

## AVOID PLAGIARISM -- QUICK GUIDE

“The School of the Art Institute of Chicago prohibits ‘dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the School.’ One plagiarizes when one presents another’s work as one’s own. It is a form of intellectual theft...Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not” is also plagiarism (see [Student’s Rights and Responsibilities](#) in the Student Handbook). To address this problem, the Faculty Senate Student Life Committee has developed a handbook, [Plagiarism: How to Recognize and Avoid It](#). The suggestions below have been excerpted from the handbook by library staff as a quick guide for students.

### To avoid plagiarism:

- Write your own paper in your own words.
- Acknowledge the words and ideas of others when you discuss them in your writing. See p.28 of the Plagiarism Packet, [When to Give Credit](#).
- Put quotation marks around direct quotations.
- Cite all of your sources accurately.

A **citation** is a short, formal indication of the source of information. Citations (sometimes called references) appear in bibliographies, footnotes, and endnotes. A **bibliography** lists all of the sources used in preparing your paper. For each source that you quote or specifically discuss in your paper, you should also create either a **footnote** (at the bottom of the page) or an **endnote** (at the end of the paper or chapter). Some styles use a brief note within the text.

**Style manuals** tell you how to format your paper and citations. They also provide guidelines for grammar, punctuation, and editorial style. Your professor may assign a particular style manual. If not, choose one yourself and use it consistently throughout your paper. The examples below show how citations would appear in a bibliography using the most popular styles.

### Chicago style

REF Z253 .U69 2003

University of Chicago Press. *The Chicago Manual of Style*, 15<sup>th</sup> ed. Chicago: University of Chicago Press, 2003.

### Turabian style

REF LB2369 .T8 1996

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6<sup>th</sup> ed. Revised by John Grossman and Alice Bennett. Chicago: University of Chicago Press, 1996.

### MLA style

REF LB2369 .G53 2003

Gibaldi, Joseph. [MLA Handbook for Writers of Research Papers](#). 6<sup>th</sup> ed. New York: Modern Language Association of America, 2003.

For Art Therapy courses, you may be asked to use:

### APA style

REF BF76.7 .P83 2001

American Psychological Association. (2001). *Publication Manual of the American Psychological Association*, 5<sup>th</sup> ed. Washington, DC: Author.

Style manuals are available in the reference section of the Flaxman Library – our call numbers are shown with the citations above. There are also examples and discussions of the most popular styles available on the web at many university web sites. Here are some examples:

### CHICAGO / TURABIAN

Writer's Handbook: Chicago Style Documentation

<http://www.wisc.edu/writing/Handbook/DocChicago.html>

Quick Reference Guide to the Chicago Style

<http://test.library.wvu.edu/ref/chicago.html>

Excellent FAQ on Usage in the Chicago Style

<http://www.press.uchicago.edu/Misc/Chicago/cmofaq/>

Online! Guide to Chicago Style

<http://www.bedfordstmartins.com/online/cite7.html>

### MODERN LANGUAGE ASSOCIATION

Writer's Handbook: MLA Style Documentation

<http://www.wisc.edu/writing/Handbook/DocMLA.html>

MLA Citation Style

[http://www.library.cornell.edu/newhelp/res\\_strategy/citing/mla.html](http://www.library.cornell.edu/newhelp/res_strategy/citing/mla.html)

UIUC Writers' Workshop MLA Citation Styles

[http://www.english.uiuc.edu/cws/wworkshop/writer\\_resources/citation\\_styles/mla/mla.htm](http://www.english.uiuc.edu/cws/wworkshop/writer_resources/citation_styles/mla/mla.htm)

Online! Guide to MLA Style

<http://www.bedfordstmartins.com/online/cite5.html>

Purdue University OWL Using MLA Format

[http://owl.english.purdue.edu/handouts/research/r\\_mla.html](http://owl.english.purdue.edu/handouts/research/r_mla.html)

### AMERICAN PSYCHOLOGICAL ASSOCIATION

Writer's Handbook: APA Style Documentation

<http://www.wisc.edu/writing/Handbook/DocAPA.html>

APA Style Guide

<http://www.lib.usm.edu/research/guides/apa.html>

UIUC Writers' Workshop APA Citation Styles

[http://www.english.uiuc.edu/cws/wworkshop/writer\\_resources/citation\\_styles/apa/apa.htm](http://www.english.uiuc.edu/cws/wworkshop/writer_resources/citation_styles/apa/apa.htm)

Online! Guide to APA Style

<http://www.bedfordstmartins.com/online/cite6.html>

Purdue University OWL Using APA Format

[http://owl.english.purdue.edu/handouts/research/r\\_apa.html](http://owl.english.purdue.edu/handouts/research/r_apa.html)