

# **Virtual Academic Integrity Laboratory (VAIL)**

## **Student Guide:**

### ***Citation, Citation, Citation!***

Developed by the Center for Intellectual Property (<http://www.umuc.edu/distance/odell/cip/>) at UMUC.

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# Introduction

This guide will introduce you to proper citation as a way of avoiding plagiarism.

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# Academic Honesty and Learning Outcomes

Higher education requires proper attribution for the source of quotations, paraphrases, and summaries in the text of papers—within the body of the paper and in the reference list. Some reasons for the attribution requirement are to:

1. Distinguish your original work from borrowed work.
2. Assist the reader in locating information for further research.
3. Add authority and context to your own writing.
4. Properly acknowledge the work of others.

## 1. Distinguish your original work from borrowed work

Your faculty members are charged with evaluating and certifying *genuine learning outcomes*—a combination of knowledge and abilities that you are expected to acquire in your studies. What did you learn as opposed to what did you quote or restate? This would be a nearly impossible task without some means of differentiating between what is our original contribution and what is a quotation, paraphrase, or summary of someone else's written expression or ideas.

## 2. Help the reader locate information

Well-written citations lead you to the sources that support or illuminate what you are reading or writing. It is frustrating to read an incomplete citation that does not help you find the original work being referenced. You have a responsibility to your reader, just as other writers have a responsibility to you, when they write or publish, to assemble an accurate list of the works used within your narrative at the end of your paper.

## 3. Add authority to your own writing

When you provide good in-text citations and references that help the reader find the original text, you are adding value to your paper! You are pointing to something that lends *authority* and credibility to what you wrote. You are demonstrating that you are not out on a limb or in left field writing about something without any scholarly basis or facts to support your argument. You are demonstrating that someone else has written on the same subject with a similar point of view or that you are willing to consider viewpoints that may be different from your own. This process lends credibility to your writing.

#### **4. Properly acknowledge the original author's work**

All of us are both creators and users of *intellectual property*, our *academic integrity* standards place a high value on recognizing creators as well as making it clear what is *our own* original contribution! That recognition is sort of a *reward* for the fruit of our labors. Well-written in-text *bibliographic citations* give credit to the creator. This acknowledgement through documentation is expected in higher education and is fundamental to the continuous cycle of research.

## Practical Reasons for Learning Citation

Here are a few practical reasons for learning proper citation. Learning to properly cite will help assure that you get credit for your original contributions as well as credit for understanding how important this value really is to the higher education culture. Without proper citation, you may even be accused of plagiarism!

### Faculty are Aware of Students' Misconceptions about Plagiarism

Many students have misconceptions about using material they find on the Internet and other electronic sources such as subscription databases. Do not fall prey to these misconceptions.

#### **Misconceptions about Plagiarism and Internet Resources**

**If it's on the Internet, it was put there for free and to be used in any manner.** Unless the Web site specifically claims this to be the case, you should treat the material as though it were a print resource such as a book or a journal article. Just as you would not quote from a print source or claim the printed work of another as your own, the same applies for Web resources. The reason for this is that the material is copyrighted by another person.

**If no author is named and no date of publication is given, then I can copy it and claim it as my own.** This does not mean that you are the author and can claim it as your own! Actually, there are guidelines for citing material when no author or date are given. See the Citation Examples section of this guide for samples.

### Faculty are Aware of Term Paper Mills

There is a growing body of literature on the subject of plagiarism, including how often it happens, and how easy it is to commit. Plagiarize at your own risk! Faculty are aware that some students copy and paste text from the Internet and sometimes even fall to the temptation of buying a ready-made term paper from a Term Paper Mill. See *Current Issues and Resources on Plagiarism: Incidence and Prevalence* ([http://www.umuc.edu/distance/cip/links\\_plagiarism.html#incidence](http://www.umuc.edu/distance/cip/links_plagiarism.html#incidence)) for links and articles on the subject.

### Institutions are Using Software to Detect Plagiarism

Institutions are taking plagiarism seriously. Some are now using services to help detect plagiarism. See *Current Issues and Resources on Plagiarism: Detection Services* ([http://www.umuc.edu/distance/cip/links\\_plagiarism.html#detection](http://www.umuc.edu/distance/cip/links_plagiarism.html#detection)) for a list of detection services that are currently being used.

Some services store large collections of term papers that are voluntarily submitted, retrieved from term paper mills or simply posted on the World Wide Web, etc. Faculty may send a student's term paper to the service to be checked against its database. The service can detect matches in text and generate reports for the faculty on the originality of the submitted term paper.

## **Institutions are Discussing Policies to Prevent, Detect, and Address Plagiarism**

Now that you know that many faculty are aware of the problem of plagiarism, you should be also be aware that their institutions' administrators are grappling with ways to prevent, detect, and address plagiarism. See *Current Issues and Resources on Plagiarism: Academic Integrity* ([http://www.umuc.edu/distance/cip/links\\_plagiarism.html#integrity](http://www.umuc.edu/distance/cip/links_plagiarism.html#integrity)) and *Developing Assignments and Preventing Plagiarism* ([http://www.umuc.edu/distance/cip/links\\_plagiarism.html#assignments](http://www.umuc.edu/distance/cip/links_plagiarism.html#assignments)) for articles on the subject.

Conclusion: Writing originally and learning to cite properly will help you avoid being suspected of plagiarism!

## Quoting, Paraphrasing, Summarizing

Here are some guidelines for properly quoting, paraphrasing, and summarizing someone else's text. The quote, paraphrase, and summary are from the following source:

Source: Fossey, D. (1983). *Gorillas in the mist*. Boston: Houghton-Mifflin.

### Quoting

If you quote another work word-for-word, you must put this passage in quotation marks and use an in-text citation as well as a full citation at the end of your paper.

#### *Example*

"This unique observation provides only one example of the strong maternal inclinations of female gorillas. An amazing aspect of the incident was that Effie, whose back was turned toward her infant, was aware of Poppy's silent plight even before the human onlooker facing both animals realized that something was amiss" (Fossey, 1983, p. 89).

### Paraphrasing

Paraphrasing is putting another person's words in your own words. You may wish to paraphrase in order to maintain your particular style of phrasing things. *Paraphrased material must be cited!*

#### *Example*

In *Gorillas in the Mist* Fossey (1983) gives an example to demonstrate that gorillas are very protective mothers. As a tiger approached her offspring Effie, mother gorilla, sensed the danger even though she was not facing Effie. The researcher observing them did not notice the danger, but the mother gorilla's vigilance allowed her to take steps to save the baby gorilla (p. 89).

### Summarizing

Summarizing is condensing another person's words so that you present the basics of what has been said. A common instance of summarizing is annotating a list of bibliographic sources for a paper. The summary or annotation presents the heart of the material being described. *It also needs to be properly cited!*

***Example***

In *Gorillas in the Mist* Fossey (1983) illustrates that female gorillas instinctively protect their offspring as much or more so than female humans (p. 89).

You may wish to test your knowledge of quoting, paraphrasing, and summarizing by looking at Eight Guidelines to Help You Avoid Plagiarism ([http://www.umuc.edu/ugp/ewp\\_writingcenter/modules/plagiarism/guidelines.html](http://www.umuc.edu/ugp/ewp_writingcenter/modules/plagiarism/guidelines.html)).

