

Using and Acknowledging Secondary Sources



**OR, HOW TO AVOID
ACCIDENTAL PLAGIARISM**

KEY PRINCIPLES



In college writing, you will be **expected to use and acknowledge secondary sources** in addition to your own ideas and insights.

When you use secondary sources, you need to acknowledge the source in **two** ways:

- ◆ Within the **body** of your essay (parenthetically)
- ◆ At the **end** of your essay (Works Cited)

KEY PRINCIPLES



If you don't cite the sources
you use in your paper,
you might be accused
of plagiarism.

The word
“plagiarize”
comes from
the Latin,
meaning “to
kidnap.”



**If you plagiarize, you’re
“kidnapping” someone else’s
words or ideas.**

WHAT IS PLAGIARISM?



Plagiarism refers to the unacknowledged use of another person's **words, ideas, or information** (including facts and statistics).

You must indicate the source of **any borrowed material** in your essay—whether you have **quoted** word for word, **paraphrased**, or **summarized**.

DID YOU KNOW?



**YOU ARE GUILTY OF
PLAGIARISM EVEN IF
YOU DIDN'T MEAN TO
PLAGIARIZE.**

ACCIDENTAL PLAGIARIST



ACCIDENTAL PLAGIARISM



Some students accidentally plagiarize not because they want to be deceptive, but because they never learned the conventions for using and acknowledging sources.



Other
students
accidentally
plagiarize
because
they keep
sloppy
notes!



**They can't distinguish between
their ideas and the ideas from
their sources.**

AVOIDING DELIBERATE PLAGIARISM



Unfortunately, some students deliberately plagiarize because they are anxious or intimidated by the writing assignment or impending deadline.

If you are experiencing this kind of anxiety, speak to your instructor or a counselor.

It's not worth the risk of failure or expulsion to plagiarize an assignment.



AVOIDING ACCIDENTAL PLAGIARISM



**TO QUOTE OR NOT TO QUOTE...
THAT IS THE QUESTION.**

Wait....should I
cite Shakespeare ?

WHEN TO QUOTE!



As a general rule, only quote in the following situations:

When the wording of the source is particularly **apt** or **vivid**.

When the **words of respected authorities** would **lend support** to your position.

When you wish to cite an author whose **opinions vary greatly** from those of other experts.

When you are going to **discuss the source's choice of words**.

OTHERWISE...



Paraphrase (re-state source material in **your own words**)

Paraphrase passages whose details you wish to use but whose language is not particularly striking or original.

Summarize (**use your own words** to highlight main idea and key points of source)

Summarize any long passages whose main points you wish to record as support for a point you are making.

WHEN IN DOUBT, CITE YOUR SOURCE!

REGARDLESS OF
WHETHER YOU
QUOTE,
PARAPHRASE, OR
SUMMARIZE,
WHENEVER YOU
DISCUSS
INFORMATION
THAT YOU
OBTAINED FROM
AN OUTSIDE
SOURCE...



**Let the
reader
know!**

THIS IS WHAT WE MEAN BY **ACADEMIC INTEGRITY**: ACKNOWLEDGING TO THE READER **WHERE** YOU GOT YOUR INFORMATION, AND **GIVING CREDIT** WHERE CREDIT IS DUE.

WHEN TO CITE SOURCES



The only types of information that do **not** require acknowledgement are:

Common knowledge

Facts widely available in many sources

Well-known quotations

Material you created yourself.

DON'T NEED TO CITE



Common knowledge

“Kennedy was assassinated in 1963.”

Facts widely available
in many sources

“Presidents used to be inaugurated on
March 4th rather than January 20th.”

Famous quotations
(unless it's part of a text
you are analyzing)

“To be or not to be/That is the question.”

Self-created material

“I am an incredibly
amazing person.”



REVIEW: DOCUMENTATION



We will be using the “author-page” system advocated by the Modern Language Association (MLA), which is the style used primarily in the humanities.

On the next screens you will see **several examples of the most common types of in-text citations.**

SAMPLE IN-TEXT CITATIONS: AUTHOR AND PAGE NUMBER (PRINT)



Dr. James is described as a “not-too-skeletal Ichabod Crane” (Simon 68).

No comma **between**
author and page number.

One reviewer compares Dr. James to Ichabod Crane (Simon 68).

No punctuation **before**
parenthetical citation.

End punctuation goes **after**
parenthetical citation.

