

Name: _____

You Quote It, You Note It

Guided Reading/Activity

Directions: Fill in the blanks as you read along with the tutorial.
Make sure you have your headphones!

Researching **ethically** is also researching **efficiently**: not only will **you learn how to avoid plagiarism**, but you'll also pick up some **good research tips**.

In this tutorial, you'll find out:

1. Why it is essential to start your research early
2. Difference between paraphrasing and quoting and how to do both properly
3. when to cite, what to cite, and how to cite
4. Where to get help

It will take about 10 minutes.

Choose a player!

Is this plagiarism?

Copying a direct quotation into your paper, placing quotation marks around it, and crediting the source.

This is plagiarism **This is NOT plagiarism (circle one)**

How about this?

Taking someone's ideas or words, putting them into your own words, and crediting the source.

This is plagiarism **This is NOT plagiarism** (circle one)

Here are some other types of **plagiarism** that you should be aware of:

1. Having a friend write a paper for her or using someone else's paper as her own
2. Submitting one of her own papers for more than one class
3. Downloading or buying a term paper from the web

You should also be aware the even if it's **unintentional**, plagiarism is still a serious academic offence.

Redo the assignment: If the **plagiarism** is **minor** and truly unintentional, you might only have to rewrite the **entire essay**. But depending on the **circumstances**, any of these **consequences** could apply.

Fail the assignment: If the plagiarism is extensive or deliberate you might get an F on the paper. But depending on the circumstances any of these consequences could apply.

Fail the class: If the plagiarism is extensive or deliberate, you could fail the entire course. But depending on the circumstances any of these consequences could apply.

Be dismissed from the university: extremely serious or repeated cases can result in expulsion. But depending on the circumstances any of these consequences could apply.

Tip: Begin early: Research takes **time**. In addition to the **time needed** to search for, **evaluate**, and read **sources**, you also need to remember to allow **time to get help if needed**.

The research assignment is due in two days and you haven't started yet! What should you do? (circle one)

Hit the library

Search the web

Submit a paper you already wrote

Tip: Document your sources immediately!

What's documenting? **Recording information that allows another person to locate the source you have used for your paper. Things such as author, title, date, page number, etc. This information is then inserted into your essay as an in-text reference, note, or bibliographic entry, depending on the style you're using.**

You have the perfect quotation to back up your argument, but you can't remember where you got it from?
Should you... (circle one)

Put it in anyways?

Make up a citation for it?

Paraphrase it?

Try to find the source again?

Common Knowledge

Things that are considered “common knowledge” do not need to be cited.

Citing (also called **documenting or referencing**) is giving credit to a source, **usually an in-text reference, note, bibliography depending on the style you’re using** (such as APA, MLA, Chicago, etc.). If you don’t know what **style** you should be using, ask your professor. There are clear **guidelines** showing how to document **sources** in the major styles in the “writing, style, and citations guides” section of your subject library.

Common or not?

One sentence is common knowledge and the other is not. Click on the one that needs to be cited.

Write down the sentence that needs to be cited:

Common or not?

Write down the sentence that needs to be cited:

Misconceptions:

Here are three misconceptions you should be aware of:

Tip: When in doubt, talk to your professor or librarian!

Write down and explain the 3 misconceptions:

1.

2.

3.

Citation Styles

There are many citation styles used to cite information. You are to use MLA styles for your class, but you don't know what it is!

Quoting and paraphrasing: Differences

Maybe it would help to show you the difference between

Here's a passage from a book about the history of Ireland that you would like to use in your essay.

Quoting

A quotation uses exactly the same words and puts them in _____ . Here's what a quotation looks like

Paraphrasing

A paraphrase uses an author's idea, but expresses it _____ - without _____, since it's no longer a word-for-word quotation. And just _____

Quoting

Now that you know the difference between quoting and paraphrasing, let's make sure you can do it

Here is your essay so far:
(read the essay then answer the question by clicking yes or no.)

Quoting Revisions

Click Fix It to see what you should've done to avoid plagiarism.

Paraphrasing

You have revised your paper a bit, and decided to paraphrase that passage rather than quote it directly. Here's the paper now.

Paraphrasing Revisions

Click Fix It to see what you should've done to avoid plagiarism.

Let's summarize important things you have learned:

1.

2.

3.

4.

Thank you for going through the tutorial! We hope you've learned the _____ and how to _____.

** Turn this handout in for grading. Be sure your name is on it.