**C@CM**

**Info Literacy Module**

**Academic Integrity/Citing Sources**

**What is a source? What does it mean to cite one?**

If you do research for a project of any sort, academic or otherwise, the books, articles, websites, etc., that you consult to get your information are your *sources*. When you write up your research for any public use, you are expected to *cite* your sources, i.e., list the particular publications and resources you used, and indicate what ideas, words, or images, you borrowed from each of them. The list you create of the publications and resources you use is a *bibliography*.

(The above could also be done as a set of questions, where the feedback on wrong answers provides this definitional information. See below.)

1. *If you do research for a project of any sort, academic or otherwise, the particular books, articles, websites, etc., that you consult to get your information are called your:*
   1. *Friends (Well, yes, books, articles, and websites are your friends, but that’s not what they’re called technically.)*
   2. *Sources (Correct)*
   3. *Bibliography (A list of sources at the end of your work is called a bibliography, but the items in your bibliography are called sources.)*
   4. *Citations (Citations refer to how you attribute sources; they aren’t the sources themselves)*
2. *When you write up your research for any public use, you are expected to list the particular publications and resources you used, and indicate what ideas, words, or images, you borrowed from each of them. This is called \_\_\_\_\_\_\_\_ your sources.*
   1. *Using (You can use sources without crediting them. When you use and acknowledge them, it’s called “citing” your sources.)*
   2. *Plagiarizing (No, plagiarism is the opposite: failing to credit the sources you used in your work)*
   3. *Citing (Correct)*
   4. *Acknowledging (This is accurate, but the technical term for acknowledging sources is “citing”)*
3. *The list you create of the publications and resources you use – which generally comes at the end of a paper or project – is called your:*
   1. *Bibliography (correct)*
   2. *List of references (also correct, though technically references are only publications or resources cited directly in your text, while bibliographies may refer to relevant works that you don’t cite directly)*
   3. *Endnotes (endnotes – if you use them – also come at the end of your work and include references to the sources you used, but they are a list of sources)*
   4. *Index (No! What are you thinking? Do you even belong in college?! 🡪 just kidding)*

**Why cite sources?**

Imagine you’re reading a book about the health care crisis in the U.S. You run across a passage that briefly describes the results of a study – results that sound truly implausible. You want to look up the original study to see how it was conducted, but the book provides very little detail and there is no bibliographic information. How can you find it? [picture of a frustrated student]

Citing sources helps readers see where we got our information – so they can check those sources themselves if they want to.

You write a paper for your Economics class in which you propose a novel idea for reforming the U.S. banking industry. A couple months later, you find out that your Economics professor has published an article using not only your idea but also some of the language from your paper! How would you feel about that? [picture of an angry student]

Citing sources protects people’s original ideas and language (yours included!) from appropriation by others.

You have a group research project due for your Engineering course. Your group has worked hard, collecting and analyzing information and perspectives from numerous academic sources. Another group in the class has pulled its information straight from Wikipedia, without investigating any academic sources. How can you distinguish the depth and rigor of your group’s research from the lazy research of this other group? [picture of student angrily eyeing a group that is gloating]

Citing sources gives weight and authority to our arguments by showing the reader that we have consulted reputable sources and researched the topic thoroughly.

*DIGT?*

*Which of the following can you infer from the explanations above?*

1. *A paper that does not include citations or a bibliography is generally considered more scholarly than one that does.*
2. *Ideas and language are public property and do not belong to any particular individual.*
3. *Other people’s bibliographies can provide us with ideas for sources to investigate.*

**What constitutes plagiarism?**

Plagiarism is when you pass someone else’s ideas or words off as your own. It is considered a form of intellectual theft. The penalties for plagiarism can be severe (link to student handbook). To avoid plagiarism, it’s important to give proper credit to your sources by citing them. CMU has its own policies and procedures regarding plagiarism.

*LBD Find the student handbook on-line, locate Carnegie Mellon’s plagiarism policy, and do the following:*

1. *Cut and paste the URL for the webpage with CMU’s plagiarism policy here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
2. *Based on your understanding of this policy, which of the following would be considered plagiarism?*
   1. *Using ideas from a paper you wrote for one class in a paper you wrote for another class.*
   2. *Using a photo you found on-line in a power point presentation for class without attributing the source.*
3. *Explain your answer. (Write and compare)*

*Here are three infamous cases of plagiarism that have surfaced in recent years. Do a quick Web search to identify who was accused of plagiarized what and for what purpose.*

