

**Plagiarism, Academic Integrity and Citations**  
**September 4, 2019**  
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The following reflections rely on material drawn from [writing.utoronto.ca/advice/using-sources](http://writing.utoronto.ca/advice/using-sources), written by Dr. Margaret Proctor and Jerry Plotnick.

*Plagiarism*

- Plagiarism occurs when you present someone else's work as your own. This is cheating and can result in a grade of zero for the assignment and possibly the course.
- Plagiarism can be both blatant and subtle. Blatant forms: buying essays; downloading material from the Internet and presenting it as your own work; having a friend write your essay. But plagiarism also occurs in more subtle ways: if you rephrase someone else's ideas in your own words and do not give credit, you are also guilty of plagiarism.
- When do you write a footnote and when do you not? You don't have to cite what is common knowledge. For instance, you do not have to cite a source if you say that World War I began in 1914. On the other hand, if you say that in September 1914 more than 1,300 skirmishes were recorded on the Western Front, you would have to cite a source for that.
- As Margaret Proctor says in "How Not to Plagiarize",  
The point of documenting sources in academic papers is not just to avoid unpleasant visits to the Dean's office, but to demonstrate that you know what is going on in your field of study. It's also a courtesy to your readers because it helps them consult the material you've found... So mentioning what others have said doesn't lessen the credit you get for your own thinking—in fact, it adds to your credibility.
- In other words, citation shows how your work fits into what has already been done and who did it. It locates your work on an academic GPS.

*Quotation*

- When do you actually quote an author?
  - When the author says something in a particularly striking way.
  - When you wish to support your point by using an important authority.
  - When you want to disagree with your author.
- This last point is particularly important. In law, if you are going to sue someone for slander, you need to produce precise evidence on what was said against you. Hurt feelings will never win a court case. You need to quote your adversary's exact words. Just so, when you disagree with an author, you owe him the courtesy of an exact quotation.
- If a passage is 3 lines or less, put the passage in the body of your text in quotation marks.
- If a passage is longer than 3 lines, indent the passage, make it single-spaced and do not use quotation marks.
- If you leave out a passage, use an ellipsis (= ...).

- If you need to alter the passage slightly to make your sentence grammatical, add words in square brackets ([ ]).

### *Paraphrase and Summary*

- Instead of actually quoting your source, you will often want to paraphrase or summarize your source. What's the difference?
- Paraphrase: states someone else's ideas in your own words at roughly the same level of detail.
- Summary: states someone else's ideas more briefly.
- Consider using either technique when *an idea* from one of your sources is important to your essay but when *the wording* is not.
- All paraphrases and summaries need to be cited.
- Remember: quotations, paraphrases and summaries are just the beginnings of your essay. *Your* questions, *your* thoughts and *your* objections to others' thoughts should always be the main event of your essay.

### *Citation*

- 3 forms are widely used: Chicago style (also called Turabian); APA (= American Psychology Association) and MLA (= Modern Language Association). Drawing on [www.press.uchicago.edu/books/turabian/turabian\\_citationguide.html](http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html), we will go through Turabian footnote and bibliography forms.
- For more detailed information on citation, refer to Turabian, Kate. *A Manual for Writers of Research Papers, Theses and Dissertations*. 9<sup>th</sup> edition. Chicago: University of Chicago Press, 2018.
- Most professors prefer footnotes to endnotes; then your reader doesn't have to flip pages back and forth.
- Do first and second footnotes for books, print journal articles, online journal articles, websites and tweets. Notice you should never use "ibid.," "op. cit." or "idem."
- Special cases: Bible, Plato and Aristotle, Aquinas, Vatican II documents.
- From Regis' own Meg Lavin and her book *Vatican II: Fifty Years of Evolution and Revolution in the Catholic Church*. Toronto: Novalis Publishing Company, 2012. "All quotations from the documents of Vatican II are cited in the text by paragraph numbers and are taken from *Vatican II: The Conciliar and Post Conciliar Documents. Study Edition*. Austin Flannery, O.P., ed. (Northport, NY: Costello, 1987)." She then gives short forms of titles of each document (e.g., *Gaudium et Spes* becomes *GS*) and cites each document and paragraph parenthetically.

### *For Further Live Help*

1. Regis Library Workshops—with Teresa Helik or Mary Reynolds.
2. Regis Writing Clinic—it's free, by appointment.