by clicking the arrow.

References

APA citation style requires a **references** page at the end of a written work that lists all of the resources cited in the text. You can create the basic APA citation using this simple sentence construction:

Author. (Year of publication). *Book title*. City of publication: Publisher.

Check your understanding: Eastern Washington University's *APA Citation Style* tutorial gives you practice for building an APA citation. You can find the tutorial by clicking the arrow.

APA has particular rules regarding alphabetization, capitalization, punctuation, indentation, and margin formatting. Periodicals, conference proceedings, Web sites, blogs, podcasts, and interviews all have additional components, so make sure you consult the *Publication Manual of the American Psychological Association* as you write your paper. Your campus library or learning center Web page may also contain online APA citation resources and tutorials.

Online Citation Building Tools	File Path
Landmark's Son of Citation Machine	http://citationmachine.net/
Calvin College's Hekman Library KnightCite	http://www.calvin.edu/library/knightcite/
University of Auckland's Referen©ite	http://www.cite.auckland.ac.nz/index.php?p=quickcite
Griffith University Referencing Tool	http://app.griffith.edu.au/reference_tool/index-core.php

Similar to in-text parenthetical citations, endnotes listed at the end of your paper, presentation, or project will have a specific arrangement and organization. The following chart illustrates the differences among the bibliographic endnotes listed at the end of your document using APA, MLA, CMOS, and Turabian:

Citation Style	Endnote Example for a Book
APA Reference	Nelson, M. B. (1994). *The stronger women get, the more men love football: Sexism and the American culture of sports*. New York: Harcourt Brace.
MLA Works Cited	Nelson, Mariah B. *The Stronger Women Get, the More Men Love Football: Sexism and the American Culture of Sports*. New York: Harcourt Brace, 1994.

CMOS Bibliography	Nelson, Mariah Burton. *The Stronger Women Get, the More Men Love Football: Sexism and the American Culture of Sports.* New York: Harcourt Brace, 1994.
Turabian Bibliography	Nelson, Mariah Burton. *The Stronger Women Get, the More Men Love Football: Sexism and the American Culture of Sports.* New York: Harcourt Brace, 1994.

Bibliography

CMOS and Turabian allow users to choose between two systems of providing references (University of California Berkeley Library, 2006):

a) Numbered footnotes within the text with a **bibliography**
b) In-text author-date citation with a reference list

Your instructor will tell you which method to use. Bibliographies have particular rules regarding alphabetization, capitalization, punctuation, indentation, and margin formatting. Periodicals, conference proceedings, Web sites, blogs, podcasts, and interviews all have additional components, so make sure you consult the *Chicago Manual of Style* or *Turabian* style guides as you write your paper. Your campus library or learning center Web page may also contain online bibliography citation resources and tutorials.

Online Bibliography Tools	
EasyBib	http://www.easybib.com/
OttoBib	http://www.ottobib.com/
Delicious	http://www.delicious.com/
Zotero	http://www.truveo.com/zotero-getting-started/id/1318988567
Diigo	http://www.truveo.com/internet-research-made-easy-with-diigo/id/36028861864129214
Bedford Bibliographer	http://www.truveo.com/chicagoturabian-style-citation-formats-with-the/id/3257067104

Plagiarism

Plagiarism occurs when you use or reference an idea, concept, or quote that is not your genuine creation—either by paraphrasing it or using it verbatim—and do not give the author credit or recognition using the guidelines of an approved citation style. A form of academic theft, plagiarism is the theft of intellectual property, and the ease of cutting and pasting from the

Internet has fueled it in recent years. Besides cutting-and-pasting, other examples of plagiarism include but are not limited to the following:

- Paraphrasing without crediting the source
- Misquoting
- Citing the common knowledge defense when, in fact, that is not the case

As with any wrongdoing, the degree and nature of the plagiarism determines the punishment. Plagiarism is a serious academic offense and requires punitive recourse. Individual instructors usually handle the punishment of academic plagiarism, but deans or provosts may handle some situations. Consequences of plagiarism may include failing an assignment, receiving a reduced grade, or failing a course. If, however, the plagiarism involves money, prizes, or job placement, it may constitute a crime punishable in court (Plagiarism.org, 2010). You will likely find your school's plagiarism and academic dishonesty policies covered in your institution's student code of conduct handbook and course syllabus.

