



# How to Document Research Papers and Avoid the Plagiarism Trap

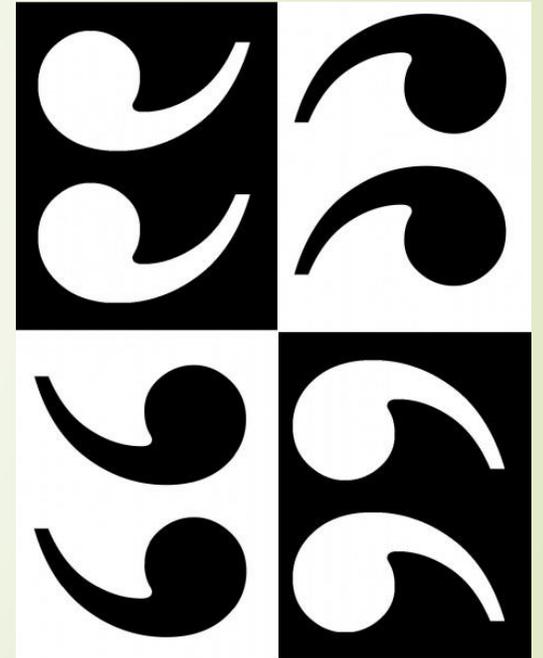


Fresno Pacific University  
Academic Support Center  
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# What is documentation

- Merriam Webster definition:
  - “The provision of documents in substantiation”
  - Indicating the sources of material presented in an academic paper
- Documentation in research papers includes citing the following:
  - **Direct quotations:** using three or more of the author’s exact words
  - **Paraphrased statements:** restating the author’s idea using your own words
  - **Summaries:** writing a condensed version on the information provided by the author





# Why do we use documentation?

- ▶ To borrow expertise and reputation of sources who may know more.
- ▶ To make it clear that we are NOT STEALING.
- ▶ Reasons\*
  - ▶ Strengthens your work/writing
  - ▶ Documenting sources shows respect for intellectual property
  - ▶ Citing is a service to the reader
  - ▶ Serious consequences if you don't document your sources

\*York University

[http://www.yorku.ca/tutorial/academic\\_integrity/plagsources.html](http://www.yorku.ca/tutorial/academic_integrity/plagsources.html)

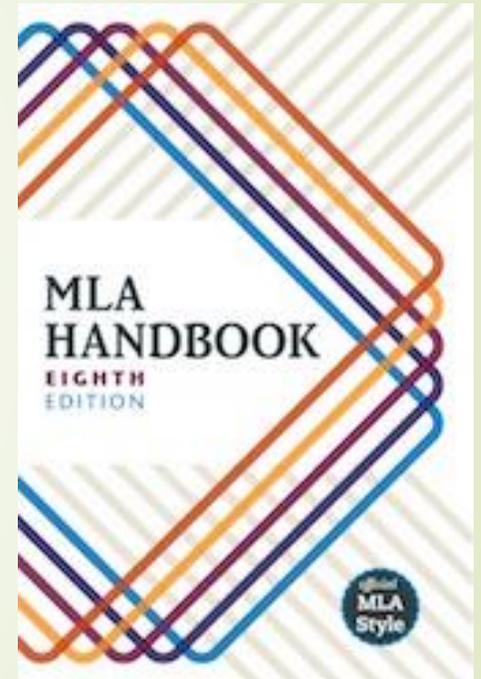


# Documentation Styles

- ▶ Each academic field uses its own documentation style to fit what each field considers to be most important and appropriate
- ▶ Concept of what needs to be documented is universal
  - ▶ Information about the author
  - ▶ Title of the work
  - ▶ Name and location of the company that published your copy of the source
  - ▶ Date your copy was published
  - ▶ Page numbers of the material you are borrowing

# Documentation Styles—Modern Language Association (MLA)

- Used in literature, arts and humanities
- Typically taught at FPU in Written Com
  - Used to teach concepts of documentation
- Emphasis on authorship
- MLA resources
  - *MLA Handbook for Writers of Research Paper*
  - <https://www.library.cornell.edu/research/citation/mla>





