

# Avoid Plagiarism! Quoting vs. Paraphrasing

Plagiarism is literary theft. It is using someone else's words or ideas as if they were your own.

<b>Quote Definition</b>	Everything (spelling, punctuation, words) must be exactly as it appears in the source. Remember to use quotation marks around exact words. Too many quotations will make your report sound choppy. Copying quotations and checking their accuracy takes longer than writing in your own words a summary, a few key phrases, or the main ideas.
<b>Paraphrase Definition</b>	A paraphrase is essential when you need to simplify complicated text or when you need to clarify a passage. Be absolutely sure when you paraphrase that you do not slip in phrases from the original. A good paraphrase is about the same length as the original, simplifies the language, presents the same ideas in the same order, maintains the same tone, delivers the same message, but avoids using the same phrases. Of course you must be certain to document the source of every paraphrase.
<b>Examples</b>	
<b>Original Source</b>	In a given area, the plague accomplished its kill within four to six months and then faded, except in the larger cities, where, rooting into the close-quartered population, it abated during the winter, only to reappear in the spring and rage for another six months.  Tuchman, Barbara W. <i>A Distant Mirror; the Calamitous 14<sup>th</sup> Century</i> . New York: Knopf, 1978. (this quote was found on page 93 of the book)
<b>Quote</b>	In medieval cities, the plague “abated during the winter” but typically “[reappeared] in spring and [raged] for another six months” (Tuchman 93).  <b>OR</b>  In Medieval cities, “the plague accomplished its kill within four to six months and then faded” with winter but it would “reappear in the spring and rage” again (Tuchman 93).
<b>Paraphrase</b>	In the crowded cities, the plague never completely disappeared; though relatively dormant in the winter, it returned in full force when the weather turned warm again (Tuchman 93).
<b>Original Source</b>	Windows are the home's giant energy eaters. As the world grow more energy conscious, homeowners seek more ways to seal the leaks that allow heating dollars to flow freely through escape routes. They add insulation to the ceiling; they add weather stripping around doors and windows; they caulk cracks and crevices; they add storm windows or thermal panes. After all such measures have been taken; however, there seems little else to do. Wrong! About 35% of household heat can escape through windows – even those carefully caulked and protected with storm window.  Smith, Jessie. “Conservation Today.” <i>Audubon</i> 23 April 2003:19-23.
<b>Quote</b>	When trying to save money and conserve energy, homeowners need to remember that “about 35% of household heat can escape through windows” (Smith 23)
<b>Paraphrase</b>	Homeowners who are concerned about energy do everything they know to conserve. They add ceiling insulation, weather stripping, caulking, and storm windows, hoping to stop the exodus of heat from their winter homes and dollars from their thinning wallets. Unfortunately, most of the homeowners, believing they have done all they can to conserve heat, ignore the expanse of glass called windows. About 35% of heat loss occurs here. In fact, windows remain the worst enemy to effective energy conservation (Smith 23)

