Citations & Plagiarism SkillShop handout

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Plagiarism

Be aware of and understand HSU’s policy towards plagiarism. The HSU Academic Honesty Policy describes plagiarism as:

“Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving proper credit to the sources. Such actions include but are not limited to:
1. Copying homework answers from the text to hand in for a grade.
2. Failing to give credit for ideas, statements of facts, or conclusions derived by another author. Failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or part thereof.
3. Submitting a paper purchased from a "research" or term paper service.
4. Retyping a friend’s paper and handing it in as one's own.
5. Giving a speech or oral presentation written by another and claiming it as one's own work.
6. Claiming credit for artistic work done by someone else, such as a musical composition, photos, a painting, drawing, sculpture, or design.
7.Presenting another's computer program as one's own.”

For more information, visit: http://www2.humboldt.edu/studentrights/academic_honesty.php

Citations

Cite your sources

To avoid accidental plagiarism, be sure to attribute every idea that you get from someone else by using citations. Citations are important in scholarly work because they help us recognize the work of colleagues and build on the body of knowledge that has already been established. Citations allow others to: a) find the information that you used to develop your ideas and b) verify your information (which strengthens your logical arguments).

Be organized

Like any aspect of research, if you are organized, it will be easier for you to avoid plagiarism. Copy and save citation information while you are doing your research- don’t wait until the end of your paper to create your reference list. The moment you find an interesting article, look for the citation information. Most online databases make this easy with features that automatically generate citations in multiple formats. Be careful - double-check these automatically generated citations for accuracy.

What is a reference list?

A reference list (a.k.a. Works Cited, Bibliography, Literature Cited, etc.) is the list of sources you used to complete your assignment. An entry in the reference list includes enough information to allow the reader to find the resource. The reference list will include every source that you cite. Consult your specific style manual to determine if this list should include sources that you used but did not directly cite.

What is a citation?

A citation links an idea that you got from another source to that source's reference list entry. Citations are included in the text of your paper after every idea that you get from another source. In scientific writing, the literature review is filled with citations. Some style guides require that citations are formatted using in-text notation such as author-date (Miller, 2015) while others require footnotes (12). Refer to your style manual to determine the correct format and what information should be included in the citation.
Reference List entries

Each entry in your reference list will include the information needed to locate the source. For most articles, you will include the author name, publication date, article title, journal title (in italics), volume number (in italics), issue number, and page number(s). The basic format is as follows:

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Author. (Year). Article Title. Journal Title, Volume(Issue), Page #.
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There are three important things to make note of:

1. Reference list entries often use a **hanging indent** - the first line of the entry is flush with the right margin but all subsequent lines for the entry are indented by ½ inch.
2. Some pieces may be **italicized** or **underlined**: refer to the specific style manual.
3. Capitalization and abbreviations are important to consider. APA format requires that article titles be spelled out as sentences regardless of the original format. CSE format requires that journal titles are abbreviated according to ISO 4 standards. Check your style manual to find the specific requirements.

Articles found online

- Some styles require that you include the date that you retrieved or accessed the article
- Some styles require that you include a DOI or URL to locate the online version- DOIs are always preferred, but when you need to use a URL be sure it is a “stable” or “persistent” URL.
- Many styles require that you include the name of the database you used to find the article. In APA, you do not need to include this information.

The main thing to keep in mind is that you are trying to provide the information necessary for someone else to find the same version of the article you used. Online versions that appear in different formats often include or omit information or may have been updated- making them different from the print version.

**DOI**

The Digital Object Identifier, or DOI, is a unique alphanumeric code used to identify an electronic article and provide a persistent link to the document. Not all articles have been assigned a DOI. Example of an APA citation with a DOI:

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**URL**

A Uniform Resource Locator, or URL, is a web address. If you are referencing an electronic article that does not have a DOI, you will include the URL instead. After the page number, type out the words “Retrieved from” followed by the URL in your reference list entry. Example of a CSE citation with no DOI:

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