

Booth Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. Chicago: U of Chicago, 2008. Print.

MOST IMPORTANT:

Citation is all about respect and trust! If you cite incorrectly, readers may suspect that you are trying to pass your own work off as someone else's (Booth, Colomb, and Williams 191). If readers can't trust your writing, then they can't trust you (Booth 195). Likewise, if they can't trust the smaller details, then readers will not trust you on the points/ideas that matter the most. When it comes to evidence gathered through research, "respect it enough to cite it – even in disagreement" (Booth 196). **Remember: Consequences include a failing grade and expulsion (Booth 191).**

"NO EXCEPTIONS, NO EXCUSES" (Booth 195).

1. **As you draft, differentiate your words from others! You should be able to trace every you note you take and every fact in your paper back to the source. You can avoid accusations of plagiarism if you always record the AUTHOR, TITLE, and DATE of each source you use as you take notes.**
2. **Taking notes: "Cite the source of every quotation, paraphrase, or summary,"** just as I have done throughout this list of tips, "If [your citations] come from different pages of your sources, cite each one individually" (Booth 192).
3. **You are plagiarizing if...**
 - a. **"You quote, paraphrase, or summarize a source but fail to cite it.**
 - b. **You use ideas or methods from a source but fail to cite it.**
 - c. **You use the exact words of a source and you do cite it, but you fail to put those words in quotation marks or in a block quotation" (Booth 192).**
 - d. **It looks like you used a thesaurus and plugged in synonyms for all the words you didn't know, leaving the ideas in exactly the same order as the author used them in the source (Booth 192).**
4. **Show your readers why your evidence matters!** "You must speak for... evidence by introducing it with a sentence stating what you want your readers to get out of it" (Booth 190).
5. **Signal!** "Introduce the quotation with a sentence that interprets or characterizes it" (Booth 189).
6. Summarize only if a source or its details are not going to be a major part of your paper or product (Booth 188).
7. Paraphrase when you can make the information from the source sound clearer and easier for your readers to understand (Booth 188).
8. "Quote for these purposes:
 - The words themselves are **evidence** that backs up your reasons.
 - The words are from an **authority** who backs up your claims.
 - The words are strikingly **original** or *express* your key concepts so compellingly that the quotation can *frame* an **extended discussion**.

- A passage states a **view that you disagree with**, and to be *fair* you want to state it exactly” (Booth 189).

9. **Weave direct quotations into your paper with identifying phrases:**

- a. According to the text...
- b. Based on the text...
- c. Author Last name found that...
- d. As Author Last name states...

Also, “**Weave the grammar of the quotation into the grammar of your own sentence**” (Booth 190).

10. **Make it look pretty ☺** *When you are only quoting a few lines*, embed the quote in the text and put quotation marks around it. **HOWEVER...** If you are quoting *more than a few lines*, use the hanging indent feature in Word to create an indented block of text (Booth 189).