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Type of Source	Directions/Example of Works Cited Entry	Parenthetical Citation
<b>Book (1 author)</b>	<p>Author's last name, first name middle initial. <u>Title of the book</u>. City of publication: Publishing Company, date.</p> <p>Brown, James M. <u>The American Experience</u>. New York: Holt, 1986.</p>	<p>*only list the page(s) from which information is borrowed (Brown 57). or *info borrowed from one page (Brown 56-57). or *info stretches between pages (Brown 12, 72). *info from two different pages</p>
<b>Book (2 authors)</b>	<p>Author's last name, first name, and Author's first name last name. <u>Title of the book</u>. City of publication: Publishing Company, date.</p> <p>Jones, William J., and Franklin White. <u>The Ancient Tribute</u>. Chicago: Dunlap, 1972.</p>	<p>*names in order listed on book, not alpha *only list the pages from which information is borrowed (Jones and White 70-71).</p>
<b>Book (3 authors)</b>	<p>Author's last name, first name, Author's first name last name, and Author's first name last name. <u>Title of book</u>. City of publication: Publishing Company, date.</p> <p>Beatty, Richard, Floyd Watkins, and Thomas Young. <u>The Literature of the South</u>. Chicago: Scott, 1952.</p>	<p>(Beatty, Watkins, and Young 52).</p>
<b>Book (4 or more)</b>	<p>Author's last name, first name, et al. <u>Title of the book</u>. City of publication: Publishing Company, date.</p> <p>Stevens, Edgar J., et al. <u>Understanding the Classics</u>. New York: Rinehart, 1970.</p>	<p>(Stevens et al. 315).</p>
<b>An Anonymous Book (no author)</b>	<p><u>Title of book</u>. City of publication: Publishing Company, date.</p> <p><u>Franklin's Guide to American Literature</u>. Springfield, IL: Merriam, 1985.</p>	<p>*Shorten the title and use the first important word. If the title is brief, you may list the entire title. (<u>Franklin's</u> 58-60).</p>
<b>Two or more Books by the Same author</b>	<p>List the books alphabetically according to the title. After the first entry, substitute three hyphens for the author's name.</p> <p>Johnson, Peter. <u>The Pyramid</u>. New York: Morrow, 1986.</p> <p>---. <u>Why Things Happen</u>. New York: Morrow, 1985.</p>	<p>* use just enough additional information as needed to not confuse the sources with the same first word (Johnson, <u>Pyramid</u> 96). (Johnson, <u>Why</u> 54).</p>
<b>Book by a Corporate Author</b>	<p>Corporate Author. <u>Title of Book</u>. City of Publication: Publishing Company, date.</p> <p>American Medical Association. <u>The American Medical Association Encyclopedia of Medicine</u>. New York: Random, 1989.</p>	<p>(American Medical Association 175).</p>

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Type of Source	Directions/Example of Works Cited Entry	Parenthetical Citation
<b>One Volume of a Multivolume Work</b>	<p>Author if given. <u>Title of book</u>. Volume number. City of Publication: Publishing Company, date.</p> <p>Ziegler, Alan. <u>The Writing Workshop</u>. Vol. 2. New York: Teachers and Writers, 1984.</p> <p>Note: If you use more than one volume in the series, you need to see your teacher or Mrs. Franks for correct parenthetical reference.</p>	<p>(Ziegler 154).</p>
<b>The Bible</b>	<p><u>Title of Bible</u>. Editor's Name, gen.ed. City of Publication: Publishing Company, copyright year.</p> <p><u>The New Jerusalem Bible</u>. Henry Wansbrough, gen. ed. New York: Doubleday, 1985.</p>	<p>*Note: This may appear confusing. See a teacher for additional help.</p> <p>(<u>New Jerusalem Bible</u>, Ezek. 1.5-10).</p>
<b>Magazine (weekly)</b>	<p>Author's last name, first. "Title of the article." <u>Name of the magazine</u> day month year: page numbers.</p> <p>Hoffman, Nicholas. "The White House News Hole." <u>The New Republic</u> 6 Sept. 1982: 19-21.</p>	<p>(Hoffman 20).</p>
<b>Magazine (monthly)</b>	<p>Author's last name, first name. "Title of the article." <u>Name of the magazine</u> month year: page numbers.</p> <p>Crickner, Barry. "Can We Control Spending?" <u>Nation's Business</u> April 1982: 22-24.</p>	<p>(Crickner 22-24).</p>
<b>Magazine (no author listed)</b>	<p>"Title of the article." <u>Name of the magazine</u> day month year: page numbers.</p> <p>"Commodities: Sweet and Sour." <u>Time</u> 16 Dec. 1974: 32.</p>	<p>*Shorten the title. Choose the first important word. If the title is brief, you may list the entire title.</p> <p>("Commodities" 32).</p>
<b>Journal</b>	<p>Author's last name, first name. "Title of the article." <u>Name of the Journal</u> volume number, issue number (year): page numbers.</p> <p>Cann, John. "Volocanoes of the Mid-Ocean Ridges and the Building of New Oceanic Crust." <u>Endeavor</u> 18.2 (1994): 61-63.</p>	<p>(Cann 61-63).</p>
<b>Encyclopedia</b>	<p>Author's last name, first name. "Topic." <u>Encyclopedia Name</u>. year.</p> <p>"Electricity." <u>Encyclopedia Americana</u>. 1980.</p>	<p>*authors are generally not listed in the source</p> <p>("Electricity" 494).</p>
<b>CD or Online Encyclopedia</b>	<p>Author's last name, first name. "Topic." <u>Encyclopedia Name</u>. year.</p> <p>"Nutrition." <u>Encarta</u>. 2004.</p> <p>"Topic." <u>Title of Online Encyclopedia</u>. day month year of your access &lt;address&gt;.</p> <p>"Nutrition" <u>Encarta Online</u>. 22 March 2007 &lt;www.encyartaonline.com&gt;.</p>	<p>*no page number listed for virtual information</p> <p>("Nutrition").</p>

