Using sources effectively, acknowledging the creator, and correct citation and referencing of sources maintains a high standard of academic scholarship.
Common types of Plagiarism

Failure to cite sources according to a standard style can result in plagiarism. Plagiarism most commonly involves:

- failing to cite a source
- citing a source but failing to use quotation marks to indicate borrowed wording
- following the original text too closely when paraphrasing
- Presenting others’ research or ideas as your own
Plagiarism Also Occurs When

A student submits or presents work in one course which has also been submitted in another course (although it may be completely original to that student) without the knowledge of or prior agreement of the instructor involved.
Why Do We Cite?

1. It is the law.
2. To acknowledge other people’s work and ideas.
3. So someone else can check our work, assess our ideas, and possibly perform their own research.
Are there other guidelines?

Generally, it’s a good idea to:

- use sources to support a point rather than to make it. Presenting claims (and topic sentences) in your own words results in better coherence.

- use a variety of sources. If you rely on a single source, you are summarizing another writer’s ideas, not synthesizing several perspectives.

- quote sources directly (rather than paraphrase them) only when the original wording—not just the ideas or information—is important.
Example of plagiarism: Paraphrasing too closely

**Original** (Palmer, Schriner, Getch, & Main, 2000, p. 30): It is imperative that the rehabilitation practitioner have a basic understanding of self-employment and the wide range of possibilities it offers, as well as the knowledge to assist individuals in identifying the reasons they wish to be self-employed, how self-employment would benefit them, and what kinds of supports are necessary to be successful.

**Unacceptable paraphrase:** Rehabilitation practitioners must have a basic understanding of self-employment possibilities to assist clients in considering why they wish to be self-employed, how self-employment would benefit them, and what supports they need to be successful (Palmer et al., 2000).
When paraphrasing watch for:

- Same words or phrases
- Same sentence structure
- Same order of ideas
What if I’m presenting a well-known fact or idea?

You do not need to cite sources for common knowledge.

**How to identify what is “common knowledge”:**

- Can be found in multiple sources (3+)
- Should be found in a general reference book
- When in doubt: cite the source
- Remember: common knowledge in one discipline might not be common knowledge to another. Who is your audience?
QUIZ: What Do We Cite?

Should you use Wikipedia?

A) Yes
B) No
C) Sometimes
D) Yes, just don’t tell the professor or cite it in the bibliography
Quiz cont.

Would you need to reference (cite) this fact if used in an assignment?

…it was 1985, and the Prime Minister of Canada at the time, Brian Mulroney...

A) Yes
B) No
C) Only if you looked it up
I used an electronic database called Business Source Complete to find a full-text article from the January 2013 *Harvard Business Review*. Do I have to cite the database in my bibliography?

A) You must always cite the database.
B) You do not need to cite the database.
C) It depends on citation style
Quiz cont.

I used a book called *The World Competitiveness Yearbook* in my paper.

While I remembered to jot down the name of the book, date, and page numbers used, I don’t know where the book is published. Where can I go to get the rest of this information?
Quiz cont.

Can you quote more than 3 lines at a time?
Quiz cont.

Do you have to cite something you heard on the radio?
Citing Business Sources Guide
http://libguides.ucalgary.ca/citing
And Finally…

- Ask anyone at the Business Library for help…really!!!!