



STOP! CITE BEFORE YOU WRITE:

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[ITU Library Website](#)

DURING THIS WORKSHOP YOU WILL LEARN:



- Purpose of Citation
- #2: Citation Methods
- #3: APA Style Guide
- #4: Reference Management Programs
- #5: How to Automate Your Bibliography
- #6: Plagiarism and ITU

Citations & Reference Managers

Citation: Reference to or quote from a source

- Acknowledge an idea, opinion or excerpt from a source that is not your own. It is
- Support your idea and build argument
- Avoid accusations of plagiarism

Reference Manager:

- Search, collect, manage and cite sources
- Zotero, Endnote, Mendeley, ReadCube
- Automatic bibliography – save time & grief

When to Cite? Permission Recommended *

- Paraphrase text
- Quote text
- * Use Image, illustration, graphic, video
- * Use Code,
- * Use ‘Open Source’ (etiquette)
- List of References used
- Bibliography (summative)
- Annotated bibliography
- Literature review

Examples of Uses

- Reproducing , transposing, paraphrasing
- Distribution of copies of the work
- Creating derivatives based on the original
- Public performance of work
- Public display of work

ITU Citation Tools

1. [Masters Thesis Guidelines](#)
2. [ACM Publishing Guidelines](#)
3. [APA Style Guide](#)
4. [IEEE Author Digital Tools](#)
5. [Library Collection, Thesis, and Other Policies](#)
6. [The Research Process: Library Recommended Research Resources and Tools](#)
7. [Citation Conversion Tool \(APA, MLA, Chicago\)](#)

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ITU Citation Tools

- **APA Style Guide:** Publication of the American Psychological Association. Call: BF76.7 .P83 2010
- **The dissertation journey.** Call #: LB1742 .R63 2010
- **Main Referencing Methods:**
- **APA Style Guide** (ITU recommended link)
- **IEEE Author Digital Tools**
- **ACM Publishing Guidelines**
- **MLA**
- **Harvard Style**

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What is a Reference Manager

“graduate student’s best friend” – American Psychological Association (APA)

Create your personal “library” of references / citations

Field structure for most library database structures, EBSCO

Copyright – DO NOT download full text unless “open source”

Common: Zotero Mendeley ReadCube \$ Endnote, RefWorks

Free or subscription-based; choose best fit for needs

Criteria: Choosing a Reference Manager

- PC or Mac
- Style guides supported – APA, MLA, Harvard
- APA Review of three commonly used & FREE
- Import formats – Ebsco, Proquest, Pubmed
- Free or \$ (I like Endnote - \$\$)
- Word Processor Integration – Note!
- Comparison of Reference Managers – Note!
- APA-Compatible Managers – Note!!

Criteria: Setting Up Your Reference Manager

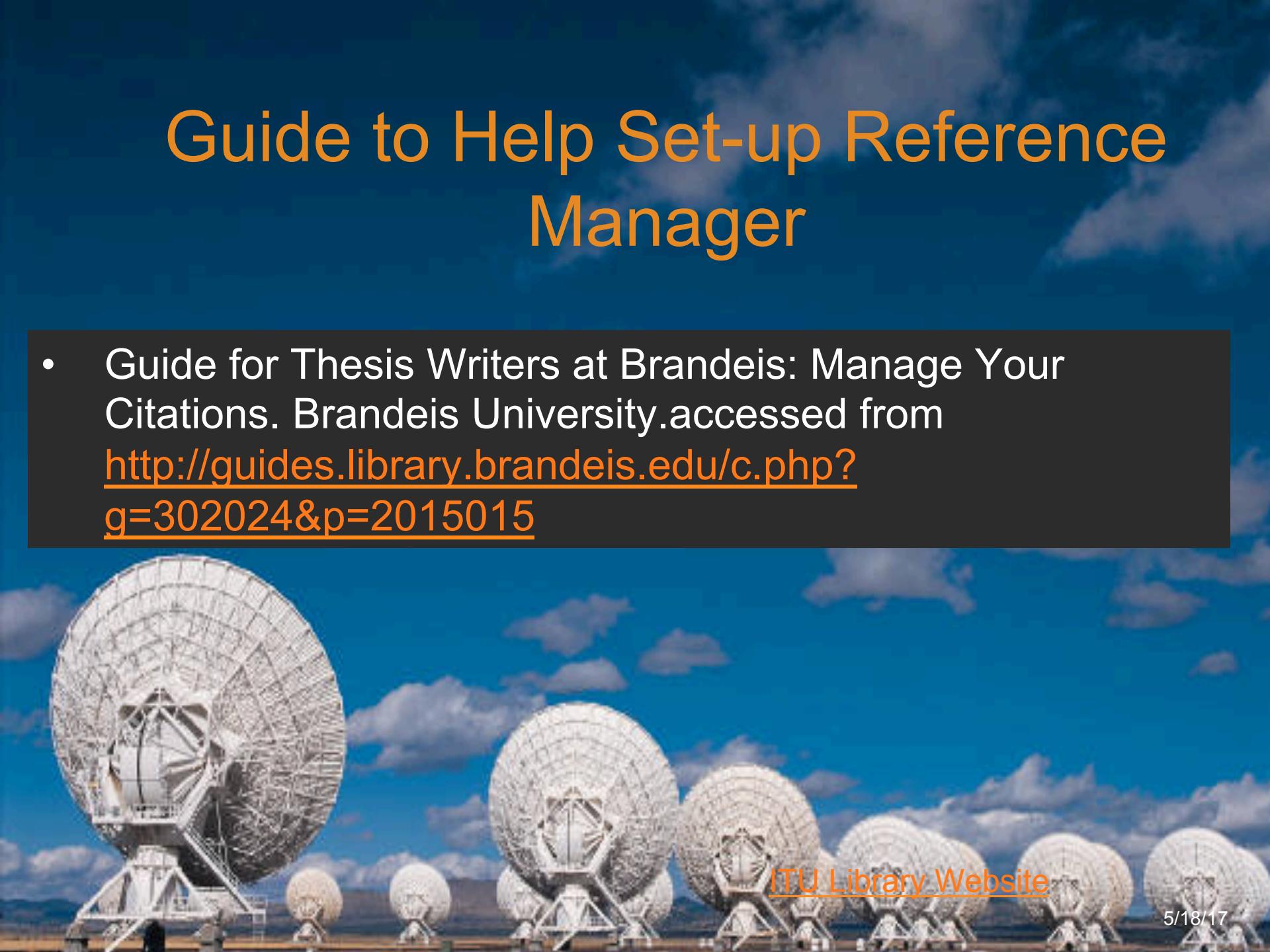
- Comparison of Reference Managers
- Setting up your [database] structure
- Populating your database
- Importing from databases (ACM, EBSCO Bus Source, Promed, IEEE)
- Manually entering a reference
- Creating your bibliography