1. *Tony Blair, the Prime Minister of England, was accused of plagiarizing \_\_\_\_\_\_\_\_\_ (an Arab graduate student’s essay) and using it in \_\_\_\_\_\_\_\_\_ (a dossier he submitted to the British Parliament making the case for war in Iraq).*
2. *Jayson Blair, a reporter for the New York Times, plagiarized \_\_\_\_\_ (the work of other reporters) to \_\_\_\_\_\_\_\_\_ (write stories he had never investigated)*
3. *Doris Kearns Goodwin, a well-known historian, was accused of plagiarizing \_\_\_\_\_\_\_ (the work of other historians) in writing \_\_\_\_\_\_ (her book, The Fitzgeralds and the the Kennedys.)*

*From what you read about each of these cases, are these legitimate accusations of plagiarism? Why or why not? (I can’t think of any way to provide feedback on this)*

**When should you cite your sources?**

Many kinds of publications and resources can and should be cited. These include: books, articles, published interviews, data, government documents, videos, images from the Web, images from academic archives, websites.

Any source that informs your thinking for an assignment should be cited in your *bibliography* <link to an example> for that assignment. In the text you write, you should include *footnotes, endnotes, or parenthetical citations* <each should have a link to an example> for any quote or paraphrase. Don’t worry if you do not understand yet exactly what each of these terms refers to. For now, you should simply be able to identify *when* each is appropriate.

*DIGT?*

*Which belongs in your bibliography but not in the text of a paper you write?*

1. *A book that provided you with useful background information about your research topic, but from which you didn’t directly borrow specific ideas or language.*
2. *The page number of a quotation that you used in your paper.*

**What’s the difference between quoting and paraphrasing?**

When you use a person’s exact words, and not just their ideas, you should put quotation marks around the words you borrow and reference them. For example:

Oswalt points out that “the federal policy of moving all the Indian tribes from one vast area into another violates the very principles on which the United States was founded” (2002; p.35).

If you use the author’s idea without using his or her words, then it’s paraphrasing. When you paraphrase, you still need to credit the author. For example:

Oswalt point out the hypocrisy of U.S. federal policy towards Indian tribes (2002).

In both these circumstances, the full citation for Oswalt’s book (including author, title, publisher, place of publication, and date) should be included in the assignment’s bibliography.

*LBD:*

*Read the following passage and choose a quote you would consider using in a paper of your own. Write out the quote followed by an appropriate parenthetical citation.*

*Paraphrase the quote you used (i.e., put it into your own words) and follow it with an appropriate parenthetical citation.*

*Give students text from a book or article and the text of a research paper that draws from them. Ask them to identify the section of the research paper that is plagiarized, and explain why it constitutes plagiarism. (Include a paraphrased idea that is not attributed, and wording that is too close to the original.)*

**How do you properly cite sources?**

There are a variety of citation styles, and different academic disciplines may prefer one over others. It’s important to find out what style your instructor wants you to use. Here are several that are broadly used:

APA (American Psychological Association): frequently used in the social sciences and education

MLA (Modern Language Association): frequently used in the humanities

Chicago Manual of Style: used in many disciplines, including Computer Science

AIP (American Institute of Physics): used in physics.

ACS Style Guide: used in Chemistry

CSE Manual: used in biology (are all of these important to include? Should this be organized around broad disciplinary areas, such as social sciences, humanities, physical sciences, instead of by style?)

*Footnotes, endnotes, and parenthetical citations are all methods for citing sources in the text of something you write. Test your knowledge of these terms by matching the term to its definition (definitions from www.thefreedictionary.com)*

*Footnote A note placed at the bottom of a page of a book or manuscript that comments on or cites a reference for a designated part of the text.*

*Endnote A note placed at the end of an article, chapter, or book that comments on or cites a reference for a designated part of the text*

*Parenthetical citation A reference to a source that is placed in parentheses at the end of a sentence, but prior to the period.*

*DIGT: Look through the following pages of text and click on:*

1. *A footnote*
2. *An endnote*
3. *A parenthetical citation*

*What does the parenthetical citation include and not include? Drag and drop the following into the appropriate category: (A) included in a parenthetical citation and (B) not included in a parenthetical citation*

1. *The author’s first name*
2. *The author’s last name*
3. *The title of the publication.*
4. *The date of publication.*
5. *The name of the publisher.*
6. *The place of publication.*
7. *The page on which a quote was found.*

*Which of the following might you include in a footnote or endnote that you would not put into a parenthetical citation.*

1. *The author’s last name.*
2. *The date of publication.*
3. *Your comments on the work cited.*

*Which of the following is not a proper parenthetical citation?*

1. *(Geertz, 2000: p.457)*
2. *(Clifford Geertz, “Being There”)*
3. *(see Geertz, 2000)*

**How can you find out how to employ particular citation styles?**

There are numerous on-line style guides that you can use to look up proper citation formats for a particular style. Let’s try using a couple of them.

