Several key definitions:

**Academic Integrity:**
According to the Academic Integrity Policy of Kean University (2007), “Academic integrity is the obligation of all members of the Kean Community - students, faculty and administration. It ensures the application of the highest academic standards and principles of conduct, honesty and truth. An individual’s work must reflect that person’s own efforts and achievements.”

**Plagiarism:**
According to Kean University’s Academic Integrity Policy:

“Plagiarism occurs when a person represents someone else’s words, ideas, phrases, sentences, or data as one’s own work. When a student submits work that includes such material, the source of that information must be acknowledged through complete, accurate and specific footnote references. All verbatim statements must be acknowledged through quotation marks. To avoid a charge of plagiarism, a student should be sure to include an acknowledgment of indebtedness” (Kean University, 2007).

**Quotation:**
“Words or passages reproduced from a written work or repeated verbatim from an oral statement” (Reitz, 2004, p. 586).

**Paraphrase:**
“A rewording of the thought expressed in a previously spoken statement or written work, usually to make the meaning clearer by substituting shorter, simpler words for difficult vocabulary” (Reitz, 2004, p. 522).

**Citation:**
Citation is defined as “a written reference to a specific work or portion of a work (book, article, dissertation, report, musical composition, etc.) by a particular author, editor, composer, etc., that clearly identifies the document in which the work is to be found” (Reitz, 2004, p. 142). To cite a source is to provide a citation for (to acknowledge) a source of information.

Referencing Sources and Avoiding Plagiarism

**Objectives:**

- Understand why it is necessary to cite all sources and avoid committing plagiarism.
- Learn practical tips and strategies for avoiding plagiarism and managing search results.
- Understand proper citation techniques.
- Know where to go for help.
Why is it Necessary to Cite All Sources and Avoid Plagiarism?

Reasons include:

- √ So you conduct yourself with academic integrity.
- √ So you give credit to an author when you use that author’s words, ideas, images, etc. in a research paper, PowerPoint presentation, Web site, or oral presentation.
- √ So you learn through critical thinking and applying knowledge you have gained by reading and analyzing the work of other people.
- √ So you lend credibility to and support your own great and original ideas!

What are some practical tips and strategies for avoiding plagiarism and managing search results?

Strategies include:

- √ Clearly identify what you already know about a topic before doing any reading.
- √ Take good notes.
- √ When you copy down (or copy and paste) someone else’s work word-for-word, put quotation marks around these words in your notes, so you will remember that this is an exact quote.
- √ When you put someone else’s words or ideas into your own words, mark in your notes that this is a paraphrase or a summary.
- √ Whenever you put quoted material, paraphrases, or summaries in your notes, make sure that you also record all of the information you will need to provide a complete, accurate citation for the source material in your References or Works Cited list (bibliography).
- √ Take advantage of the email feature available in most library databases to email article or book citations to your own email account. Moreover, check to see if the database’s email form allows you to send the information in APA or MLA citation style format. In this way, you will be able to copy and paste the formatted citation information into your paper’s References or Works Cited list (bibliography).
- √ Use EndNote Web to help you organize your sources and create bibliographies in APA, MLA, and many other citation styles. For more information about EndNote Web, click the EndNote Web link on the Library’s home page: http://library.kean.edu/databases/endnoteweb.html.

Rules of thumb:

- √ Avoid using three/four words in a row from a source, unless you treat the words as a quote. Not using quotation marks around three/four sequential words from a source is often construed by professors to be plagiarism. Check with your professors to clarify this rule.
- √ Simply substituting different words for a few words in a sentence is not considered proper paraphrasing and will be caught by plagiarism detection software like Turnitin.com, which is used by many professors.

What do I need to know about proper citation techniques?

Citation Styles:

Different professors will require that you use different citation styles, usually depending upon the course’s subject focus. Two common citation styles used in college classes are:

- √ American Psychological Association (APA) Style (used for classes in the Social Sciences, such as Psychology and Criminal Justice)
- √ Modern Language Association (MLA) Style (used for classes in the Liberal Arts and Humanities, such as English and Philosophy)

The next two pages provide some details on APA and MLA styles.
APA Style is a two-step process which requires that you:

Step 1

Provide reference citations within the text of your paper by citing the author, date, and sometimes page number for any source that provides the original ideas or words that you are mentioning, paraphrasing, or quoting in your paper.

Step 2

Provide a “References” list at the end of your paper. The References list provides full bibliographic entries (listed in alphabetical order by the author’s last name) for each source from which you paraphrased or quoted in the text of your paper.

It is absolutely necessary that each citation you include within the text of your paper matches a complete entry in the References list.

