Academic Integrity & Citation Workshop

Jeff Cohen
Schulich Student Academic Services Coordinator | jcohen@schulich.yorku.ca

Stephanie Quail
Business Librarian | Bronfman Library | quailste@yorku.ca
Agenda

- Getting help from the Bronfman Library
- Why should you cite?
- How are citation and academic integrity connected?
- Types of plagiarism and consequences
- How to cite using APA
- Additional citation resources at York University

(This presentation uses APA citation style throughout)

Click me! to learn about SPARK (student papers & academic research kit)
Staying in Touch with Bronfman

- Learn about business research databases
- News_updates on business library services
- Research tips
- And much more…
The Bronfman Library: Getting Help

**Hours (Sept. 8-Dec. 22, 2014):**
- Monday-Thursday: 8am-11pm
- Friday: 8am-6pm
- Saturday: 9am-6pm
- Sunday: 11am-8pm

**Getting Help:**
- Phone: 416-736-5139
- Reference email: bronfref@yorku.ca
- IM chat service available on Bronfman website
Business Librarian

• Stephanie Quail
• Email: quailste@yorku.ca
• Phone: 416-736-2100 ext. 22747
• Office: Bronfman Library, S237V

Learn more about the Bronfman Library staff and how we can help you with your research!
How would you feel if…?

• …you shared a cost-saving idea with a colleague and he/she told your boss without mentioning your name?

• …you took an amazing photo and someone published it in a newspaper without giving you credit?

• …a fellow student copied your essay and handed it in without giving you credit?

(Ross & Stewart, n.d.).
When people don’t reference you or give you credit, they are implying that they are the…

- Authors
- Artists
- or Creators

OF YOUR IDEA(S)!

(Ross & Stewart, n.d.).
Citation is important because…

Citations strengthen YOUR work by…

• Showing you have done YOUR research
• Giving readers a list of books and articles to LEARN MORE about a topic
• Showing you RESPECT intellectual property
• Indicating you understand there are SERIOUS CONSEQUENCES if you don’t document your sources

(Harris, 2002, p. 35).
"Academic integrity" refers to a set of conventions that scholars follow in their work, and which generates credibility, trust, and respect within the academic community" (SPARK at York University, 2013, What is Academic Integrity section, para. 1).

What is academic integrity, anyway?
“Academic integrity” refers to a set of conventions that scholars follow in their work, and which generates credibility, trust, and respect within the academic community” (SPARK at York University, 2013, What is Academic Integrity section, para. 1).

Breaking down Academic Integrity

A set of conventions that your professors follow:
• Only submit your own work
• Give credit to others when using their ideas

Conventions generate trust & credibility because:
• All professors and other academics contribute to scholarship in an honest way
• Their work gives credit to previous scholarship, allowing them to build on others’ ideas with integrity (SPARK at York University, 2013).
“…As a student, earning a university degree in a fair and ethical way also involves following these conventions” (SPARK at York University, 2013, What is Academic Integrity section, para. 1).

Students need to follow the same rules!

Breaking the rules include…
- Submitting a paper you didn’t write
- Cheating on a test
- Not citing sources you use

Not following the rules can lead to:
- Failing a course
- Suspension from York
- Expulsion from York

(York University Secretariat, 2011).

Learn more about Academic Integrity with SPARK!
www.yorku.ca/spark
“Plagiarism is the misappropriation of the work of another by representing another person’s ideas, writing or other intellectual property as one’s own.

This includes the presentation of all or part of another person’s work as something one has written, paraphrasing another’s writing without proper acknowledgement, or representing another’s artistic or technical work or creation as one’s own.

Any use of the work of others, whether published, unpublished or posted electronically, attributed or anonymous, must include proper acknowledgement” [emphasis added] (York University Secretariat, 2011).

For more info see York University’s Academic Honesty Policy
Example 1: Buying papers / Paying someone to write your exams (Ross & Stewart, n.d.)

“75/365 – July 18, 2008” by meddygarnet, used under CC BY 2.0 / Cropped from original

Figure 1. 75/365 – July 18, 2008. [Photograph], by meddygarnet, 2008, July 18, Retrieved from https://www.flickr.com/photos/meddygarnet/2680236819
THE STUDY IN BRIEF

Canada’s governments have regularly missed budget spending and revenue targets during the last decade. Taken together, the spending overruns of federal, provincial and territorial governments have surpassed $53 billion in the last 10 years. If budget targets were met more accurately, current debt loads, tax burdens and deficits would be lower and more manageable.

There is considerable variation in the financial reporting practices that governments follow. For example, some governments present budget and public accounts figures clearly and with comparable formats. Further, some governments table their annual reports before the federal government, while others do not. In some cases, governments do not provide comparative figures or update them on a timely basis.

This fifth annual study of governments’ fiscal accounts documents and analyzes the extent to which governments present budgeted and year-end revenue and spending figures that are comparable, readily available and transparent. The study also examines the quality of government financial reporting, looking at both the completeness and accuracy of the information provided.

Example 2: Copying & pasting without citing & using “quotation marks” (Ross & Stewart, n.d.)
Example 2: Copying & pasting without citing & using “quotation marks” (Ross & Stewart, n.d.)

