

SERVIZI BIBLIOTECARI DI ATENEO



Citing sources to avoid plagiarism
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Area Servizi Bibliotecari di Ateneo

This guide explains

How to avoid **plagiarism**

Citation **Type**

Citation **Style**

Bibliography

What is plagiarism

Using someone else's work (article, book, web-page, images, diagrams, statistics), or a part thereof, copying or reworking it without citing the source.

(See Law n. 633/1941 and modifications, regarding «diritto d'autore»)

Plagiarism is a crime punishable in civil, criminal and administrative law.

How avoid it?

Follow these basic rules:

- **Use accurately direct quotation** : when the source of the information is given literally, use the same words and include complete references in footnotes, or enter in brackets () Author surname, publication year.
- **Use accurately indirect quotations**: when the source of information is given indirectly, to paraphrase or synthesize, in other words, the thought of an author, include complete references in footnotes, or enter in brackets () Author surname, publication year
- **Cite sources**

Bibliographic citations

Bibliographic citations are used to:

- **Cite documents** (volumes, single articles or other texts) referred to in another document.
- **Demonstrate that you are aware** of the major areas of thought in your specific subject.
- **support the points** you are making by referring to other people's work. This will strengthen your argument.

In –text types of quotations

- **Short direct quotations**
- **Long direct quotations**
- **Indirect quotation**

(For the international standards see the UNI ISO 690-2007 and UNI ISO 690-2:2004)

Short direct quotation

- If you quote a distinctive phrase (**2 or 3 lines**), or even a single distinctive word, place it in quotation marks " " or «».

Sadler observes that “interest in the relationship between language and urbanism, and the most exotic celebration of formless ephemerality, hailed as well from situationism.”

Short direct quotation

It can start with

- **three points** in square brackets [...] or (...): when you omit words in the middle of a sentence.
- **square brackets** indicate alterations. For example, if you need to supply a character's name where a quotation has a personal pronoun, or a pronoun for a noun.

Long direct quotation

- If your quotation is longer than four lines, do not place it in quotation marks. Instead, set it off as a **block quotation**.

Sadler observes that:

Interest in the relationship between language and urbanism, and the most exotic celebration of formless ephemerality, hailed as well from situationism. The situationists were engaged at the time in raising the art of the city living to the level of politics. Their influence had been imported into the ICA by Ralph Rumney.

...

Indirect quotation

- when you **paraphrase an idea** or special information from a source—that is, if you restate the idea, but alter the exact wording.

There is a fine line between plagiarism and **paraphrasing**. If the wording of the paraphrase is too close to the wording of the original content, then it is plagiarism. The main ideas need to come through, but the wording has to be your own.

You **must cite** that source.

Which style do I use?

There are different types of international referencing styles that can be used in your work.

The two methods more in use are:

- ↘ *author-date* system
- ↘ *a numbered* system

Sadler (2005) observes that “interest in the relationship between language and urbanism, and the most exotic celebration of formless ephemerality, hailed as well from situationism.”

According to the author-date system the complete bibliographic citations are given only in the final bibliography.

Sadler observes that “interest in the relationship between language and urbanism, and the most exotic celebration of formless ephemerality, hailed as well from situationism.” (1)

According to the numbered system the complete bibliographic citations are given only in the footnotes and in the final bibliography.

Example of Footnote:

(1) Sadler, S. Archigram : architecture without architecture. Cambridge : MIT press, 2005, p. 58

Basic Format

Author, the complete *Title*, Place of Publication, Publisher, Date of Publication.

Colten, Craig E. An Unnatural metropolis: wrestling New Orleans from nature. Baton Rouge: Louisiana State University Press, 2005.

- ↘ use the Last name, First name format for the author.
- ↘ cite three authors' names in the same order they are listed on the cover, use a comma between the authors' names.
- ↘ if there are more than three authors, you may either mention only the first one and add *et al.*, or give all the names.
- ↘ if no author is given, the entry is indexed by title.

Basic Format

Author, Title of Article, in *Name of Publication*, Volume number, Issue details, Date of Publication, Number of page(s)

Campanella, R., D. Etheridge, and D. J. Meffert. "Sustainability, survivability, and the paradox of New Orleans" in Annals of the New York Academy of Sciences 1023, (2004): 289-299.

↘ For author names follow the same rules as for authors of books.

Basic Format

Author, Conference Paper Title, *Conference Title that Includes Conference Date and Location*, Conference Editor(s), City of Publication, Publisher, Date of Publication, Number of page(s)

Smith G., Materiali polimerici in Convegno su additivi per materiali polimerici, Atti del 24. convegno internazionale su additivi per materiali polimerici, Milano 26-30 ottobre 2001, a cura di M. Andena, Milano, Polipress, 2002, p.737-750.

↘ For author names follow the same rules as for authors of books and articles.

Basic Format

Author, *Title*, Date, URL (<<http://www.....>>) [date of access]

7. FEMA. *Project Impact: Building a Disaster Resistant Community. Vol. 98-0137-P. Washington, D.C.: Federal Emergency Management Agency, 1998, <http://purl.access.gpo.gov/GPO/LPS61154>., [18/11/2013]*

- If no author is listed, begin the reference with the title. If a Web resource does not include a date of publication or the date it was last updated, use the abbreviation *n.d.* (for no date) just as you would for a book or article with no date. As Web documents can change or disappear at any time, your reference should include the last date that you viewed the document.
- in the References at the end give all the information you have and the full address (URL) of the resource you quoted or referred to.

Basic Format

Image description, from Author, Title, Place of publication, Publisher, Date of publication, Page number.

Perspective drawing of Peace Hotel
From: Wang Jun, Beijing Record : a physical and political history of planning modern Beijing, New Jersey, World Scientific, 2011, p. 205

- When you include an image in a paper that you are writing or in any part of an academic assignment, you need to cite it just as you would cite a source such as a book or a newspaper article.

At the end of any scholarly or academic paper it is necessary to insert a list of all the materials that were used or referred to.

An incomplete or inaccurately compiled bibliography can decrease the value of the paper.

The web-sites referred to can be inserted in the general bibliography (in this case the Title of the bibliography will be “Bibliography and web-links”) or can be listed separately.

- A **Bibliography** is any list of references at the end of a text, whether cited or not. It includes texts you made use of, not only texts you referred to in your paper, but your own additional background reading.
 - **References** should contain only those works cited within the text. So, use the term 'References' to cover works cited, and 'Additional Bibliography' to refer to works read as general background.
- References are used generally in scientific articles.

Bibliography : citation style

Once you have settled on a style, apply it consistently throughout the work, in bibliography too.

Examples of bibliographic citation:

Harvard British Standard

SADLER, S., 2005. Archigram : architecture without architecture. Cambridge : MIT press.

MLA style

Sadler, S. Archigram : architecture without architecture. Cambridge : MIT press, 2005.

Hints and tips: do it as you go along

- Keep a list of the works you look at as you look at them, perhaps on index cards or using a software such as [RefWorks](#).
- All the bibliographic information can generally be found either on the cover (or dust jacket) and title page, or on the page directly behind the title page.
- Make sure every source quoted in your footnotes is in the bibliography.