**Academic Honesty Tutorial**

**Objectives:**

In this tutorial you will learn:

* Why you should credit your sources
* What type of information you should cite
* What is academic dishonesty?
* How to be academically honest

**Why Credit Your Sources?**

Why should you credit the sources you use?

Your Argument is Stronger

When you give credit to your sources, people can easily see that **you have consulted experts** when writing your paper. Your sources provide support for your own ideas and arguments. They demonstrate the research and thought that you have put into your paper.

You Acknowledge an Author’s Work

When you credit (or cite) your sources, you give the author credit for original research, writing, or intellectual work that he or she has produced. **Authors deserve credit** for the work they have put into an article or book. It is respectful and responsible to give credit.

You Won’t Get in Trouble

When you give credit, you won’t get in trouble. You show that you can incorporate other people’s words and ideas responsibly into your own work. If you don’t cite your sources, you are not being academically honest, which may cause you to get a zero on an assignment or even fail the course

You Get Better Grades

Your professor expects you to give credit to the sources you use. When you do, you get a better grade.

**What You Should Cite**

Basically, anytime you use information that you got from a source outside your brain… you need to credit the source of that information. (Magazines, books, newspapers, videos, websites, etc.)

**Direct Quotations & Paraphrasing**

When you use outside information in your paper, you can include this material in two ways:

**Direct quotations** are when you use the author’s exact words in your paper. Direct quotes are usually indicated with “quotation marks” or sometimes with a block quote.

*Example in MLA style*: According to Consumer Reports, “4.8 million people have used Facebook to say where they planned to go on a certain day (a potential tip-off for burglars) and that 4.7 million ‘liked’ a Facebook page about health conditions or treatments (details an insurer might use against you).” (24)

*Full citation, MLA 8th ed.:*

“Facebook & Your Privacy.” *Consumer Reports,* vol. 77, no. 6, June 2012, pp. 24-31.

**Paraphrasing** is when you take the author’s ideas and put them into your own words. Sentences that are paraphrased need to be cited because the original idea belongs to the author that you are paraphrasing.

*Example in MLA style*: Millions of Facebook users have posted details about when they will be away from home, which could make their homes targets for burglary. (24)

*Full citation:*

“Facebook & Your Privacy.” *Consumer Reports,* vol. 77, no. 6, June 2012, pp. 24-31.

**What You Don’t Need to Cite**

There are two things that you do not have to cite:

* Your Own Ideas (Puppies are cute. Chocolate is my favorite food group.)

These are your own convictions, opinions, beliefs, and biases. You don’t have to cite yourself! So you love chocolate! Great. Say that. But be careful. When you do make an argument or assertion, your professors will expect you to provide evidence to back up your claims. You should cite any outside sources you draw upon.

* Common Knowledge (Austin is the capital of Texas. Bats live under the Congress Ave. Bridge. The sky is blue.)

Common knowledge is information that people generally just know, like:

- When the stop light is red, you must stop.

- The Declaration of Independence was issued in 1776.

Not sure whether something is common knowledge? Ask a librarian. Or, when in doubt, cite it.

**Let’s Practice-**

**Matching Exercise:**

**Try This!**

What kinds of sources are these? Match each letter on the right with an item on the right. Type the letter to the left of each numbered item.

\_\_\_\_ 1. Human Blood is red. A. Personal Opinion

\_\_\_\_ 2. “Where civil blood makes B. Paraphrase

civil hands unclean.”

\_\_\_\_ 3. Red blood cells are C. Common Knowledge

responsible for delivering

oxygen throughout the body.

\_\_\_\_ 4. I like Rocky Road ice cream. D. Direct Quote

**What is Academic Dishonesty?**

If you do not give credit to your sources, you are acting in an **academically dishonest** way.

One form of academic dishonesty is **Plagiarism**.

**Plagiarism**

Plagiarism, a type of cheating, is failure to give an author credit for his or her ideas, discoveries, or creations.

Here is ACC’s statement on academic misconduct.

Academic Misconduct

ACC’s official policy (AR 1.04.006) refers to academic misconduct as “any activity that compromises academic integrity or subverts the educational process…” Link: <http://www.austincc.edu/academic-integrity-and-disciplinary-process>

The policy goes on to list a number of prohibited activities, including the following:

* “Submitting plagiarized work for an academic assignment or requirement”
* “Falsification, fabrication, or dishonesty in creating any assignment”

**Intentional Plagiarism** is when the researcher **knowingly** uses words that are not his or her own.

This includes:

Using direct quotations without citing them

Paraphrasing a source without citing it

Cutting and pasting information from the Internet without citing it

Buying a paper online and turning it in as your own

Reusing a paper that you wrote previously

Turning in a paper written by another student

**Unintentional Plagiarism** occurs when a researcher cites something **incorrectly.**

This type of plagiarism can be avoided by carefully checking that all sources are cited, and by **asking questions** of:

* + a librarian
  + your professor
  + a writing tutor from the Learning Lab

**F.Y.I.**

Professors at ACC have access to an online tool called **SafeAssign** that helps them see if a paper is intentionally or unintentionally plagiarized.

