

In your writing and presentations, it is important to cite your sources and to avoid plagiarism. Plagiarism occurs when a writer knowingly or unknowingly passes off work (text, photos, etc.) created by another person as their own. Plagiarism is an intentional deception of the reader or listener or an unintended effect. Citing sources properly is the way to provide appropriate credit for text or an idea, fact, image, figure, or photograph and ensure that a reader or listener is not misinformed that the work is your own.

If you have any questions, ask your instructor, advisor, or writing center before submitting your work. Ignorance is not an excuse for plagiarism.

I. Types of plagiarism

There are multiple kinds of plagiarism, some more obvious and others less so:

1. Copying text verbatim or a figure/photo/image without citing the source. This is the most obvious form of plagiarism.

Solution: Do not copy verbatim without a citation.

2. Paraphrasing, mosaic, or patchwork plagiarism (similar concepts). Here a person copies much of a sentence or phrase from another source but changes a word or two (or several) so the text is not verbatim. The text is “too close” to the original content and structure, so is considered plagiarized, even if a citation is provided. **This is a common mistake and one that may not be known by many.**

Solution: Read the sentence or idea in the source, then turn the book over or close the document, and write down the idea in your own words. Add a citation.

3. Self-plagiarism is when a person copies text or figures they wrote or published elsewhere. In a classroom setting, an ethical violation may occur if a student turns in work for one class that was also turned in for another class. In a scientific journal setting, an ethical violation may occur if a person passes off an idea in one publication as a new idea, but that idea was published previously. There are other gray areas around the topic of self-plagiarism. Remember, plagiarism is the intent to or effect of deceiving a reader or listener about the source and origin of an idea, etc.

Solution: If in doubt, get clarification about a situation from an instructor or advisor, or avoid altogether.

4. Accidental plagiarism. This occurs when a person unknowingly copies text or incorrectly cites the source.

Solution: Take good notes about sources (while doing literature review, research, and writing) so you can remember what to cite and how.

You will be held responsible for violations related to any of these types of plagiarism, even if you did not intend to plagiarize or do not know about the types of plagiarism.

II. How to cite

You must cite all work (text, idea, figure, image, photo, ...) that is not your own. Some types of sources, particularly web sites or photos, can be tricky to cite, so be careful.

A. Adding a citation inline in a document

- i. Author-year (typically) citation of text or an idea published previously, in which the author is attributed as part of the text or the citation occurs at end of phrase or sentence.

Example 1: *Smith (2023) says Moscow, ID is a great place to live.*

Example 2: *Moscow, ID is a great place to live (Smith 2023).*

A citation should follow the text/idea related to that work, and not, if appropriate, collected with other citations and placed at the end of the sentence (unless each citation is related to all the previous text. As an example, consider the situation in which Smith's article is about warming, Jones's article is about precipitation, and Williams's article is about sea level rise. Correct: *Climate change has been documented for warming (Smith 2023), increases in precipitation (Jones 2023), and sea level rise (Williams 2023).* Incorrect, or at least, not as correct (because the reader doesn't know from which citation the different ideas came): *Climate change has been documented for warming, increases in precipitation, and sea level rise (Smith 2023, Jones 2023, Williams 2023).*

Sometimes you need to cite one source for multiple sentences in a paragraph. There are several ways to do this. The overarching guideline is to ensure that the reader knows the source of each idea that you take from that source. Options: 1) Cite the source repeatedly. 2) Introduce the source in the first sentence that begins to convey the ideas in the source. In subsequent sentences, use phrases like "The study further indicated that..." that signal to the reader that you are referring to the same source. If in doubt, cite the source again. Note 1: one citation at the end of the paragraph is incorrect because the reader doesn't know where the cited ideas begin or which ideas are from the source. Note 2: If multiple sources should be cited, I don't know what the best approach is...see the overarching guideline. See <https://chat.library.berkeleycollege.edu/faq/268679> for examples.

ii. Short quoted text with parenthetical citation. In this case, you are copying text verbatim from a source, and the text is two sentences or fewer. The copied text is surrounded by quotes.

Example: *Smith (2023) wrote that "Moscow, ID has many attractions, including the University of Idaho".*

NOTE: In my (science) classes, I do not want students to include quotes as part of their work. Instead, I want you to use your own words to convey an idea.

iii. Long quoted text with parenthetical citation. In this case, you are copying text verbatim from a source, and the text is longer than two sentences. The copied text is set apart from other text by blank lines, is indented, and does not have quotes. The citation follows the copied text immediately. Example:

Moscow is a great place to live:

Moscow, ID has many attractions, including the University of Idaho. The farmer's market is attended by many people from May through October. Moscow enjoys a moderate climate. (Smith 2023)

NOTE: In my (science) classes, I do not want students to include quotes as part of their work. Instead, I want you to use your own words to convey an idea.

B. Generating a reference list in a document

All citations within your document should be included in a reference list formatted (including ordering) in a consistent way. Conversely, all entries in a reference list must appear somewhere in the text as an inline citation.

Use a consistent style for the reference list (<https://apastyle.apa.org/style-grammar-guidelines/references/basic-principles>). Relevant information should be the same among entries whenever possible. Entries should be sorted (usually alphabetically by author last name). Pay attention to proper and consistent punctuation, defined by the reference list style.

There are multiple ways to generate a reference list, including manually, using a website generator like Google Scholar, or using free or purchased citation management software (e.g., <https://libguides.uidaho.edu/citation-management>).

C. Presentations

Statements that appear on-screen in a presentation should be cited inline as above, and a reference list provided as the last slide.

In addition, any figure, image, or photo not created by you needs to have a citation. The citation can take the form of a web address (for a photo or image, typically), or if the item is from a scientific article (i.e., contributes to the content of your presentation and is not just “eye candy”), provide a citation like an inline text citation and include the study citation in the reference list. Place the citation in small font below or nearby the item (so that it is intuitive to the audience what the citation text refers to).

III. Resources, details, examples

There are many resources available to you. Some include:

<https://libguides.uidaho.edu/academicintegrity>
<https://www.webpages.uidaho.edu/core127177/Plagiarism.htm>
https://www.webpages.uidaho.edu/info_literacy/modules/module6/6_4.htm
<https://www.uidaho.edu/class/writing-center>

<https://www.plagiarism.org>
https://owl.purdue.edu/owl/avoiding_plagiarism/index.html
<https://www.grammarly.com/blog/unintentional-student-plagiarism/>
<https://www.scribbr.com/plagiarism/types-of-plagiarism/>
<https://www.bowdoin.edu/dean-of-students/conduct-review-board/academic-honesty-and-plagiarism/common-types-of-plagiarism.html>
<https://www.turnitin.com/blog/5-most-common-misconceptions-students-have-about-plagiarism>

IV. Acknowledgements

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