## Practical Research Strategies

Here are some tips for research strategies that help prevent plagiarism and promote proper citation:

- Good time management! Start your research early.
- Be prepared to switch focus or topic if necessary.
- Thorough notetaking! Whether you do this by hand or by copying and pasting text from the Internet or a subscription database, always put your quote in quotation marks.
  - Paraphrase it or summarize it by writing an annotation soon after reading it.
  - And before putting away the source, write your citation.
- Keep a log or journal of your search strategies.
- When you find something you want to return to, write down your search terms and where you searched (search engine, subscription database, print material, etc.).
- Get help with citation from support services such as your institution's writing center or library.

## Citation Styles Overview

The citation style you use will depend on the subject you are learning and the requirements of your teacher.

Two of the most commonly used citation styles are those of the American Psychological Association (known as APA style, shown below), and the Modern Language Association (known as MLA style). APA is the preferred style for social sciences such as business, psychology, and sociology. MLA is the preferred style for humanities-related areas such as literature, history, and the arts.

MLA and APA—all demand that you collect similar data elements from the sources you use—author, title, date of publication, etc. However each style requires that you note those elements in different orders, giving different emphasis, because of the importance of those elements to the particular academic field of study. For example, the timeliness of publications may be of more importance to the social sciences and sciences, hence the "Date of Publication" appears closer to the beginning of citations in the APA style than it does in MLA.

Publication manual of the American Psychological Association, (5th ed.).  
(2001). Washington, DC: American Psychological Association.

Gibaldi, J. (1999). *MLA handbook for writers of research papers*. New York:  
The Modern Language Association of America.

**Some other commonly used styles** include AMA (American Medical Association), Chicago, Turabian, CBE (Council of Biology Editors) and Legal (Bluebook). The bibliographic citations for these style manuals are as follows:

American Medical Association manual of style: A guide for authors and  
editors (9th ed.) (1998). Baltimore: Williams and Wilkins.

The Chicago manual of style (14th ed.). (1993). Chicago: The University of  
Chicago Press.

Turabian, K.L. (1987). A manual for writers of term papers, theses, and  
dissertations, (5th ed.). Chicago: The University of Chicago Press.

Council of Biology Editors. Style Manual Committee.(1994). Scientific Style  
and Format: The CBE Manual for Authors, Editors, and Publishers. 6th ed.  
Cambridge: Cambridge University Press.

The Bluebook: A uniform system of citation (17th ed.). (2000). Cambridge,  
MA: The Harvard Law Review Association.

**Here is a list of subjects or disciplines and the citation style(s) they commonly use:**

Arts and Humanities	MLA, Chicago, Turabian
Behavioral and Social Sciences	APA
Law and Legal Studies	Bluebook
Life Sciences	CBE
Medicine	AMA

**Helpful guides to these styles can be found at the following Web sites:**

APA	<a href="http://www.apastyle.org/elecref.html">http://www.apastyle.org/elecref.html</a> <a href="http://www.umuc.edu/library/guides/apa.html">http://www.umuc.edu/library/guides/apa.html</a>
MLA	<a href="http://www.umuc.edu/library/guides/mla.html">http://www.umuc.edu/library/guides/mla.html</a>
Chicago	<a href="http://www.press.uchicago.edu/Misc/Chicago/amosfaq/amosfaq.html">http://www.press.uchicago.edu/Misc/Chicago/amosfaq/amosfaq.html</a> (go to the left frame and click on Documentation)
Turabian	<a href="http://www.libs.uga.edu/ref/turabian.html">http://www.libs.uga.edu/ref/turabian.html</a>
Council of Biology Editors	<a href="http://www.bedfordstmartins.com/online/cite8.html">http://www.bedfordstmartins.com/online/cite8.html</a>
Bluebook	<a href="http://www.law.cornell.edu/citation/citation.table.html">http://www.law.cornell.edu/citation/citation.table.html</a>

**NOTE:** You should be aware that there is a time lag with some citation styles being more recently updated than others. Some provide more guidance than other on how to cite sources on the Internet and in subscription databases. See *Electronic Reference Formats Recommended by the APA* (<http://www.apastyle.org/elecref.html>) and *MLA Style – Documenting Sources from the World Wide Web* ([http://www.mla.org/www\\_mla\\_org/style/style\\_main.asp?level=2&mode=page&page=1&link=sty72800121438&section=sty51800124510](http://www.mla.org/www_mla_org/style/style_main.asp?level=2&mode=page&page=1&link=sty72800121438&section=sty51800124510)) for the most recent additions for citing materials from the Internet and subscription databases.

## Citation Examples: APA and MLA Style

Here are some general tips to keep in mind when using APA or MLA style. Use these patterns of capitalization, punctuation, use of italics, and spacing.

### General Tips to Keep in Mind: APA Style

When using APA style, remember to:

- Indent the second line of the citation five spaces from the left margin.
- Italicize the title of a book or a journal, regardless of whether it is in print or available electronically.
- Alphabetize entries letter by letter in your reference list at the end of your paper.
- Use the author's first initial, never the entire first name.

**Here are some of the most commonly used citation formats in APA and MLA styles:**

*(Note for MLA Style examples below: Based on MLA, from Bolner, Myrtle S. and Gayle R. Poirier, eds. The Research Process: Books and Beyond. 2nd ed. Dubuque, IA: Kendall/Hunt, 2001)*

### Articles from Journals and Magazines

<b>Print Journal Article, One Author</b>	
<b>APA Style</b>	<p>Gruber, S. (1998). Coming to terms with contradictions: Online materials, plagiarism, and the writing center. <i>Writing Center Journal</i>, 19(1), 49-72.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then initial(s). If there is more than one initial, put a space between them.</li> <li>• Give the year of publication in parentheses, followed by a period.</li> <li>• Capitalize the first word in the article title and subtitles; the rest should be in lower case except for proper nouns.</li> </ul>

	<ul style="list-style-type: none"> <li>• Follow the article title with a period.</li> <li>• Capitalize all words in the journal or magazine titles except stop words like “and,” “the,” “a,” “of,” etc.</li> <li>• Follow the journal title with a comma.</li> <li>• Italicize name of the journal and volume number.</li> <li>• Give issue number if available in parentheses, no space between the volume and the issue number.</li> <li>• Do not italicize the issue number. Ex. <i>Writing Center Journal</i>, 19(1).</li> <li>• Give page numbers without p. or pp. If possible give the start and end page numbers. Ex. 49-72.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
<p><b>MLA Style</b></p>	<p>Gruber, Sibylle. “Coming to Terms with Contradictions: Online Materials, Plagiarism, and the Writing Center.” <u>Writing Center Journal</u>, 19.1 (1998): 49-72.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then first name spelled out.</li> <li>• Put a period after the author’s first name or middle initial.</li> <li>• Put the article title in quotes. Put the period inside the close quotes. Ex. “Coming to Terms with Contradictions: Online Materials, Plagiarism, and the Writing Center.”</li> <li>• Capitalize the main words in the article title and subtitle except stop words like “and,” “the,” “a,” “of,” etc.</li> <li>• Underline the journal or magazine title. Ex. <u>Writing Center Journal</u></li> <li>• Capitalize all words in journal or magazine titles except stop words like “and,” “the,” “a,” “of,” etc.</li> <li>• Do not put a period or comma after the name of the journal.</li> <li>• Put the volume and issue number separated by a period..</li> </ul>