# Documentation Styles—MLA Example

- ▶ “Works Cited”

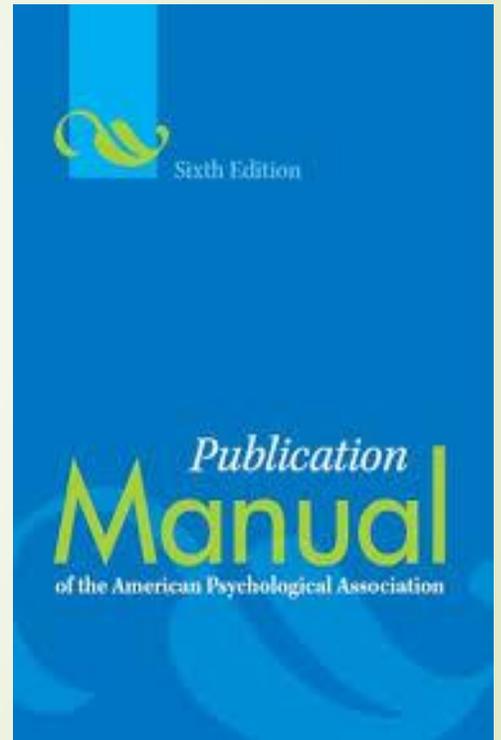
- ▶ Bagchi, Alaknanda. "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's Bashai Tudu." *Tulsa Studies in Women's Literature*, vol. 15, no. 1, 1996, pp. 41-50.

- ▶ In-text

- ▶ This phenomenon is best referred to as a “cumulative collaboration of evidence” (Pepper 49).

# Documentation Styles—American Psychological Association (APA)

- ▶ Used in psychology, education, other social sciences and sometimes natural sciences
- ▶ FPU discipline-specific research-writing courses offer an overview
- ▶ Emphasis on the date the work was created
- ▶ APA resources
  - ▶ *Publication Manual of the American Psychological Association*
  - ▶ <http://www.vanguard.edu/psychology/faculty/douglas-degelman/apa-style/>





# Documentation Styles—APA Example

- ▶ “References”

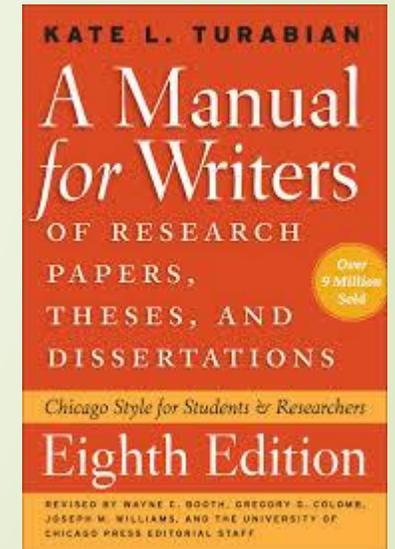
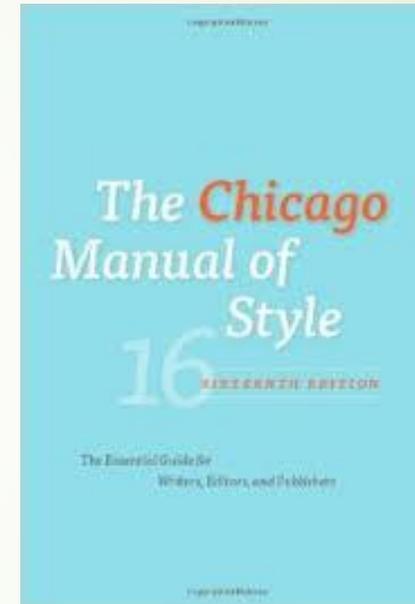
- ▶ Bagchi, A. (1996). Conflicting nationalisms: The voice of the subaltern in Mahasweta Devi's *Bashai Tudu*. *Tulsa Studies in Women's Literature*, 15(1), 41–50.

- ▶ In-text

- ▶ This phenomenon is best referred to as a “cumulative collaboration of evidence” (Pepper, 1961, p. 49).

