

Student Success Seminar
“What Can the Library Do For You? – Research Techniques, Documentation”

TIPS FOR RESEARCH AND DOCUMENTATION

REMEMBER...

When you support ideas in your own writing with online or other reference and resource materials, you **MUST** cite the sources you use.

WHY? - If you don't give the proper credit to the sources you use to support your ideas, you are **PLAGIARIZING !!** Plagiarism is cheating, it is dishonest, and it is unethical.

The most common form of citing references is to use **Parenthetical** (or in-text citations) and a corresponding **Works Cited Page** (also called the Reference Page or Bibliography).

- The purpose of an in-text citation is to refer the reader to the **Works Cited Page** at the end of your paper. In-text citations are also called parenthetical references because they are enclosed in parentheses. Place in-text citations immediately after the borrowed information, usually at the end of a sentence before the final period.

MAKE THE CONNECTION !!!

Example of an in-text citation:

Universities all over the country are looking for ways to safeguard their databases. In higher education, there are five key areas that are especially vulnerable to hackers: encryption, information leakage, wireless, appliances, and open sources (Panettieri 43).

Corresponding entry on the Works Cited Page:

Panattieri, Joseph. “Peace of Mind in Our Time.” *Campus Technology* October 2007: 43-48. 5 November 2008 <<http://www.campustechnology.com>>.

- Pay attention to **FORM**. It matters! Every comma, period, colon, indentation, and capital or lower case letter matters.

SUMMARY AND PARAPHRASE

- You may take notes from other sources using summary, paraphrase, and direct quotation.
- **NOTE TAKING IS NOT A MECHANICAL PROCESS OF COPYING FROM BOOKS!**
- You must read critically and interact with your sources. Substitute busywork for **THINKING!** Decide what is useful to the purpose of your paper and what isn't.

Summary: When you summarize, you condense an extended idea or argument into a sentence or more in **your own words**. A summary is shorter than a paraphrase. You state the main point of a piece, condensing a few paragraphs into one sentence or a few pages into one paragraph.

Paraphrase: When you paraphrase, you follow much more closely to the author's original presentation, but you still restate it in **your own words**. Use different words and different sentence structure. A paraphrase is longer than a summary.

USING DIRECT QUOTATIONS

- Copying quotations does not encourage you to interact with sources.
- Copying merely postpones the summarizing and paraphrasing until you are drafting your paper. The paper itself **MUST** be centered on your ideas and not stitched together from quotations.
- When using direct quotations from a source, copy the material carefully. You must take down the **author's exact** wording, spelling, capitalization, and punctuation even if you think it is incorrect.
- There is nothing wrong with using direct quotes to support your own ideas, but don't just "throw them in." Comment on them and explain to the reader how the quote relates and supports your ideas.