	<ul style="list-style-type: none"> <li>• Put the year of publication in parentheses, followed by a colon. Ex. (1998):</li> <li>• Give the page numbers without p. or pp. If possible give the start and end page numbers. Ex. 49-72.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
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<b>Print Journal Article, Two Authors</b>	
<b>APA Style</b>	<p>Love, P. G., &amp; Simmons, J. (1998). Factors influencing cheating and plagiarism among graduate students in a college of education. <i>College Student Journal</i>, 32(4), 539-550.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then initial(s). If there is more than one initial, put a space between them. Ex. Love, P. G.</li> <li>• Separate the authors' names with a comma and the symbol "&amp;"</li> <li>• Give the year of publication in parentheses, followed by a period.</li> <li>• Capitalize the first word in the article title and subtitles; the rest should be in lower case except for proper nouns.</li> <li>• Follow the article title with a period</li> <li>• Capitalize all words in the journal or magazine titles except stop words like "and," "the," "a," "of," etc.</li> <li>• Follow the journal title with a comma.</li> <li>• Italicize name of the journal and volume number.</li> <li>• Give issue number if available in parentheses, followed by a comma, no space between the volume and issue number.</li> <li>• Do not italicize the issue number. Ex. <i>College Student Journal</i>, 32(4),</li> </ul> <p>Give page numbers without p. or pp. If possible give the start</p>

	<p>and end page numbers. Ex. 539-550.</p> <ul style="list-style-type: none"> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
<b>MLA Style</b>	<p>Love, Patrick G. and Janice Simmons. "Factors Influencing Cheating and Plagiarism among Graduate Students in a College of Education." <u>College Student Journal</u> 32.4 (1998): 539-550.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• For the first author, give last name first, then first name spelled out.</li> <li>• For the second author, give the first name first and the last name last, followed by a period. Ex. Love, Patrick G. and Janice Simmons.</li> <li>• Separate the authors' names with the word "and," not "&amp;". Ex. Love, Paul and John Simmons.</li> <li>• Put the article title in quotes. Put the period inside the close quotes. Ex. "Factors Influencing Cheating and Plagiarism among Graduate Students in a College of Education."</li> <li>• Capitalize the main words in the article title and subtitle except stop words like "and," "the," "a," "of," etc.</li> <li>• Underline the title of the journal.</li> <li>• Capitalize all words in journal or magazine titles except stop words like "and," "the," "a," "of," etc.</li> <li>• Do not put a period after the name of the journal.</li> <li>• Put the volume and issue number separated by a period. Do not italicize. Ex. <u>College Student Journal</u> 32.4</li> <li>• Put the year of publication in parentheses, followed by a colon. Ex: (1998):</li> <li>• Give the page numbers without p. or pp. If possible give the start and end page numbers. Ex. 539-550.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>

<b>Print Journal Article, Three to Six Authors</b>	
<b>APA Style</b>	<p data-bbox="506 373 1398 478">Groark, M., Oblinger, D. &amp; Choa, M. (2001). Term paper mills, anti-plagiarism tools, and academic integrity. <i>Educause Review</i>, 36(5), 40-43.</p> <p data-bbox="506 512 574 541"><b>Tips:</b></p> <ul data-bbox="553 590 1425 1770" style="list-style-type: none"> <li>• Give last name first, then initial(s). If there is more than one initial, put a space between them.</li> <li>• Separate all the authors' names with a comma but use the symbol "&amp;" before the last author's name.</li> <li>• If there are six authors or less, name them all. If there are more than six authors, then after the sixth author add the words "et al."</li> <li>• Give the year of publication in parentheses, followed by a period.</li> <li>• Capitalize the first word in the article title and subtitles; the rest should be in lower case except for proper nouns.</li> <li>• Follow the article title with a period.</li> <li>• Capitalize all words in the journal or magazine titles except stop words like "and," "the," "a," "of," etc.</li> <li>• Follow the journal title with a comma.</li> <li>• Italicize name of the journal and volume number.</li> <li>• Give issue number if available in parentheses, followed by a comma, no space after the volume number.</li> <li>• Do not italicize the issue number. Ex. <i>Educause Review</i>, 36(5).</li> <li>• Give page numbers without p. or pp. If possible give the start and end page numbers. Ex. 40-43.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>

<b>MLA Style</b>	<p>Groark, Marie, Diana Oblinger, and Miranda Choa. "Term Paper Mills, Anti-Plagiarism Tools, and Academic Integrity." <u>Educause Review</u> 36.5 (2001): 40-43.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"><li>• For the first author, give last name first, then first name spelled out.</li><li>• For the second, third, and fourth authors, give the first name first and the last name last, followed by a period. Ex. Groark, Marie, Diana Oblinger, and Miranda Choa.</li><li>• If there are four authors or less, separate the first three with commas. Separate the fourth author with the word "and", not "&amp;".</li><li>• If there are four or less authors, name them all. If there are more than four, give the name of the first author followed by the words "et al." or by "and others."</li><li>• Put a period after the last named author if there are four or less.</li><li>• Put the article title in quotes. Put the period inside the close quotes. Ex. "Term Paper Mills, Anti-Plagiarism Tools, and Academic Integrity."</li><li>• Capitalize the main words in the article title and subtitle except stop words like "and," "the," "a," "of," etc.</li><li>• Underline the title of the journal</li><li>• Capitalize all words in journal or magazine titles except stop words like "and," "the," "a," "of," etc.</li><li>• Do not put a period after the name of the journal.</li><li>• Put the volume and issue number separated by a period. Do not italicize. Ex. <u>Educause Review</u> 36.5</li><li>• Put the year of publication in parentheses, followed by a colon.</li><li>• Give the page numbers without p. or pp. If possible give the start and end page numbers. Ex. 40-43.</li><li>• Indent second and subsequent lines 5 spaces.</li><li>• End citation with a period.</li></ul>
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<b>Print Journal Article, No Author Named</b>	
<b>APA Style</b>	<p>Recent developments in the law: Universities and other institutions of higher learning. (1999). <i>Journal of Law and Education</i>, 28, 586.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give the title of the article first. Capitalize the first word in the article title and subtitles; the rest should be in lower case except for proper nouns.</li> <li>• Follow the article title with a period.</li> <li>• Give the year of publication in parentheses, followed by a period.</li> <li>• Capitalize all words in the journal or magazine titles except stop words like “and,” “the,” “a,” “of,” etc.</li> <li>• Follow the journal title with a comma.</li> <li>• Italicize name of the journal and volume number.</li> <li>• Give issue number if available in parentheses, followed by a comma, no space after the volume number. Ex. <i>Journal of Law and Education</i>, 28</li> <li>• Give page numbers without p. or pp. If possible give the start and end page numbers. Ex. 586.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
<b>MLA Style</b>	<p>"Recent Developments in the Law: Universities and other Institutions of Higher Learning." <u>Journal of Law and Education</u> 28 (1999): 586.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give the title of the article first.</li> <li>• Put the article title in quotes. Put the period inside the close quotes. Ex. “Term Paper Mills, Anti-Plagiarism Tools, and Academic Integrity.”</li> <li>• Capitalize the main words in the article title and subtitle except stop words like “and,” “the,” “a,” “of,” etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Underline the title of the journal.</li> <li>• Capitalize all words in journal or magazine titles except stop words like “and,” “the,” “a,” “of,” etc.</li> <li>• Do not put a period after the name of the journal.</li> <li>• Put the volume and issue number separated by a period. Do not italicize. Ex. <u>Journal of Law and Education</u> 28.</li> <li>• Put the year of publication in parentheses, followed by a colon</li> <li>• Give the page numbers without p. or pp. If possible give the start and end page numbers. Ex. 586.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
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<b>Full-Text Journal Article from a Subscription Database</b>	
<b>APA Style</b>	<p>Tenpenny, P. L., Keriazakos, M. S., Lew, G. S., &amp; Phelan, T. P. (1998). In search of inadvertent plagiarism. <i>American Journal of Psychology</i>, 111(4), 529-559. Retrieved July 1, 2002, from Expanded Academic Index ASAP database.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then initial(s).</li> <li>• Separate the authors’ names with a comma and the symbol "&amp;" .</li> <li>• Give the year of publication in parentheses, followed by a period.</li> <li>• Capitalize the first word in the article title and subtitles; the rest should be in lower case except for proper nouns.</li> <li>• Follow the article title with a period.</li> <li>• Capitalize all words in the journal or magazine titles except stop words like “and,” “the,” “a,” “of,” etc.</li> <li>• Follow the journal title with a comma.</li> <li>• Italicize name of the journal and volume number.</li> </ul>

