



**P**LAGIARISM AND

**C**ITATION

**I**NDEX

This manual is designed to ensure that you understand PCI's APA style guidelines, the rules for plagiarism, and how not to "accidentally" plagiarize.

***Remember, your grade depends on it!***



## THINK ABOUT THIS:

Is it okay to copy and paste information, facts, graphics, images, etc. from the Internet without citing the source? The information is for public viewing....

John's assignment is to write a one-page paper on the benefits of reducing stress as a way to minimize the effects of aging. He finds an article at [www.nostressnomore.com](http://www.nostressnomore.com) that addresses this topic and copies and pastes the entire article as his submission. John correctly cited the website source but did not create any original work (meaning he did not paraphrase, summarize, or provide any original thought to the submission). Did John plagiarize, even though he correctly cited the source? Should he receive credit for his submission?

In a business class, Maria was asked to create a PowerPoint presentation on how to start a business. Her opening slide was an image that she copied from the Web. Is that plagiarism?

If you are expressing your opinion, does it need to be cited?

Research papers that you can purchase from an internet term paper service are acceptable as long as you provide your instructor a signed contract with the online service.

Adam wrote a paper on how he found a job after college. Does this need to be acknowledged?

Kathy copied a passage from an article she needed for her class. She changed the tone of the message, wording, and phrasing so that the passage was uniquely different from the original. Kathy correctly cited the source. Did she plagiarize?

Dan received a failing grade on his term paper. He paid a tutor to rewrite his paper and then submitted it to his instructor. Did Dan plagiarize?

*(answers are found at the end of this manual)*

## APA-STYLE FORMATTING GUIDELINES FOR ASSIGNMENT SUBMISSIONS

- APA-style title page (*see example on the next page*)
  - Do not use professional credentials (i.e. Ph.D.)
  - Do not use titles (i.e. Dr.)
- 12 point font
- Times New Roman font style
- Indent paragraphs ½ inch, or 5 spaces
- 1-inch margins on all sides
- 8 ½" by 11" standard-sized paper
- Double space
- Page header and page number at the top of every page (*see example on the next page*)
- Include citations in APA format and style
- References go on separate Reference page
- Abstracts, Appendixes, Author notes, Footnotes, Tables, and Figure caption are not required unless requested by your instructor



**PCI Approved**

## WHEN NOT TO USE APA-STYLE FORMATTING

When writing business correspondences such as letters, memos, reports, and cover letters:

- Do not include a page header
- Do not double space
- Do not indent paragraphs
- Do insert page numbers at the bottom of the page

## Writing Style Guidelines

- Reports, letters, essays, papers, and projects should be formatted with an introduction, a section for the main point(s) – body of the paper, and conclusion
- Write in the third person, not first person
  - Example: The author thinks that is it wise to exercise three times a week
- Use active voice
  - “We predicted that it was going to rain” rather than “It was predicted that it was going to rain.”

## WHAT IS PLAGIARISM

*The New Oxford American Dictionary* (2005) states, “the practice of taking someone else’s work or ideas and passing them off as one’s own” (p. 1,296). In other words, to copy or kidnap tangible or intangible assets.

## HOW TO PREVENT PLAGIARISM

- Summarize and/or paraphrase
- Know when to give credit
- Understand what is common knowledge
- Understand how to cite
- Understand how to cite in-text
- Do not buy, borrow, or download papers

## HOW TO PARAPHRASE

Paraphrasing, as *The New Oxford American Dictionary* (2005) maintains, is to “express the meaning of the (writer or speaker or something written or spoken) using different words, esp. to achieve greater clarity” (p. 1,234). This does not mean to replace key words with words from the Thesaurus. This does not mean to change a few words or change the order of the sentences.

When you paraphrase you express an author’s work, ideas, or thoughts in your own words. You only have to reference the author and year of publication in your in-text reference; however, APA guidelines encourage you to also provide the page number.

For example:

According to Jones (1998), APA style is a difficult citation format for first-time users.

APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

## HOW TO SUMMARIZE

To “give a brief statement of the main points of something” is the definition of how to summarize, according to *The New Oxford American Dictionary* (2005, p. 1,693). Summarizing is similar to paraphrasing; however, a summary would not contain as much detail as something that was paraphrased.

For example:

In summary, there is not enough evidence to suggest that the defendant is guilty of manslaughter.

## WHEN TO GIVE CREDIT

- When you use another person’s ideas, opinions, theories
- Data, facts, illustrations – anything that is not common knowledge
- Written or spoken quotes or paraphrasing/summarizing

## WHAT IS COMMON KNOWLEDGE

According to BusinessDictionary.com (2011), common knowledge is, “generally or widely known fact that may be accepted as true without investigation or verification.” An example would be that there are seven days to a week, 12 months to a year. What is **not** common knowledge is that students with Bachelor’s degree majoring in human resources received offers averaging \$45,170.

## TO CITE – WHAT DOES THAT MEAN

To cite, according to *The New Oxford American Dictionary* (2005), is to, “quote (a passage, book, or author) as evidence for or justification of an argument or statement, esp. in a scholarly work” (p. 310). An example of a citation is what was just written.

### Signal Phrase

Also known as an introductory phrase, a signal phrase introduces a quotation, paraphrase, or summary. This typically includes the author and publication year to identify the source and to differentiate the ideas and voice of the writer from the source being quoted. The signal phrase also establishes credibility of the quote.

For example:

As Brown (2003) noted....

According to Mason (1999)....

Smith and Price (1989) refuted.....

Compared with the alternative, Adams (2001) offered.....

Moreover, Wilson (2010) stated....

## HOW TO CITE IN-TEXT

### Quotations

Include the author, year of publication, and page number for the reference (preceded by ‘p.’). Introduce the quotation with a phrase that includes the author’s last name followed by the date of the publication in parentheses.

For example:

According to Jones (1998), “Students often had difficulty using APA style, especially when it was their first time” (p. 199).

If you are not going to name the author in a signal phrase, place the author's last name, year of publication, and the page number in parentheses after the quotation.

For example:

She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

### Quotations Longer than 40 Words

Place in a free-standing block of typewritten lines and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Each new paragraph within the quote needs to be indented five spaces from the new margin. Maintain double-spacing throughout. The punctuation period is placed before the citation.

For example:

Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p.199)

### Web Page

State the name of the webpage, copyright of web page, and paragraph found, along with page or chapter number (if available). If there is no copyright, indicate "n.d." for no date.

For example:

The Center for Disease Control (2009) states, "New data shows that nine states had an obesity rate of 30 percent or higher in 2009" (para. 3).

The Center for Disease Control (n.d.) states, "New data shows that nine states had an obesity rate of 30 percent or higher in 2009" (para. 3).

The cabin at the Abraham Lincoln Birthplace National Historic Site is designed to be "symbolic of the one in the which Lincoln was born" (National Park Service, 2003, para. 1).

## Authors

One author: provide the author's last name and the publication date, separated by a comma.

For example:

(Shank, 2007)

Two authors: use both authors' names every time, along with the symbol '&' when used inside parentheses.

For example:

(Wegener & Petty, 1994)

Research by Wegener and Petty (1994) supports.....

Three to five authors: list all the authors in the signal phrase or in parentheses the first time you cite the source.

For example:

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

Six or more authors: use the first author's name followed by et al. in the signal phrase or in parentheses.

For example:

Harris et al. (2001) argued.....

(Harris et al., 2001)

## Authors with the Same Last Name

Use the author's first initial within the text citation, even if the publication years differ.

For example:

(E. Johnson, 2001; L. Johnson, 1998)

## Unknown Author

Cite the source by its title in the signal phrase or use the first word of two in the parentheses.

For example:

A similar study was done of students learning to format research papers ("Using APA," 2001).

If the "Anonymous" term is used for the author, treat it as the author's name (Anonymous, 2001). In the Reference Page, use the name Anonymous as the author.

## Organization as an Author

If the author is an organization or government agency, mention the organization/agency in the signal phrase or in the parenthetical citation the first time you cite the source.

For example:

According to the American Psychological Association (2000),.....

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

For example:

First citation: (Mothers against Drunk Driving {MADD}, 2000)

Second citation: (MADD, 2000).

## Personal Communication

For interviews, letters, e-mails, and other person-to-person communication, use the communicator's name, using initials as well as the surname. State that it was a personal communication, and the date of the communication. Do not include 'personal communication' in the Reference Page.

For example:

(E. Robbins, personal communication, January 4, 2001).

A.P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

## CITING INDIRECT SOURCES

If you use a source that was cited in another source, name the original source in your signal phrase. List the secondary source in your Reference Page and include the secondary source in the parentheses.

For example:

Johnson argues that..... (as cited in Smith, 2003, p. 102).

## Electronic Sources - Authors

Cite electronic documents the same as any other document by using the author-date style.

For example:

Kenneth (2000) explained.....



## Electronic Sources - Unknown Author and Unknown Date

If no author or date is given, use the title in your signal phrase or the first word or two of the title in the parentheses and use the abbreviation “n.d.” (for “no date”).

For example:

Another study of students and research decisions discovered that students succeeded with tutoring (“Tutoring and APA,” n.d.).

## Electronic Sources - Without Page Numbers

If the paragraphs are not numbered and the document includes headings, provide the appropriate heading and specify the paragraph under that heading.

For example:

According to Smith (1997), .....(Mind over Matter section, para. 6).

## IN-TEXT CITATION FORMAT POINTERS

- Always capitalize proper nouns, including author names and initials: D. Jones (Hint- a proper noun is a name used for an individual, place, organization, or object)
- Italicize or underline the titles of longer works such as books, edited collections, movies, television series, documentaries, or albums. Examples: *The Closing of the American Mind*; The Wizard of Oz; *Friends*
- Put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television series episodes, and song titles. Examples: “Multimedia Narration: Constructing Possible Worlds”; “The One Where Chandler Can’t Cry”; “Desert Rose.”
- If you refer to the title of a source within your paper, capitalize all words that are four letters long or greater within the title of a source. Example: *Permanence and Change*.
  - Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs. Example: *Writing New Media*, *There Is Nothing to Lose* (Hint: in your Reference Page, only the first word of a title will be capitalized. Example: Writing new media.)

## BUYING, DOWNLOADING, BORROWING PAPERS

Under no circumstances, will PCI accept documents as a representation of a students' original work which are purchased, downloaded, or borrowed. This would include documents that may come from a paper mill, online writing service, or acquaintance.

Be aware, buying or downloading a paper that states that it is "plagiarism-free" or "one-of-a-kind" or "custom written" may not always be as advertised, and is an academic crime. Think about it....do you really think that a paper you download from the internet (whether free or paid) has not been downloaded by hundreds of other students. In many cases, the papers are sold and resold; sometimes the writing service will change parts of the paper and may even borrow sections from other papers. It's not worth the risk.

Your instructors are well-versed in detecting such infractions and in all likelihood, you will get caught. In addition to the software that is used to detect plagiarism, there usually are several things that will alert your instructor...the tone, writing, research, grammar will not match what you have turned in before. It's not worth the risk... plus, you are paying money and taking the time to learn your course of studies. How can you learn if you don't do the work? What will you do when you get into the workforce?

## REFERENCE PAGE FORMAT POINTERS

- Reference go at the end of an APA document on a separate page
- Every reference cited in text should be listed on the Reference page; every reference listed on the Reference page should be cited within the text
- Page heading should be centered and titled Reference page
- One-inch margins, double space
- Do not underline; bold type used in appropriate headings only
- Do not use professional credentials or titles (i.e. Ph.D. or Dr.)
- Personal conversations, emails, interviews, and letters are not listed
- The first line of each reference entry starts at the left margin with following lines indented one-half inch (hanging indent)
- References beginning with numerals should have the number spelled out.
- Acceptable abbreviations

ed.	Edition
2 <sup>nd</sup> ed.	Second Edition
Ed.	Editor
Eds.	Editors
Rev. ed.	Revised Edition
Vol.	Volume
Vols.	Volumes
p.	Page
pp.	Pages
No.	Number
n.d.	No Date

- Abbreviate state names using the U.S. Postal Service two-letter abbreviations
- Spell out cities and countries outside the United States

## Reference Entries

- List references in alphabetical order by authors (use surname of author), associations (if the work is authored by an organization), and Anonymous (if the work was signed as such)
- Authors are listed with last name first, followed by first and middle initials

Books - list author(s), publication date, title, edition (if other than first), and publishing information; book title is italicized with only the first letter and proper nouns capitalized. (If using a colon, period, question mark, or exclamation point, then the first letter after the punctuation should also be capitalized).

For example:

Scamp, P. (2007). *How Students Learn: Middle School Through College*. San Francisco, CA:

Acme 101 Books.

Journal article - list author(s), publication date, article title, journal title, volume, issue, and page numbers. With the article title, only capitalize the first letter and proper nouns (unless using a colon, period, question mark, or exclamation point; then the first letter after the punctuation should also be capitalized). Only list the numbers; don't use p. or pp.

For example:

Decker-Williams, A. (2005). A study of stress in the workplace from the Great Depression to

the turn of the century. *Human Resources Today*, 13(2), 23-31.

Newspaper – list author(s), entire publication date, article title, newspaper title, and pages (separate non-consecutive pages with a comma). With the article title, only capitalize the first letter and proper nouns (unless using a colon, period, question mark, or exclamation point; then the first letter after the punctuation should also be capitalized). Newspapers should be italicized, using upper and lowercase letters.

For example:

Williams, S. (2006, December 13). What's up with gas prices? *Worldwide Angst*, pp. 4-6.

### Author's name with no date

For example:

Anderson, J. (n.d.). *Famous Russians in the United States*. Anywhere, MO: Acme Books.

## Association

For example:

American Restaurant Association. (2005).

## Anonymous author

For example:

Anonymous. (2011).

Magazine - list author(s), entire publication date, article title, magazine title, volume, and page numbers. Magazine title should be italicized using upper and lower case letters. With the article title, only capitalize the first letter and proper nouns (unless using a colon, period, question mark, or exclamation point; then the first letter after the punctuation should also be capitalized). Only list numbers; do not use p. or pp.

For example:

Peters, D. T. (1992, July 29). How to inspect your house for termites. *Insects, Rodents, and Critters*, 21(4), 43-48.

Report - list author(s) or organization, publication date, report title, issue number (or report number), and publishing information. The report title should be italicized and only the first letter and proper nouns should be capitalized (unless using a colon, period, question mark, or exclamation point; then the first letter after the punctuation should also be capitalized).

For example:

College Money Fund. (2010). *Five ways to eliminate debt for college students* (CMF Publication No. 12). Anytown, MO: Publish It Yourself Press.

## **Electronic Media**

- If the URL ends the entry, do not use a period at the end of the entry
- A digital object identifier (DOI) should be used whenever possible
- If a document can only be located in a database, and there is no DOI, list the URL of the database
- List page numbers if available

Internet journal - list author(s) or editor(s), publication date, article title, journal title, volume, issue, page numbers and DOI. The journal title should be italicized, using upper and lowercase letters. Article titles should not be italicized; only the first letter and proper nouns should be capitalized unless using a colon, period, question mark, or exclamation point; then the first letter after the punctuation should also be capitalized.

For example:

Stone, T. (2005). Why hybrid cars will become extinct in the next ten years. *Vehicles and Other Moving Objects*, 20(3), 34-59, doi: 55-5555-555.55.555

Without a DOI:

Fine, O. (2011). Why knitting can combat the effects of Alzheimer's. *Medical Marvels of the Twentieth Century*, 3(2), 32. Retrieved from <http://www.mmtc.com>

Internet document without an author/organization - list the document title (italicize), date, and URL.

For example:

*Women in the crazy corporate world*. (2007). Retrieved from <http://www.aim.org/money/2.html>

Internet document without a date: list the author/organization, (n.d.), document title, and homepage URL. Italicize the document title.

For example:

The Computer Forum. (n.d.). *Bits, bytes, and more*. Retrieved from <http://www.compforum.com>

Internet technical reports and research - list the agency, publication date, report title, report number (in parentheses), and URL. Italicize the report title; only the first letter and proper nouns should be capitalized unless using a colon, period, question mark, or exclamation point; then the first letter after the punctuation should also be capitalized.

For example:

National System of Crime Detection. (1988). *Analysis of why crime decreases during presidential campaign years*. (NSCD Publication No. 566). Retrieved from <http://nscd.com/aa3/press>

Example of Internet newspaper article - list author(s), entire publication date, article title, newspaper title, and URL. Newspaper titles should be italicized, using upper and lowercase letters. An article title should not be italicized; only the first letter and proper nouns should be capitalized unless using a colon, period, question mark, or exclamation point; then the first letter after the punctuation should also be capitalized.

Mason, R. E. (2010, April 29). How biofeedback can help depression for middle-aged women.

*The Counselor's Press*. Retrieved from <http://www.remason.com>

Internet newsletter or article without an author - list article title, publication date, newsletter title, and URL.

For example:

Tulips are the favorite flower for Easter baskets. (2008, Spring). Rolling Rock Gardens.

Retrieved from <http://www.rollingrockgardens.com/headline.htm>

Internet magazine or journal article: list author(s), publication date, article title, magazine/journal title, volume, issue, pages, and URL. Magazine and journal titles should be italicized, using upper and lower case letters. Article titles should not be italicized; only the first letter and proper nouns should be capitalized unless using a colon, period, question mark, or exclamation point; then the first letter after the punctuation should also be capitalized.

For example:

Palmer, R. (2000). The life of a teen-age prodigy. *Genes and Genius*, 23(2), 56-62. Retrieved from <http://www.genesandgenius.com>

### **Answers to “Think About This”**

- 1) No
- 2) No, he will not receive credit
- 3) Yes, unless she correctly cites the source
- 4) No
- 5) No
- 6) No
- 7) No
- 8) Yes

***The following is a sample of a PCI student assignment. Some information has been modified for instructional purposes and to ensure that the student’s confidentiality is maintained.***