**Remember to
punctuate correctly!**

SAMPLE IN-TEXT CITATIONS: AUTHOR AND PARAGRAPH (PRINT)



If a work uses paragraph numbers instead of page numbers, use the abbreviation *par* (single) or *pars* (plural) in regular type, not italicized or underlined, and use a comma after the author's name.

Whitman considered African American speech “a source of a native grand opera” (Ellison, par. 13).

Citing a paragraph is the one time you do use a comma within the parenthetical citation.



SAMPLE IN-TEXT CITATIONS: INTERNET SOURCE



- ◆ Give **enough information** in the citation to enable readers to locate the Internet source in the list of works cited at the end of your document.
- ◆ Do **not** cite the URL parenthetically.

DO NOT CITE URL'S PARENTHETICALLY!

WRONG!

“By playing this rope-a-dope, Obama has positioned himself well to push back hard against the conservative agenda” (<http://www.tnr.com/article/politics/82175/sotu-obama-republicans-trap>).

By playing this rope-a-dope, Obama has positioned himself well to push back hard against the conservative agenda” (Kilgore).

CORRECT!

NOT SURE HOW TO CITE PARENTHETICALLY? USE EASY BIB!

First, locate your citation in
your EasyBib project

**This is how your parenthetical
citation will look in your paper.**

☐ Smith, Graeme. "Margaret Thatcher's Christian Faith: A Case Study in Political
Theology." *Journal of Religious Ethics*. Vol. 35. N.p.: Wiley-Blackwell, 2007.
233-57. *Academic Search Premier*. Web. 30 Oct. 2012.

Chapter / Anthology

[Comments](#) | [Tags](#) | [Parenthetical](#) | [Edit](#) | [Delete](#)

☒ Contributors

Smith

☐ Title

☒ Pages

233-257

Copy and paste your citation:

(Smith 233-257)

MLA parenthetical rules

Next, click
"Parenthetical"

LIST OF WORKS CITED




- ◆ The **specific bibliographic information** presented in a works-cited entry follows a **particular order**. Refer to your text, EasyBib, or an updated edition of *MLA Handbook for Writers of Research Papers* for specific criteria for each type of source you cite.
- ◆ MLA style requires a **“hanging indent,”** which means that the first line of a works-cited entry is NOT indented but subsequent lines of the entry are.

SOME THINGS GO WITHOUT SAYING...

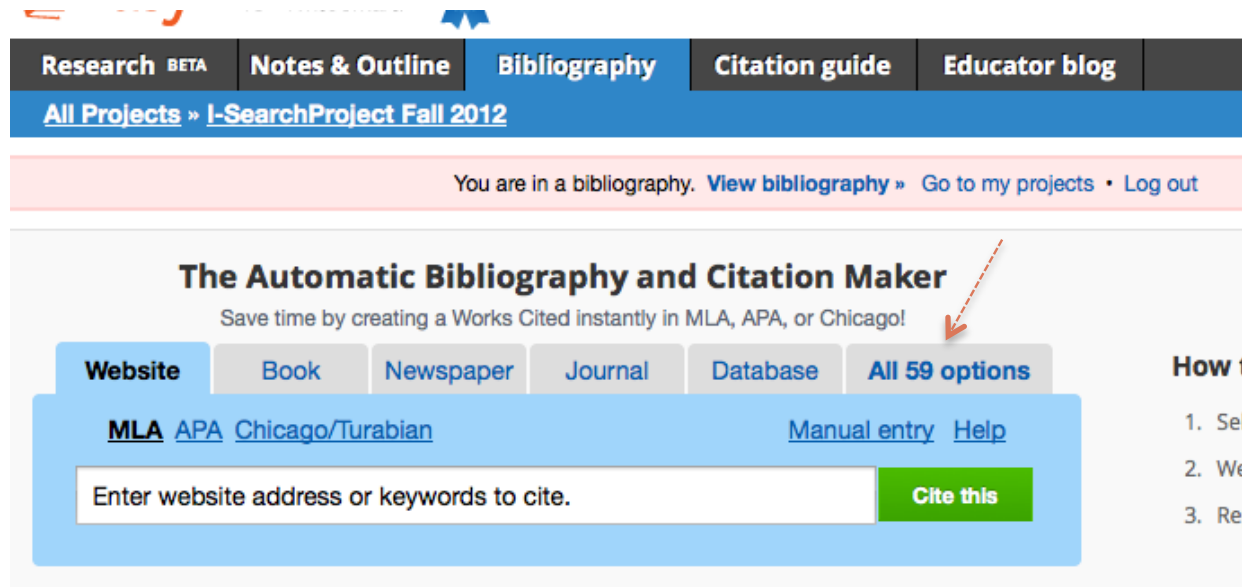


1. The list of works cited provides full information for **the sources the writer actually mentioned** (“cited”) in his or her paper. Do **not** include an item in your Works Cited list if you **didn’t mention it** in your paper.
2. Entries in the Works Cited list are **alphabetized** according to the first author’s last name OR by the title if the author is unknown.
3. Every source **cited in the paper** MUST refer to a corresponding entry in the **Works Cited list**.