	<ul style="list-style-type: none"> <li>• Give issue number if available in parentheses, no space after the volume number.</li> <li>• Do not italicize the issue number.</li> <li>• Give page numbers without p. or pp. If possible give the start and end page numbers. Ex. 529-559.</li> <li>• Add the words “Retrieved from” then the date of retrieval; spell out the month, give the date followed by a comma, then the year.</li> <li>• After the date of retrieval add the words “from”, then the name of the database it was retrieved from, followed by the word “database”. Ex. Retrieved July 1, 2002 from Expanded Academic Index ASAP database.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
<p><b>MLA Style</b></p>	<p>Tenpenny, Patricia, et al. “In Search of Inadvertent Plagiarism.” <u>American Journal of Psychology</u> 111.4 (1998): 529-559. <u>Expanded Academic Index ASAP</u>. Gale. UMUC Information and Library Services, Adelphi, MD. 1 Jul. 2002 &lt;<a href="http://www.galegroup.com/">http://www.galegroup.com/</a>&gt;.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then first name spelled out.</li> <li>• Separate the authors’ names with the word "and," not "&amp;"</li> <li>• If there are four or less authors, name them all. If there are more than four, give the name of the first author followed by the words “et al.” or by “and others”. Do not add a period after the words “et al.”</li> <li>• Put a period after the last named author if there are four or less.</li> <li>• Put the article title in quotes. Put the period inside the close quotes. Ex. “In Search of Inadvertent Plagiarism.”</li> <li>• Capitalize the main words in the article title and subtitle except stop words like “and,” “the,” “a,” “of,” etc.</li> <li>• Underline the title of the journal.</li> <li>• Capitalize all words in journal or magazine titles except stop words like “and,” “the,” “a,” “of,” etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Do not put a period after the name of the journal.</li> <li>• Put the volume and issue number separated by a period. Ex. <u>American Journal of Psychology</u> 111.4</li> <li>• Put the year of publication in parentheses, followed by a colon.</li> <li>• Give the page numbers without p. or pp. If possible give the start and end page numbers. Ex. 529-559.</li> <li>• Give the name of the database it was retrieved from, underlined, followed by a period. Ex. <u>Expanded Academic Index ASAP</u>. Do not add the word “database” as you did with APA.</li> <li>• Add the name of the database vendor or supplier, followed by a period. If the name of the database vendor or supplier is not apparent to you, contact your librarian for assistance.</li> <li>• Give the date of retrieval in this format: the date, the month abbreviated then the year. Do not separate with a comma. Ex. 1 Jul. 2002.</li> <li>• Give the URL where you entered the database. Ex. &lt;http://www.galegroup.com&gt;.</li> <li>• Begin and end with brackets &lt; and &gt;.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
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<b>Internet-Only Journal or Magazine Article</b>	
<b>APA Style</b>	<p>Gilbert, S. (2002, January). Achieving the embarrassment level, <i>Syllabus Magazine</i>. Retrieved April 16, 2002, from <a href="http://www.syllabus.com/syllabusmagazine/article.asp?id=5919">http://www.syllabus.com/syllabusmagazine/article.asp?id=5919</a></p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then initial(s).</li> <li>• Separate the authors’ names with a comma, and use "&amp;" before the name of the last author.</li> </ul> <p><i>Give the year of publication in parentheses, followed by a</i></p>

	<p>period. If the month of publication is provided, add it.</p> <ul style="list-style-type: none"> <li>• Capitalize the first word in the title and subtitles; the rest should be in lower case except for proper nouns.</li> <li>• Capitalize all words in journal or magazine titles except stop words like “and,” “the,” “a,” “of,” etc.</li> <li>• Italicize name of the journal and volume number.</li> <li>• Give issue number if available in parentheses, no space after the volume number, and not in italics, followed by a period. If there are no volume or issue numbers, put a period after the name of the journal.</li> <li>• Give the date you retrieved that article, ex. April 16, 2002.</li> <li>• Give the URL where you located the article, ex. <a href="http://www.syllabus.com/syllabusmagazine/article.asp?id=5919">http://www.syllabus.com/syllabusmagazine/article.asp?id=5919</a></li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
<p><b>MLA Style</b></p>	<p>Gilbert, Steven. “Achieving the Embarrassment Level.” <u>Syllabus Magazine</u> (2002): 16 Apr. 2002 &lt;<a href="http://www.syllabus.com/syllabusmagazine/article.asp?id=5919">http://www.syllabus.com/syllabusmagazine/article.asp?id=5919</a>&gt;.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then first name spelled out.</li> <li>• Separate the authors’ names with the word “and”, not “&amp;”.</li> <li>• If there are four or less authors, name them all. If there are more than four, give the name of the first author followed by the words “et al.” or by “and others”.</li> <li>• Put a period after the last named author if there are four or less. Do not add a period after the words “et al.”</li> <li>• Put the article title in quotes. Put the period inside the close quotes. Ex. “Achieving the Embarrassment Level.”</li> <li>• Capitalize the main words in the article title and subtitle except stop words like “and,” “the,” “a,” “of,” etc.</li> <li>• Underline the title of the journal.</li> </ul>

	<ul style="list-style-type: none"> <li>• Capitalize all words in journal or magazine titles except stop words like “and,” “the,” “a,” “of,” etc.</li> <li>• Do not put a period after the name of the journal.</li> <li>• Put the volume and issue number separated by a period.</li> <li>• Put the year of publication in parentheses, followed by a colon. Ex. (2002):</li> <li>• Give the page numbers without p. or pp. If possible give the start and end page numbers.</li> <li>• Give the date of retrieval in this format: the date, the month abbreviated then the year. Do not separate with a comma. Ex. 16 Apr. 2002.</li> <li>• Give the URL where you found the article. Ex. &lt;<a href="http://www.syllabus.com/syllabusmagazine/article.asp?id=5919">http://www.syllabus.com/syllabusmagazine/article.asp?id=5919</a>&gt;. Begin and end with brackets &lt; and &gt;.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
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## Books

<b>Reference to an Entire Book by Two or More Authors</b>	
<b>APA Style</b>	<p>Lathrop, A. &amp; Foss, K. (2001). <i>Student cheating and plagiarism in the Internet era: A wake-up call</i>. Englewood, CO: Libraries Unlimited.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then initial(s).</li> <li>• Give the year of publication in parentheses, followed by a period.</li> <li>• Separate names with a common, and use &amp; before the name of the last author.</li> <li>• Capitalize the first word in the title and subtitles; the rest should be in lower case except for proper nouns. Ex. Student cheating</li> </ul>

