

## Ethical Use of Literature

As a UCalgary student you are likely to spend a great deal of time searching for and reading literature or other forms of academic sources. Have you ever stopped to ask yourself:

*Why am I reading this all of this literature? What am I going to do with it?*

We use literature in our academic writing:

- To give context
- To help understand how a reasoned argument works
- To strengthen your argument
- To add interest to your paper
- To provide you with new ideas
- To keep you up to date
- To reveal controversy (Harris, 2017)

Academic writing requires that we **situate ourselves in a conversation**, and engage in a discussion that likely began way before our time. If we refer to that conversation in our own writing then **we must acknowledge the original owner of the ideas.**

## How do I use the words and ideas of others?

It is important to understand how you will incorporate words and ideas of other. When writing at the academic level, you will frequently have to quote, summarize, and paraphrase other people's ideas and research. **Note:** Some departments, fields, and disciplines do not do all of the above. E.g., quoting in social sciences and humanities research is common, whereas quoting in sciences research is uncommon.

Type	What does it mean?	Reasons for Use
<b>Quotation</b>	Use the exact words from someone else's work. Use quotation marks to indicate what the referenced text is. Source is cited precisely according to citation style used.	<ul style="list-style-type: none"> <li>• Reflect <b>specific words</b> for clarity or accuracy.</li> <li>• Reflect <b>unique</b> research/views.</li> <li>• <b>Analyze or challenge</b> the view expressed.</li> <li>• Add <b>authority/credibility</b> to your remarks.</li> <li>• Add <b>interest/impact</b> to a specific section (e.g. introduction/ conclusion).</li> </ul>
<b>Summary</b>	Words and structure of the original written text are changed, the meaning is the same, only the main points are included, length of writing is condensed, and the source is cited.	<ul style="list-style-type: none"> <li>• <b>Give an overview</b> of a text <b>briefly</b>.</li> <li>• <b>Condense</b> a text to <b>highlight ideas relevant</b> to your own work.</li> <li>• <b>Omit unnecessary information</b> to focus on relevant points.</li> </ul>
<b>Paraphrase</b>	Putting someone else's ideas into your own words. New sentence structures and words/ phrases/ terms to communicate the authors work, use the same level of detail as the original, cite the source.	<ul style="list-style-type: none"> <li>• When the <b>general idea is more important</b> than the exact words.</li> <li>• When the idea or information from the source <b>is not common knowledge</b>.</li> <li>• To <b>simplify</b> complex ideas or sentence structure.</li> <li>• To <b>clarify</b> technical language, difficult vocabulary, specialized information.</li> </ul>

## Why is this important?

Presenting the ideas, expression of ideas or work of **another individual** as your **own** is called plagiarism and is a form of **academic misconduct**. Plagiarism includes:

- Using all or a portion of someone else's work without appropriate acknowledgement, (failing to quote, paraphrase or cite correctly).
- Purchasing or otherwise acquiring work and submitting it as your own original work.
- Submitting prior work for evaluation in another course, or in a subsequent attempt of the same course, without the express approval of the Instructor teaching the second course, or subsequent attempt (self plagiarism).

## Top Tips for Effective Paraphrasing

Learning to paraphrase can be daunting, yet it is an undeniably essential academic writing skill that needs to be continually developed. Paraphrasing is more complex than quoting or summarizing; there are certain rules that must be followed to ensure that you have produced a correct paraphrase. Mastering the art of paraphrasing will ensure that you are able to concentrate on producing your best work, rather than worrying about inadvertently plagiarizing.

### PARAPHRASING

1. Read the original text carefully. **Understand it fully as a whole, rather than as individual ideas or themes.** It is very difficult to paraphrase something that you do not understand.
2. **Take notes** about the important ideas expressed in the original source.
3. **Cover the original source** and use your notes to paraphrase what you have read. Think about what "**your own words**" would be if you were telling someone what the original source said.
4. **Review** your paraphrased text and ask yourself the following questions:
  - a. Did I use the same words as the original source?  
(The answer must be **NO**)
  - b. Did I use the same sentence structure as the original source?  
(The answer must be **NO**)
  - c. Did I change the order of ideas of the original source?  
(The answer must be **YES**)
5. **Check your paraphrase against the original text.** You may want to underline similar wording, sentence structure or the order of ideas to make them easier to see.
6. **Cite** the original source according to the referencing method used in your course.
7. Remember to include the **full reference** in the reference list.

For more information visit [www.ucalgary.ca/academic-integrity](http://www.ucalgary.ca/academic-integrity) or email [askacademicintegrity@ucalgary.ca](mailto:askacademicintegrity@ucalgary.ca)