CITATION & PLAGIARISM

The UWI ROYTEC Library (URL) has developed Citation Style Guidelines to assist with writing a paper or doing research on a topic. This guide includes the styles most commonly used in the UWI-ROYTEC programs.

Please verify with your lecturer which format they prefer.

What is a Citation?

Citation is giving credit to the material of others used in your work. It is required if you use a direct quote from a source in your paper. Correctly and clearly **acknowledging sources** is an integral part of communicating academically.

Why do you need to cite?

- To ensure that you are using reputable, credible sources in your work
- Authors whose works were used would be given the credit
- If sources are not cited, you can be accused of plagiarism
- To allow your readers to easily find and read your sources
- To provide support for your argument.

Some of the things you must cite include:

- Direct quotations from any source including websites
- Paraphrases of passages
- Use of another student's work
- Statistics or findings from a survey or study

You do not have to cite:

Common Knowledge

Common knowledge is widely–known, generally accepted information that is not attributable to any particular source (for example: Your original thoughts, reflections, observations and conclusions). If in doubt, ask your lecturer.

To acknowledge a source you must:

- Have a citation in the text of your work
- Include a reference list or a bibliography at the end of your work

Citing Correctly?

Most citation styles require two parts:

1. In-text citation – indicating within your text where you got your information. It is a brief reference that directs your reader to the complete citation.
2. List of Works Used – this is a list included at the end of your paper of resources you cited or consulted.

Citation Basics

How to choose a referencing style?

The referencing style chosen should be based on the recommendations of your lecturer. There are several citation styles to choose from, but the two main ones used for citation and research purposes at this institution are:

*MLA (Modern Language Association) *APA (American Psychological Association)

MLA is commonly used for the liberal arts and humanities, and APA is mostly used for the social sciences.

For in-depth and comprehensive examples, please consult the publications at the Library.

What is Plagiarism?

Plagiarism is the act of using someone's words, ideas or work and passing them off as your own. You **must** give credit to the author by using footnotes, endnotes or a bibliography to avoid an academic offence.

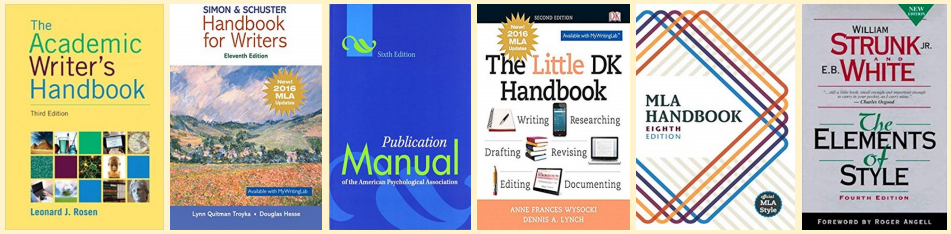
Examples of Plagiarism

- Using someone else's work as your own
- Failing to put a quotation in quotation marks
- Not giving correct information about the sources of a quotation used
- Changing the words but using the same sentence structure of someone's work without giving credit
- Using images, videos, graphs, statistics or music in your work without receiving proper permission or citing it.
- Using a website without giving full authorship
- Using websites that sell academic papers

How Can I Write More Efficiently?

- You must know the purpose of your paper. What is being asked of you?.
- This is done by asking questions and using sources to support your answer.
- Jot down your ideas and flesh them out.
- Use quotes with a specific intention
- Ensure that your points are flowing and the reader can understand the points presented.

Need Help? There are additional resources available at the Library



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