

The 4 Ws on Writing Responsibly

WHO: Sometimes students are not sure how to use information they gather, as a result, they are copying someone else's work. This is not acceptable. If you are having trouble understanding, paraphrasing or referencing the researched information it is important to see your teacher for help.

WHAT: PLAGIARISM; as cited in the Webster's Dictionary, is "the act of presenting someone else's ideas or words as your own." In other words, copying or taking someone else's work. Plagiarism is a serious offense, which can result in re-writing your work or possibly a failure in the assignment.

WHERE: Students can gather information from books, encyclopedias, newspapers, magazines, CD-ROM, Internet, video, interviews and more, therefore, it is important to reference all of your research work.

WHEN: Students tend to plagiarize when they are not sure how to use the information they have gathered. There are several things you can do:

- 1) **Paraphrase-** using your own words to restate the author's ideas or work.
 - a) Read the researched information first.
 - b) Skim over the material you would like to use.
 - c) In your words, try to list the main ideas
 - d) Re-read the information again.
 - e) Write your paraphrase, using your own words to restate the author's idea. Make sure to stick the main ideas and put quotation marks around the key words or phrases. (The quotation marks will help you to reference from the source.)
- 2) **Quoting Material** from a single word to an entire paragraph.
 - a) There are different ways of using quotation marks. For example, a four lined citation in the middle of your work will require direct quotation. However, longer quotations have special indentation and spacing requirements.
- 3) **Citing Sources** – giving credit to someone else's work.
 - a) There are several different ways to reference books, newspaper articles, videos and more. Please see below for examples.

i) **BOOKS BY THREE AUTHORS**

Sebranek, Patrick, Verne Meyer and Dave Kemper. A Student Handbook for Writing & Learning. Wilmington: Write Source, 1996.

ii) **MAGAZINE ARTICLE**

Cowley, Geoffrey. "Chronic Fatigue Syndrome." Newsweek 12 November 1990: 62-70.

iii) **ENCYCLOPEDIA ARTICLE** – Signed with Author's name

Marsh, James. "Montreal Canadiens." The Canadian Encyclopedia. 1988 ed.

iv) **CD-ROM** – Encyclopedia – unauthored

"Aaron Copland." Microsoft Encarta. 1994ed. CD-ROM. Redmond: Microsoft, 1994.

v) **ELECTRONIC FILE ON THE WORLD WIDE WEB**

Bowker, Samuel T. "Cyberspace: Debate on Research Use."
Available at <http://www.ppc.new.edu/home/stb/com>.

vi) **BOOKS BY ONE AUTHOR**

Atwood, Margaret. Cat's Eye. Toronto: McClelland & Stewart, 1988