Example: Set-up Reference Manager

- Comparison of Reference Managers
- Popular: Zotero, Mendeley, ReadCube
- Select manager and install
- Populating your database
- Import compatibility – ACM, Bus Source
- Task 1: Enter reference manually
- Task 2: Import a reference from search
- Create your bibliography

Guide to Help Set-up Reference Manager

- Guide for Thesis Writers at Brandeis: Manage Your Citations. Brandeis University.accessed from
[http://guides.library.brandeis.edu/c.php?
g=302024&p=2015015](http://guides.library.brandeis.edu/c.php?g=302024&p=2015015)

A photograph showing a row of large white satellite dishes, likely part of a radio telescope array, set against a backdrop of a clear blue sky with scattered white clouds.

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What is Fair Use?

Section 107 of the Copyright Act may permit limited use (such as brief excerpts) of copyrighted material for specific purposes without permission from copyright owner for uses such as **criticism, comment, news reporting, teaching, scholarship, and research**

U.S. Copyright Office (2017) Retrieved from
<https://www.copyright.gov/fair-use/more-info.html>

Stark State Digital Library (2017) Retrieved from
<http://libguides.starkstate.edu/c.php?g=501249&p=3431850>

What is The Fair Use Test?

Before using any text, image or work that is not your own, apply the Fair Use Test

1. Purpose: Scholarly, non-profit, educational
2. Type: Public fact-based content
3. Amount: Small, only what is needed
4. Effect: Diminish value of licensed work

MIT Libraries (2017) Retrieved from

<http://libguides.mit.edu/c.php?g=176183&p=1158973>

So What Does Fair Use Allow You To Do?

- No hard and fast rules
- Be **conservative** when interpreting fair use
- Use as **little of a work** needed
- Research, comment, criticize or transform idea
- Cite or **acknowledge** the work in **FULL**
- Don't allow your use to compromise the **commercial** value of owner's work

Public Domain?

Images, text & other works not protected by copyright and can therefore be used freely

- Works published in the US < 1923
- Works by US Govt or by its employees

Stark State Digital Library (2017)

CAUTION!!

- Internet works do not = “in the public domain”
- Scholars will usually cite the works fully
- You MUST still paraphrase or cite quotes “ “

What is Meant Creative Commons License?

Standard way for content creators to give permission.

Example: Creative Commons CC BY license.

Automatic attribution under this license

“any video you create using Creative Commons content will automatically show the source videos' titles underneath the video player. You retain your copyright and other users get to reuse your work subject to the terms of the license.”

Google Support. Creative Commons. Learn About Copyright on Youtube Retrieved from

[https://support.google.com/youtube/answer/2797468?
hl=en&ref_topic=2778546](https://support.google.com/youtube/answer/2797468?hl=en&ref_topic=2778546)

Using Google to Filter Creative Commons or Public Domain Works?

