Student Handbook on

Referencing

September 2010 v1

INSIDE THIS HANDBOOK

What is Plagiarism?
A Simple Definition

Plagiarism constitutes the majority of academic ethics violations at the School. Plagiarism is defined in the Student Policy and Procedure Memorandum on Academic Ethics as:

> "...taking for one's own use the words, ideas, concepts or data of another without proper attribution. Plagiarism includes both direct use or paraphrasing of the words, thoughts, or concepts of another without proper attribution. Proper attribution includes: (1) use of quotation marks or single-spacing and indentation for words or phrases directly taken from another source, accompanied by proper reference to that source and (2) proper reference to any source from which ideas, concepts, or data are taken even if the exact words are not reproduced." (The Johns Hopkins Bloomberg School of Public Health, Policy and Procedures Memorandum Students-1 Academic Ethics; October 2006)

Accurately and appropriately citing your sources is your best defense against any allegations of plagiarism. Ignorance of proper referencing standards or the failure to apply these standards for any reason is not a valid defense. The purpose of this handbook is to provide you with an overview of the school's standards and expectations regarding referencing and citation.

Plagiarism is a violation of academic integrity.

Why Do We Reference Sources?

Four Good Reasons

Acknowledging how the scholarship of others has contributed to your work is necessary to maintain both academic and professional integrity. According to Turabian (2007, 133), referencing:

Drawing from credible sources leads to increased credibility of your ideas.

<u>Properly attributes words and ideas to their owners.</u> People deserve acknowledgment for their words and ideas. Proper referencing assures that you sufficiently provide this acknowledgment. Failure to acknowledge the ways in which others have contributed to your work is analogous to stealing in the academic realm.

<u>Enhances the credibility of your arguments</u>. It is not only important to be accurate in the content of your work, but also to correctly indicate from where the content came. Proper referencing of content allows readers to judge the quality of your sources that have informed your work. Drawing from credible sources leads to increased credibility of your ideas.

<u>Provides readers with a background into your area of interest.</u> By providing readers with a complete and accurate portrayal of the sources you have consulted in your work, you provide them with insight into the range of sources that deal with your topic area and how your work is linked to the published literature in your area of interest.

<u>Advances your field of inquiry</u>. Referencing provides readers with information to pursue other avenues of investigation in the same field. Researchers often formulate future endeavors based on previous scholarship, and your work combined with the references you used to develop your work may serve as a catalyst for others to explore further issues in the field that need to be addressed.

In addition to these reasons, as mentioned above, proper referencing is your best defense against charges of plagiarism.

When should we cite sources?

Citation is used to distinguish your words and ideas from the ideas and words of another. You should provide a citation in your academic work in four situations:

<u>When you quote a source</u>. You should clearly indicate words taken verbatim from another source by (1) placing quotation marks around the quoted material or using a block indent for longer quotes, AND (2) providing a citation for the quote. Providing only a citation for a quote without placing quotation marks or a block indent around the quoted words is not sufficient.

<u>When you paraphrase a source.</u> When you are using content and ideas from another source but placing them in your own words, you should cite the source.

<u>When you summarize information from a source.</u> When you condense the ideas from a source into a summary, you should cite the source.

<u>When you use facts or data in your work.</u> Facts that constitute "common knowledge" do not have to be cited. All other facts or data in a paper should be referenced. It's not always clear what facts constitute "common" knowledge", so if you are unsure it's best to consult your TA or professor. When in doubt, cite the information. Information that typically requires citation include: statistics, descriptions of specific methods or events, technical definitions, data results from experiments, and the opinions, arguments or reasoning of experts.

If you are in doubt about whether you should cite a source, the safest thing to do is to cite it.

What are some general rules for citation?

Over the years, various disciplines have developed different citation practices. In a multi-disciplinary field such as public health, you will find that different departments within our School may follow different styles of citation. Regardless of which citation style you decide to use, there are some common guidelines that you should follow.

Adhere to a bibliography style or a reference list style: In bibliography style, you indicate source content by placing a superscript number at the end of the sentence. You then provide a citation to the source through a footnote or through an endnote that corresponds to the superscript number. In reference list style, you indicate a source by placing a parenthetical notation that identifies the source at the end of the sentence. Depending on the particular citation style, relevant identifying information could include author, year of publication, and page number. Most bibliography and reference list styles have a bibliography or a reference list, which consists of a compilation of sources consulted with more detailed identifying information at the end of the document. See examples of both styles below.

REFERENCE LIST: CHICAGO STYLE

In text parenthetical reference: Developing cultural competency is important for lawyers and expert witnesses involved in capital defense cases (Perlin and McClain 2009, 257).

