

# WRITING AND RESEARCH IN THE MISST PROGRAM

February 19<sup>th</sup>, 2014

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# A QUICK SURVEY

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What is the most difficult part of writing a paper?



(Schulz, 1980)

Submit your answer in the chat box.

# BEFORE WE START

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- ✕ Need help from a librarian?
- ✕ We are available in person, over the phone, or through chat from:
  - + Monday-Thursday: 8:00 a.m. – 9:30 p.m.
  - + Friday: 8:00 a.m.-5:00 p.m.
  - + Sunday: 1:00 p.m.-9:30 p.m. (Note: On some Sundays, we are only available until 7:30 p.m.)

Questions? Contact me at [kcole@muskingum.edu](mailto:kcole@muskingum.edu) or 826-8015



# WHAT THE LIBRARY CAN DO FOR YOU

- ✖ Order books through OhioLINK. You can pick them up at any OhioLINK library. Just let us know where in your request.
- ✖ Help you access articles electronically through approximately 150 research databases.
- ✖ Request books and articles from other libraries through Interlibrary Loan.
- ✖ Help you with your research and citation questions.

# DO YOU HAVE A QUESTION AND YOU'RE NOT SURE WHO TO ASK?

I have a question about...	Contact Person	Contact info
Checking books in and out, picking up OhioLINK books, renewing books, patron accounts fines, getting a library account	Kate Hoefler, Circulation Supervisor	Phone: 826-8152 E-mail: <a href="mailto:katew@muskingum.edu">katew@muskingum.edu</a>
Research help, citation questions, database access issues, find an OhioLINK book	Reference Librarians: Kristin Cole Nicole Arnold Linda Hatfield Holly White	Contact info: 826-8152 (ask to be transferred to the reference desk.)  E-mail: <a href="mailto:library@muskingum.edu">library@muskingum.edu</a>
Requesting a book or article from Interlibrary Loan, questions about interlibrary loan.	Nicole Arnold, Reference-Instruction, ILL	Phone: 826-8154  E-mail: <a href="mailto:nicoler@muskingum.edu">nicoler@muskingum.edu</a>

# YOUR STUDENT I.D.

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- ✖ Required for checking books out
- ✖ Required for accessing library databases from off campus.
- ✖ Questions about your i.d.? Contact Janeen Eno at [janeene@muskingum.edu](mailto:janeene@muskingum.edu)



# THE LIBRARY HOMEPAGE

URL: <http://www.muskingum.edu/library/index.html>

The screenshot shows the Muskingum University Library homepage. The browser address bar displays [www.muskingum.edu/library/index.html](http://www.muskingum.edu/library/index.html). The page features a navigation bar with links: ABOUT, ACADEMICS, ADMISSION, ATHLETICS, Access Your Account, and ALUMNI & FRIENDS. A sidebar on the left lists various resources under 'Course Guides' and 'Subject Guides'. The main content area includes a 'Muskie Scholar' search box with a 'QuickSearch box' label pointing to the search input field. Below the search box are links for 'Advanced Search', 'Search as Guest', and 'Subject Databases'. To the right of the search box is a 'Chat box' labeled 'Ask a Librarian' with a text input field and a 'send' button. At the bottom, there is a 'Google Drive' slide showing a list of library resources: RESEARCH HELP, COMPUTER LAB, STUDY SPACE, CURRENT MAGAZINES & JOURNALS, YEARBOOKS, BLACK & MAGENTA, and BESTSELLERS. The slide also mentions 'CAMBRIDGE 109 (GOODING)' and 'ask!'. The footer of the slide includes 'Slide 1' and 'Google Drive'.

# COURSE GUIDES AND SUBJECT GUIDES

- ✖ Course guides are created to help students conduct research for a specific assignment for a specific course. (i.e. IDIS 150, EDUC 650)
- ✖ Subject guides are more general guides developed for specific subject areas. (i.e. Education, Biology, Computer Science)
- ✖ The guide for this workshop is located in the Subject Guides under MISST or visit:  
<http://libguides.muskingum.edu/misst>



Part 1

# THE BASICS OF WRITING AN ACADEMIC PAPER

# WHAT IS ACADEMIC WRITING?

- ✗ Written by scholars for scholars.
- ✗ Uses a formal tone
- ✗ Uses the third person (the reader, the author) instead of the first person (I, me).
- ✗ Proposes and answers a research question.
- ✗ Uses a style guide to determine how to format the paper.

# PARTS OF A RESEARCH PAPER

- ✗ Introduction
- ✗ Thesis Statement
- ✗ Body Paragraphs
- ✗ Conclusion
- ✗ References
- ✗ (Note: This is just the basic structure. A paper in APA format requires a few other parts.)



# TOPICS VS. RESEARCH QUESTIONS

Topics are broad – too broad for most academic papers.

*Examples:*

*Marijuana and crime*

*Assisted suicide and terminally ill  
patients*

*Healthcare*

*Death penalty and the law*

# WHAT IS A RESEARCH QUESTION

## TOPIC

- ✗ Very general
- ✗ Usually just a few words
- ✗ Doesn't present an argument or ask a question.
- ✗ Cannot be proven or disproven.