	<p>and plagiarism in the Internet era: A wake up call.</p> <ul style="list-style-type: none"> <li>• Put the place of publication. Give the city, then comma, then postal code for the state, followed by a colon. Ex. Englewood, CO:</li> <li>• Put the name of the publisher followed by a comma, then the year of publication followed by a period. The publishing information looks like this: Ex. Englewood, CO: Libraries Unlimited, 2001.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
<b>MLA Style</b>	<p>Lathrop, Ann and Kathleen Foss. <u>Student Cheating and Plagiarism in the Internet Era: A Wake-Up Call</u>. Englewood, CO: Libraries Unlimited, 2001.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then first name spelled out.</li> <li>• Separate the authors' names with the word "and" not "&amp;"</li> <li>• If there are four or less authors, name them all. If there are more than four, give the name of the first author followed by the words "et al." or by "and others".</li> <li>• Put a period after the last named author if there are four or less. Do not add a period after the words "et al."</li> <li>• Underline the title of the book.</li> <li>• Capitalize all words in the book title except stop words like "and," "the," "a," "of," etc.</li> <li>• Put a period after the title of the book. Ex. <u>Student Cheating and Plagiarism in the Internet Era: A Wake-Up Call</u>.</li> <li>• Put the place of publication. Give the city, then comma, then postal code for the state, followed by a colon. Ex. Englewood, CO:</li> <li>• Put the name of the publisher, followed by a comma then the year of publication, followed by a period. The publishing information looks like this: Ex. Englewood, CO: Libraries Unlimited, 2001.</li> </ul>

	<ul style="list-style-type: none"> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
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<b>Chapter in an Edited Book</b>	
<b>APA Style</b>	<p>McCabe, D. L., &amp; Pavela, G.R. (1998). The effect of institutional policies and procedures on academic integrity. In D. Burnett, &amp; L. Rudolph (Eds.), <i>Academic integrity vs. the academic dishonesty of college students</i> (pp. 75-94). Washington, DC: National Association of Student Personnel Administrators.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then initial(s), of the chapter author(s). Separate names with a comma, and use "&amp;" before the name of the last author</li> <li>• Give the year of publication in parentheses, followed by a period.</li> <li>• Give editor(s) name with initial first and last name second.</li> <li>• Use Ed. for one editor or Eds. for multiple editors and put in parentheses, followed by a comma. Ex. In D. Burnett, &amp; L. Rudolph (Eds.),</li> <li>• Capitalize the first word in the title and subtitles; the rest should be in lower case except for proper nouns.</li> <li>• Italicize the title of the book.</li> <li>• Give the page numbers of the chapter, beginning with pp., in parentheses, followed by a period. The title and page numbers looks like this. Ex. Academic integrity vs. the academic dishonesty of college students (pp. 75-94).</li> <li>• Put the place of publication. Give the city, then comma, then postal code for the state, followed by a colon. Ex. Englewood, CO:</li> <li>• Put the name of the publisher followed by a comma, then the year of publication followed by a period. The publishing information looks like this: Ex. Englewood, CO: Libraries</li> </ul>

	<p>Unlimited, 2001.</p> <ul style="list-style-type: none"> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
<b>MLA Style</b>	<p>McCabe, Donald and Gary Pavela. "The Effect of Institutional Policies and Procedures on Academic Integrity." <u>Academic Integrity vs. the Academic Dishonesty of College Students</u>. Ed. Dorothy Burnett and Laura Rudolph. Washington, D.C.: National Association of Student Personnel and Administrators, 1998. 75-94.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then first name spelled out.</li> <li>• Separate the authors' names with the word "and" not "&amp;"</li> <li>• If there are four or less authors, name them all. If there are more than four, give the name of the first author followed by the words "et al." or by "and others"</li> <li>• Put a period after the last named author if there are four or less. Do not add a period after the words "et al."</li> <li>• Underline the title of the book.</li> <li>• Capitalize all words in the book title except stop words like "and," "the," "a," "of," etc.</li> <li>• Put a period after the title of the book.</li> <li>• Use Ed. And name the editor(s), first name first, lastname last, followed by a period. Ex. Dorothy Burnett and Laura Rudolph.</li> <li>• Put the place of publication. Give the city, then comma, then postal code for the state, followed by a colon. Ex. Englewood, CO:</li> <li>• Put the name of the publisher, followed by a comma then the year of publication, followed by a period. The publishing information looks like this: Ex. Englewood, CO: Libraries Unlimited, 2001.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>

## Proceedings of Meetings and Conferences

<b>Unpublished Print Paper Presented at a Meeting or Conference</b>	
<b>APA Style</b>	<p>Haas, M. F. (1995, March 23-25). <i>The undergraduate research paper: Teaching ethical relationships</i>. Paper presented at the Conference on College Composition and Communication, Washington, DC.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then initial(s), of the author(s).</li> <li>• Separate names with a comma, and use "&amp;" before the name of the last author.</li> <li>• Give the date of the conference in parentheses, followed by a period. If the start and end date are provided, you should include them after the year. Ex. (1995, March 23-25).</li> <li>• Capitalize the first word in the title and subtitles; the rest should be in lower case except for proper nouns.</li> <li>• Put the title of the paper in italics followed by a period.</li> <li>• Give the name and location of the conference followed by a period. Begin with "Paper presented at ..." Ex. Paper presented at the Conference on College Composition and Communication, Washington, DC.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
<b>MLA Style</b>	<p>Haas, Molly F. "The Undergraduate Research Paper: Teaching Ethical Relationships." Conference on College Composition and Communication. Washington, DC. 23-25 Mar. 1995.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then first name spelled out.</li> <li>• Separate the authors' names with the word "and," not "&amp;"</li> <li>• If there are four or less authors, name them all. If there are more than four, give the name of the first author followed by the words "et al." or by "and others".</li> </ul>

	<ul style="list-style-type: none"> <li>• Put a period after the last named author if there are four or less. Do not add a period after the words “et al.”</li> <li>• Put the paper title in quotes. Put the period inside the close quotes. Ex. “The Undergraduate Research Paper: Teaching Ethical Relationships.”</li> <li>• Capitalize the main words in the article title and subtitle except stop words like “and,” “the,” “a,” “of,” etc.</li> <li>• Give the name and location of the conference followed by a period. Do not begin with “Paper presented at” as in APA style. Ex. Conference on College Composition and Communication, Washington, DC.</li> <li>• Put the date of the conference. If the start and end date are provided, you should include them. Use this format: the date(s), no comma, the month abbreviated, no comma, the year, then period. Ex. 23-25 Mar. 1995.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
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<b>Paper Presented Available Through Subscription Database</b>	
<b>APA Style</b>	<p>Joyce, K. P., Johnson, M., McCulley, L., Outland, J., &amp; White, F. (2000, October). <i>Collaborative partnerships to support faculty development in the information age</i>. Paper presented at the ACM Special Interest Group on University and College Computing Services, New York. Retrieved November 28, 2001, from ACM Digital Library database.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then initial(s), of the author(s).</li> <li>• Separate names with a comma, and use "&amp;" before the name of the last author.</li> <li>• Give the date of the conference in parentheses, followed by a period. If the start and end date are provided, you should include them.</li> </ul> <p><i>Capitalizing the first word in the title and subtitle; the rest should</i></p>