Corresponding reference list entry:
Perlin, Michael L. and Valerie McClain. 2009. "WHERE SOULS ARE FORGOTTEN: Cultural Competencies, Forensic Evaluations, and International Human Rights." *Psychology, Public Policy, and Law* 15: 257-277.

BIBLIOGRAPHY: CHICAGO STYLE

In text footnote: Developing cultural competency is important for lawyers and expert witnesses involved in capital defense cases.[1]

Footnote:
[1]Michael L. Perlin and Valerie McClain. "WHERE SOULS ARE FORGOTTEN: Cultural Competencies, Forensic Evaluations, and International Human Rights." *Psychology, Public Policy, and Law* 15 (2009): 257.

Corresponding bibliography entry:
Perlin, Michael L. and Valerie McClain. "WHERE SOULS ARE FORGOTTEN: Cultural Competencies, Forensic Evaluations, and International Human Rights." *Psychology, Public Policy, and Law* 15 (2009): 257-277.
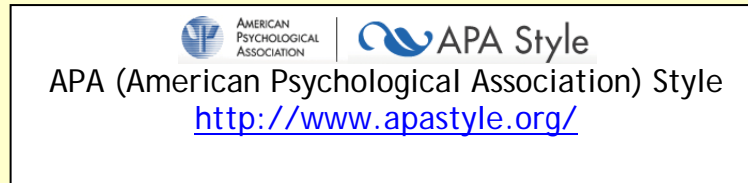
Identifying source information: All citation styles provide enough information to allow the reader to locate the source of the information. Traditionally this information includes author, title, page numbers, and publication information.

Consistency: Once you have chosen a citation style to use, you should use the style accurately and consistently throughout the work.
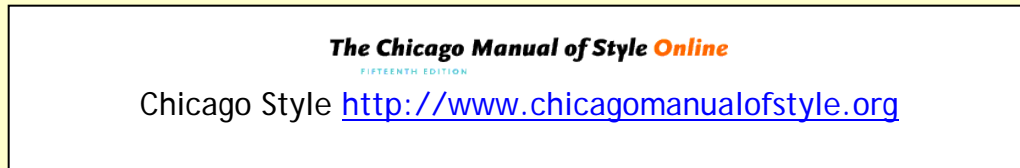
Electronic sources and citation: Check with your particular citation style guide to properly cite electronic sources in your work. Links to web sites alone within the document are not a sufficient way to cite sources on the web. Most styles require at a minimum, url, access date and author or sponsor. **Please be aware that frequent citing of unpublished electronic sources, even if done accurately, may not earn high marks in your academic evaluation. Professors pay attention to the quality of the sources cited when evaluating student work. Wikipedia, for example, is rarely an acceptable source in academic writing. The highest quality sources are derived from peer reviewed academic and scholarly works.**

What are some commonly used citation styles?

Two citation styles which students commonly use are:

APA (American Psychological Association) Style
http://www.apastyle.org/

and

The Chicago Manual of Style Online
FIFTEENTH EDITION

Chicago Style http://www.chicagomanualofstyle.org

While the APA is primarily geared toward writing for publication purposes, the Chicago style was adapted for use by student researchers by Kate Turabian. (See Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*. Revised by Booth, Wayne, Gregory Columb, and Joseph Williams. 7th ed. Chicago: University of Chicago Press, 2007.)

The Resources section at the end of this handbook has information on other styles. If you are unsure whether a citation style is acceptable, you should check with your professor.

Tools to Make Referencing Easier

Following the proper rules of citation can be tedious and time-consuming. Fortunately, there are tools available to make referencing less burdensome. Three of the most popular programs available to help manage references are Endnote, Reference Manager, and RefWorks.

The Johns Hopkins University has obtained a license to allow students to use RefWorks, and free instruction on how to use the program is available at the Welch Library. For more information, visit: http://www.welch.jhu.edu/welch_tutorials/RefWorks.cfm

Microsoft Word® makes citation easier through the Citations and Bibliography section of the References tab. Formatting assistance for several citation styles, including APA and Chicago, is available. For specific help on how to create a bibliography in Word, see the Microsoft office help site.
http://office.microsoft.com/en-us/word-help/create-a-bibliography-HA010368774.aspx?CTT=1

Can I receive assistance with my writing?

Our diverse and multi-cultural faculty and student body offer a rich learning environment that allows our students to learn public health concepts from a global perspective. Interaction and feedback between and among students and faculty members is encouraged both inside and outside of the classroom.

When completing specific academic assignments, however, you should exercise caution and awareness when seeking assistance from others. **Unless your instructor has indicated otherwise, all class assignments, including homework assignments and take-home exams, are to be done individually.** This usually encompasses all phases of completing the assignment, including brainstorming ideas, developing your argument, writing drafts, and your final work product. Requesting others to contribute to this process without approval by the instructor may lead to charges of cheating. **Allowing others to edit your work, even if they are providing minor editing for grammatical and spelling errors, is prohibited without specific instructor approval.** Faculty are aware that English is a second language for many students, and base their evaluation of academic work on the content of the material rather than on grammar and spelling.

