

# FY 100 Basic Citation Exercise

By Dr. Jennifer Mitchell for SUNY Potsdam FY 100, Fall 2018

Please read this page carefully before beginning Task 1. This EASY assignment helps you learn the basics of citing your sources at a college level. **It'll take you under two hours, and you might want to complete it in two or three sittings. Follow all instructions, as they are meant to save you time and avoid unnecessary effort!**

Errors in your paraphrases and citing right in your sentences/paragraphs can give the impression you are plagiarizing. Standards are much higher in college: the result of plagiarism or even poor citing can include failing grades or disciplinary action. Therefore, this Basic Citation Exercise shows you how to cite and paraphrase within your own writing.

Although we don't cover it here, the bibliography is also a crucial part of citing well and avoiding plagiarism. Your bib must have every source you've used, and it must apply the style your teacher assigns. "Citation makers" (like EasyBib) can help you build your bib. However:

- "Citation machines" like EasyBib help you draft your bib, but they do NOT help you with paraphrasing or citing in your sentences. That's what you'll learn here.
- It is your responsibility to correct that bib by checking it against a credible guide (see our Resources page below on page 6).

**Spend about two hours on this EASY exercise. You might want to break that up into two or three sittings.** You will read some short webpages and write three short responses which will come to about one page total.

1. Create one Word document with your answers to all three tasks below. Label each task clearly.
2. To complete the three tasks, follow our instructions to read a web page and write a short response. Simply apply what you learn from the reading and cite carefully.
3. Bring hard copy of your work to your class visit to the Writers' Block. We'll review the three tasks together, and you'll do a bit more practice building from Task 3.
4. Then submit your exercise to your FYSS instructor following their instructions. Save this exercise on your computer as a helpful guide for the future.
5. Book with the Writers' Block if you want help citing in this exercise!

*Scroll down to get started.*

## Task 1: "WAKE-UP CALL"

**READ:** [Potsdam Academic Honor Code](#), all of parts A and B, plus part C sections 1-2.

**READ:** [What is Plagiarism?](#), section 1, first four paragraphs only, PLUS all of section 3.

**THEN WRITE:** Using what you learned from those two readings, write a short "wake-up call" addressed to your peers. You should share just a few key points which might be new to your peers coming from high school to college. What are the challenges they should keep in mind? Write 100-150 words or 10-15 sentences.

**CITE:** Each time you use something from one of the readings, name the **author** either in your sentence or in parentheses immediately after you use that source. The author is either the Georgetown University Honors Council OR the SUNY Potsdam College Office of Student Conduct & Community Standards. (We'll review your citing when you come to visit.)

**BIB:** Copy and paste the sources you used from our Sample Bibliography page below (page 5). Label your bib as "Works Cited."

### SHORTCUT! IMPORTANT RULES OF CITING:

- Give credit every time. Be sure to cite authors and page in parentheses after each quotation or paraphrase. Follow the formats in Task 3, above.
- Authors' names must be mentioned, either in sentence or in parentheses. (If no author, use the title, including just the first three words of the title in parentheses). If it's extremely clear in your sentences which authors you are citing, you don't need to include their name in parentheses.
- Be sure to use the book accurately to make your points.

## Task 2: GUIDELINES for CITING

**READ:** "[Paraphrasing](#)," pages 3-5. These pages are crucial to your college writing success!

**READ:** Read either pages 94-97 OR 210-13 from your FY 100 textbook, *Your College Experience*. (Your teacher might assign different pages for this exercise.)

**SKIM:** "[Plagiarism and Citation Basics](#)." (Note about MLA: On that page, the bibliography format still needs to be updated to MLA 8th ed. [Read more](#) if you're curious.)

**THEN WRITE:** Summarize **one new or helpful point** you picked up from "Paraphrasing" **and also** one point from your textbook. Write a few sentences for each. When you quote or paraphrase, just mention SUNY Potsdam College Writing Center OR Gardner and Barefoot, with page number, as the author. Don't make a bib for this exercise.

## Task 3: YOU BE THE JUDGE

**READ this passage from your textbook:** “Citing your sources serves many purposes. For one thing, acknowledging the information and ideas you’ve borrowed from other writers distinguishes between other writers’ ideas and your own and shows respect for their work. Source citations show your audience that you have based your conclusions on good, reliable evidence. They also provide a starting place for anyone who would like more information about the topic or is curious about how you reached your conclusions. Most important, citing your sources is the simplest way to avoid plagiarism – taking another person’s ideas or work and presenting them as your own – which we will explore in some detail later in this chapter” (Gardner and Barefoot 213).