## RESEARCH QUESTION

- ✗ Narrow
- ✗ Asks a specific question
- ✗ Can be proven or disproven
- ✗ Can find research to answer the research question.

# EXAMPLE:

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Topic:

The death penalty in the U.S.

Research Question:

Are there political, religious, educational or other similarities among Americans who believe the death penalty should be abolished?



# TOPICS VS. RESEARCH QUESTIONS

## ***“Marijuana and crime”***

- ✘ There are many different directions you could take with this topic.
  - ★ Does early marijuana use lead to an increase in drug arrests later on in life?
  - ★ Do areas with legalized medical marijuana see an increase in crime rates?
  - ★ Do countries with legalized recreational use of marijuana see a decrease in the number of arrests for other drugs?
  - ★ Are teens who use marijuana more likely to commit crimes?

# TOPICS VS. RESEARCH QUESTIONS

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✕ As you start to narrow down your topic, ask:

- + Who?
- + What?
- + Where?
- + When?
- + Why?

Answering these questions can help you develop a research question.

# TOPICS VS. RESEARCH QUESTIONS

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## *“Marijuana and crime”*

- ✗ Who? (teens, teen boys, preteens, adult women, mothers, fathers, elderly men, elderly women, Caucasian males, African American women, etc.)
- ✗ What? (marijuana use, marijuana laws, legalization, sobriety, medical marijuana, etc.)
  - ✗ Marijuana use among pregnant women
  - ✗ Medical marijuana legislation and the elderly
- ✗ Where? (The U.S., Ohio, urban neighborhoods, suburbs, rural areas.)
- ✗ When? (Now? In the past? In the past ten years?)
- ✗ Why? (What question are you trying to answer?)
  - ✗ Are preteen boys more likely to smoke marijuana if they live in state where medical marijuana has been legalized?



# ACTIVITY

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Take the following topics and create a narrow, focused research question for each:

- ✕ How small businesses use social media
- ✕ Using blogs as a training tool

# THE MOST IMPORTANT SENTENCE IN YOUR PAPER

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The thesis statement:

- ✗ Makes an **argumentative assertion** about a topic; it states the **conclusions that you have reached** about your topic.
- ✗ Makes a promise to the reader about the **scope**, **purpose**, and **direction** of your paper.
- ✗ Is **focused** and **specific** enough to be "proven" within the boundaries of your paper.
- ✗ Is generally located **near the end of the introduction**; sometimes, in a long paper, the thesis will be expressed in several sentences.
- ✗ Identifies the **relationships between the pieces of evidence** that you are using to support your argument.

# HOW TO WRITE A THESIS STATEMENT

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- ✗ Look for trends in your research.
  - + For example, if all of your research shows that social media is a beneficial tool for marketing the small business, don't write a paper about how social media is useless for marketing.



# HOW TO WRITE A THESIS STATEMENT

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- ✗ Compose a purpose statement that answers your research question.
  - + One or more sentences
  - + Can be used just to get you started
  - + Announces your topic
  - + Indicates the structure of the paper
  - + Does not state the conclusions you have drawn

# HOW TO WRITE A THESIS STATEMENT

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- + Research question: Did the North and South fight the Civil War for different reasons.
- + Purpose statement: I plan to show that the North fought the Civil War for moral reasons, and the South fought the Civil War to preserve their own institutions.

To turn this into a thesis statement, you would need to:

- + Identify what those reasons were.
- + Identify what those institutions were.
- + Draw a conclusion.

# CREATE A WORKING THESIS

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- + A working thesis is not your final thesis. This is the thesis statement that you will use as a roadmap while you are writing your paper.
- + You may have to add or delete items as you write.
- + You may decide that the working thesis is too vague.
- + You may discover that the research doesn't support the working thesis.
- + Be flexible!



# YOUR FINAL THESIS SHOULD:

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- + Tell your reader the content and structure of the paper.
- + Set forth your argument.
- + Give an idea of how you will interpret the evidence.
  - × For example, there are many reasons for the Civil War, and scholars may read the same evidence and come to a different conclusion. You are showing your reader what your interpretation is, based on your research.

# YOUR FINAL THESIS SHOULD NOT:

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- + Use “I” or other casual, informal language.
- + Replicate the purpose statement.
- + Introduce ideas that you don’t cover in your paper. (Conversely, your paper should not introduce new information that is not hinted at in your thesis statement.)

# THE STRUCTURE OF A PAPER

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## Tips and Tricks:

- + Use topic sentences at the beginning of each paragraph. This connects your reader back to the thesis statement, and it tells your reader what to expect in the rest of the paragraph.
- + Use quotes and paraphrases wisely. Your professors want to hear from you. They don't want to read a series of quotations from several different sources.
- + Do not repeat your introduction in your conclusion.
- + Do not rely on spell check and grammar check to catch your mistakes. Reread your paper out loud to make sure it makes sense.