There are a several university resources for international students and others who would like to improve their writing skills. The Welch Center has classes on writing. Information about times can be found at http://www.welch.jhu.edu/classes/free.cfm. Additional writing classes are available through the School and through the Professional Development Office: http://www.jhsph.edu/student_affairs/writing.html

Resources on citation and writing can be found at the end of this handbook. In addition, there are several plagiarism detection software programs that can serve as a tool to prevent plagiarism. If you are unsure if you have referenced appropriately, you can run your work through one of these programs. The University of Maryland offers a free plagiarism detection program on their website http://www.dustball.com/cs/plagiarism.checker/

Common Mistakes

✓ Submitting a "References" or "Sources" section at the end of an assignment without including endnotes/footnotes or parenthetical citation in appropriate places in the body of the work.

✓ Citing online sources with only a URL within the body of the work. Most citation styles require other information, such as access date and/or authors.

✓ Failing to put direct quotations in quotation marks, or indent quotations to make it clear that you used actual words from a text. This error is especially insidious. It is easy to cut and paste from online sources, but it is also easy to detect this.

✓ Failing to be consistent in your citation style throughout the assignment.

✓ Taking inadequate notes on sources consulted during the research process, which leads to inadequate referencing. Sloppiness is not an excuse for plagiarism.

Sloppiness and ignorance are not acceptable excuses for plagiarism.

Strategies for Avoiding Plagiarism

Familiarize yourself with the rules of citation.

Students are expected to be knowledgeable about how to correctly cite and reference sources in their academic work. This handbook provides a general overview of citation and resources for further reading.

Remember that the purpose of citation is to properly acknowledge your sources and to provide enough information to allow a reader to find the source material from which your information is generated.

Take detailed notes during research process and cite as you write.

Often times students focus on gathering content for their research and forget to pay equal attention to diligently writing down the sources of the content. Writing down proper reference citation, including accurate page numbers and versions, in your note-taking process will assure that you can correctly attribute source material when you begin writing your academic assignment.

In addition, citing as you work makes it less likely that you will forget to cite a source and unintentionally plagiarize. Any work you allow others to see, including draft papers submitted for review, may be assumed to be written with proper citation unless you indicate otherwise, which is yet another reason to cite as you write.

When in doubt, cite.

If you are unclear if a specific phrase is sufficiently unique to necessitate a quotation, or if a fact is "common" knowledge that does not require a citation, you should err on the side of caution and cite.

Plan ahead accordingly to reduce stress and time pressure.

Many times students plagiarize as a shortcut to proper researching and referencing when they are under stress to meet deadlines. If time or stress management is an issue for you, address it as soon as possible to avoid the temptation to commit plagiarism.

The Student Assistance Program can help you with any personal problems you may be facing (443-287-7000; http://www.jhu.edu/~hr1/fasap/BSPHsap.html).

When in doubt, ask your professor for clarification on citing style.

While the professor may indicate which citation style he or she prefers in academic assignments, many times this information is left out of assignment instruction. It is your duty as a student to meet the citation standards required by your professor, so if you have doubts on when and how to cite your sources on assignments, then you should ask your professor for clarification. In addition, unless otherwise indicated by your professor, it is assumed that all classroom assignments and exams must be completed individually.

Resources and Further Reading
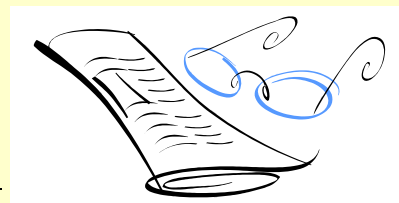
For common citation styles:

Turabian style (adapted Chicago style for student researchers):

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations.* Revised by Booth, Wayne, Gregory Columb, and Joseph Williams. 7th ed. Chicago: University of Chicago Press, 2007.

American Psychological Association (psychology and social sciences):

Publication Manual of the American Psychological Association. 6th ed. Washington, DC: American Psychological Association, 2010

International Committee of Medical Journal Editors (ICMJE) or Vancouver style (requirement for submission to most biomedical journals):

http://www.icmje.org/; see also:

http://www.ncbi.nlm.nih.gov/bookshelf/br.fcgi?book=citmed

Writing Resources:

Welch Library:
http://www.welch.jhu.edu/welch_tutorials/

Listing of Writing and Research Guides:
http://www.jhsph.edu/student_affairs/writing.html

Purdue University Online Writing Lab (OWL) has excellent instruction on writing and citation:
http://owl.english.purdue.edu/