

Title Page - Introduction to Citing and Quoting

Welcome to the University of Alberta Comcast on citing and quoting. We want you to do it right the first time, so you can avoid plagiarizing and just concentrate on your ideas in your writing. Let's get started.

Overview of this module

Our objectives for this module is for you to learn about the rules of citation, as well as when to quote in a paper, and the proper way to quote...(by using signal phrases and adding the important reference information, like who you are quoting and where your reader can find the information you have quoted.) Citing information you have read lets the reader know that it isn't your original idea, but does give your ideas credibility if you can support them from experts in the field. Above all, citing work lets your readers know that you have nothing to hide – you didn't make up the information and they can check it for themselves. In this way, your writing gains transparency and therefore increased credibility.

Accuracy Quote

You MUST make sure that you have quoted the exact words from the original text. That is actually what the quotation marks tell the reader – that you have copied word for word what the original author has said.

You also have to make sure that you have chosen words from the original work that represents the ideas of the author. For instance, you can't drop a "not" from a text when you copy it, or you will misconstrue the intent of the original author.

Failure to do these will result in a misquote... and although it is not plagiarism, it is not good academic writing and your professor will be bound to pick it up and it will result in a lower mark for you.

Here is a quote that doesn't represent the original

Quoting: Who What and Where

Just reading the text:

- ✘ Who (and what)?
- ✘ - experts, statistics, passages of literature
- ✘ What?
- ✘ - things that support your argument
- ✘ - personal experiences (anecdotes)
- ✘ - case studies
- ✘ - experiments and surveys
- ✘ - experts' opinions
- ✘ - statistics
- ✘ When?
- ✘ - when it is relevant
- ✘ - an eloquent sentence

- not too often

General Rules of Citation

Let's talk about citing in general terms – for everything, paraphrasing, summarizing and quoting. First let me explain styles. These are simply