- From www.Google.com select “Settings” (bottom right screen)
- Select “Advanced Search”
- Select an option from “Usage Rights” such as “**free to use share and modify**”
- To search for free to use images, go to Google images, change settings to “Advanced Search” and
- Change Usage Rights to the option that best fits your use

[Stark State Digital Library \(2017\)](#). Copyright and Plagiarism Guide for Students



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Using Images Safely

- Not everything in the public domain is free to use
- Get permission from the creator of the work
- Develop your own library of images
- Subscribe to a service such as **Shutterstock**
- Unsure of the source? Don't use it; simple!
- Filter by User Rights in Google's "**Advanced Search**"
- Be equally careful about using video images –
- Learn About **Copyright on YouTube** (Google Support). Retrieved from <https://support.google.com/youtube/answer/2797449?hl=en>

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How Is Your Academic Integrity or Ethics?

- Donate an e-book to the library
- Photocopy a textbook
- Use a Shuttlesstock image in a commercial pitch
- Stream a Youtube video in your yoga class
- Paraphrase a small section and cite fully
- Submit your friend's paper as your own
- Pay a service to write your paper?
- Use the APA citation format at ITU
- Pay "Get it now" for a legal copy of an article

CONSEQUENCES OF PLAGIARISM

1. Academic dishonesty – honor roll?
2. Academic embarrassment
3. Professional embarrassment
4. Reputation – personal and organization
5. Employment
6. Lawsuits

Protection Against Plagiarism

1. Common knowledge
2. Scholarly sources
3. Paraphrase
4. Acknowledge – cite fully
5. Citation style guide – APA
6. Track articles and citations – Mendeley, Zotero
7. Checker – *turnitin*
8. Consult professors
9. Consult from reputable library guides

Library Guides: Plagiarism & Academic Honesty

1. [Virginia Tech Univ. Libraries. Plagiarism](#)
2. [MIT Libraries Plagiarism LibGuide](#) (2017) Retrieved from
3. University of N Carolina at Greensboro [plagiarism tutorial](#)
4. Virginia Tech Dept of English - [paraphrasing examples](#)
5. Univ. of Illinois. [Guide to Copyright and Fair Use \(PDF\)](#)
6. Stark State Digital Library.
[Copyright & Plagiarism Guide for Students](#)
7. [LawTechnologyToday.org](#). Tips to Help Avoid YouTube
Copyright Infringement

Protect Yourself from Plagiarism & Other Academic Dishonesty! Develop a Good

Research Strategy

- **Step 1: Develop your topic:**
 - Select a topic – Research Qs – Keywords – Background info. – Refine topic. Use wildcards (* #), Boolean (and, or, not), Nesting, Synonyms
- **Useful reference:**
[Dr. Martin Luther King, Jr. Library. Start your research](#)

Protect Yourself from Plagiarism & Other Academic Dishonesty! Develop a Good

Research Strategy ...

- **Step 2: Locate quality information:**
 - **Search engines**: Dogpile, Bing, Google Scholar
 - **Subscription databases** : ITU Library Catalog, ACM, Ebsco, NYTimes
 - **Types: Primary**: Raw data, news report; **Secondary**: Books, e-books, articles, videos, images, websites - .gov, .edu, .org
 - **Citation Tools**: Manage references with Mendeley, EndNote, RefWorks.
 - **Use a style guide**, e.g. APA, MLA, Harvard

Protect Yourself from Plagiarism & Other Academic Dishonesty! Develop a Good

Research Strategy...

- **Step 3: Evaluate information:**
 - **Revisit your purpose/audience** – Evaluate for relevance, appropriateness, authorship, reputation, scope/coverage, accuracy, objectivity/bias, currency,
 - **Scholarly?**: Periodical or popular magazine? Blog? Tweet?

Protect Yourself from Plagiarism & Other Academic Dishonesty! Develop a Good

Research Strategy ...

- **Step 4: Plan, Take Notes, Write, Re-write:**
 - **Plan/outline:** Outline your paper, purpose, goal/objectives, audience
 - **Note-taking:** Technique that suits your learning style. Dartmouth College Video
 - **Literature:** Review quality sources to ‘answer’ your research question

Protect Yourself from Plagiarism & Other Academic Dishonesty! Develop a Good

Research Strategy...

- **Step 5: Cite, Acknowledge**
 - APA Style Guide:
[Johnson & Wales University APA Style Guide](#)
 - APA In-text referencing (in body of paper), e.g.
[J&W APA Examples](#)
 - Bibliography and References – style guide
 - See [Comparison of Reference Mgt Software \(Wikipedia\)](#)

Protect Yourself from Plagiarism & Other Academic Dishonesty! Develop a Good

Research Strategy...

- Step 6: Check plagiarism, honesty, copyright, ethics
 - See: [Plagiarism.org](#) and [U.S. Copyright Office](#)
 - Use [style guide \(APA\)](#), in-text, bibliography, references

REVIEW QUESTIONS:

1. What is the **Fair Use Test**?
2. **T/F?** Students are exempt from the provisions of the Copyright Act and Regulations.
3. **Plagiarism** is a deliberate act of academic dishonesty. Discuss
4. Discuss how you can **protect yourself** from plagiarism & copyright breach
5. **How** will you **find & select images** for your course presentations?