

# Graduate Students and Academic Integrity

## Credit your Sources: What Should you Credit?

### Contents

1. Verbatim Quotations .....	1
2. Paraphrases.....	2
3. Summaries .....	4
4. Ideas and Reasoning .....	5
5. Products .....	7
6. Facts .....	8

## 1. Verbatim Quotations

[table of contents](#)

Place the quoted words in quotation marks. Provide a citation that includes the page number to indicate the location in the source. If you have referred to the author in your text, you do not need to include the author's name in the citation.

*Example:* [Note: examples provided in this handout are formatted according to the MLA Style guide.]

In his article on willed beliefs, Stephen Evans remarks that a believer “might be convinced that the paradoxical nature of the god-man is a reality by a first-person encounter with the god-man” (183).

If you are quoting more than a few sentences, place them in a block quotation.

*Example:*

It appears that it is the position of prescriptive volitionalism that Pojman finds particularly perplexing. Rejection of the value of this position is a major impetus behind the writing of his book, as evidenced by certain remarks made by Pojman in the introduction to Religious Belief and the Will:

This work arose from two experiences in my life. As a child I found myself doubting religious statements, and being told that there was something disloyal or apostate about such attitudes. I often found it impossible to make leaps of faith into orthodoxy, as I was supposed to do. (xii)

Even your use of someone else's distinctive word may need to be cited. If a word or phrase is uniquely associated with a specific author, your use of that word(s) should be in quotes and cited.

Always include the full bibliographic information for the citation in your reference list at the end of your paper.

#### Works Cited

Evans, C. Stephen. "Does Kierkegaard Think Beliefs can be Directly Willed?" International Journal for Philosophy of Religion 26 (1989): 173-84.

Pojman, Louis P. Religious Belief and the Will. London: Routledge & K. Paul, 1986.

## 2. Paraphrases

[table of contents](#)

A paraphrase is a restatement of someone else's words. It contains the same level of detail as the original, but it is in your own words.

*Example:*

Original:

"To Leibniz, the idea of appealing to unknown mysterious forces was appalling, flying in the face of reason."

Acceptable paraphrase:

In his book Philosophers at War, Rupert Hall points out that Leibniz had strong objections to relying on hidden powers for explanatory purposes (147).

#### Works Cited

Hall, A. Rupert (Alfred Rupert). Philosophers at War: The Quarrel between Newton and Leibniz. New York: Cambridge University Press, 1980.

*Explanation:*

The page number where the original is found is included in a citation. The text already includes the name of the original author, and so the citation does not need to include it. The complete bibliographic information for the source is included in the reference list.

There are a number of ways that a paraphrase can go wrong. **If the paraphrase is too close to the original, it is plagiarism, even if a citation is provided.**

- Do not repeat the phrasing or sentence structure of the original.
- Do not repeat unique words or phrases without enclosing in quotation marks.
- Provide a citation at the end of the paraphrase that references the original.
- Include the complete bibliographic information for the original in your reference list.

Unacceptable Paraphrase:

Leibniz objected to the practice of relying on unknown mysterious forces as explanatory devices (Hall 147).

*Explanation:*

Even though a citation is provided, plagiarism has occurred. Note the replicated phrase. It should be enclosed in quotation marks.

Acceptable Paraphrase:

Leibniz objected to the practice of relying on “unknown mysterious forces” as explanatory devices (Hall 147).

*Explanation:*

Quotation marks are placed around the phrase taken verbatim from the source.

Acceptable Paraphrase:

Hall (147) points out that Leibniz objected to the practice of relying on “unknown mysterious forces” as explanatory devices.

*Explanation:*

Here the original author is identified in the text and possible confusion regarding the source of the idea is eliminated.

### 3. Summaries

[table of Contents](#)

A summary is a broad outline of someone else's work. It is condensed, containing less detail than the original, yet identifies the main points.

As with paraphrasing, you must use your own words and avoid repeating phrases and sentence structure. Provide a citation to the source, the originator of the reasoning.

Be sure to credit all aspects of your summary. Aspects left unaccredited would indicate your authorship, and you'd be committing plagiarism.

*Example:*

Original:

Many people are uncomfortable with the recorded sound of their voices. A good microphone will add warmth and resonance to your voice and give an authoritative air to whatever you have to say. Buy a lavalier (clip-on) microphone; even a cheap one with a mini-plug attached will give you a better sound than the microphone built into your camera or laptop.

Unacceptable Summary:

People are uncomfortable with the recorded sound of their voices. Add warmth and resonance to your voice with a good microphone. Bourne recommends a lavalier microphone.