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Type of Source	Directions/Example of Works Cited Entry	Parenthetical Citation
<b>Dictionary</b>	<p>“Topic.” <u>Dictionary name</u>. year.</p> <p>“Noon.” <u>The Oxford English Dictionary</u>. 1989.</p>	<p>(“Noon” 1054).</p>
<b>Newspaper</b>	<p><b>Author’s last name, first name. “Title of the article.” <u>Name of newspaper</u> day month year: section letter page number.</b></p> <p>Olivas, Michael A. “Mr. Justice Marshall, Dissenting.” <u>Chronicle of Higher Education</u> 17 July 1991: B1-B2.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>● If the article begins on A1 and continues on A2, list it as A1-A2.</li> <li>● If the article begins on A1 and isn’t mentioned again until A8, list it as A1+.</li> </ul>	<p>*If no author is listed, follow the general rule. *only list the page from which information is borrowed</p> <p>(Olivias B1-B2).</p>
<b>Internet</b>	<p>“Name of article.” <u>Title homepage</u>. &lt;address&gt;. Day month year of your access.</p> <p>“Mysteries in the Dirt.” <u>Anthropology and Archaeology Corner</u>. &lt;gopher://rsl.ox.ac.uk:70/11/anthrocom/&gt;. 24 April 1999.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>● Because there are numerous ways to cite sources, we have decided to eliminate some confusion by choosing one example. Therefore, when you cite a source from the Internet, use the example and follow this format. Understand this has been simplified.</li> <li>● If an author is listed, place his or her name first. Some of this information may not be listed. If you have questions, please see your teacher</li> </ul>	<p>(“Mysteries”).</p>
<b>Pamphlet</b>	<p><b><u>Title of Pamphlet</u>. City of Publication: Publishing Company, date. (Pamphlet)</b></p> <p><u>Harmful Effects of Alcohol</u>. Boston: Holt, 1999. (Pamphlet)</p>	<p>(<u>Harmful</u>).</p>
<b>Television Program</b> (Note: simplified version)	<p>“Title of the episode.” <b><u>Title of the Program</u></b>. day Month year of broadcast. (TV Program)</p> <p>“Yes...but Is It Art?” <u>Sixty Minutes</u> 19 Sept. 1993. (TV Program)</p>	<p>(“Yes”).</p>
<b>Video</b> (Note: simplified version)	<p><b><u>Title of video</u>. Name of Production Company, copyright year. (Video)</b></p> <p><u>No Matter How You Say It...Say No</u>. CBS Fox Video Sports, 1984. (Video)</p>	<p>(<u>No</u>).</p>