	<p>be in lower case except for proper nouns.</p> <ul style="list-style-type: none"> <li>• Put the title of the paper in italics followed by a period.</li> <li>• Give the name and location of the conference followed by a period. Begin with “Paper presented at ...” Ex. Paper presented at the ACM Special Interest Group on University and College Computing Services, New York.</li> <li>• Give the date you retrieved the paper, Ex. November 28, 2001</li> <li>• Give the name of the database you retrieved it from, ex. ACM Digital Library database. Ex. Retrieved November 28, 2001 from ACM Digital Library database.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
<p><b>MLA Style</b></p>	<p>Joyce, Kimberlye P., et al. “Collaborative Partnerships to Support Faculty Development in the Information Age.” ACM Special Interest Group on University and College Computing Services, New York. Oct. 2000 <u>ACM Digital Library</u>. Association for Computing Machinery UMUC Information and Library Services, Adelphi, MD. 28 Nov. 2001</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then first name spelled out.</li> <li>• Separate the authors’ names with the word "and," not "&amp;"</li> <li>• If there are four or less authors, name them all. If there are more than four, give the name of the first author followed by the words “et al.” or by “and others”.</li> <li>• Put a period after the last named author if there are four or less. Do not add a period after the words “et al.”</li> <li>• Put the paper title in quotes. Put the period inside the close quotes. Ex. “Collaborative Partnerships to Support Faculty Development in the Information Age.”</li> <li>• Capitalize the main words in the article title and subtitle except stop words like “and,” “the,” “a,” “of,” etc.</li> <li>• Give the name and location of the conference followed by a period. Do not begin with “Paper presented at” as in APA style</li> </ul>

	<p>Ex. ACM Special Interest Group on University and College Computing Services, New York.</p> <ul style="list-style-type: none"> <li>• Put the date of the conference. If the start and end date are provided, you should include them. Use this format: the date(s), the month abbreviated, no comma, the year, no period. Ex. Oct. 2000</li> <li>• Give the name of the database it was retrieved from, underlined, followed by a period. Ex. <u>ACM Digital Library</u>. Do not add the word “database” as you did with APA.</li> <li>• Add the name of the database vendor or supplier, followed by a period. If the name of the database vendor or supplier is not apparent to you, contact your librarian for assistance.</li> <li>• Give the date you retrieved that paper in this format: the date, the month abbreviated, then the year, no period or comma. Ex. 28 Nov. 2001</li> <li>• Give the URL for entering the database. Ex.</li> <li>• Begin and end with brackets &lt; and &gt;.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
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<b>Paper Available on the Internet</b>	
<b>APA Style</b>	<p>Benbunan-Fich, R., Hiltz, S.R., &amp; Turoff, M. (2001). <i>A comparative content analysis of face-to-face vs. ALN-mediated teamwork</i>. Paper presented at the 34th Hawaii International Conference on System Sciences, Maui. Retrieved November 8, 2001 from <a href="http://computer.org/Proceedings/hicss/0981/Volume%201/09811009abs.htm">http://computer.org/Proceedings/hicss/0981/Volume%201/09811009abs.htm</a>.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then initial(s), of the author(s).</li> <li>• Separate names with a comma, and use "&amp;" before the name of the last author.</li> </ul> <p>Capitalize the first word in the title and subtitle; the rest should</p>

	<p>be in lower case except for proper nouns.</p> <ul style="list-style-type: none"> <li>• Put the title of the paper in italics followed by a period.</li> <li>• Give the date of the conference in parentheses, followed by a period. If the start and end date are provided, you should include them.</li> <li>• Give the name of the organization as the author.</li> <li>• Give the name and location of the conference followed by a period. Begin with "Paper presented at ..." Ex. Paper presented at the 34th Hawaii International Conference on System Sciences, Maui.</li> <li>• Give the date you retrieved that paper.</li> <li>• Give the URL where you located the paper. Ex. Retrieved November 8, 2001 from <a href="http://computer.org/Proceedings/hicss/0981/Volume%201/09811009abs.htm">http://computer.org/Proceedings/hicss/0981/Volume%201/09811009abs.htm</a></li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• Do not end citation with a period for this instance.</li> </ul>
<p><b>MLA Style</b></p>	<p>Benbunan-Fich, Raquel, Starr Roxanne Hiltz, and Murray Turoff. "A Comparative Analysis of Face-to-Face vs. ALN-Mediated Teamwork." 34th Hawaii International Conference on System Sciences, Maui, HI. 3 Jan. 2001. 8 Nov. 2001 &lt;<a href="http://computer.org/Proceedings/hicss/0981/Volume%201/09811009abs.htm">http://computer.org/Proceedings/hicss/0981/Volume%201/09811009abs.htm</a>&gt;.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then first name spelled out.</li> <li>• Separate the authors' names with the word "and," not "&amp;"</li> <li>• If there are four or less authors, name them all. If there are more than four, give the name of the first author followed by the words "et al." or by "and others".</li> <li>• Put a period after the last named author if there are four or less. Do not add a period after the words "et al."</li> <li>• Put the paper title in quotes. Put the period inside the close quotes. Ex. "A Comparative Analysis of Face-to-Face vs. ALN-Mediated Teamwork."</li> </ul> <p>Capitalize the main words in the article title and subtitle except</p>

	<p>stop words like “and,” “the,” “a,” “of,” etc.</p> <ul style="list-style-type: none"> <li>• Give the name and location of the conference followed by a period. Do not begin with “Paper presented at” as in APA style. Ex. 34th Hawaii International Conference on System Sciences, Maui, HI.</li> <li>• Put the date of the conference. If the start and end date are provided, you should include them. Use this format: the date(s), the month abbreviated, no comma, the year, no period. Ex. 3 Jan. 2001</li> <li>• Give the date you retrieved that paper in this format: the date, the month abbreviated, then the year, no period or comma. Ex. 8 Nov. 2001</li> <li>• Give the URL where you retrieved the paper. Ex. &lt;<a href="http://computer.org/Proceedings/hicss/0981/Volume%201/09811009abs.htm">http://computer.org/Proceedings/hicss/0981/Volume%201/09811009abs.htm</a>&gt;. Begin and end with brackets &lt; and &gt;.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
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## Doctoral Dissertations and Master’s Theses

<b>Unpublished Print Dissertation</b>	
<b>APA Style</b>	<p>Jenkins, T. S. (1992). <i>Identification and classification of the reasons given by college students for why plagiarism is wrong and a description of how college students respond to explanations and statements about plagiarism</i>. Unpublished dissertation, Michigan State University.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then initial(s), of the author(s).</li> <li>• Give the year of publication in parentheses, followed by a period.</li> <li>• Capitalize the first word in the title and subtitles; the rest should be in lower case except for proper nouns.</li> </ul>