Examples of citations within the text of a paper (Step 1):

According to Carter and Radelet (1999), community policing is “a proactive, decentralized approach to policing, designed to reduce crime, disorder, and fear of crime while also responding to explicit needs and demands of the community” (p. 49).

Those who have been homeless prior to time spent in prison are not only highly susceptible to homelessness again when the prison sentence is complete but also are highly susceptible to reincarceration (Metraux & Culhane, 2004, p. 151).

Examples of complete bibliographic citations in the paper’s References list (Step 2):

References


Please refer to the Publication Manual of the American Psychological Association (American Psychological Association, 2010) for numerous citation format examples, including:

Format for a print book entry in a References list:
Author’s Last Name, First Initial. Middle Initial., & Second Author’s Last Name, First Initial. Middle Initial. (Year). Title of book: Subtitle of book. edition. Place of publication: Publisher.

Format for an e-book entry in a References list:
Author’s Last Name, First Initial. Middle Initial., & Second Author’s Last Name, First Initial. Middle Initial. (Year). Title of book: Subtitle of book. edition. Retrieved from Name of database.

Format for a journal article entry in a References list:
Author’s Last Name, First Initial. Middle Initial., & Second Author’s Last Name, First Initial. Middle Initial. (Year). Title of journal article. Title of the Journal, Volume number(issue number), page number range.

Format for a Web site entry in a References list:
Author’s Last Name, First Initial. Middle Initial., & Second Author’s Last Name, First Initial. Middle Initial. (Year). Title of work. Retrieved Month Day, Year, from http://Web site address.
MLA Style is a two-step process which requires that you:

**Step 1**
Provide reference citations within the text of your paper by citing the author and page number for any source that provides the original ideas or words that you are mentioning, paraphrasing, or quoting in your paper.

**Step 2**
Provide a “Works Cited” list at the end of your paper. The Works Cited list provides full bibliographic entries (listed in alphabetical order by the author’s name) for each source from which you paraphrased or quoted in the text of your paper.

It is absolutely necessary that each citation you include within the text of your paper matches a complete entry in the Works Cited list.

**Examples of citations within the text of a paper (Step 1):**

According to Carter and Radelet, community policing is “a proactive, decentralized approach to policing, designed to reduce crime, disorder, and fear of crime while also responding to explicit needs and demands of the community” (49).

Those who have been homeless prior to time spent in prison are not only highly susceptible to homelessness again when the prison sentence is complete but also are highly susceptible to reincarceration (Metraux and Culhane 151).

**Examples of complete bibliographic citations in the paper’s Works Cited list (Step 2):**

Works Cited


Please refer to the *MLA Handbook for Writers of Research Papers* (Gibaldi, 2009) for numerous citation format examples, including:

**Format for a print book entry in a Works Cited list:**
Author’s Last Name, First Name Middle Initial., and Second Author’s First Name Middle Initial. Last Name. *Title of Book: Subtitle of book*. edition. Place of publication: Publisher, Year. Print.

**Format for an e-book entry in a Works Cited list:**
Author's Last Name, First Name Middle Initial., and Second Author's First Name Middle Initial. Last Name. *Title of Book: Subtitle of Book*. edition. Place of publication: Publisher, Year. *Name of Database*. Web. Day Month Year you accessed e-book.

**Format for a journal article entry (accessed through a databases) in a Works Cited list:**
Author’s Last Name, First Name Middle Initial., and Second Author’s First Name Middle Initial. Last Name. “Title of Journal Article.” *Title of the Journal* Volume number.Issue number (Year): page number range. *Name of Database*. Web. Day Month Year you accessed article.

**Format for a Web site entry in a Works Cited list:**
Author's Last Name, First Name Middle Initial., and Second Author's First Name Middle Initial. Last Name (if available). "Title of Content." *Name of Web site*. Name of institution/organization. Day Month Year of posting/last revision. Web. Day Month Year you accessed site.
Where can you go for help?

The Kean University Library’s Reference Collection includes the following manuals:


**Reference Call Number: BF 76.7 .P83 2010**


**Reference Call Number: PN 171 .A63 2007**


**Reference Call Number: LB 2369 .G53 2009**

Some useful Web sites include:


Talk to a librarian:

Visit a Reference Librarian in the Kean University Library. The Reference Desk is open during the following hours:

<table>
<thead>
<tr>
<th>During the Fall and Spring Semesters:</th>
<th>During the Summer Sessions:</th>
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<tr>
<td>Monday – Thursday, 8 a.m. - 12 midnight</td>
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<td>Friday, 8 a.m. - 5 p.m.</td>
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<td>Sunday, 1 p.m. - 10 p.m.</td>
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Call 908-737-4618 to reach a Reference Librarian.
Below is the References list, which was prepared following APA style. Please note that the list includes sources that focus on MLA style as well as APA style.

References


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