# A GOOD INTRODUCTION...

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- + Should be written last. Write your thesis first, then the rest of the paper, then your introduction and conclusion.
- + Should not be a replica of your conclusion.
- + May begin with a quote, an example, or other piece of information that grabs the reader's attention.
- + End with the thesis statement.
- + Should be approximately one-third to one-half of your first page.

# A GOOD CONCLUSION...

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- + Restates your thesis (not word for word).
- + Summarizes your evidence.
- + Does not add new information that doesn't relate to the thesis.
- + Depending on the assignment, can include a call to action.

Part 2

# USING LIBRARY RESOURCES FOR RESEARCH



# WHY SHOULD I USE A DATABASE?

- ✗ Accessible from off-campus.
- ✗ More authoritative information than what is found in Google.
- ✗ Fulfills the requirement for “scholarly articles”
- ✗ Easy to search...once you know a few tricks.
- ✗ Can be general or subject-specific
- ✗ Provides access to full-text articles that are otherwise unavailable through any other source.

# WHAT ABOUT GOOGLE SCHOLAR?

- ✗ Google Scholar often does not provide access to full text.
- ✗ Often takes you to the publisher's page, which requires payment to access.
- ✗ Difficult to weed through all of Google's results.
- ✗ Results that do not have full text available often can be found in the library databases...with the full text.

# GETTING STARTED...

The screenshot shows the Muskingum University Library website. At the top is a navigation bar with the university logo and a menu with links: Muskie Link, Campus Resources, Directory, and Home. Below this is a red banner with links: ABOUT, ACADEMICS, ADMISSION, ATHLETICS, CAMPUS LIFE, and ALUMNI & FRIENDS. The main content area features a 'Welcome' message and a 'Library' title. A navigation bar below the welcome message includes links: Library Home, Ask-a-Librarian, Databases, Muskingum Catalog, OhioLINK Catalog, e-Reserves, My Account, and Help. On the left is a sidebar with links for Course Guides, Subject Guides, Find..., Articles, Books and More, Course Reserves, Digital Media, Government Information, News, Web Sites, Evaluate, Get, Cite, Services for..., Students, Faculty/Staff, Visitors, About the Library, and Collections. The main content area has a 'Quick Search' section with tabs for Catalog, Articles, eBooks, eReference, and Find Journals. The 'Articles' tab is selected, showing a search form with a text input for keywords, a dropdown for 'Pick a subject (optional): All Articles', and 'Search' and 'Clear' buttons. Below the search form are links for Subject Guides, Course Guides, and Databases. On the right is an 'Ask Us' chat window with a status 'Connecting to meebo...' and a 'get meebo' link at the bottom.

http://muskingum.edu/library/

MUSKINGUM UNIVERSITY

ABOUT ACADEMICS ADMISSION ATHLETICS CAMPUS LIFE ALUMNI & FRIENDS

Welcome Library

Library Home | Ask-a-Librarian | Databases | Muskingum Catalog | OhioLINK Catalog | e-Reserves | My Account | Help

Course Guides  
Subject Guides  
Find...  
• Articles  
• Books and More  
• Course Reserves  
• Digital Media  
• Government Information  
• News  
• Web Sites  
Evaluate  
Get  
Cite  
Services for...  
• Students  
• Faculty/Staff  
• Visitors  
About the Library  
• Collections

Quick Search

Catalog Articles eBooks eReference Find Journals

Search for articles

Enter keywords:

Pick a subject (optional): All Articles

Search Clear

[Subject Guides](#) | [Course Guides](#) | [Databases](#)

Ask Us  
Connecting to meebo...  
get meebo

http://olc1.ohiolink.edu/search/



# FINDING THE DATABASES

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- ✖ Use a subject guide or course guide, found on the library homepage.
- ✖ Access the full database list from the articles tab on the catalog.

# EBSCO Databases

## TIPS & TRICKS

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Muskingum University Library... Setup KeeFox EBSCOhost: Advanced Search

web.ebscohost.com/ehost/search/advanced?sid=d2fe687a-54b8-4585-8d54-b1a9ac8d5d66%40sessionmgr13&vid=1&hid=24

Most Visited SiteScripter MU Library Wiki meebo Zimbra OhioLINK Catalog LibGuides Muskingum University L...

New Search Publications Subject Terms Cited References More

Sign In Folder Preferences Languages New Features! Ask-A-Librarian Help

Searching: Academic Search Complete Choose Databases

AND AND AND

Search Clear

Basic Search Advanced Search Visual Search Search History

Search Options

Search modes

- Boolean/Phrase
- Find all my search terms
- Find any of my search terms
- SmartText Searching [Hint](#)

Apply related words

Also search within the full text of the articles

Limit your results

Full Text

Scholarly (Peer Reviewed) Journals

Publication

Document Type

Number of Pages

References Available

Published Date from

Publication Type

Language

Cover Story

Reset

javascript:\_doPostBack('ctl00\$ctl00\$FindField\$FindField\$ctl00\$SelectedDbs1\$selectDbModal','')

ALL EBSCO DATABASES USE THE SAME USER INTERFACE. ONCE YOU LEARN ONE, YOU CAN NAVIGATE ALL OF THEM.



