Direct Quotes

Word for word quotation (direct quote):
Definition: Using an author’s language word for word (verbatim)

Ways to avoid plagiarism:
· Use quotation marks around the author’s words.
· Use a signal or identifying phrase that tells who and what you are quoting.
· Add an intext (parenthetical) reference at the end of the passage.
· Include a citation at the end of your paper (Works Cited).

MLA Example:

Rodriguez and Bellanca observe, “In some urban classrooms, children arrive without any notion of sharing behavior. If they have grown up as street survivors, without strong early mediation for sharing, they may come to school ready to do battle to the death” (135).

Or

“In some urban classrooms, children arrive without any notion of sharing behavior. If they have grown up as street survivors, without strong early mediation for sharing, they may come to school ready to do battle to the death” (Rodriguez and Bellanca 135).

Include on your Works Cited page:


Source:
Paraphrasing:

Definition: Putting an author’s ideas in your own words

Ways to avoid plagiarism:
· Use a signal or identifying phrase that tells who and what you are paraphrasing
· Use the same ideas as in the original text
· Use your own words when phrasing. In most cases, avoid using any of the same wording that the author used unless you put a key term in quotation marks.
· Add an intext (parenthetical) reference at the end of the paraphrase.
· Include a citation at the end of your paper (Works Cited).

MLA Example:
Original passage:
Annie Oakley’s life spanned years of tremendous change for American women. By the time of her death in 1926, Americans were celebrating the liberated, urban, focused, modern times of the Jazz Age. Women had won the right to vote, wore less restrictive clothes, and followed a changing ideal that was loosening some of the restrictions on women’s roles and behavior that had reigned through the nineteenth century.

Incorrect paraphrasing:
Annie Oakley’s life spanned years of significant changes for American women. By the time she died in 1926, women had the vote, wore looser clothing, and embraced the freedom from restrictive 19th century roles and behaviors.

(Sounds too much like the original passage. Also the sentence structure is too similar to the original text.)

Correct paraphrasing:
As discussed in the biography on PBS’s American Experience web page, sharpshooter Annie Oakley lived through a period of many liberating changes for women, from the Victorian era through the first quarter of the 20th century. Examples include voting rights for women as well as the freedom to wear comfortable and practical clothing (Annie Oakley).

Include on your Works Cited page:


Source:
Summarizing

Summarizing:
Definition: Condensing an author’s ideas to a more succinct statement

Ways to avoid plagiarism:
· Use a signal or identifying phrase that tells who and what you are summarizing.
· Use a quick description of the main points of the passage.
· Use your own words and phrasing. In most cases, avoid using any of the same wording.
· Add an intext (parenthetical) reference at the end of the summary.
· Include a citation at the end of your paper (Works Cited).

MLA Example:
Original passage:
By 1964, there were an estimated 33,500 restaurants in the United States calling themselves “driveins,” but only 24,500 offered hot food, the remainder being ice cream and soft drink stands primarily. Layout varied from drive in to drive in, but three principal spaces could always be found: a canopy covered driveway adjacent to the building, a kitchen, and a carhop station linking kitchen and parking lot. The smallest drive ins offered carhop service only, but many also featured indoor lunch counters and booths, sometimes on the scale of the coffee shop.

Summary:
In the chapter “QuickService Restaurants in the Age of Automobile Convenience,” the authors note that by the mid-1960s, nearly 35,000 self proclaimed “drivein” restaurants in the United States existed. Most served hot meals while others served just ice cream and soft drinks. No specific blueprint defined the typical drivein; however, three characteristics describe this new type of casual eating establishment: a covered driveway, a kitchen, and a carhop station (Jackle and Sculle 55).

Include on your Works Cited page:

Source:
Common knowledge:

Definition: A fact that is so well known that it can be found in numerous sources and therefore does not need to be cited.

Examples of common knowledge:

The state bird of California is the California Quail. The Dodo has been extinct since the mid to late 17th century. The redtailed hawk lives in the Livermore area.

Examples of detailed information that needs to be cited:

Adult quail begin to molt their plumage in midsummer, while the chicks are being reared (Leopold 105).

The primary causes of the Dodo’s extinction were the destruction of the forest (which cut off the Dodo's food supply), and the animals that the sailors brought with them, including cats, rats, and pigs, which destroyed Dodo nests (Dodo).

Most of the Redtailed Hawk migration in the western United States occurs from early October to early November (Liguori 42).

Include on your Works Cited page:


