(hold)
Introduction: What is Academic Honesty?

The purpose of this handbook is to foster academic honesty. This guide will make citing (giving credit to) your sources simple. If you write a paper (it does not matter which kind) and you take information from a place OUTSIDE OF YOURSELF you must add an in-text, or parenthetical, citation. This tells the reader that the information he just read did not come from you. If you do not do this, you have not been honest and have plagiarized. Plagiarism is defined as "the act of representing the work, words, images, data or ideas of others as your own without properly citing the source" (Trumbull High School: Academic Honesty 2008-2009).

To stay honest, you will be using the standard devised by the Modern Language Association (MLA) to cite sources. This booklet will go over MLA format and explain parenthetical citations and works cited pages.
Rules of Research

➢ If you use anything that comes from outside of you (an idea, music, art, photograph, words, research, etc.) you must cite it.

➢ When in doubt, cite it!

➢ Both direct quotes (words copied from text) and paraphrased information (information that you have put into your own words) must get an in-text, or parenthetical, citation.

➢ If you have citations in your paper, you must include a Works Cited page as the last page of your paper.

➢ Absolutely do not make up sources, quotes, data, citations or anything else!
Parenthetical (In-text) Citation

What is Parenthetical Citation?

Parenthetical citation is when a writer directly puts into the text a note from where he or she got the information. Parenthetical or “in-text” citation allows your reader to know from what source each idea/fact came. This is how it looks in the text of your paper:

“In 2007, 37 percent of American adults sought medical information from the internet regarding a health problem they were experiencing before consulting a doctor” (Smith 38).

In the example above, notice that the author’s name and the page number on which this fact was found are set off from the text within parenthesis. Note also that the punctuation of this parenthetical citation is also important. The end punctuation is not inside the quote, but outside of the parenthesis. Furthermore, since the words are contained within quotes, the above example illustrates that this is a direct quote from that page.

Here is an example of the same idea presented as an indirect quote:

Instead of going to a doctor right away, a recent study found that 37 percent of Americans are now turning to the internet for medical information (Smith 38).


It is imperative to understand that paraphrased information or indirect quotes must also be cited! If paraphrased information is not cited, it is considered plagiarism.
EVERYTHING YOU NEED TO KNOW ABOUT A WORKS CITED PAGE

1. A works cited page lists all of the sources used in your paper. It includes all publication information about each source. This is mandatory because readers will want to explore the sources used to further their own learning.

2. Alphabetize entries in the list of works cited by the author’s last name. If the author’s last name is unknown, alphabetize by title, ignoring any initial A, An or The.

3. DO NOT number entries.

4. Begin list of works cited on a new page and DO NOT number it as your first page. Your works cited will be consecutively numbered with your research paper (if your paper ends on page five, your works cited will begin on page six).

5. Use 1” margins and center the title Works Cited. DO NOT bold, underline, capitalize every letter or italicize the words Works Cited. Font size must be 12 pt.

6. The Works Cited page must be double spaced.

7. Begin the first line of each entry flush left. Keep typing until you run out of room at the end of the line. Indent the second line 5 spaces and all subsequent lines of the same entry. Double space all lines, both within and between entries.

8. Following are different sources and how they should be referenced in your Works Cited.

9. A model works cited list is provided on the last page of this booklet.
Examples of Common Forms of Sources for Citation

**NOTE** The details are important in these citations--the order of the information, punctuation, underlining and quote marks all must be exact.

Print Resources (Viewed in Print Form)

**Book by One Author**

Author Last Name, First Name. Title. Place of publication: Publisher, Copyright Date.

*Example:*


**Book by Two (or Three) Authors**

Author Last Name, First Name and Second Author First Name Last Name. Title. Place of publication: Publisher, Copyright Date.

*Example:*


If there are **more than three authors**, you may name only the first and add *et al.* or you may give all names in full in the order in which they appear on the title page.


**Encyclopedia**

(NOTE: The author is usually listed at the end of the article. If an author is not listed, begin the entry with the title of the article. Do not cite editor.)

Author Last Name, First Name. “Title of Article.” Name of Encyclopedia. Edition number. Year.

*Example:*

A Work within an Anthology

Last Name, First Name. “Title of work.” Title of Anthology. Editor’s First Name Last Name. Place of Publication: Publisher, Copyright Date. Page numbers.

Example:


Newspaper Article

Author Last Name, First Name. “Title of Article.” Newspaper Name Date: page(s).

Example:


Magazine Article

Author Last Name, First Name. “Title of Article.” Title of Magazine Date: page numbers.

Example:


Non-Print Resources (Viewed Electronically)

Online Database—Encyclopedia

Author Last Name, First Name (if listed.) “Title of Article.” Title of site. Date of publication or update. Name of sponsoring institution. Date accessed <URL (Persistent link)>.

Example:

Online Databases

Last Name, First Name. “Title of Article.” Original Print Source Title. Date. Online source name. Date accessed <URL link>.

Example:


Internet Website

Author Last Name, First Name (if given). “Article Title.” Name of Website. Date last updated. Name of organization that sponsors the site. Date accessed <URL link>.

Examples:


Interview

Interviewee last name, first name. Personal Interview. Date of interview.

Raymond, Raja. Personal interview. 6 Feb. 2007.
Works Cited


“Making of a Candidate for President.” *Time* 20 July 1984: 40-42.


