

# A Guide to the Use and Acknowledgement of Sources

## *The Academic Honor Code as Applied to Writing Papers*

### Why Acknowledgement is Important

In many courses, you will have to research a topic using sources other than your lecture notes. If you have found useful sources of information on your topic, future readers of your paper may want to pursue the topic further by consulting your sources or checking the correctness of the information you cite. Sources also bolster the credibility of your analysis and your conclusions. Citing sources shows that your facts come from authoritative writers and that your opinions are shared by published experts.

Another reason for citing your sources properly is that one of the goals of general education at M.U.M. is to develop students' ability to express themselves in writing. Your professors need to be able to see how you think and write, in your own words, in order to help you develop as a writer. This is why the quality of your English is part of your grade in many written assignments. Therefore, all text you submit in a paper will be assumed by your professors to be your own composition, for which you are requesting academic credit, unless it is denoted otherwise using a quotation or a footnote.

For these reasons, it is essential that you document the exact location of the information or text that you use in a paper. The violation of these guidelines constitutes **plagiarism**, a form of academic dishonesty, which is treated very seriously at universities.

### When to Cite a Source

In general, there are two situations that require you to cite a source.

(1) You *adopt the language* used by a writer ...

- when you **use text word-for-word** from a source, you must quote it. The use of even two consecutive words, if distinctive, from a source can constitute plagiarism.
- when you use an author's **uniquely descriptive phrase, metaphor**, or coined term.

(2) You *use facts or ideas* that are *not a part of the common knowledge* of your field of study

- when you state an **opinion** expressed by someone else,
- when you **paraphrase** an author's ideas in a detailed restatement, following the sequence of ideas in the original text and including important details, even if this is written in your own words,
- and even when you **summarize** an author's work, restating the main ideas in the source, even though you may omit specific examples and descriptive details.

## Proper Acknowledgement of Sources

The Academic Honor Code also requires that you acknowledge your sources properly.

### Rules for Acknowledgement

The two basic points about acknowledgement are very simple.

- If you **reproduce text verbatim** from a source, as a phrase, sentence, or paragraph—you must put *quotation marks* around the text. For a long quotation of 6 or more lines, *indent the text* on both sides, and in an in-line reference or footnote (see below), cite the page number as well.
- If you summarize or **paraphrase** a source to introduce a key idea in your paper, which is not of your own thinking, then you should use a citation to indicate the source of the idea.

### Style for Citing Sources

There are essentially two styles for acknowledging sources. In academic papers, the in-line style is common, but for business reports it is better to use footnotes.

#### *Footnoted Style*

Put a footnote by the concept that is footnoted, at the end of a quotation, and at the end of a paraphrased sentence,

In his analysis of the sources of competitive advantage,<sup>1</sup> Porter focused on the influences of suppliers, buyers, competitors, potential entrants and substitute products.

### Styles for Listing Different Types of Resources

There are different methods for acknowledging the various types of sources that might be used in a research paper, but the essential information in the proper documentation of a source are all the same: author's **name**, **title** of the work, **location** of origin, and **date** of publication.

In this brief guide, we will see how to reference a book, book chapter, journal article, videotape, and web page. See the supplementary resources at the end of this document for guides on how to reference other sources, such as manuscripts, plays, edited or translated books, conference proceedings, government publications, newspaper articles, editorials, theses, magazine articles, reviews, anonymous works, CD-ROMs, computer software, on-line journals, online databases like Lexis-Nexus, Listserv discussions, web postings, personal communications, radio and TV interviews, public lectures, musical compositions, films, audio or visual tapes, works of art, maps, statistical tables, and electronic databases.

For a **book**, the title of the book should be underlined or italicized.

Porter, Michael E. *Competitive Strategy*. New York: Free Press, 1980.

For a **chapter in an edited book**, you must include the titles of both the chapter and the book as well as the name of the editor,

Schmidt-Wilk, Jane, C. N. Alexander, and G. C. Swanson. "Introduction of the *Transcendental Meditation* Program in a Norwegian Top Management Team." *Grounded Theory: 1984-1994*. Ed. B. Glaser. Mill Valley, Cal.: Sociology Press, 1995: 563-587.