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Type of Source	Directions/Example of Works Cited Entry	Parenthetical Citation
<b>Anthology</b>	<p>Last name, first name of editor. <u>Title of the book</u>. City of publication: Publishing Company, year.</p> <p>Lester, James D., ed. Interactions: The Aims and Patterns of Writing. Belmont: Wadsworth, 1988.</p>	(Lester 255-256).
<b>Personal Interview</b>	<p>Interviewee's last name, first name. Personal interview. day month year.</p> <p>Safire, William. Telephone interview. 5 Mar. 1995.            Jones, Susan. Personal interview. 8 Jan. 2002.            Wilson, Jonas. E-mail interview. 16 Feb. 2005</p>	(Safire). (Jones). (Wilson).
<b>CD Recording</b>	<p>Last name, First name. "Title of Song." Recording Company, year. (CD)</p> <p>Spears, Britney. "Baby, One More Time." RCA, 1999. (CD)</p>	(Spears).
<b>E-mail Communication</b>	<p>Last name, First name. "Subject of e-mail." e-mail to your name. date received.</p> <p>Barzinji, Atman. "Re: Frog Populations in Wisconsin Wetlands." E-mail to Kimberly Kuhns 1 Jan. 2001.</p>	(Barzinji).
<b>Map, Chart, Calendar</b>	<p>Title of Map or Chart or Calendar. City of publication: Publishing Company, 1998. (Map)</p> <p>Wisconsin Territory. Madison: Wisconsin Trails, 1988. (Map)</p>	(Wisconsin).
<b>Incomplete information from Vertical File</b>	<p>List as much information that is available, such as, Author, title, Source, (book/magazine), city of publication, publisher, date, etc. Below is an example of one type of entry from the vertical file that has very little information available:</p> <p>"Freud." Vertical File W.C.H.S. (No other information available)</p>	("Freud," <u>Vertical File</u> ).
<b>Publication by government agency</b>	<p>Name of the Government (country, state, etc.) Name of Agency. Title of Document. City of Publication, copyright year.</p> <p>United States. Federal Trade Commission. Shopping by Mail or Phone. Washington: GPO, 1994.</p>	(United States 12).

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## Directions for Completing Parenthetical Citation

- For each piece of information that you borrow (whether directly quoted, paraphrased or summarized), you must give credit to its author. Place a parenthetical citation at the end of the sentence containing the information or at the end of the paragraph if most of the paragraph is from the same source.
- Parenthetical citation follows the general rule of *first word of the WC entry* ► *space* ► *page number where information was found*. Usually, but not always, the author's last name is the first word of the WC entry.
- If you wish to include two or more works in a single parenthetical reference, cite each work as you normally would in a reference and use semicolons to separate the citations. Example: (Rabkin 24; Boyle 96).
- If you are missing the copyright date, city of publication, etc., see your teacher for instructions.

## Directions for Completing Works Cited Page

- The list of works cited appears at the end of the research paper. Begin the list on a new page and number each page, continuing with the page numbers of the body text. For example, if the text of your research paper ends on page 10, the works cited list begins on page 11. The page number appears in the upper right-hand corner, half an inch from the top and flush with the right margin. (*insert* ► *page number* ► *top of page, right alignment* ► *ok*)
- Center the title "Works Cited" an inch from the top of the page. Double-space between the title and the first entry.
- Begin each entry flush with the left margin; if the entry runs more than one line, indent the subsequent line or lines five spaces from the left margin.
- Double-space the entire list, both between and within entries.
- Alphabetize entries in the list of works cited by the author's last name or the first important word of the topic or title. Do not alphabetize by a, an, or, the.

### Works Cited

"Alcohol." Encyclopedia Americana. 1988 ed.

"Alcohol." World Book Encyclopedia. 1995 ed.

Anthropology and Archaeology Corner. <[www.rsl.ox.ac](http://www.rsl.ox.ac)>. 24 April 1999.

"Commodities: Sweet and Sour." Time 16 December 1974: 32.

Dole, Robert. Interview with David Brinkley. This Week with David Brinkley. ABC. WKRN. 19 February 1995; 23-25.

Durant, Will. The Age of Voltaire. New York: Simon, 1997.

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Harmful Effects of Alcohol. Boston: Holt 1999. (Pamphlet)

"Yes, It is Art." Sixty Minutes. 19 Sept. 1993. (TV program)