

DOCUMENTING SOURCES

Why You Should Document:

This part is probably the easiest. Unless you document your sources correctly, you run the risk of plagiarism. There are two types of plagiarism:

1. Using ideas, information, or language without crediting the source.
2. Documenting the source, but paraphrasing the language or the sentence structure too closely without using quotation marks to indicate what words or phrases have been borrowed.

Plagiarism is illegal and certainly qualifies as a violation of the Honor Code. The following are guidelines intended to help you document properly and avoid plagiarism.

What to Document:

Document all contributions made by other writers whose work you are drawing from. These contributions include the following:

- A direct quotation from a source, whether primary or secondary
- A summary or paraphrase of a source
- Facts or ideas that you borrow from a source, such as statistics, little-known facts, tables, graphs, diagrams

A good rule to follow if you are not sure whether or not to document a source: when in doubt, cite it!

What Not to Document:

- Your own ideas
- Common knowledge (what the average college student who has not done your research would know)
- Information that is common to several sources

Things to Keep in Mind while Doing Research:

When taking notes during your research, write down all pertinent bibliographical information:

- Books – full name of author(s), editor, translator, full title, subtitle, and edition number, city of publication, publisher, date of publication; page numbers.
- Articles – full name of author(s), title/subtitle of article, title of publication, date of publication, page numbers, volume/issue number.

If the book is from a library, it's also a good idea to jot down the call number so you can find it again if necessary.