# KEY FEATURES

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- ✗ Simple and advanced search
- ✗ Limit search to author, article title, journal title
- ✗ Limit to a range of publication years
- ✗ Limit by type of source
- ✗ HTML or PDF full text
- ✗ Find It button
- ✗ Email or save articles

# JSTOR

## TIPS & TRICKS

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# KEY FEATURES

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- ✕ Browse by discipline
- ✕ Advanced search
- ✕ Search author name, title, abstract, caption
- ✕ Limit to available articles
- ✕ Narrow by item type
- ✕ Narrow by publication date
- ✕ Narrow by discipline



Muskingum University Library: ... Setup KeeFox EBSCOhost: Advanced Search Muskingum College Library: ... JSTOR

www.jstor.org/action/showBasicSearch

Most Visited SiteScripter PB MU Library Wiki meebo Z Zimbra OhioLINK Catalog LibGuides Muskingum University L...

JSTOR HOME SEARCH BROWSE MyJSTOR

Used by millions for research, teaching, and learning. With more than a thousand academic journals and over 1 million images, letters, and other primary sources, JSTOR is one of the world's most trusted sources for academic content.

SEARCH

Advanced Search SEARCH

BROWSE BY DISCIPLINE

<a href="#">African American Studies (18 titles)</a>	<a href="#">Health Sciences (35 titles)</a>
<a href="#">African Studies (52 titles)</a>	<a href="#">History (316 titles)</a>
<a href="#">American Indian Studies (8 titles)</a>	<a href="#">History of Science &amp; Technology (37 titles)</a>
<a href="#">American Studies (116 titles)</a>	<a href="#">Irish Studies (49 titles)</a>
<a href="#">Anthropology (91 titles)</a>	<a href="#">Jewish Studies (15 titles)</a>
<a href="#">Aquatic Sciences (16 titles)</a>	<a href="#">Language &amp; Literature (265 titles)</a>
<a href="#">Archaeology (89 titles)</a>	<a href="#">Latin American Studies (53 titles)</a>
<a href="#">Architecture &amp; Architectural History (31 titles)</a>	<a href="#">Law (76 titles)</a>
<a href="#">Art &amp; Art History (190 titles)</a>	<a href="#">Library Science (15 titles)</a>
<a href="#">Asian Studies (71 titles)</a>	<a href="#">Linguistics (38 titles)</a>
<a href="#">Astronomy (1 title)</a>	<a href="#">Management &amp; Organizational Behavior (31 titles)</a>
<a href="#">Bibliography (18 titles)</a>	<a href="#">Marketing &amp; Advertising (14 titles)</a>
<a href="#">Biological Sciences (240 titles)</a>	<a href="#">Mathematics (71 titles)</a>
<a href="#">Botany &amp; Plant Sciences (57 titles)</a>	<a href="#">Middle East Studies (52 titles)</a>
<a href="#">British Studies (17 titles)</a>	<a href="#">Music (83 titles)</a>
<a href="#">Business (221 titles)</a>	<a href="#">Paleontology (12 titles)</a>
	<a href="#">Performing Arts (20 titles)</a>

http://muskingumlibrary.pbworks.com/

STOR Login Help Contact Us About

Your access to JSTOR provided by Muskingum University

NEWS

**PARTICIPATE IN JSTOR**  
JSTOR connects libraries, researchers, teachers, and students around the world with vital scholarly content in more than 50 disciplines.  
[Learn more...](#)

**JSTOR CURRENT SCHOLARSHIP PROGRAM 2012 CATALOG**  
New Titles, Packages, and Pricing  
[Learn more...](#)

someone with JSTOR Gear.

Register & Read (New!)

Remove from shelf  
Can remove content from shelf after minimum number of days or choose to purchase the article.

0:00 / 1:16 Yes

JSTOR USES A DIFFERENT INTERFACE THAN EBSCO DATABASES, BUT IT HAS MANY OF THE SAME FEATURES

# Web of Knowledge/Web of Science

## **TIPS & TRICKS**

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# KEY FEATURES

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- ✗ Search by topic, author, title, publication name, etc.
- ✗ Limit search to a range of years
- ✗ Choose how results are sorted (i.e. relevance, publication date, number of times cited.)
- ✗ Limit to a certain subject area.
- ✗ Limit to a certain document type (article, review, meeting, clinical trial)
- ✗ Citation mapping



Web of Knowledge [v.5.5] - All Databases Home - Mozilla Firefox  
apps.webofknowledge.com/UA\_GeneralSearch\_input.do?product=UA&search\_mode=GeneralSearch&SID=1F5NmjkSMdNNfOJeH6H&preferencesSaved=

**WEB OF KNOWLEDGE™** | DISCOVERY STARTS HERE

Go to mobile site | Sign In | Marked List (0) | My EndNote Web | My ResearcherID | My Citation Alerts | My Saved Searches | Log Out | Help

**All Databases** | **Select a Database** | **Web of Science** | **Additional Resources**

Search | Search History | Compound Marked List (0)

**All Databases**

**Search**

autism in Topic  
Example: oil spill\* mediterranean

AND treatment in Topic  
Example: oil spill\* mediterranean

AND in Topic  
Example: oil spill\* mediterranean

Add Another Field >>

Search Clear Searches must be in English

**Current Limits:** (To save these permanently, [sign in](#) or [register](#).)

**Timespan**

☒ All Years

☐ From 1950 to 2012 (default is all years)

**Adjust your search settings**

Note: Spelling variations (such as US and UK spelling differences) in topic and title search terms are found automatically (for example, behavior and behaviour). To disable this feature, enter quotation marks around terms (for example, "colour").