# Documentation Styles— Chicago/Turabian

- Chicago: Used in history and sometimes biblical studies
- Turabian: An adaptation of Chicago style, made for college students to use with any subject
- Emphasis on source origins
- Chicago/Turabian resources
  - *The Chicago Manual of Style*
  - *A Manual for Writers of Research Papers, Theses, and Dissertations*
  - <http://www.chicagomanualofstyle.org/home.html>





# Documentation Styles— Chicago/Turabian Example

- ▶ “Bibliography”

- ▶ Bagchi, Alaknanda. "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's Bashai Tudu." *Tulsa Studies in Women's Literature* 15.1 (1996): 41–50.

- ▶ Footnotes or Endnotes

- ▶ Philosopher Stephen C. Pepper refers to this phenomenon as a “cumulative collaboration of evidence.”<sup>12</sup>
- ▶ Superscript number at end of the sentence refers to a note at the foot of the page or end of the document:

<sup>12</sup>. Stephen C. Pepper, *World Hypotheses* (Los Angeles: University of California Press, 1961), 49.



# Improper Documentation

- ▶ “Plagiarism is theft and can be committed intentionally or unintentionally. Plagiarism can occur by representing the writings, works or ideas of another as one’s own or by copying material from resources without proper citation” (FPU 2015-2016 Catalog 128).
  - ▶ Omitting proper citation
    - ▶ Missing citation within the document
    - ▶ Missing source information from “References,” “Works Cited” or “Bibliography”
  - ▶ Using pre-written work (your own or someone else’s)
- ▶ Reason plagiarism may happen:
  - ▶ Poor time management
  - ▶ Perceived pressure from teachers, parents, peers or oneself
  - ▶ Lack of knowledge



# Improper Documentation, Continued

- ▶ Plagiarism includes failure to use quotation marks for direct quotes (using the author's exact words).
- ▶ When using three or more of the author's original words, quotation marks are mandatory.
- ▶ Putting the information in your own words (paraphrasing) does not mean just changing a couple of words

# Improper Documentation Consequences

- Failing grade/Poor academic record
- Expulsion from the institution
- Misdemeanor/felony resulting in a fine or jail time
- This is SERIOUS! Be careful to use proper documentation.
- Don't be that guy!





# Fresno Pacific University Consequences of Student Academic Dishonesty

- ▶ First offense—may be considered as willful cheating or unintentional mistake
  - ▶ Consequences vary depending on reason
  - ▶ Range of consequences includes
    - ▶ Re-do assignment for a lower grade
    - ▶ Withdrawal from or failure of course
- ▶ Second and/or multiple offenses—will be considered willful violations
  - ▶ Consequences will be more severe
- ▶ Third violation—usually results in disqualification from attendance at FPU
- ▶ Consult FPU catalog for more details

# Example 1 of Improper Documentation

## Original Text:

- ▶ If there is one thing we learned from this story, it's this: the Amish commitment to forgive is not a small patch tacked onto their fabric of faithfulness. Rather, their commitment to forgive is intricately woven into their lives and their communities – so intricately that it's hard to talk about Amish forgiveness without talking about dozens of other things.
  - ▶ Taken from *Amish Grace* by Donald Kraybill, Steven Nolt, and David Weaver-Zercher

## Plagiarized Text:

- ▶ The Amish are very committed to forgiveness. This is not a small piece in their practice of faith. Instead it is woven into their lives as well as in their communities. It is difficult to discuss Amish forgiveness without discussing other aspects of Amish life.

# Analyze the Example of Improper Documentation

- ▶ Why can that be considered plagiarism?
  - ▶ The original authors' ideas are being used
  - ▶ Credit is not given to the original authors
- ▶ Proper Citation:
  - ▶ The Amish are very committed to forgiveness . . . <sup>1</sup>
  - ▶ APA:  
(Kraybill, Nolt & Weaver-Zercher, 2007)
  - ▶ MLA:  
(Kraybill, Nolt, and Weaver-Zercher 174)
  - ▶ Chicago:

<sup>1</sup>. Donald Kraybill, Steven Nolt, and David Weaver-Zercher, *Amish Grace* (San Francisco: Jossey-Bass, 2007), 174.