**WRITE:** Why are these paraphrases considered good or bad by a college teacher? Write just a few words or a sentence about each paraphrase. These questions will help you.

- Is the paraphrase accurate?
- Is it our original wording or is it using the authors’ words?
- Are the authors given credit correctly?

1. Good paraphrase: Using sound evidence is crucial in making strong points through writing, and citations show the reader exactly what evidence you used (Gardner and Barefoot 213).
2. Good paraphrase: Gardner and Barefoot remind us of the reasons why readers need excellent citations throughout our papers: separating our own ideas from our sources’ ideas, respect for other writers, proof of good information, leads to find that information, and avoiding plagiarism -- or even the perception that we plagiarized (213).
3. Good paraphrase: When we cite sources, we give credit for the work of others which we’ve used in our own writing. In other words, we “acknowledg[e] the information and ideas [we’ve] borrowed from other writers” (Gardner and Barefoot 213).
4. Poor paraphrase: Source citations prove that you have based your conclusions on good, reliable information.
5. Poor paraphrase: The simplest way to avoid plagiarism is citing your sources (Gardner).

You're done! Remember, you are responsible for learning how to cite and doing it thoroughly. Teachers won't always spell out requirements in the same way, so your initiative to learn and check the formats is essential.

## SAMPLE BIBLIOGRAPHY

Shortcut! Always be absolutely sure that every source you used in writing a paper is listed on the bib page. By doing so, you are signaling that you used that source. If you do not signal use you are, in the eyes of your professors, hiding your use of a source. Hiding a source is the definition of plagiarism.

### Works Cited

Gardner, John N. and Betsy O. Barefoot. *Your College Experience: Strategies for*

*Success*. Bedford/St. Martin's. 2017.

SUNY Potsdam College Writing Center. "Plagiarism and Citation Basics." SUNY Potsdam.

N.d., [www.potsdam.edu/sites/default/files/documents/support/tutoring/cwc/Plagiarism-and-Citation-basics.pdf](http://www.potsdam.edu/sites/default/files/documents/support/tutoring/cwc/Plagiarism-and-Citation-basics.pdf)

SUNY Potsdam College Writing Center. "Paraphrasing." SUNY Potsdam. 2013,

[www.potsdam.edu/sites/default/files/documents/support/tutoring/cwc/Paraphrasing.pdf](http://www.potsdam.edu/sites/default/files/documents/support/tutoring/cwc/Paraphrasing.pdf)

SUNY Potsdam Office of Student Conduct. "SUNY Potsdam Academic Honor Code." SUNY Potsdam.

2017, <http://www.potsdam.edu/studentlife/studentconduct/honorcode>

Georgetown University Honors Council. "What is Plagiarism?" Georgetown University.

N.d., <https://honorcouncil.georgetown.edu/whatisplagiarism>

Note for your future work: Technically, a “bibliography” is a list of works which you consulted on the topic. A “works cited” page or “references” list shows only the sources which you actually used (that is, summarized, paraphrased, or quoted) in your paper.

## *Resources: Help when you need it*

### Help on campus:

- [Potsdam College Writers' Block](#) peer writing consultants can help you with any aspect of your writing, including citation. Just contact us for a free appointment.
- SUNY Potsdam librarians can also help with citing, and [libraries.potsdam.edu](http://libraries.potsdam.edu) includes good links. They really want to help you learn, so bring your questions, big and small.
- Tutoring is also available from SSC (google Potsdam Group Tutoring) and for students in the TRiO and EOP programs.

### Links:

The best online guides to citation styles are [Purdue OWL](#) and [CiteSource](#). The OWL includes sample papers with correct citation and information on all aspects of writing. CiteSource shows how to cite various kinds of web sources.

**Citation makers** (like EasyBib or BibMe) help you to create a works cited page, but they don't show you when to cite in your sentences and paragraphs. And the quality of the works cited page is still your responsibility: check to be sure that it really is correctly formatted by comparing the format to those at [Purdue OWL](#) or [CiteSource](#).

NOTE: Citation styles: Different fields of study use different styles. For example, English uses MLA style, but Psychology uses APA style and History uses Chicago style. Your teacher will tell you what style to use. In most 100- and 200-level courses, MLA style will be fine.