Financial accountability and fiscal responsibility in federal, provincial, and municipal government organizations is typically a concern for Canadian citizens.

Canada’s governments have regularly missed budget spending and revenue targets during the last decade. Taken together, the spending overruns of federal, provincial and territorial governments have surpassed $53 billion in the last 10 years. If budget targets were met more accurately, current debt loads, tax burdens and deficits would be lower and more manageable. Canadian citizens should be distressed by this lack of fiscal responsibility at the federal, provincial, and territorial level.

WRONG!

Financial accountability and fiscal responsibility in federal, provincial, and municipal government organizations is typically a concern for Canadian citizens. The C.D. Howe Institute states, “the spending overruns of federal, provincial and territorial governments have surpassed $53 billion in the last 10 years” (Busby & Robson, 2013, p. 1). Canadian citizens should be distressed by this lack of fiscal responsibility at the federal, provincial, and territorial level.

CORRECT!
Example 3: Not citing paraphrased sources in your work (Ross & Stewart, n.d.)

WRONG!

Financial accountability and transparency vary in federal, provincial, and municipal government organizations is a major concern for Canadian citizens. A C.D.

However, providing financial information should be disconcerting for the average Canadian citizen.

No in-text citation? = Improper citation & plagiarism
Example 3: Not citing paraphrased sources in your work (Ross & Stewart, n.d.)

Financial accountability and fiscal responsibility in federal, provincial, and municipal government organizations is typically a concern for Canadian citizens. A C.D. Howe Institute report by Busby and Robson (2013) shows that combined government overspending at the federal, provincial, and territorial level from 2002 to 2012 exceeded $53 billion. This figure should be disconcerting for the average Canadian citizen.
Example 4: Double submissions of your own work (Ross & Stewart, n.d.)

Financial Accountability in the Various Levels of Canadian Governments

Paula Bashford
FACC 6460
Professor Brian Gaber
18 October 2014

WRONG!

Financial Accountability in the Various Levels of Canadian Governments

Paula Bashford
FACC 6200
Professor Liona Lai
16 April 2015

WRONG!
Example 5: Copying and submitting your friends’ work (Ross & Stewart, n.d.)

Financial Accountability in the Various Levels of Canadian Governments

Paula Bashford
FACC 6460
Professor Brian Gaber
18 October 2014

Financial Accountability in the Various Levels of Canadian Governments

Ryan Anderson
FACC 6460
Professor Brian Gaber
22 October 2015
There are CONSEQUENCES for engaging in plagiarism at York University...
Plagiarism consequences in order of severity
(York University Secretariat, 2011)

Most Severe

- Withholding/rescinding York degree
- Expulsion from York
- Suspension from York
- Notation on transcript
- Permanent grade of record
- Failure in course
- Lower grade in course
- Lower grade on assignment/exam
- Completing make-up assignment/exam
- Completing academic honesty assignment
- Written warning

Least Severe

York can combine any of the following penalties.
When should you cite?

1. When **directly using someone else’s words** (ex. copying and pasting a sentence from a book, journal article, or report):
   - Use “**quotation marks**”
   - Create an **in-text reference** and a more complete reference in your assignment’s References list

2. When you **use someone else’s**:
   - **Ideas, theories, or opinions**
   - **Music, drawings, designs, dance, photography and other artistic or technical work**
   - **Tables, graphs or any other graphic element**
   - **Facts and information** that are not generally known
   - **Unusual or distinctive phrases, specialized terms, computer codes, quantitative data**
   - **Spoken or written words**

   Create an **in-text reference** and a more complete reference in your assignment’s References list
When do you not have to cite?

1. Your own ideas don’t have to be cited.

One major exception: Any work you have submitted in the past must be cited both in-text and in your References list.

2. Common knowledge, or information generally considered to be a well-known fact.
   - It appears in several sources with no reference.
   - Ex: The earth orbits around the Sun.

If you’re unsure about something being “common knowledge”, create an in-text and References list citation. It’s better to be safe than to be accused of plagiarism.
REMEMBER...If in doubt, CITE.

The CONSEQUENCES are not worth it.
1. At York University, students are expected to follow the conventions of academic integrity, such as citing their sources and not cheating on tests. ✓

2. Anything posted on the Internet is common knowledge and can be used without citing. ✗

3. If you put another author’s theories into your own words, you don’t have to cite the original author. ✗

4. Not following the conventions of academic integrity can lead to consequences such as failing a course or even expulsion from York. ✓

5. You can submit the same paper in different courses, as long as the assignment outlines are similar. ✗
APA (American Psychological Association) is a type of citation style

- Other common styles include MLA and Chicago

Two important aspects of using APA:

1. Creating parenthetical or in-text citations
2. Creating more complete citations in References list at end of assignment

Hard copy available at York Catalogue record & holdings
It’s important to use in-text citations to:
• Acknowledge your sources
• Show readers where you found the information in a source

Most in-text citations require:
• The author’s last name
• Date of the publication
• Page number for quotations

(Some exceptions for Internet sources and sources with no authors or no dates)
What is paraphrasing?