*Use on-line resources to look up APA and MLA style conventions, and identify whether the citation provided is in correct or incorrect form. If it is incorrect, identify the problem.*

*APA:*

*Richard E. Mayer. (2002). The Promise of Educational Psychology, Volume II: Teaching for Meaningful Learning. Upper Saddle River, NJ: Merrill Prentice Hall. (Incorrect: the author should be listed last name first, followed by first and middle initial)*

*MLA*

*Devine, Patricia G., and Steven J. Sherman. "Intuitive Versus Rational*

*Judgment and the Role of Stereotyping in the Human Condition: Kirk or Spock?" Psychological Inquiry 3.2 (1992): 153-59. (OK as is)*

*Give students bibliographic information for a book, article, website, edited volume, etc., and have them write it in APA and MLA form (looking these up on-line or in style manuals).*

Is this stuff too nitpicky??

**When don’t you have to cite sources?**

Information that most people know or could easily find out falls under the category of common knowledge. Common knowledge, by definition, does not belong to particular individuals, so it is not necessary to cite. Examples of common knowledge include basic facts, such as:

* Kazakhstan is in Central Asia.
* The United States government operates on a two-party system.
* The earth revolves around the sun.

How do you know if something is common knowledge? Ask yourself whether the information is a widely accepted fact that is unlikely to be disputed. If you determine that it is, there’s no need to cite it.

However, if you think there’s a chance the information (even factual information) *could* be disputed, include citations. This helps readers evaluate the credibility of your sources and, if your sources are good, gives weight to your argument.

*Which of the following pieces of information do you think you would have cite in a paper?*

1. *National debt has increased more under Republican administrations than Democratic administrations over the past century.*
2. *Venezuela nationalized its oil resources in 20??.*
3. *Most university libraries in the United States have invested more heavily in digital holdings than in physical books in the past 10 years.*
4. *?? (I haven’t thought very hard about any of these)*

*Give students a passage from a book with a number of correct and incorrect citations, and ask them to click on problems and identify what’s wrong, including:*

1. *Citations where they aren’t necessary (and the reason they aren’t necessary)*
2. *Citations missing where they are necessary (and why they’re necessary)*
3. *Citations that are in the right place but have missing elements (and what’s missing)*
4. *Citations that are in the right place but have extraneous elements (and what’s missing)*

**Academic integrity and cultural and disciplinary differences**

To some extent citation practices differ by culture. For example, in some cultures, students learn by repeating the words of experts, with no expectation that these words require citations. In other cultures, it is sufficient to list references used in a single list at the end of a paper, without crediting particular ideas or quotations.

Citation practices also vary by academic discipline (for example, computer scientists may consider it acceptable to excerpt and use pages of text from another scholar’s work, as long as they are properly cited, while in the humanities, this would generally not be considered legitimate.)

Since the rules can change a bit from context to context *and* since the penalties for breaking them can be severe (including expulsion), always err on the side of caution, by citing sources if in doubt.

**Additional assessment** (may not be appropriate, because we could not provide any kind of useful feedback) but I found it intriguing...

In 2007, two students from McLean High School in Virginia sued Turnitin, a company that makes plagiarism detection software. The basis for their suit? That Turnitin violated copyright laws by putting students’ written work into their database without permission or attribution. In other words, they accused Turnitin of violating the same principles of academic integrity that the software was designed to prevent.

Based on your understanding of academic integrity, do you think these students have a legitimate claim? Why or why not?

**Some Students Wonder...**

If I am drawing information from one, and only one, source – such as the book my instructor assigned for class – is it necessary to include a bibliography? How about page numbers?

🡪 Check with your instructor, but it’s probably sufficient to provide page numbers for quotes if the source is understood.

If one of your sources expresses an idea perfectly, why should I have to jump through hoops trying to put it into my own words?

🡪 You don’t! If the words are perfect, incorporate the idea as a quote (properly cited, of course)

If I’m talking to a friend about a class project, and my friend gives me a cool idea that I end up using, do I need to cite him? What if he gives me some photographs he took on a trip to China and says I can use them in a class presentation?

🡪 While you are under no legal obligation to cite your friend, it’s a courtesy to do so, for example, by including in your presentation slides: “Photos courtesy of Deon Jefferson.”