Keep in mind that there are many different types of sources, and each one may require a different type of information.

That's why we encourage students to use EasyBib.

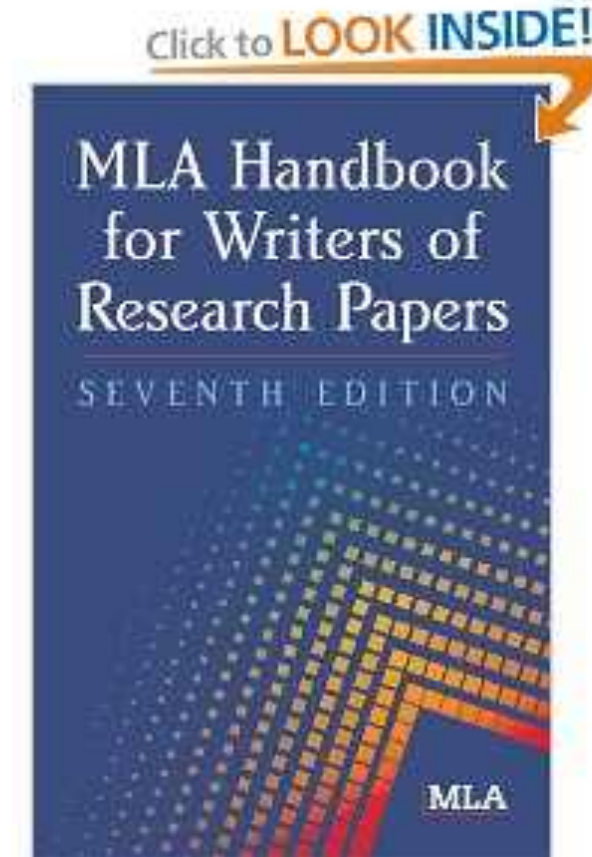


The screenshot shows the EasyBib website interface. At the top, there is a navigation bar with links: Research BETA, Notes & Outline, Bibliography (highlighted), Citation guide, and Educator blog. Below this is a blue banner with the text "All Projects » I-SearchProject Fall 2012". A pink notification bar states "You are in a bibliography. View bibliography » Go to my projects • Log out". The main heading is "The Automatic Bibliography and Citation Maker" with the subtext "Save time by creating a Works Cited instantly in MLA, APA, or Chicago!". Below the heading are tabs for "Website", "Book", "Newspaper", "Journal", "Database", and "All 59 options" (highlighted with a red dashed arrow). Under the "Website" tab, there are links for "MLA", "APA", and "Chicago/Turabian", along with "Manual entry" and "Help". A text input field contains the placeholder "Enter website address or keywords to cite." and a green "Cite this" button.

If you're not sure about your source, you can always ask for assistance from a reference librarian.



The 7th edition
of *MLA
Handbook for
Writers of
Research
Papers* contains
even more
options, along
with helpful tips
on conducting
research.



There are also online resources, such as The Purdue Online Writing Lab (OWL) at <http://owl.english.purdue.edu/owl/resource/747/01/>

TO REVIEW



In a college-level research essay, you will be **expected to use and acknowledge secondary sources** in addition to your own ideas and insights.

Guard against **accidentally plagiarizing** by accurately quoting, paraphrasing, and summarizing your secondary sources.

When you use secondary sources, you need to **acknowledge** the source in **two** ways:

- ◆ Within the **body** of your essay (parenthetically)

- ◆ At the **end** of your essay (Works Cited)

You must **correctly format parenthetical citations** within your paper.

All sources cited in your paper must be **listed alphabetically in a separate Works Cited** page.

All sources listed in your Works Cited page must be **correctly formatted**.

Because there are so many **different types of sources** available, we encourage students to use **EasyBib** to create citations.

END SHOW

Prepared by Elaine Minamide
English 100
Palomar College