*Explanation:*

This unacceptable summary repeats sentence structure and copies key words and phrases without enclosing them in quotation marks. The original author is referred to, however, there is no indication that all aspects of this summary are taken from Bourne.

Acceptable Summary:

Bourne advises Web video producers to use a clip-on microphone to “add warmth and resonance” and an “authoritative air” to the voice recording

Works Cited

Bourne, Jennie, and Dave Burstein. Web Video : Making it Great, Getting it Noticed. Berkeley, CA: Peachpit Press, 2009.

*Explanation:*

The original author is identified, clearly indicating attribution. Key words and phrases taken from the original are placed in quotes. A citation to the page is provided in parentheses at the end of the summary. The complete bibliographic information is included in the source list.

## 4. Ideas and Reasoning

[table of Contents](#)

In the course of your research, you may have come across an idea, analysis, thesis or conclusion that you wish to incorporate or draw upon as you develop your own conclusions.

Use your own words to describe the idea or reasoning. Take care that your characterization is an accurate reflection of the position you are describing.

*Example:*

“In this paper I offer a reading of one of Plato's later works, the *Sophist* that reveals it to be informed by principles comparable on the face of it with those that have emerged recently in the field of critical thinking. As a development of the famous Socratic method of his teacher, I argue, Plato deployed his own pedagogical method, a ‘mid-wifely’ or ‘maieutic’ method, in the *Sophist*.”

Unacceptable use:

The principles that inform the *Sophist* are comparable to the principles evident in the field of critical thinking.

*Explanation:*

The statement is derived from Leigh's reading of the *Sophist*, but no acknowledgement is provided.

The error can be remedied simply by including a citation after the expression of Leigh's reasoning. To avoid any misunderstanding, in addition to the citation, it may be advisable to include the original author in the text itself.

Acceptable use:

The principles that inform the *Sophist* are comparable to the principles evident in the field of critical thinking (Leigh 1).

As Fiona Leigh points out (1), the principles that inform the *Sophist* are comparable to the principles evident in the field of critical thinking.

#### Works Cited

Leigh, Fiona. "Platonic Dialogue, Maieutic Method and Critical Thinking." Journal of Philosophy of Education 41.3 (2007): 309-23.

*Explanation:*

Either way is sufficient to indicate where the writer found the comparison. The citation is brief, but it is adequate to lead the reader to the full bibliographic information appearing in the sources list at the end of the paper.

## 5. Products

[table of contents](#)

Products include such things as images, photographs, charts, diagrams, graphs, data sets, recordings, computer code – anything that you include in your work that someone else has created, produced, built, or developed.

Formatting and information required to be included in the citation will vary, depending on style used and type of product being cited.

*Example:*



Fig. 2. "Photographic Phenomena, or the New School of Portrait-Painting." Illustration of Richard Beard's studio by George Cruikshank, *George Cruikshank's Omnibus* (1841).

### Works Cited

Cruikshank, George. "Photographic Phenomena, or the New School of Portrait-Painting." Illustration. *George Cruikshank's Omnibus* 1 (May 1841): 29.

This example is taken from a UW thesis by Julia Francesca Munro titled "Drawn towards the lens": Representations and Receptions of Photography in Britain, 1839 to 1853".

Issues pertaining to copyright are distinct from issues pertaining to citation requirements. Failure to obtain copyright permissions is a legal matter. Academic misconduct, such as plagiarism, is defined by university policy.

If your work contains a product that is someone else's whole work—such as an illustration, photograph, map, or diagram—then in addition to providing a citation, you may also need to obtain copyright permissions.

If the product is included in a paper that you are submitting as a coursework requirement, your use can be considered fair dealing and permissions are not required. However if you are presenting work at a conference, providing it over the Web, submitting it as a thesis or dissertation, or submitting it for publication, then copyright permissions should be obtained.

Speak with your advisor for further information regarding copyright. Consult the thesis regulations section 2.2 [Use of Copyrighted Material](#) for information regarding copyright permissions requirements in your thesis or dissertation. The University of Waterloo's [FAQ on Copyright](#) can help with copyright questions.

## 6. Facts

[table of contents](#)

A fact refers to an event or a statement that is objectively established. Generally, you should cite your source for any factual information that you include in your work.

However, not all facts need to be cited. It is not necessary to cite common knowledge. Common knowledge includes information that is widely accepted as true. It is information that is well-known or discoverable in numerous sources.

Consider your readers. Specialized information can count as common knowledge when your readers are knowledgeable in that field.

When in doubt, provide a citation. As a rule, supply a citation unless you are sure it is not needed. As you develop familiarity with the literature in your area of research, your sense of the need to cite the factual information in that area will become clearer.