Lemmaization ☐ On

(finds alternative forms of the search term, for example, tooth and teeth)

**Adjust your results settings**

Records per page 10

Sort by Publication Date -- newest to oldest

Refine panel Show

View in: 简体中文 | English | 日本語

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**Questions about the new Web of Knowledge?**

Have questions about differences in citation counts between the new Web of Knowledge and the previous version? Notice differences in search capabilities and need more details? See the [Frequently Asked Questions](#) page.

**Support, Tools, Tips**

**Training & Support**

- Download quick Recorded Training
- Access additional Training Resources
- More questions? Consult the [Help files](#).

**What's new in Web of Knowledge?**

- Researcher ID is now searchable from within Web of Science<sup>SM</sup>.
- Automatic spelling variations and all new Author Finder in Web of Science<sup>SM</sup>.
- [More of What's New](#)

**Customize Your Experience**

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- Save and manage your references online with EndNote Web – freely available and fully integrated.
- Save and run searches
- Choose your start page
- [Want to know more?](#)

**My ResearcherID**

- What is ResearcherID?
- Researcher ID numbers are now searchable from within Web of Science<sup>SM</sup>.
- [Sign In](#) to Web of Knowledge to get your ResearcherID.

**Further Information**

- Contact Customer Support
- Provide Feature Feedback
- Request a Data Change

WEB OF KNOWLEDGE OFFERS UNIQUE FEATURES LIKE CITATION MAPPING FOR FINDING ARTICLES.

Part 3

# WHAT IS PLAGIARISM?

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# WHAT IS PLAGIARISM?

- ✖ Plagiarism is the act of using someone else's words, sentences, or ideas and passing them off as your own without giving proper credit to the original source. Cutting and pasting is so easy that many people plagiarize without meaning to.





# IS THIS PLAGIARISM?

You have a big history paper due in a few days. You google “civil war papers” and find a service that sells papers for \$50. You give them your credit card number, and an hour later, you receive an email with the paper attached. You type your name at the top and turn it in.

# IS THIS PLAGIARISM?

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YES!

Buying a paper off the Internet is a serious offense. Turning in someone else's work as your own is definitely plagiarism.

# IS THIS PLAGIARISM?

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You have to write a paper on the Holocaust. You find a few websites with a lot of good information. You rewrite the content in your own words.



# IS THIS PLAGIARISM?

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Maybe

If you cited your source correctly, then it is not plagiarism. Paraphrasing someone else's work still needs a citation.

# IS THIS PLAGIARISM?

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You create a PowerPoint slideshow for your speech class. You find a few images in Google images to make your PowerPoint more interesting.

# IS THIS PLAGIARISM?

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YES!

Taking an image without permission and using it in a slideshow is a violation of the image owner's copyright. It also is considered plagiarism because you are representing the image as your own work.



# IS THIS PLAGIARISM?

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You are writing a paper on women in Shakespeare's *Hamlet*. You spend weeks researching and writing the paper. You try to keep all of your sources organized, but one of your in-text citations uses the incorrect page number.

# IS THIS PLAGIARISM?

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YES!

Even though you cited the work, errors in your in-text citations or your reference page count as plagiarism. This type of accidental plagiarism is the most common among college students.

# IS THIS PLAGIARISM?

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You write a paper on euthanasia for your composition class. A few semesters later, you realize that your old paper also fits the assignment requirements for your ethics class. You change the date and a few sentences and turn the paper in.



# IS THIS PLAGIARISM?

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YES!

Reusing all or part of a paper from a previous class without your professor's permission is plagiarism.

# IS PLAGIARISM A PROBLEM?

- ✖ Estimates state that 75-80% of students commit plagiarism at some point in their college career.
- ✖ An article published in *The Chronicle of Higher Education* in 2010 that some of the most frequent users of paper mills were students in law school, seminary school, and nursing or other medical programs.
- ✖ Graduate students and undergraduate students commit plagiarism.
- ✖ The biggest problem is unintentional plagiarism.

# ACADEMIC DISHONESTY POLICY

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Review Muskingum's Undergraduate Course Catalog's Academic Dishonesty policy.

- ✖ Penalties

- + Minimum of a failing grade for the assignment
- + Maximum of a failing grade for the course
- + Second offense could result in suspension or expulsion from the College.

- ✖ Faculty decides penalties

- + Review your course materials to see your Professor's guidelines on Academic Dishonesty and the penalties



# EXAMPLES OF PLAGIARISM

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- ✗ Buying a paper from a papermill, website, or other source.
- ✗ Copying sentences, phrases, paragraphs, or even ideas from someone else's work, published or unpublished, without giving the original author credit.
- ✗ Replace select words from a passage without giving the original author credit.
- ✗ Copying any type of multimedia, images, graphs, or charts from someone else's work without giving the original creator credit.
- ✗ Cutting and pasting together phrases, ideas, and sentences from a variety of sources to write an essay.