	<ul style="list-style-type: none"> <li>• Put the title of the dissertation or thesis in italics, followed by a period. Ex. <i>Identification and classification of the reasons given by college students for why plagiarism is wrong and a description of how college students respond to explanations and statements about plagiarism.</i></li> <li>• Use the phrase Unpublished dissertation followed by the name of the university or college, followed by a period. Ex. Unpublished dissertation, Michigan State University.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
<b>MLA Style</b>	<p>Jenkins, Timothy S. "Identification and Classification of the Reasons Given by College Students for Why Plagiarism is Wrong and a Description of How College Students Respond to Explanations and Statements about Plagiarism." Diss. Michigan State U., 1992.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then first name spelled out.</li> <li>• Put the dissertation title in quotes. Put the period inside the close quotes. Ex. "Identification and Classification of the Reasons Given by College Students for Why Plagiarism is Wrong and a Description of How College Students Respond to Explanations and Statements about Plagiarism."</li> <li>• Capitalize the main words in the article title and subtitle except stop words like "and," "the," "a," "of," etc.</li> <li>• Use the abbreviation Diss. followed by the name of the university or college, followed by a comma and the year of publication. Ex. Diss. Michigan State U., 1992.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>

<b>Dissertation Found in Subscription Databases</b>	
<b>APA Style</b>	O'Hearn, T. K. (1995). <i>What we talk about when we teach research: Plagiarism and fraud across the curriculum</i> . Unpublished

	<p>dissertation, Ball State University. Retrieved July 1, 2002, from Digital Dissertations database.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then initial(s), of the author(s).</li> <li>• Give the year of publication in parentheses, followed by a period.</li> <li>• Capitalize the first word in the title and subtitles; the rest should be in lower case except for proper nouns.</li> <li>• Put the title of the dissertation or thesis in italics, followed by a period. Ex. <i>What we talk about when we teach research: Plagiarism and fraud across the curriculum.</i></li> <li>• Use the phrase "Unpublished dissertation" followed by the name of the university or college, followed by a period. Ex. Unpublished dissertation, Ball State University.</li> <li>• Give the date you retrieved the dissertation.. Ex. July 1, 2002</li> <li>• Give the name of the database you retrieved it from. Ex. Retrieved July 1, 2002 from Digital Dissertations database.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
<p><b>MLA Style</b></p>	<p>O’Hearn, Tamara K. “What We Talk About When We Teach Research: Plagiarism and Fraud Across the Curriculum.” Diss. Ball State U., 1995: <u>Digital Dissertations</u>. Proquest. UMUC Information and Library Services, Adelphi, MD. 1 Jul. 2002 &lt;<a href="http://www.lib.umi.com/dissertations/gateway">http://www.lib.umi.com/dissertations/gateway</a>&gt;.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give the author’s last name first, then first name spelled out.</li> <li>• Put the dissertation title in quotes. Put the period inside the close quotes. Ex. “What We Talk About When We Teach Research: Plagiarism and Fraud Across the Curriculum.”</li> <li>• Capitalize the main words in the article title and subtitle except stop words like “and,” “the,” “a,” “of,” etc.</li> </ul> <p>Use the abbreviation Diss. followed by the name of the</p>

	<p>university or college, followed by a comma and the year of publication, then a colon. Ex. Diss. Ball State U., 1995:</p> <ul style="list-style-type: none"> <li>• Give the name of the database it was retrieved from, underlined, followed by a period. Ex. <u>Digital Dissertations</u>. Do not add the word “database” as you did with APA.</li> <li>• Add the name of the database vendor or supplier, followed by a period. If the name of the database vendor or supplier is not apparent to you, contact your librarian for assistance. Ex. <u>Digital Dissertations</u>. Proquest. UMUC Information and Library Services, Adelphi, MD.</li> <li>• Give the date you retrieved the dissertation in this format: the date, the month abbreviated, then the year, no period or comma. Ex. 1 Jul. 2002</li> <li>• Give the URL for entering the database. Ex. &lt;http://www.lib.umi.com&gt;. Begin and end with brackets &lt; and &gt;.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
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## Audiovisual Media

<b>Audiovisual Media</b>	
<b>APA Style</b>	<p>American Association of Law Libraries (Producer). (2000). <i>UCITA: A guide to understanding and action</i> [Videorecording]. (Available from American Association of Law Libraries, 53 W. Jackson, Suite 940, Chicago, IL 60604)</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give the name of the author/originator and put the function in parentheses, followed by a period. Ex. American Association of Law Libraries (Producer).</li> <li>• Give the year of publication in parentheses, followed by a period. Ex. (2000).</li> </ul> <p>Capitalize the first word in the title and subtitle; the rest should</p>

	<p>be in lower case except for proper nouns.</p> <ul style="list-style-type: none"> <li>• Put the title of the audiovisual material or in italics, followed by a period. Ex. <i>What we talk about when we teach research: Plagiarism and fraud across the curriculum.</i></li> <li>• Give the type of media, in brackets, followed by a period. Ex. [Videorecording].</li> <li>• Give availability information, including street address if possible, in parentheses, no period. Ex. (Available from American Association of Law Libraries, 53 W. Jackson, Suite 940, Chicago, IL 60604)</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• Do not end citation with a period in this instance.</li> </ul>
<b>MLA Style</b>	<p><u>UCITA: A Guide to Understanding and Action</u>. Videorecording. Prod. American Association of Law Libraries, 2000.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give the title of the work, underlined, followed by a period.</li> <li>• Capitalize the main words in the article title and subtitle except stop words like “and,” “the,” “a,” “of,” etc.</li> <li>• Give the function of the author/originator, abbreviated. Ex. Prod.</li> <li>• Give the name of the author/originator, followed by a comma. Ex. American Association of Law Libraries.</li> <li>• Give the year of publication, followed by a period.</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>

## Electronic Media

<b>Stand-alone Web Document, No Author Named</b>	
<b>APA Style</b>	<i>Plagiarism: What it is and how to recognize and avoid it.</i> (n.d.).

	<p>Retrieved August 13, 2002, from <a href="http://www.indiana.edu/~wts/wts/plagiarism.html">http://www.indiana.edu/~wts/wts/plagiarism.html</a></p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Italicize the title. Capitalize the first word in the title and subtitle of the Web page; the rest should be in lower case except for proper nouns. End title with a period. Ex. <i>Plagiarism: What it is and how to recognize and avoid it.</i></li> <li>• Specify no publication date given by (n.d.).</li> </ul>
<b>MLA Style</b>	<p>"Plagiarism: What It is and How to Avoid It." Writing Tutorial Services, Indiana University, Bloomington IN. 13 August 2002 &lt;<a href="http://www.indiana.edu/~wts/wts/plagiarism.html">http://www.indiana.edu/~wts/wts/plagiarism.html</a>&gt;.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give the title of the article or page in quotes followed by a period. Ex. Plagiarism: What It is and How to Avoid It."</li> <li>• Give the title of the project or sponsor and their location followed by a period. Ex. Writing Tutorial Services, Indiana University, Bloomington IN.</li> <li>• Give the date you retrieved the article or page in this format: the date, the month abbreviated, then the year, no period or comma. Ex. 13 Aug. 2002</li> <li>• Give the URL where you retrieved the article or page. Ex. &lt;<a href="http://www.indiana.edu/~wts/wts/plagiarism.html">http://www.indiana.edu/~wts/wts/plagiarism.html</a>&gt;. Begin and end with brackets &lt; and &gt;</li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>

<b>Multipage Web Document Created by Private Organization, No Date</b>	
<b>APA Style</b>	<p>Indiana University Writing Tutorial Services (n.d.). <i>Plagiarism: What it is and how to recognize and avoid it.</i> Retrieved July 1, 2002 from <a href="http://www.indiana.edu/~wts/wts/plagiarism.html">http://www.indiana.edu/~wts/wts/plagiarism.html</a></p>

	<p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give the name of the organization as the author.</li> <li>• Specify “no date”, abbreviated, in parentheses, followed by a period. Ex. Indiana University Writing Tutorial Services (n.d.).</li> <li>• Capitalize the first word in the title and subtitle of the Web page; the rest should be in lower case except for proper nouns. End title with a period. Ex. Plagiarism: What it is and how to recognize and avoid it.</li> <li>• Italicize the title.</li> <li>• Give the date you retrieved the Web page. Ex. Retrieved November 8, 2001 from</li> <li>• Give the URL where you retrieved the Web page. Ex. <a href="http://www.lib.umi.com">http://www.lib.umi.com</a></li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• Do not end citation with a period in this instance.</li> </ul>
<p><b>MLA Style</b></p>	<p>Indiana University Writing Tutorial Services. “Plagiarism: What It Is and How to Recognize It and Avoid It.” 1 Jul. 2002, &lt;<a href="http://www.indiana.edu/~wts/wts/plagiarism.html">http://www.indiana.edu/~wts/wts/plagiarism.html</a>&gt;.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give the name of the organization as the author, followed by a period.</li> <li>• Put the Web page title in quotes. Put the period inside the close quotes. Ex. “Plagiarism: What It Is and How to Recognize It and Avoid It.”</li> <li>• Capitalize the main words in the Web page title and subtitle except stop words like “and,” “the,” “a,” “of,” etc.</li> <li>• Give the date you retrieved the Web page in this format: the date, the month abbreviated, then the year, no period or comma. Ex. 1 Jul. 2002</li> <li>• Give the URL where you retrieved the Web page. Ex. &lt;<a href="http://www.lib.umi.com">http://www.lib.umi.com</a>&gt;. Begin and end with brackets &lt; and &gt;.</li> </ul>

	<ul style="list-style-type: none"> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• End citation with a period.</li> </ul>
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<b>Message Posted to an Electronic Mailing List</b>	
<b>APA Style</b>	<p>Francois, O. (2002, June 12). Will proceedings be available for the ALA conference? Message posted to Digital-Copyright electronic mailing list, archived at <a href="http://lists.umuc.edu/digital-copyright/archives/">http://lists.umuc.edu/digital-copyright/archives/</a></p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give last name first, then initial(s), of the author(s).</li> <li>• Give the year of the posting, followed by a comma, then the date in parentheses, followed by a period. Ex. (2002, June 12).</li> <li>• Capitalize the first word in the title and subtitles; the rest should be in lower case except for proper nouns</li> <li>• Give the name of the electronic mailing list where you found the posting, and the location (url) of the list's archive. Ex. Message posted to Digital-Copyright electronic mailing list, archived at <a href="http://lists.umuc.edu/digital-copyright/archives/">http://lists.umuc.edu/digital-copyright/archives/</a></li> <li>• Indent second and subsequent lines 5 spaces.</li> <li>• Do not end citation with a period in this instance.</li> </ul>
<b>MLA Style</b>	<p>Francois, Olga. "Will Proceedings be Available for the ALA Conference?" Online posting. 12 Jun. 2002. Digital-Copyright. 15 Jul. 2002 &lt;<a href="http://lists.umuc.edu/digital-copyright/archives/">http://lists.umuc.edu/digital-copyright/archives/</a>&gt;.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• Give the author's last name first, then first name spelled out.</li> <li>• Put the title of the posting in quotes. Put the end punctuation (period or question mark) inside the close quotes. Ex. "Will Proceedings be Available for the ALA Conference?"</li> <li>• Capitalize the main words in the title and subtitle of the posting, except stop words like "and," "the," "a," "of," etc.</li> </ul>

	<ul style="list-style-type: none"><li>• Give the date of the posting in this format: the date, no comma, the month abbreviated, no comma, then the year, followed by a period.. Ex. Online posting. 12 Jun. 2002.</li><li>• Give the name of the electronic mailing list where you found the posting, followed by a period. Ex. Digital-Copyright.</li><li>• Give the date when you found the posting in this format: the date, no comma, the month abbreviated, no comma, then the year, with no period following. Ex. Online posting. 15 Jul. 2002</li><li>• Give the URL for the electronic mailing list's Internet site, followed by a period. Ex. &lt;<a href="http://lists.umuc.edu/digital-copyright/archives/">http://lists.umuc.edu/digital-copyright/ archives/</a>&gt;. Begin and end the URL with brackets &lt; and &gt;.</li><li>• Indent second and subsequent lines 5 spaces.</li><li>• End citation with a period.</li></ul>
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## Citing Electronic Resources

Internet use in research has developed somewhat faster than many style guides can be updated and published. In addition, it is often not easy to find the elements necessary to construct your citation for electronic resources. Here are a few tips for:

- **Finding the proper URL.** Remember that you should cite the URL for the actual page you are using for your research. Instead of citing the URL for the exact page being used, a common mistake is to give the URL for the homepage for an organization or the index page of a website, like [www.umuc.edu](http://www.umuc.edu). This will not lead you the web page for VAIL, to this tutorial or the "VAIL Guide to Citation." Similarly, if you quote an entire paragraph or passage you found in an article from the New York Times online. Giving this URL is not sufficient: [www.newyorktimes.com](http://www.newyorktimes.com). Give the URL for the actual article you are using. It will be more detailed than the example above.
- **Retrieval dates.** Because access to the information provided on the Internet and in subscription databases is beyond our control, it is important that you give the date you read the article or web page just in case the item is no longer available when your reader tries to access it.
- **Finding the actual URL in a frames Web site.** If "frames" are being used it can be difficult to ascertain the actual URL for the specific web content you need. In some web browsers it is possible to open only the needed frame of information in a new browser window with a right-click of your mouse. From there you can get the exact web address for the web content you are using. Try this or contact your campus IT Help Desk.
- **Databases and "gateways to information."** If your school or library pays to give you access to databases of magazine and journal articles in full-text, you must cite those databases, and sometimes the gateway, in addition to the rest of the bibliographic information for the article you are using. If you are unsure about the names of these resources, ask your librarian for clarity.
- **Database citations.** Print the full database record for the items you select and the full-text of the article. These often include the elements necessary for assembling a complete bibliographic citation.
- **Finding Web page authors.** If the author of a web page or Internet resource is not readily apparent, scroll and look to the top or the bottom of the page for this information. It is okay if no author is given, but take the time to make sure.

If you aren't sure how to cite an electronic resource, consult the previous section of this guide, ask your instructor, or a librarian for assistance.

Other online guides to assist with citing electronic resources:

- **MLA:** Modern Language Association. (2002). "MLA Style, How do I document sources from the world wide web in my works cited list?" Retrieved July 27, 2002 from [http://www.mla.org/www\\_mla\\_org/style/style\\_main.asp?level=2&mode=page&page=1&link=sty72800121438&section=sty51800124510](http://www.mla.org/www_mla_org/style/style_main.asp?level=2&mode=page&page=1&link=sty72800121438&section=sty51800124510)
- **APA:** American Psychological Association. (2001). "Electronic reference formats recommended by the American Psychological Association." Retrieved October 28, 2001 from <http://www.apastyle.org/eleceref.html>
- **Chicago (Turabian):** There is currently no Chicago style guide for how to cite electronic resources. However, the publishers of the CMS (Chicago Manual of Style) recommend using MLA-style documentation for Internet sources. Also consult the guide titled "Using Chicago Style to Cite and Document Sources" provided by Online! <http://www.bedfordsmartins.com/online/cite7.html>