If you have any concerns about your paper, ask your professor!

**Academic Honesty**

Here are some tips that will help you avoid plagiarism:

* Keep Good Notes
  + As you research, write the information you need to cite your sources. That way you won’t have to find your sources again later.
  + If you are doing research online, it is easy to **email yourself a copy** of the article.
  + For printed materials, write down things like **title, author** and **publication information** on a note card. Use your smartphone to take a picture of the title page.
* Cite, Cite, Cite
  + Cite everything that is not your own idea or common knowledge.
  + Some research papers will have citations for many or even most sentences.
* Start Early
  + Start your assignment as soon as you can.
  + You may be more tempted to cite incorrectly or plagiarize if you are rushed.
* Use Citation Tools
  + Library resources like EBSCO and Gale databases offer properly formatted citations for most of their articles.
  + You can also find links to several citation managers in our “Resources” tab. Always double-check the citations that these tools produce. They do most of the work, but they can contain errors.
  + Not all citation tools use the new MLA 8th Edition format yet, so you may need to make corrections.
* Ask For Help
  + If you have any questions or concerns about when or how to cite your sources, ask a librarian, your professor, or a writing tutor from the Learning Lab.

**Recap**

In this tutorial you have learned:

* Why you need to cite the sources you have used
* What types of information you need to cite
* What plagiarism and academic dishonesty are
* How to avoid plagiarism

Now let’s test your understanding of these concepts.

**Quiz**

Academic Honesty

The following quiz consists of 10 multiple choice questions.

Each question is worth 10 points. Type the letter which matches the correct answer in the blank.

\_\_\_\_1. What is one way that you can avoid plagiarism?

A. put an author’s ideas in your own words without crediting the author

B. borrow a paper from a friend

C. email yourself a copy of the articles you find as you research

D. cut and paste information from the Internet

\_\_\_\_2. You should cite your sources because:

A. Your argument will be stronger

B. You will give the author credit

C. You will get a better grade

D. You won’t get in trouble

E. All of the above

\_\_\_\_3. Which of the following would not need to be cited?

A. A climate change article from the National Oceanic Atmospheric Association (NOAA)

B. There are fifty stars on the American flag

C. A chart showing goat milk production in California in the last decade

D. “I have a dream….”

\_\_\_\_4. Which of the following would be considered plagiarism?

A. Writing about your own opinions with no citation

B. Writing that the sky is blue without citing it

C. Cutting and pasting from an Internet article without giving credit

D. Correctly citing an article you found in the library databases

\_\_\_\_5. According to the official ACC policy on academic honesty, which of the following is expected of students?

A. Submit course work that is the result of your own thought

B. Contact your professors for citation guidelines

C. Conduct your own research

D. All of the above

\_\_\_\_6. In order to paraphrase, simply change the order of the words for the information you have gathered from a source.

A. True

B. False

\_\_\_\_7. Which of the following would be considered common knowledge?

A. Thomas Jefferson was president from 1801-1809.

B. There were 56 signers of the Declaration of Independence.

C. Independence Day is celebrated on July 4.

D. The oldest person to sign the Declaration of Independence was Benjamin Franklin.

\_\_\_\_8. For the following, which is an example of plagiarism?

A. Using direct quotes with a citation.

B. Listing the incorrect author of a source.

C. Not citing common knowledge.

D. Rephrasing a source in your own words and providing a citation.

\_\_\_\_9. What is a possible penalty for not properly citing your sources?

A. You may receive a zero on the assignment.

B. You will have to buy the book.

C. Your parents are notified.

D. You have to write an apology letter to the author.

\_\_\_\_10. Which of the following will help you avoid plagiarism?

A. When in doubt, cite your source

B. Don’t procrastinate on your assignment

C. Keep a works cited page while you research to track your sources

D. All of the above

If you are required to turn in this quiz to your professor, please print by selecting FILE => PRINT. If you are required to email the quiz to your professor or upload it to Blackboard, please choose FILE => SAVE.

Answer Key: Matching

1. C
2. D
3. B
4. A

Answer Key:

Quiz- Academic Honesty

1. C
2. E
3. B
4. C
5. D
6. B
7. C
8. B
9. A
10. D