Slide 1 -
Citing Sources and avoiding plagiarism. (Graphic: Howler Logo)

Slide 3 - Erika Intro Slide
Hi, I'm Erika, a librarian at Madison College Libraries, where we help you find, access, and evaluate the information you need for your assignments. (Graphics: Madison College Libraries logo and photo of librarian)

Slide 5 - 1. reasons why important
Number 1...Why is it so important to cite your sources? (Graphics: Photo of books and image of a list of citations)

Slide 6 - authors credit
One reason citing sources is important is that it gives authors' credit for their work. (Graphics: Images of writing and books)
Slide 7 - enables others
Citing your sources enables others to locate the works you referred to in your document. (Images of ancient text and student browsing the stacks)

Slide 8 - increases credibility
It increases the credibility of your own work by demonstrating that it is based on the work of others and not solely on your personal opinions. (Graphics: Image of a man in a tie and a photo of a group of ‘thumbs up’)

Slide 9 - assignment
Citing your sources is often a requirement of the assignment. Many instructors require students to submit a bibliography or "works cited" page with an essay or research paper to show where the information cited in the assignment came from. (Graphic: Grade book highlighting red ink and the word 'required')

Slide 10 - academic misconduct
Not citing your sources is a form of plagiarism. Under Madison College's Academic Integrity Guidelines plagiarism qualifies as Academic Misconduct and may result in disciplinary actions. (Graphics: Photo of a student hiding a cell phone and an image of a student being disciplined)

Slide 11 - expulsion
Severe cases of plagiarism, or Academic Misconduct, may even result in expulsion. (Graphic: Vintage drawing of a student being expelled)

Slide 12 - 2. how to ID
What exactly is plagiarism and how do I avoid it? (Graphic: Student copying from a Dickens' text)
Slide 13 - definition

In other words, if you give yourself credit for the work of others that is plagiarizing. (Image: Citation for quote)

Slide 14 - types of plagiarism

There are five different types of plagiarism: copy & paste, word switch, style, metaphor, and idea. (Graphics: Animated words of plagiarism styles)

Slide 15 - recognize types of plagiarism

An important part of avoiding plagiarism is being able to recognize these 5 different types. (Graphic: Photo of a close up of a student in sunglasses).

Slide 16 - copy and paste

Any time you lift a sentence or significant phrase intact from a source, you must use quotation marks and reference the source. (Graphic: Image of quotation marks)

Slide 17 - quiz 1

Slide 18 - highlighted

This is an example of cut and paste plagiarism. Notice how the highlighted selections from each piece are identical.
Slide 19 - word switch. If you take a sentence from a source and change around a few words, it is still plagiarism. (Graphics: Young student frustrated by writing and photo of a pavement arrow) If you want to quote a sentence, then you need to put it in quotation marks and cite the author and article. But quoting from a source article should only be done if the quote is particularly helpful in illuminating the point you are trying to make.

Slide 20 – style. Another type is style plagiarism. When you follow a Source Article sentence-by-sentence or paragraph-by-paragraph, it is plagiarism, even though none of your sentences are exactly like those in the source article or even in the same order. What you are copying in this case is the author's reasoning style. (Graphics: Photo of student writing in class; Image of a thought bubble with the word 'reasoning' in it)

Slide 21 – metaphor. Metaphors are used either to make an idea clearer or give the reader an analogy that touches the senses or emotions better than a plain description of the object or process...Metaphors, then, are an important part of an author's creative style. If you cannot come up with your own metaphor to illustrate an important idea, then use the metaphor in the source article, but give the author credit for it. (Graphic: Image of three hands framing part of a landscape scene)

Slide 22 - quiz 2

Slide 23 - same words
The words in the student paper are the same as those used in the Source Article but displayed in a different order.

Slide 24 – idea. If the author of the source article expresses a creative idea or suggests a solution to a problem, the idea or solution must be clearly attributed to the author. Students seem to have a hard time distinguishing authors' ideas and/or solutions from public domain information...Public domain information is any idea or solution that people in the field accept as general knowledge. If you don't know what is accepted as public domain in a particular field, ASK. (Graphics: Photo of a lightbulb over person's head, photo of students collaborating in front of a computer, and an image of three people in an amphibious automobile)
Slide 25 - 3. policy

(Graphic: Madison College logo)

Slide 26 - Academic Integrity. On the Madison College website, it states that academic integrity and honesty is 'central' to its values as an institution of higher learning, and that students are expected to complete their own work while acknowledging the work of others.

(Graphic: Screenshot of Madison College academic integrity page)

Slide 27 - 4. style guides

What is a style guide and how do I use one? (Graphics: three images of style guide covers)

Slide 28 - style guides 2

A Style Guide is a resource (a book, a web site, etc.) that lays out a system of rules for documenting your sources. Style guides provide rules for creating citations, footnotes, and endnotes, as well as guidelines for formatting your paper. (Graphics: images from style guide manuals)

Slide 29 - 3 styles. The three most commonly-used styles for formatting citations are APA, MLA, and Chicago. Style guides, then, are resources that show you how to use and format these citation styles correctly. (Graphics: Page image that shows how to format citations for different types of books and more cover images from style manuals)

Slide 30 - style guides 3. Three commonly used style guides are the Publication Manual of the American Psychological Association (APA), the MLA Handbook for Writers of Research Papers, and the Chicago Manual of Style. Check with your instructor if you’re not sure which style guide you should be using. Graphic: (Image of cartoon characters representing instructors)
All of these style guide handbooks, and others, are available at the Madison College Libraries. (Graphic: Madison College Libraries logo)

You can find help with citations through the Madison College Libraries’ website. (Graphics: Screenshot of home page and Libraries logo)

Under Library Services, select ‘Research Guides’. (Graphic: Libraries’ home page with link to ‘research guides’ highlighted)

This will give you a list of research guides by subject. Click on ‘English’... (Screenshot highlighting a link to the English Research Guide)
You will get a list of several guides related to English and writing. In this case we want the one simply titled ‘English’. (Graphic: List of English-related research guides).

This writing guide offers web resources, suggestions for finding books, links to databases and the Writing Center, where you can get additional help with papers. (Graphic: Screenshot of English Research Guide)

You can find additional help on the ‘Reference and Research Help’ page. (Graphic: Homepage with ‘Reference and Research Help’ link highlighted)

Here is link to a guide on citation, plus another tutorial about getting help with online citation managers, as well as using the newer versions of Microsoft Word to organize your source material. (Graphic: Reference and Research Help page with ‘Citation Help’ section highlighted)

Here is our citation help guide, one of the most popular places on the Libraries’ website. (Graphic: Screenshot of Citation Help page)

Finally, the Reference and Research Help page has a link to Knightcite. (Graphic: Reference and Research Help page with ‘Knightcite’ link highlighted)
KnightCite is a free web tool that can help you format APA, MLA, and Chicago Style citations... (Graphic: Image of Knightcite logo)

KnightCite makes it easier to create bibliographies or works cited pages for the research you have done, in the style your instructor requires. (Graphic: Knightcite start page image)

By entering the requested information into these boxes provided, this web site will help you put your citations in the right order. Make sure to choose the correct citation style and source type on the lefthand side of the page. (Graphics: Area of Knightcite page with print source entry boxes highlighted, as well as the buttons for citation styles and source type)

In addition to a careful review of your references, be aware that your instructor might use some plagiarism detection methods. Whenever you are in doubt about whether or not to give credit to your sources, ask your instructor, since she will be the one to evaluate whether or not you have given credit appropriately. (Graphics: Image of a magnifying glass, a list of references, and a photo of cartoon instructors)
If you have questions or need help you can ask a librarian in person, by phone, by email or text, or by other methods on the reference and research help page on the libraries website.

When you have a question, check with the information experts of Madison College Libraries. We’re here to help.

(Graphics: photos of Madison College Librarians)