For **magazine or journal articles**, the title of the article may be put in quotations. The publisher is the magazine name and it should be underlined or italicized. Include as locational information the volume and number connected by a period, the year of publication in parentheses, then the page numbers.

Herriott, Scott R. "Communication Channels in Markets." *Journal of Marketing Communications* 3.3 (1997): 139-150.

For **audio or video material** from special collections, include the name and location of the publisher or owner.

Maharishi Mahesh Yogi, "Creative Intelligence and Consciousness," *Science of Creative Intelligence: Teacher Training Course, Lesson 8*. Fairfield, Iowa: Maharishi University of Management Library, 1973. Videotape.

For **resources on the web**, check the document first to see if there is a notation that it was previously published in print. If so, you should cite the original print location using the style above and also indicate the web address where the material can also be found and the date you consulted it there. The method of reference to an online source is generally the same as that for a printed source. Write the web address within angle brackets (<...>), and if you need to break a web address across two lines in your document, do so only after a slash (/) that might appear in the address. Do not insert a hyphen into the address. Online sources can change over time, so your reference should include the date you consulted the source, after the web address. Following the date, you may add comments, such as the fact that the web page is accessible only after registering with the site at no charge.

"China's Power Shift." *Business Week online*. <[http://www.businessweek.com/magazine/content/02\\_08/b3771018.htm](http://www.businessweek.com/magazine/content/02_08/b3771018.htm)>. 20 Feb. 2002.

Fox, Justin. "What's So Great About GE?" *Fortune* (4 Mar. 2002.) Also available: <[http://www.fortune.com/indexw.jhtml?channel=artcol.jhtml&doc\\_id=206468](http://www.fortune.com/indexw.jhtml?channel=artcol.jhtml&doc_id=206468)>. 20 Feb. 2002.

Writings by Maharishi should be referenced using Maharishi's name without inversion,

Maharishi Mahesh Yogi, *On the Bhagavad-Gita: A New Translation and Commentary, Chapters 1-6*. New York: Penguin Books, 1969.

### **A Case of Plagiarism**

The paragraph below was taken from a graduate student's term paper. The source from which the student drew appears further below. The student's text follows the sequence of ideas in the source (the text in italics and underlined), which would be legitimate as a paraphrase if it did not use the text verbatim (the underlined portions). However, the student's paper did not even cite the source, which would have been the proper way to acknowledge the paraphrase. Furthermore, the student's writing took uniquely constructed phrases and even whole sentences from the source (see the bold text in the source, below) without acknowledging them by quotation marks and a footnote or citation.

Each of these counts, the lack of acknowledgement of the flow of ideas in paraphrase, and the lack of quotation of copied text, characterizes this submission as plagiarism in violation of the Academic Honor Code.

### Student's Text

A very uncertain variable is the competition in the long run. Profits in this market will arise from three possible aspects. *First* is the *spectrum* that is available to operate. If there is insufficient spectrum to meet the market demand at competitive prices, then prices will exceed competitive levels and all companies in the market will be able to make profits. *Further a restricted spectrum* also causes barriers to entry. *Second is the rivalry among the players in the industry.* The number of competitors is small and none has incentive to engage in aggressive price competition. After the deregulation act, the market is open for any new entry which would, without doubt, increase the competition and this will have a negative effect on profits. *Lastly, there are differences among wireless providers,* that brews up competitive advantage that allows them to make money. Currently Verizon and Sprint PCS due to their technology have a definite competitive advantage over other players in the market.

### Source Text

Gertner, Robert. "Scenario Analysis – Telling a Good Story," *Financial Times* Mastering Strategy Series, Part Eight, November 15, 1999. Also available at <<http://www.nextera.com/pdf/part8.pdf>> 1 April 2002.

