

Plagiarism:

- Buying or borrowing a paper
- Using another person's **ideas or words** without citation. This includes ideas expressed in **any format or medium** — book, article, web page, graph, photo, drawing, speech, interview, letter, video, music, e-mail, etc.
- Directly quoting, paraphrasing or summarizing without citation.



Citation or Citing Sources:

Documenting each information source used in a paper within the text of the paper (parenthetical citation) **AND** in a separate list at the end of the paper (ex. Bibliography, Reference List, Works Cited) or at the bottom of each page (Footnotes).

Style Format:

The exact way to format the citations is determined by the style format (ex. MLA, APA). Ask your instructor which style format to follow. The COA Library offers detailed handouts for all of the different formats.

The Parenthetical Citation follows a quote or paraphrase in the text of the paper and gives brief source information that points readers to the complete citation information given in the list of sources at the end of the paper. The format is based on the style format (ex. APA, MLA) required by your instructor.

Example based on MLA format:

“Only once did a liberal TV network film a story favorable to Los Siete, and it was not aired” (Heins 12).

Author

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List of Sources - is a detailed list of citations used in the paper. Every source used for the paper must have a parenthetical reference (brief) and a list of sources (detailed). The format is based on the style format (ex. MLA, APA) required by your instructor.

Example based on MLA format:

Heins, Marjorie. *Strictly Ghetto Property: The Story of Los Siete de la Raza*. Berkeley, Ca: Ramparts Press, 1972. Print.

Direct Quotations:

When you include information from your source **exactly word-for-word** it is called a direct quotation. Place **quotation marks** around the words used and always include a parenthetical citation and a bibliography citation.

Paraphrase:

When you restate another person's ideas in **your own words** it is called paraphrasing. Always include a parenthetical and bibliography citation. **Quotation marks are NOT used** when paraphrasing. Be careful, if you change only a few words and your work closely resembles the original then you are plagiarizing.

No Citation Needed For:

- **Common Knowledge** — Info. that is not disputed and commonly known.

Example:

George Washington was the first president of the U.S.

- **Your own personal ideas**, opinions, observations, thoughts, and conclusions.

Example:

This article exemplifies what is wrong with education.