## Example 2 of Improper Documentation

► Original text:

“It is recommended that counselor educators be flexible in supporting students’ personal writing styles and appreciate the various approaches they make to achieve their goal.”

Lambie, G., Sias, S., Davis, K., Lawson, G., & Akos, P. (2008). A scholarly writing resource for counselor educators and their students. *Journal of Counseling and Development*, 86, 18-25.

► Plagiarizing Paraphrase:

The authors recommend that counselors should appreciate the diverse approaches they make to reach their goal and support the students’ individual writing style.

► Paraphrase (the right way):

Lambie et al. explain that teachers should not expect every student to have the same writing style, but should support the different methods they use to become better writers.

# Analyze Example 2 of Improper Documentation



- ▶ Why can that be considered plagiarism?
  - ▶ The original authors' ideas are being used
  - ▶ The authors' words are moved around; not paraphrased
  - ▶ Credit is not given to the original authors
- ▶ Proper Citation (Since the author is mentioned in the text, it does not need to be included in the parentheses for any of the formats) :
  - ▶ APA: (2008, p. 20)
  - ▶ MLA: (20)
  - ▶ Chicago: (2008)



# Example 3 of Improper Documentation

Failure to use quotation marks when using three or more of the author's words.

➤ Original:

“...the Amish commitment to forgive is not a small patch tacked onto their fabric of faithfulness.”

➤ Plagiarized:

The way the Amish practice forgiveness is not a small patch that is attached to their faith.

➤ Properly Documented (APA):

The way the Amish practice forgiveness is “not a small patch” that is attached to their faith (Kraybill, Nolt, & Weaver-Zercher, 2007, p. 173).



# Tips for Documentation

- Visit the Academic Support Center (ASC) and speak to a Writing Tutor and/or Academic Coach
- Ask your professor which documentation style is preferred in class
  - If there is no preference, use the style particular to your major
- Consult a style book and follow the directions
  - Don't rely on your memory
- Allow yourself enough time to prepare the research
  - Create a timeframe with each step of the process and assign each step its own due date (see next slide)

# Timeframe Example

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Begin looking for sources	4	5	6	7	8
9	10 Start taking notes on sources	11	12	13	14 Begin writing rough draft	15
16	17	18	19 Visit ASC for feedback	20 Revise draft	21	22
23	24 Revise final draft	25	26	27	28	29
30	31 Research paper due	Notes:				

# More Tips for Documentation

- ▶ Use note cards when taking notes
  - ▶ There is a variety of techniques to use:
    - ▶ Assign a specific color to each source
    - ▶ Include documentation on the notecard
    - ▶ Always record bibliographic info before taking
- ▶ Create an outline of information
- ▶ Practice documentation styles
- ▶ Highlight areas in writing/work that come from a different source
- ▶ Proofread, Proofread, Proofread!
- ▶ Visit the ASC and speak to a Writing Tutor and/or Academic Coach





# Resources for Documentation

- Hiebert Library
  - EBSCO provides citations for PDF articles
    - Warning: Always check to make sure the citation is in the proper format
  - Ask library staff if they have more resources
- Purdue OWL - [Purdue Online Writing Lab](#)
  - Offers information on different citation styles
  - [Plagiarism](#)
  - Further discusses plagiarism and how to properly document sources
- Writing Handbooks (basic information only)
- MLA, APA Chicago handbooks
- Ask your professor for advice and to resolve tricky questions
- Go to the ASC and don't be afraid to ask for help!

# Go to the Academic Support Center (ASC)

- ▶ Marpeck 105
- ▶ Writing tutors and academic coaches
- ▶ Tutoring hours:
  - ▶ Monday – Thursday 9 a.m. – 4 p.m.,  
Friday 9 a.m. – 12 p.m.
- ▶ For appointments call (559) 453-5585
- ▶ Walk-ins welcome