I begin with the top down approach. Start by thinking about competition and profitability in the long run. **Profits in this market will arise from three possible conditions.** *First, spectrum* may be scarce. **If there is insufficient spectrum to meet the market demand at competitive prices, then prices will exceed competitive levels, and all companies in the market should be able to make money** based on their ownership of a scarce asset. *Further entry* will be foreclosed by the limited spectrum made available by the FCC for wireless telecommunications. A *second* way profits could arise is by limited *rivalry*. **If the number of competitors is small and none has incentive to engage in aggressive price competition,** profits would result. *Finally, there may be differences among wireless providers* such that some have a **competitive advantage that allows them to make money.**

### A Proper Summary

A summary is appropriate when the point of knowledge is well-enough known that the identity of the author is not crucial to the argument. The source text could have been *summarized* as shown in the example below.

Competition can be profitable in the long run either when the spectrum made available by the FCC is insufficient to meet demand, or when rivalry is limited due to there being only a small number of competitors, or when differences among the wireless providers give some firms a competitive advantage over others.<sup>1</sup>

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<sup>1</sup> Gertner, Robert. "Scenario Analysis – Telling a Good Story," *Financial Times* Mastering Strategy Series, Part Eight, November 15, 1999. Also available at <<http://www.nextera.com/pdf/part8.pdf>> 1 April 2002.

### A Proper Paraphrase

A paraphrase follows the author's line of thinking more closely, and in this context it is appropriate to recognize the author by name in the text itself. The source text could have been *paraphrased* as shown in the example below,

Robert Gertner observed that competition can be profitable in the long run under three conditions. First, if the FCC limits the amount of spectrum available, entry will be foreclosed, the spectrum will be insufficient to meet market demand, so prices will rise, and existing competitors will be able to make higher profits. Second, if the number of competitors is small and they are not aggressive in their competition, this limited rivalry will keep prices high. Finally, differences among wireless providers may give some firms a competitive advantage over others.<sup>1</sup>

### A Proper Use of Quotation

Notice that the source text has a detailed explanation of how the FCC might be the cause of high prices in wireless telecommunications. The student might have wanted to *use that full explanation* rather than summarize or paraphrase it, particularly if the original writer is an expert whose opinion commands respect. That use calls for a quotation of a part of the source text, as shown below. It is important to mention the original writer by name in the text, and often it is appropriate to mention the writer's qualifications or position. The footnoted reference to the source appears at the end of the quoted text. Notice that the example below uses a quotation of Gertner's first point followed by a paraphrase of his second and third points.

Competition can be profitable in the long run under three conditions. First, as Robert Gertner (1999) explains, "If there is insufficient spectrum to meet the market demand at competitive prices, then prices will exceed competitive levels, and all companies in the market should be able to make money based on their ownership of a scarce asset. Further entry will be foreclosed by the limited spectrum made available by the FCC for wireless telecommunications."<sup>1</sup> The second condition mentioned by Gertner is that if the number of competitors is small and they are not aggressive in their competition, this limited rivalry will keep prices high. Third, differences among wireless providers may give some firms a competitive advantage over others.

### **For More Information**

**Online**, an excellent discussion of proper methods for using sources of many types is at the Dartmouth College web site. A similarly comprehensive document, published by the University of Chicago Press, is also available online.

1. "Sources: Their Use and Acknowledgement." Dartmouth College. 1998. 20 Feb. 2002, <<http://www.dartmouth.edu/~sources/>>
2. Citation Style Guides. Concordia University Libraries, Montreal. 20 Feb. 2002. <<http://juno.concordia.ca/services/citations.html>>.
3. Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 6th ed. Rev. John Grossman and Alice Bennett. Chicago: U of Chicago Press, 1996. Also available: 20 Feb. 2002. <<http://juno.concordia.ca/faqs/turabian.html>>.

At the **M.U.M. Library**, several books give more detail on the MLA and APA methods for citing printed and electronic sources of all kinds.

1. Meyer, Michael. *The Little, Brown Guide to Writing Research Papers*. Boston: Little, Brown & Co., 1982. (MUM Library call no. LB 2369.M42)
2. *MLA Handbook for Writers of Research Papers, Theses, and Dissertations*. New York: Modern Language Association, 1977. (MUM Library call no. LB 2369.M53)
3. Li, Xia and Nancy B. Crane. *Electronic Styles: A Handbook for Citing Electronic Information Sources*. Medford, N.J.: Information Today, Inc. 1996. (MUM Library call no. RESERVE PN 171.F56 L5 1996)