

Lesson Objective: The tutee will be given information on how to properly do research. This lesson will highlight the significance of knowing how to find sources, cite without plagiarizing, and understand the different styles of essay writing.

Handouts:

- a. Plagiarism: This handout is intended to teach tutees how to effectively avoid plagiarism by understanding the rules.
- b. Paraphrasing: This handout will help tutees understand the correct uses of paraphrasing and how to avoid plagiarism while using this technique.
- c. MLA 9th Edition Style Guidelines: A style guide to help tutees understand the elements of MLA formatting.
- d. APA 6th Edition Style Guidelines: A style guide to help tutees understand the elements of APA formatting.

The MLA Handbook for Writers of Research Papers identifies plagiarism as using an author's **ideas, words, or sentence structure** without credit or presenting an author's ideas as your own.

Some common forms of plagiarism are:

1. **Lack of Citation** is failing to give credit to the source of the information, wording, or ideas. Be sure to acknowledge sources.
 - a. **Original Source:** "Everyone uses the word 'language,' and everybody these days talks about culture. 'Languaculture' is a reminder...of the necessary connection between its two parts."
 - b. **Plagiarism:** At the crossroads of language and culture is a concept we could call languaculture.
 - c. **Correct:** Michael Agar has called the intersection of language and culture "languaculture" (60).

2. **Incorrect Paraphrasing** occurs when you use the words of an author without quotation marks, simply use synonyms, and even mimic sentence structure.
 - a. **Original Source:** "Some of Dickinson's most powerful poems express her firmly held conviction that life cannot be fully comprehended without an understanding of death."
 - b. **Plagiarism:** Emily Dickinson firmly believed that we cannot fully comprehend life without an understanding of death.
 - c. **Correct:** According to Wendy Martin, Dickinson's poems suggest that if life is to be "fully comprehended," we must also know death (625).

3. **Taking an Argument** or line of logic without giving credit can also be plagiarism.
 - a. **Original Source:** "Until now the human race has undergone two great waves of change...and it is likely the third wave will sweep across history and complete itself in a few decades."
 - b. **Plagiarism:** Two revolutionary periods have marked history, and we may be standing at the beginning of a third, which may take only a few decades to transform humanity.
 - c. **Correct:** Alvin Toffer says that humanity has experienced "two great waves of change," and a third may begin and end rapidly (10).

4. **Common knowledge** is facts or ideas present in multiple sources. These do not need to be cited, unless you borrow the specific language of one source.
 - a. **Common fact:** H₂O is the molecular structure of water
 - i. This does not need to be cited as it is common knowledge and could come from many different sources

A **paraphrase** is a detailed restatement in your own words of someone else's words and thoughts. The meaning of your passage should be the **same as its source**, but the wording, organization, and sentence structure should be **your own**.

How to paraphrase:

1. **Understand the passage thoroughly.** You may need to reread it or use a dictionary. A paraphrase must be true to the author's original meaning and context, so you must truly understand the meaning.
2. **Outline the passage.** This may help you understand all the information presented. Remember: a paraphrase must include all the original's important ideas.
3. **Restate the information.** In your own language, restate the original passage. This includes changing the wording and sentence structure without changing the meaning. You may need to use a synonym or substitute a phrase for a word to be sure the meaning is unchanged. Use quotation marks to identify any unique term or phraseology you have borrowed exactly from the source.
4. **Record the source.** Document the in-text citation and the bibliographic citation.

Avoiding plagiarism when paraphrasing:

Changing a few words or reworking the order of a sentence does not mean you have avoided plagiarism when paraphrasing. Even if the author is credited, using too many original words without showing they are directly quoted **is plagiarism**. Let's look at an example:

- **Original Source:**
“The automotive industry has not shown good judgment in designing automotive features that distract drivers. A classic example is the use of a touch-sensitive screen to replace all the controls for radios, tape/CD players, and heating/cooling. Although an interesting technology, such devices require that the driver take his eyes off the road” (3).
- **Unacceptable Paraphrase:**
Radio show hosts Tom and Ray Magliozzi argue that the automotive industry has not demonstrated good judgment in devising car features that distract drivers. One feature is a touch-sensitive screen that replaces controls for radios, tape/CD players, and heating/cooling. Although the technology is interesting, such devices require that a driver look away from the road (3).
- **Acceptable Paraphrase:**
Radio show hosts Tom and Ray Magliozzi claim that automakers do not always design features with safety in mind. Using touch screens for audio and temperature functions is a novel idea that draws a driver's focus away from the road (3).



Modern Language Association (MLA)
9th Edition Style Guidelines Overview



Introduction

This poster overviews basic information for using MLA style guidelines. To supplement this guide, consult the MLA Handbook, 9th edition which can be found on their website stylemmla.org You may also reference the Purdue University OWL for more detailed information at <http://owl.purdue.edu/>.

Formatting

General Essay Format

- 1 inch margins
- Legible font between 11 and 13 points
- Double spaced
- In the upper, left-hand corner of first page, list your name, instructor's name, course, and date on separate lines.
- Headers contain your last name and page numbers in the upper right-hand corner, ½ inch from the top.
- Title requires no ending punctuation, underlining or bolding.
- Indent the first line of each paragraph from the left margin.

Works Cited Basic Format

- Begin Works Cited list on a separate page at the end of your essay.
- Alphabetize citations by last name of the first author.
- Using a hanging indent on each citation
- Double spaced throughout.

Works Cited

Works Cited entries are based on "core elements" that can be applied to any kind of source. A TV series could be the "Title of the container" when citing an episode. Similarly, a book is a container for a chapter, a blog for a blog post, a journal for an article. Sometimes there are two containers, such as a TV series watched on Netflix. In this case, you will repeat items 3-9 for the second, larger container after completing the information for the first.

Begin with:

1. Author.
2. Title of Source.

Then continue to the container information:

- | | |
|------------------------|----------------------|
| 3. Title of Container, | 7. Publisher, |
| 4. Contributor, | 8. Publication Date, |
| 5. Version, | 9. Location. |
| 6. Number, | |

Book

Rhoads, Sandra F. *Mortal Sight*. Enclave Publishing, 2020.

Article in a Scholarly Journal

Include volume number, issue number, year, page numbers.
Morita-Mullaney, Trish. "In/Exclusion of English Learners in Longitudinal Research: A Historical Review of Indiana's School Accountability for English Learners." *Indiana Teachers of English to Speakers of Other Languages*, vol. 11, no. 1, 2014, pp. 61-84.

Internet Sources

Include date of access, containers, and URLs

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008. owl.purdue.edu/owl.

In-Text Citations

Print Sources Use parenthetical citation to cite sources in your text. The page number(s) of your outside source should always appear in the parenthetical citation. The author's name for the outside source may appear in the sentence itself. For sources with two authors, list the authors' last names in the text or parenthetical citation.

John Green asserts that love is both everything and nothing through Augustus' proclamation, "I'm in love with you, and I know that love is just a shout into a void, and that oblivion is inevitable, and that we're all doomed" (153).

The authors ask readers to consider that even "making a shopping list with a family member is a literacy event" (Larson and Marsh 16).

Internet Sources Include enough information to lead the reader to the appropriate Works Cited entry. Usually this includes the author's name. You do not need a page or paragraph number in the parenthetical citation.

Today, modern songwriters still echo Romeo's universal feelings of teenage love, promising, "Never gonna give you up/ Never gonna let you down/ Never gonna run around and desert you" (Astley).

No Known Author Use a shortened title of the resource in the parenthetical citation

The Purdue's Women in Engineering Program works to cultivate peer relationships between the 26% of undergraduate and graduate Purdue engineering students who identify as women ("Facts and Figures").



American Psychological Association (APA) Style Guidelines Overview



Introduction

This poster provides basic rules for using APA style. To supplement this material, consult the *Publication Manual of the American Psychological Association* (6th edition). The APA manual is available in most writing centers, libraries, and bookstores. You may also reference the Purdue University Online Writing Lab (OWL) for information on APA. <http://owl.english.purdue.edu/>.

Power by Kate Bowman and Allen Blythe. © 2009 The Writing Lab, OWL, at Purdue University.

Formatting

Type APA papers on white 8.5 x 11 inch paper. Margins should be 1 inch on all sides. Text should be double-spaced with two spaces after punctuation in between sentences. Use a legible font in 10 to 12 pt. size. Include a page header at the top of every page. To create a page header, type: "THE TITLE OF YOUR PAPER" flush with the left margin. Abbreviate your title to 50 or fewer characters. Then insert page numbers flush right.

Title Page
Title pages should include the "Running header: TITLE OF YOUR PAPER" in the header, in the upper half of the title page. Type your name, the byline, and affiliation centered on separate lines.

Abstract
On a new page, center and type the word "Abstract." Beginning with the next line, type a double-spaced paragraph of 120 or fewer words containing your topic, research questions, participants, methods, results, data analysis and conclusions.

Main Body
The top area of the body pages should contain the header and the page numbers. Page margins should be 1 inch. Indent first lines of paragraphs one half-inch from left margins.

Headings
APA uses a five heading system to separate papers: Level 1: Centered, boldface and lowercase heading; Level 2: Left-aligned, boldface, uppercase and lowercase heading; Level 3: Indented, boldface, lowercase heading with period; Level 4: Indented, boldface, italicized, lowercase heading with period; Level 5: Indented, italicized, lowercase heading with period.



In-Text Citation

Basics
Use the past tense or present perfect tense when using signal phrases to describe earlier research. e.g., Jones (1998) found or Jones (1998) has found. Follow the author-date method of in-text citation: Jones, 1998).

Place direct quotations longer than 40 words in a free-standing block of typewritten lines and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Type the entire block quotation on the new margin and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin. Place the parenthetical citation after the closing punctuation mark.

A Work with One or Two Authors

Name the author(s) in the signal phrase or in parentheses. Spell out "and" in signal phrases but use the ampersand in parentheses.

Wegener and Petty (1994) found that... (Wegener & Petty, 1994).

A Work by Three to Five Authors

List all the authors in the signal phrase or in parentheses the first time you cite the source.

(Fennell, Connell, Sun, Beery, & Hazlow, 1993)

In subsequent citations, only use the first author's last name and "et al"

A Work by Six or More Authors

Use the first author's name then "et al" in signal phrases or in parentheses.

Harris et al. (2001) argued... (Harris et al., 2001)

Unknown Author

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Italicize titles of books and reports; titles of articles and chapters go in quotation marks.

A similar study was conducted with students learning to format research papers ("Using APA," 2001).

Organization as Author

For organization or government agency authors, mention organizations in the signal phrase or the parenthetical citation the first time you cite it.

According to the American Psychological Association (2000)...

Two or More Works in the Same Parentheses

When your parenthetical citation includes two or more works, order them the same way they appear in the reference list, separated by a semi-colon.

(Beard, 2002; Hazlow, 1993)

Internet Sources

If possible, cite an electronic document the same as any other document. In his online journal article, Kenneth (2000) explained...

References

Basics
References lists appear at the end of papers on a separate page. Center and type the word "References" at the top of your list. All lines after the first line of each entry in the list should be indented one-half inch from the left margin. Author's names are inverted; give last names and initials for all authors of a work unless the work has more than six authors.

Single Author

Smith, T. J. (2002). Friendship and social development. *Current Directions in Psychological Science, 11*, 7-10.

Two Authors

List by author last names and initials. Use the ampersand, not "and"

Hartford, D. T., & Petty, R. E. (1994). Mood management. *Journal of Personality & Social Psychology, 66*, 1034-1048.

Three to Six Authors

Jones, M., Yang, B., Ellis, G., Hill, D., Casper, R., & Sax, P. (2001). Writing labs. *WPA Journal, 4*(13), 213-245.

More than Seven Authors

Miller, F. H., Choi, M. J., Angeli, L. T., Hazland, A. A., Skamon, J. A., Thomas, S. T., . . . Rubin, L. H. (2009). Web site usability. *Technical Communication, 57*, 323-335.

Organization as Author

American Psychological Association. (2003). *New directions...*

Unknown Author

Merriam-Webster's *collegiate dictionary* (10th ed.). (1993). Springfield, MA: Merriam-Webster.

Articles in Periodicals

Author, A. A., & Author, B. B. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages.

Internet Sources with and without DOI

APA now recommends using a Digital Object Identifier (DOI) if available.

Brown, D. Toward effective presentations. *Journal of Marketing, 41*(11/12), 1245-1283. doi:10.1108/03090560710821161

Kenneth, I. A. (2000). A Buddhist response to human rights. *Journal of Buddhist Ethics, 8*. Retrieved from <http://www.cac.pau.edu/jbe/twocont.html>