# AVOIDING PLAGIARISM

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# QUOTING AND PARAPHRASING

## ✗ Quoting

- + Using someone else's *exact* words. Requires quotation marks and an in text citation

## ✗ Paraphrasing

- + Putting someone else's words or ideas into your own words. Requires an in text citation

## ✗ Common Mistake

- + Paraphrasing incorrectly and failing to give the original author credit. Even you are using your own words, the ideas are still taken from someone else and must be cited.



# PARAPHRASING

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- ✘ Paraphrasing is not rearranging or rewording an original passage.
- ✘ Paraphrasing consists of reading the original passage, understanding what the original author is saying, synthesizing (putting together) the information, and then expressing your understanding of these ideas in your own words.
- ✘ Paraphrasing properly not only keeps you from plagiarizing, it helps you really learn and understand the original source material. It also can make you a more skilled writer.

# PARAPHRASING EXAMPLE

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When you use an exact key phrase from the original passage, but paraphrase the rest, the key phrase, or original words, needs to be in quotation marks. For example, the original passage below is from the following book (cited in MLA format):

## **Original Passage:**

The horror genre has become increasingly concerned with the relative and fragile nature of existence.

## **Acceptable Paraphrase** (with in-text citation to the exact page of the book):

Horror films often examine the “relative and fragile nature” of humanity and what it means to exist (Arnold 291).

# DIRECT QUOTES

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- ✖ You can quote an author, but you must give proper credit by using quotation marks and an in-text citation to give the author credit.
- ✖ Use direct quotes and paraphrasing to support your own ideas, not replace them — and be sure you always give the original author credit by using a citation.
- ✖ You make citations correctly by following a citation style that tells exactly what information you need to include about the original source and how to arrange it .



# IN-TEXT CITATIONS

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- ✖ In-text citations follow a paraphrased sentence and include the author's last name and the page number of the original work.
- ✖ In text citations need a corresponding citation on your work's cited page.
- ✖ In text citations vary somewhat depending upon the style that you are using.
  - + Check the library's website for specific examples of each style's in-text citation formats.

# HOW CAN I AVOID PLAGIARISM?

- ✗ Get to know your citation style guide. (MLA, APA, ACS, CBE, Chicago Style Manual, Turabian)
- ✗ Use citations when you quote and cite phrases, sentences, and paragraphs taken directly from the original source.
- ✗ Use citations when you quote and cite statistics, charts, graphs, and drawings taken directly from the original source.
- ✗ When you use a direct quote, paraphrase or summarize, give credit to the original author.

# CITATIONS, CITATIONS, CITATIONS!!!!

---

- ✖ Make sure you know which style your professor uses
- ✖ Do not use citation creators....yes, we can tell when you use them.
- ✖ Never underestimate your Professors
  - + They know if you are using your words or not
  - + They check citations. (If they can't find your cited source, they know there are problems)
  - + There are computerized plagiarism detectors and they work very well.
- ✖ Last but not least **GO TO THE LIBRARY PAGE.**
  - + Click on the “Cite” link on the left hand side.
    - ✖ Find links to all the citation styles and examples.



# A NOTE ABOUT CITATION MACHINES

- ✗ Using an online citation creator without your instructor's permission is plagiarism.
- ✗ Citation machines often format citations incorrectly. There may be errors in capitalization, spacing and punctuation.
- ✗ Copying and pasting citations from an Internet source can lead to formatting issues in Microsoft Word.

Part 4

# WHAT IS APA FORMAT?

---

# MUSKINGUM LIBRARY CITATION GUIDES

[Muskingum University Library Home](#) » [Guides Home](#) » [APA](#)

APA Tags: [apa cite](#)

Basic guidelines for citations in APA.

Last update: Feb 15th, 2010 | URL: <http://libguides.muskingum.edu/apa>

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## Additional APA Resources

- [The Purdue Online Writing Lab \[OWL\]](#)

★★★★★

A fantastic resource for college writers. See their APA 2009 page for additional APA tips and examples.

- [Ohio State University](#)

★★★★★

OSU gives you the basics of citation for a variety of items.

- [APA Style](#)

★★★★★

The Web site for the APA style guide, including [supplemental materials](#) and reprint corrections.

- [U. of Illinois Center for Writing Studies - APA](#)

★★★★★

## Intro

Welcome to the APA resource page. APA is a style of writing and formatting that is created and updated by the American Psychological Association. APA style is most commonly used in the social sciences and sciences.

Want to learn more? Choose one of the links below (or tabs above) to learn about how to cite a specific type of resource.