- Paraphrasing is when you *summarize the ideas* of another person’s work in your own words.

In order to paraphrase correctly, you need to:

- Provide an *in-text citation*
- Make sure you have *rephrased the idea* in your own words
  - You can’t just change one or two words!
Quotation from original source:

Quebec has a relatively generous body of labor law. For example, since the second half of the 1970s it has prohibited the use of replacement workers during strikes. So far, there is no evidence of any retreat in the rights of labor in Quebec since the FTA (the Canada-US Free Trade Agreement).

(p. 31)

Reference List citation:

Quotation from original source:

Quebec has a relatively generous body of labor law. For example, since the second half of the 1970s it has prohibited the use of replacement workers during strikes. So far, there is no evidence of any retreat in the rights of labor in Quebec since the FTA (the Canada-US Free Trade Agreement).

1) Since the Canada-US Free Trade Agreement was passed there is no evidence of any retreat in the rights of labor in Quebec (Smith, 2001).

2) Smith (2001) discusses how labor rights have not lessened in Quebec, even after the Canada-US Free Trade agreement was passed.

Which one is correct?

- Too close to original, almost a direct quotation instead of a paraphrase
- Rephrases Smith’s ideas, but in the student’s words
Two ways to cite direct quotations in APA:

1) Quebec supports worker rights in a number of ways. In fact, “since the second half of the 1970s it has prohibited the use of replacement workers during strikes” (Smith, 2001, p. 31).

   - Author’s last name, publication date, and page number at end of sentence. Double quotations (“””) around quoted section.

2) Smith (2001) discusses how “Quebec has a relatively generous body of labor law” (p. 31).

   - Author’s name incorporated into body of sentence (publication date) and page number at end of sentence. Double quotations (“””) around quoted section.
<table>
<thead>
<tr>
<th>Source</th>
<th>In-text citations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 author and paraphrased text</strong></td>
<td><strong>Format</strong></td>
</tr>
<tr>
<td></td>
<td>• (Author Last Name, Publication Year, page number if direct quotation)</td>
</tr>
<tr>
<td></td>
<td><strong>First and subsequent in-text citation examples</strong></td>
</tr>
<tr>
<td></td>
<td>• (Smith, 2009)</td>
</tr>
<tr>
<td></td>
<td>• Smith (2009) discusses…</td>
</tr>
<tr>
<td><strong>2 authors and quotation</strong></td>
<td><strong>Format</strong></td>
</tr>
<tr>
<td></td>
<td>• (AuthorA Last Name &amp; AuthorB Last Name, Publication Year, page number if direct quotation)</td>
</tr>
<tr>
<td></td>
<td><strong>First and subsequent in-text citation examples</strong></td>
</tr>
<tr>
<td></td>
<td>• “Quotation” (Smith &amp; Bashford, 2009, p. 12).</td>
</tr>
<tr>
<td></td>
<td>• Smith and Bashford (2009) show “quotation” (p. 12).</td>
</tr>
<tr>
<td>Corporate author and paraphrased text</td>
<td><strong>Format:</strong></td>
</tr>
<tr>
<td></td>
<td>• (Name of Corporate Group/Author, Publication Year, page number if direct quotation)</td>
</tr>
<tr>
<td></td>
<td><strong>First and subsequent in-text citations</strong></td>
</tr>
<tr>
<td></td>
<td>• (City of Toronto, 2014)</td>
</tr>
<tr>
<td></td>
<td>• The City of Toronto (2014) shows…</td>
</tr>
</tbody>
</table>
## APA Citation: Sample In-text Citations

<table>
<thead>
<tr>
<th>Source</th>
<th>In-text Citations</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-5 authors and paraphrased text</td>
<td><strong>Format</strong></td>
</tr>
<tr>
<td></td>
<td>• (AuthorA Last Name, AuthorB Last Name, &amp; AuthorC Last Name, Publication Year, page number if direct quotation)</td>
</tr>
<tr>
<td></td>
<td><strong>First in-text citation examples</strong></td>
</tr>
<tr>
<td></td>
<td>• (Ellis, Steinman, &amp; Perkins, 2007)</td>
</tr>
<tr>
<td></td>
<td>• Ellis, Steinman, and Perkins (2007) discovered…</td>
</tr>
<tr>
<td></td>
<td><strong>Subsequent in-text citation examples</strong></td>
</tr>
<tr>
<td></td>
<td>• (Ellis et al., 2007)</td>
</tr>
<tr>
<td></td>
<td>• Ellis et al. (2007) show …</td>
</tr>
<tr>
<td>6+ authors and quotation</td>
<td><strong>Format:</strong></td>
</tr>
<tr>
<td></td>
<td>• (AuthorA et al., Publication Year, Page number if direct quotation)</td>
</tr>
<tr>
<td></td>
<td><strong>First and subsequent in-text citations</strong></td>
</tr>
<tr>
<td></td>
<td>• “Quotation” (Roberts et al., 2011, p. 342).</td>
</tr>
<tr>
<td></td>
<td>• Roberts et al. (2011) show “quotation” (p. 342).</td>
</tr>
</tbody>
</table>
The References List:
• New page, at the end of your assignment
• