

# Using Sources Correctly in Your Paper... or, What Plagiarism Is, How To Avoid It, and Why – 1

## Your Relationship With Knowledge

For most of our schooling before university, we learn from textbooks and teachers. High school students are expected to absorb knowledge, but are not often expected to keep track of where it is from. *This changes in university.* University scholars (undergraduate students, graduate students, and professors) are expected to note, remember, and acknowledge in writing the sources of our information. We must keep track of this information because we need it to compare different theories, check facts, evaluate a source's bias and relevance, and give credit for original ideas to the people who had them. (Those are important reasons!) This is standard in North American universities.

## Every Student's Responsibilities

It is your responsibility, when you write a paper, to ensure that it is clear which words and ideas are yours and which words and ideas are someone else's. There are standard rules for doing this and you must follow them. Failure to do so results in penalties (see below).

To acknowledge sources properly, you must take very careful notes at every stage of the research process, always identifying exactly where words and ideas come from, and identifying the words and ideas that are your own. Then, when you write your paper, you must follow the rules summarized on the next page, to show very clearly every time you have used words and ideas from another author. This is shown with quotations marks, citations, and a bibliography.

*Note!* It is your responsibility to ensure that you follow these rules of acknowledging your sources. Forgetting to do it, or omitting these steps because you are in too much of a hurry, is simply not acceptable at university.

## The Responsibilities of Professors and Teaching Assistants

Professors and teaching assistants are required to watch for carelessness in acknowledging sources, and for plagiarism – and to penalize students who hand in work that is careless or plagiarized.

**A CAUTION:** Students are completely responsible for following these guidelines. Disregarding them or being careless about them can result in a grade of 0 on an assignment. Intentionally copying others' work and submitting it as your own can result in a grade of 0 on an assignment, failure on the course, or suspension and a permanent note on your academic record.

**FOR MORE INFORMATION, SEE:** *Faculty of Arts – Academic Honesty – Information for Students*  
[www.arts.yorku.ca/faculty\\_and\\_staff/policies\\_and\\_procedures\\_for\\_faculty/academic\\_honesty\\_students.php](http://www.arts.yorku.ca/faculty_and_staff/policies_and_procedures_for_faculty/academic_honesty_students.php)  
*Senate Policy on Academic Honesty* [www.yorku.ca/secretariat/policies/document.php?document=69](http://www.yorku.ca/secretariat/policies/document.php?document=69)  
Our course page on Academic Referencing in Anthropology: [www.yorku.ca/kdenning/+AllCourses/anthroref.htm](http://www.yorku.ca/kdenning/+AllCourses/anthroref.htm)  
The York tutorial on Academic Integrity: [www.yorku.ca/tutorial/academic\\_integrity/](http://www.yorku.ca/tutorial/academic_integrity/)

## Using Sources Correctly in Your Paper... or, What Plagiarism Is, and How To Avoid It – 2

**Suggestion:** Place this chart somewhere where you can see it clearly when you are taking research notes and writing your papers.

There are three components to correct referencing: using quotation marks, citations, and a bibliography. You must do each correctly, in all of your work. Signal phrases are also helpful. Note that good academic writing often contains a citation for almost every sentence in a paper.

- Quotation Marks:** Indicate with quotation marks if more than three consecutive words are from another author.  
If the quote is three lines long, or more, inset it from both margins and single space the lines. Avoid using many long quotes.
- Citation:** Give the author's name and indicate where they published the ideas/words (author's name, publication date, page number).  
In this class, citation must be done in standard Anthropology format, like this: (Author 1994:23). NOTE: Footnotes/endnotes and "ibid" are not used in this system.
- Bibliography:** Always include a bibliography. For each source, give this info, in order: author(s), date, article title, book/journal title, place of publication, publisher.  
For websites: author, date, title of article, website name, full URL of specific webpage (not just of website), and date accessed.
- Signal Phrases:** Introduce a quote or idea with "According to Author X", or "In the words of Author X", or "Author X indicates"

EXAMPLES	Plagiarism: Quoting without Quotation Marks and without Citation	Plagiarism: Quoting without Quotation Marks and with Citation	Plagiarism: Paraphrasing without Citation	Correct Use: Quotation with Quotation Marks and Citation	Correct Use: Paraphrase with Citation	Correct Use: Combination of Paraphrase and Quotation with Quotation Marks and Citation	Correct Use: Combination of Own Thoughts and Paraphrase and Quote with Citation
<p><b>Original Source Says:</b></p> <p>The emergence of symbolic language, first spoken, then written, represents the sharpest break between animal and man.</p> <p>-Written by Arthur Koestler, 1967. <i>The Ghost in the Machine</i>. London: Arkana Books, page 19.</p> <p><b>Bibliography entry would read:</b> Koestler, Arthur. 1967. <i>The Ghost in the Machine</i>. London: Arkana Books.</p>	<p>In this essay, I argue that the emergence of symbolic language, first spoken, then written, represents the sharpest break between animal and man.</p>	<p>The emergence of symbolic language, first spoken, then written, represents the sharpest break between animal and man (Koestler 1967:19).</p>	<p>The separation between animals and humans came with the beginning of verbal and written symbolic language.</p>	<p>I agree with the idea that "The emergence of symbolic language, first spoken, then written, represents the sharpest break between animal and man" (Koestler 1967:19).</p>	<p>Koestler (1967:19) argued that the separation between animal and man came with the beginning of verbal and written symbolic language.</p>	<p>Koestler stated that symbolic language "represents the sharpest break between animal and man" (1967:19).</p>	<p>Koestler stated that symbolic language "represents the sharpest break between animal and man" (1967:19), but I believe he should have considered animal communication in more depth.</p>
	<p><b>What's Wrong:</b> Leaving out the quotes and citation gives impression that the idea and words are your own. Koestler is not acknowledged for his idea and exact words.</p>	<p><b>What's Wrong:</b> Leaving out the quotation marks gives impression that words are your own, even though the citation indicates that the idea is Koestler's.</p> <p><b>What's Right:</b> It is correct to include the citation.</p>	<p><b>What's Wrong:</b> Koestler is not cited and is not given credit for his idea.</p> <p><b>What's Right:</b> No quotation marks are needed if you are not repeating the author's exact words.</p>	<p><b>What's Right:</b> Koestler is fully acknowledged for his exact words and his idea.</p>	<p><b>What's Right:</b> Koestler is fully acknowledged for his idea.</p> <p>No quotation marks are needed if you are not repeating the author's exact words.</p>	<p><b>What's Right:</b> Koestler is fully acknowledged for his idea and for his exact words.</p>	<p><b>What's Right:</b> Koestler is fully acknowledged for his idea and for his exact words, and your own comment is set apart.</p>

This page is devoted to ensuring that you know how to avoid misrepresenting your sources. Once you have learned the basics of citing correctly (see page 2 of this handout), you are ready to consider these more advanced problems.

### Example:

Let us imagine that Dr. Denning has written an article, and that one of the paragraphs says:

The new “Mysteries of the World” Theme Park opened in May 2003 in Switzerland. Based upon the ideas of the rather notorious Erich von Däniken, the Park is sponsored by Swatch and CocaCola, amongst other transnational megacorporations, and presents von Däniken’s ideas about ancient Egyptians, Mayans, and the Nazca Lines in Peru, amongst other “mysterious” archaeological peoples and places. Von Däniken is perhaps best known among archaeologists for statements such as this: “In pictures worldwide, the elongated skull is an attribute of the gods. The gods of Egypt and their offspring beckoning from statues and temple walls with their oversized heads are irrefutable proof” (1996:240). Proof of what? That ancient peoples deformed their heads to look more like gods. Which gods? Well, the ones from space, of course. The vast majority of archaeologists disagree vehemently with this notion.

If you are going to cite from this piece, you must be VERY careful to ensure that Dr. Denning’s views are represented accurately. Here is how you do it:

a) If you wanted to use the words of von Däniken that Denning quoted here, you can – but you must not attribute them to Denning! This is the correct way:

Von Daniken notes that “In pictures worldwide, the elongated skull is an attribute of the gods” (von Daniken 1996:240, cited in Denning 2003:pg).

Do NOT say: “In pictures worldwide, the elongated skull is an attribute of the gods” (Denning 2003:pg). This is misrepresenting her views!

b) Do not EVER change an author’s punctuation within a quotation. The point of a quotation is that it should be exactly what the author said. Generally speaking, there are only two exceptions allowed.

First, you may change the case of a letter, provided that you indicate clearly where you have done so.

Second, you may omit several words, provided that you indicate clearly where you omitted the words, and that the author’s meaning is intact.

So, if you want to use one of Denning’s sentences in one of your own, you can – but if you change the case of any of her letters, you must show this using square brackets:

Denning (2003:pg) notes that “[t]he new “Mysteries of the World” Theme Park opened in May 2003 in Switzerland.”

If you want to use one of Denning’s sentences, but not the whole thing, you can – but only if you indicate where you are leaving something out, and don’t do it in a way that misrepresents her intentions. Following is an example of how to do this fairly:

Denning (2003:pg) describes the new Mysteries of the World Theme Park: “Based upon the ideas of the rather notorious Erich von Däniken, the Park ... presents von Däniken’s ideas about ancient Egyptians, Mayans, and the Nazca Lines in Peru, amongst other “mysterious” archaeological peoples and places.”

## Standard Guidelines For All Your Written Work for Anthropology 3130

**Submission:** Know your due dates! Hand in to KD, or the Anthro Dept., Vari Hall 2054. • Email attachments will not be accepted. • Do not slide your assignment under a door. Outside Dept. office hours, use the Denning drop box to the right of the Anthro Dept door at Vari 2054. • Late assignments will be penalized 5% per day or part thereof, including weekends - and late exams will be penalized 15% per day or part thereof, including weekends - unless a medical or counsellor's note is provided. There can be no lenience with the late penalty.

Please ensure that your assignment is completely labelled with your name and student number, the assignment name, the course name and number, KD's name, and the date.

e.g. Your Firstname Lastname, #11223344  
Assignment 1  
Anth 3130, Archaeology and Society  
Professor: Dr. Kathryn Denning  
Date: October 25, 2007

**Required Formatting.** Your work must be typed or computer-printed. Handwritten work is not acceptable (except for diagrams). Include one cover page with the standard information above. Additional pages separating sections of assignments are not necessary. (Please don't waste paper unnecessarily.)

Double space between lines.

Use 11 pt or 12 pt font.

Leave margins of at least 1 inch.

Number your pages. (Handwritten numbers are fine.)

Include your name on each page.

Staple your paper through the top left corner.

Do not use binders or duotangs unless absolutely essential.

**General marking criteria** include the clarity, thoughtfulness, and accuracy of your writing, the quality of your consultation of this course's material, and your demonstrated comprehension of that material. You are expected to show understanding of the themes of the course, reasonable mastery of the content, and critical thinking.

**Matters of form** - such as correct answer format, spelling, clear and technically correct writing, proper referencing, and adherence to the length limit - will also be evaluated. Therefore, **proofread** your work carefully to ensure that there are no errors in spelling or grammar, and that your discussion unfolds logically and clearly. Check that you represented your sources accurately, and that you referenced fully. Give yourself adequate time to check and revise your work before submission... and to get it printed out in time.

**Consult the course readings and your notes.** You are not being marked only for your general opinions, but for your understanding of the material covered *in this class*, and your ability to use it in answering questions. You *must* refer to material covered in this course, and do so specifically and meaningfully. Be specific in your allusions to course content, and fully reference your answer.

**Plagiarism will not be tolerated.** You may of course speak to each other about assignments, but actual collaboration on your written answers will be noted as plagiarism and will not be tolerated. Obviously, the work submitted must be your own. Plagiarism will not be tolerated, whether intentional or unintentional. It is your responsibility to cite correctly.

**Citation and Bibliography.** You must follow the correct procedures for Anthropology-style citations and bibliographies (described on the previous pages of this handout) in all your writing for this course.

**Language:** Be aware of biased language. Be careful in the words you use to describe other peoples. For example, refrain from using expressions such as "Ancient Man" when referring to the human species in general. "People" or "human beings" is more inclusive and therefore preferable.

**Avoid clichés** about ancient peoples. e.g. Ancient peoples were not necessarily "primitive", enlightened, ignorant, brilliant, violent, peaceful, eking out a marginal existence in a harsh world, or living in easy abundance. Work from the data rather than from preconceptions.