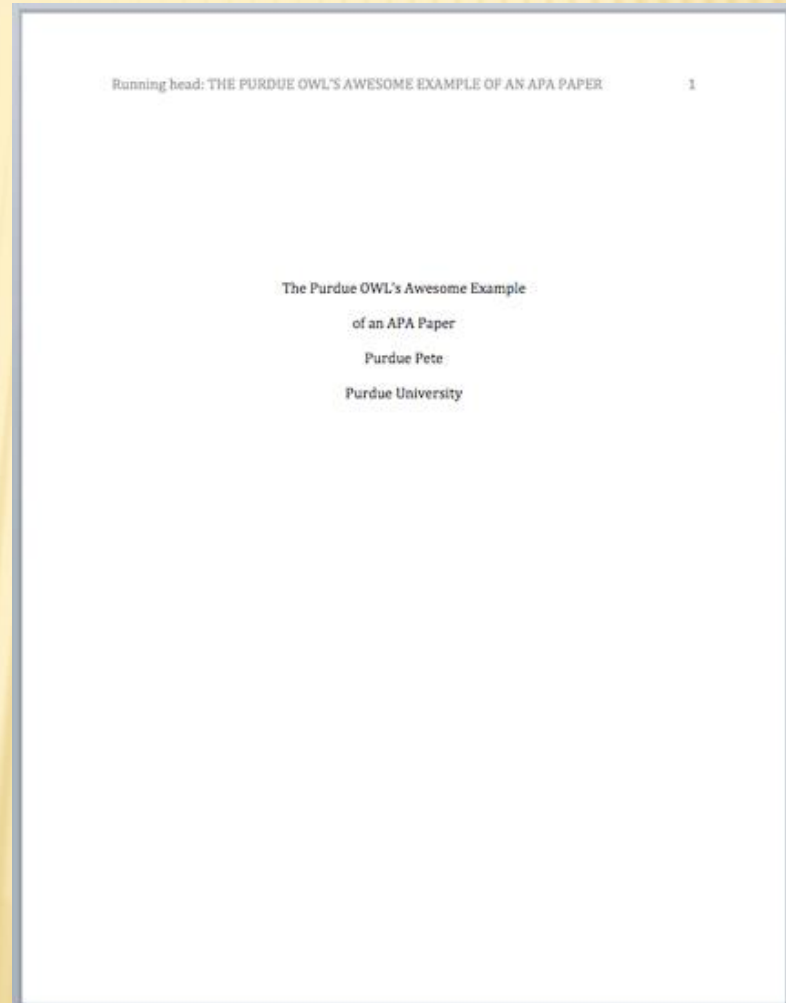
- [Citing a book](#)
- [Citing a newspaper article](#)
- [Citing a journal or magazine article](#)
- [Citing a website](#)

**Note:** The American Psychological Association maintains a page of [supplemental materials](#) that are referenced from, but not printed in, the actual manual. Recently, a [list of corrections](#) to the first printing (July 2009) was released online. Please refer to [this list](#) for corrections that might not appear in your version of the APA Publication Manual.



# SECTIONS OF AN APA PAPER

- ✖ Title Page
  - + Running Head
- ✖ Abstract
- ✖ Body
- ✖ References



# IN-TEXT CITATIONS

- ✖ For every work you use, it goes in references.
- ✖ Every time that work is used in the body of your paper, you cite it in-text (parenthetical reference).
- ✖ Similar to “tagging” your References



# WHEN TO CITE

---

- ✘ When you quote: **must include page numbers too**
- ✘ When you paraphrase
- ✘ Any work or idea that is not your own



# WHEN NOT TO CITE

---

- ✗ Undisputed facts
- ✗ Common knowledge
- ✗ Your original thoughts/work

# IN-TEXT: TWO FORMS

---

## Parenthesis:

According to a recent survey, Muskingum students prefer books to e-books (Robinson & McLaughlin, 2009).

## Signal Phrase:

Robinson and McLaughlin's (2009) survey suggested that students prefer books to e-books.

**Note: And vs. &**

# IN-TEXT: AUTHORS

---

## **2 Authors**

(Wegener & Petty, 1994)

## **3-5 Authors**

(Kernis, Cornell, Sun, Berry, & Harlow, 1993)

(Kernis et al., 1993)

## **6 or more Authors**

(Harris et al., 2001)

## **Signal phrase example**

Harris et al. (2001) argued...



# THE 'REFERENCES' PAGE

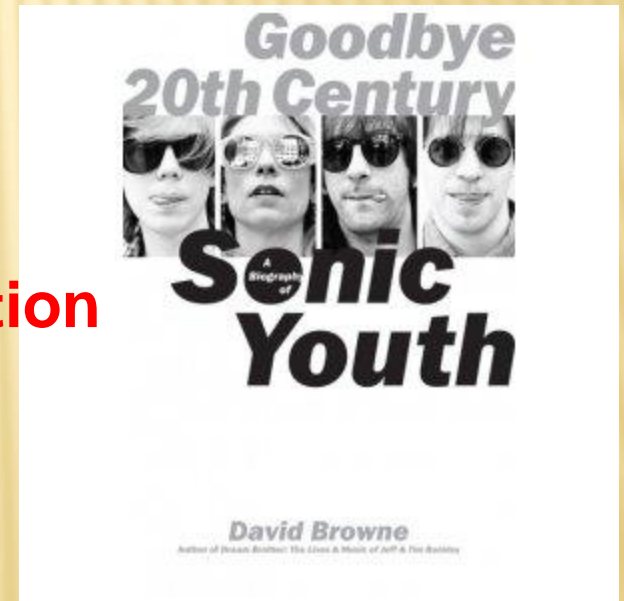
---

- ✖ Still gets a running head and page number
- ✖ Still gets double spaced

# THE BOOK

Browne, D. (2008). *Goodbye 20th century: A biography of Sonic Youth*. Cambridge, MA:  
Da Capo Press.