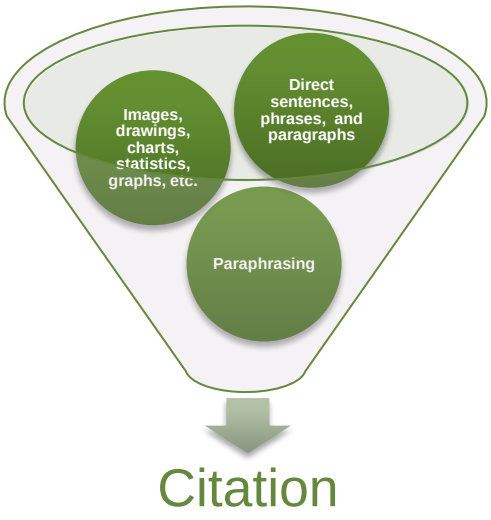
Cases against Plagiarists in College, **by Dr. Ronald Standler, highlights key court cases involving student plagiarists. You can access this resource by clicking the arrow.**

Avoiding plagiarism

As a writer, you absolutely must guard yourself against accidental plagiarism. Possibly the best method of protecting against plagiarism begins at the note-taking stage of writing your paper. Make sure you put quotation marks around direct quotes and indicate in your notes the source and page of that quote. Additionally, you must provide citations when you paraphrase the words of another author. A good way to ensure that you do this in your paper is to annotate your notes with a reminder to cite the paraphrased words. Use quotes to support your ideas rather than as a means to communicate your ideas better. Also, make sure you cite statistics, charts, graphs, and drawings, as these materials are considered intellectual property as well. When you paraphrase or summarize, always give credit to the original author. The best instances for quoting include expert declarations, direct support, effective language, historical flavor, specific example, controversial statement, and material for analysis (Harris, 2002, p. 50).

Proper Paraphrasing

Many students incorrectly believe that rearranging text into their own words does not constitute plagiarism. Students should refrain from changing some text but keeping the same sentence structure; adding interpretation or explanation onto the original text; or misrepresenting something that the source did not originally state (Harris, 2002, p. 57). Instead, students should practice appropriate paraphrasing, which they can do by following these steps (Harris, 2002):



1) Read the passage several times.
2) Outline the passage.
3) Rearrange the outline.
4) Write the paraphrase.
5) Check the results against the original.
6) Add appropriate citation.

Keep accurate notes, and annotate those notes with references to the resources you used in writing the notes. The surest safeguard you can employ is the proper citation of all resources, both within the text and in a final reference, works cited, or bibliography page.

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Glossary

American Psychological Association (APA): The organization that maintains a citation style used for social and behavioral sciences.

Bibliography: A list that is organized at the end of a document and contains all of the resources cited within the body of the text. It is a required component for papers following the Chicago-Turabian citation style.

Chicago Manual of Style (CMS or CMOS): A citation style used in American English, musicology, history, art history, women's studies, and theology.

Citation: A reference that lists the author, title, publishing information, and date.

Citation styles: Recognized and approved of systems for citation, including APA, MLA, and Chicago-Turabian.

Databases: A collection of data.

Endnote: A citation that appears at the end of a document in a bibliography section titled References or Works Cited.

Footnote: A citation format, used with the Chicago and Turabian style guides, that consists of a superscript in the body of the text and a corresponding superscript and text at the bottom of the page on which the note is referenced.

Intellectual property: Refers to patents, trademarks, literary, musical, and artistic works that garner certain property rights.

In-text parenthetical citations: Required abbreviated acknowledgements of cited material that appear in the body of the text.

Modern Languages Association (MLA): The organization that maintains a citation style used for literature, humanities, and language studies.

Periodicals: Publications published on a consistent schedule, such as daily, weekly, monthly, or quarterly.

Periodical databases: Databases that allow subscription users access to one or all of the following periodical features: summary, abstract, publishing information, and full-text article.

Plagiarism: Failure to credit the author for original work and attempting to pass off the idea or quote as one's own.

Reference list: APA requires a bibliographic list that contains all information necessary for a reader to locate any of the sources you have used for your paper.

Search engines: Programs that allow users to search terms to look for information on the Internet/World Wide Web.

Subject directories: Portals by which human editors organize Web sites into categories of knowledge.

Turabian style: A citation style used in musicology, history, art history, women's studies, and theology.

Works cited: A bibliographic list required in MLA that contains all resources cited by the author in the text of a paper.