

## Writing With Sources

### To avoid plagiarism, remember to do the following:

- Put *quotation marks around* any quotations from a source (a quotation being any two or more consecutive words or any one especially distinctive word, label or concept) or indent it to create a “block quotation”
- Credit a source whenever you take from it any of the following:
  - a nonfactual or debatable claim (an idea, opinion, interpretation, evaluation or conclusion) stated in your own words;
  - a distinctive concept or term;
  - a fact or piece of data that isn’t common knowledge; or
  - a distinctive way of organizing factual information

### Integrating Secondary Source Material Into Your Essay:

- briefly allude to them
- summarize or paraphrase their contents
- quote them directly

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### The Rules of Responsible Quoting:

Three requirements so crucial to your credibility that you should regard them as cardinal principles rather than simple rules are these:

1. A quotation means any two or more consecutive words or any one especially distinctive word or label that appears in a source.
2. Except in the very few cases and specific ways outlined in the rest of this section, you must reproduce each quotation exactly as it appears in a source, including every word and preserving original spelling, punctuation, capitalization, italics, spacing, and so on.
3. No change to a quotation, however much it accords with the rules outlined below, is acceptable if it in any way distorts the original meaning of the quoted passage.

### Using Signal Phrases:

- Whether you are quoting, summarizing, or paraphrasing a source, always introduce source material with a “signal phrase.” This should include the author’s name. You might also include the author’s title or any information about the author or source that affects its credibility or clarifies the relationship between the source’s argument and your own. Titles can be especially helpful when you cite more than one source by the same author.
- If your summary goes on for more than a sentence or two, keep using signal phrases to remind readers that you’re still summarizing others’ ideas rather than stating your own.
- For the sake of clarity and interest, vary the content and placement of the following signal phrases:
  - acknowledges
  - affirms

- asks
- asserts
- claims
- comments
- concludes
- considers
- contends
- demonstrates
- describes
- discusses
- draws attention to
- emphasizes
- explains
- explores
- finds
- identifies
- illustrates
- implies
- indicates
- insists
- investigates
- maintains
- notes
- observes
- points out
- remarks
- reminds us
- reports
- sees
- shows
- speculates
- states
- stresses
- suggests
- surmises
- writes