Note: Author name, italics, capitalization



# ELECTRONIC JOURNAL ARTICLES

Sutherland, M. B. (2000). Problems of diversity in policy and practice: Celtic languages in the United Kingdom. *Comparative Education*, 36(2), 199-209. doi:10.1080/03050060050045363

Sutherland, M. B. (2000). Problems of diversity in policy and practice: Celtic languages in the United Kingdom. *Comparative Education*, 36(2), 199-209.

Sutherland, M. B. (2000). Problems of diversity in policy and practice: Celtic languages in the United Kingdom. *Comparative Education*, 36(2), 199-209. Retrieved from <http://tandf.co.uk/journals/titles/03050068.asp>

**Note: DOI, Print versions, URLs**



# WEBSITES

---

Author, A. A., & Author, B. B. (Date of publication). *Title of document*. Retrieved from <http://Web address>

Hanna, J. (2013, January 27) *Exhibits at the Columbus Zoo*. Retrieved from <http://www.columbuszoo.com/exhibits>

## **If there is no date:**

Hanna, J. (n.d.) *Exhibits at the Columbus Zoo*. Retrieved from <http://www.columbuszoo.com/exhibits>

## **If there is no author:**

*Exhibits at the Columbus Zoo*. (2013, January 27) Retrieved from <http://www.columbuszoo.com/exhibits>

# WHAT SHOULD YOU DO WHEN....?

You can't figure out how to cite a particular source.

- ✗ Solution: Ask a librarian. We can help you figure out what is the closest match.

You can't find all of the information that you need for the citation.

- ✗ If there's no date, use n.d.
- ✗ If there's no author, look for an organization or corporate author. If you still can't find the information, leave it out of the citation.

# LOTS OF REFERENCE TYPES

---

Magazines

News

Journals

Books

Reference Books

Government  
Documents

Theses, Dissertations

Meetings

Reviews

Data or Software

Informal Works

Archival/Personal  
Works

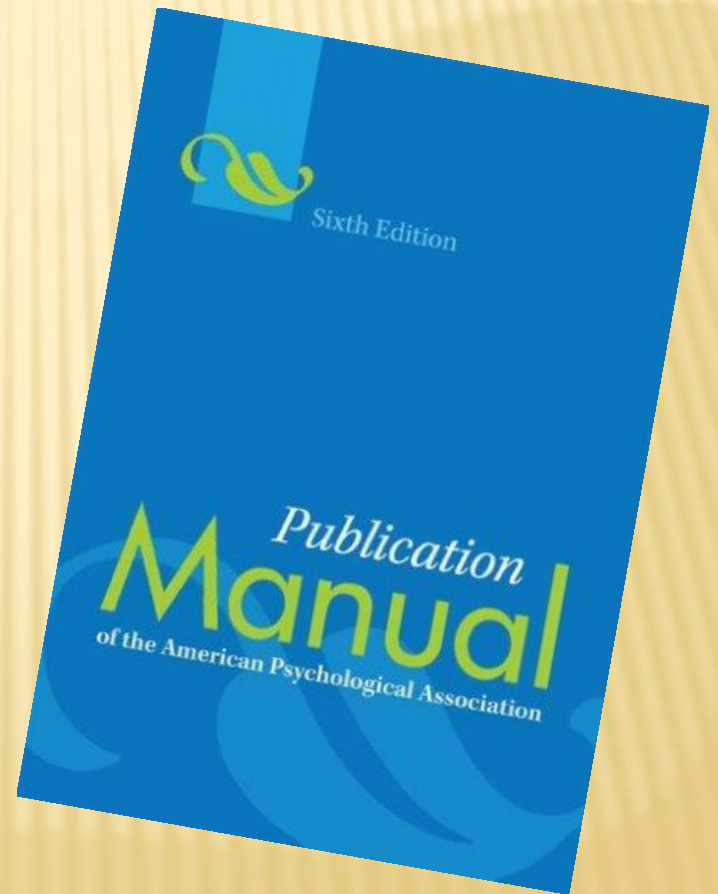
Online Communities



# THE END

---

- ✗ Contact librarians for assistance.
- ✗ We can help through chat, email, or over the phone.



# WORKS CITED FOR THIS PRESENTATION

Flieger, Verlyn. Interrupted Music: The Making of Tolkein's Mythology. Kent. OH : Kent State UP, 2005

“Plagiarism Tutorial” San Jose Library 2007.  
San Jose University. 8 Mar. 2009  
<<http://tutorials.sjlibrary.org/tutorial/plagiarism/selector.htm>>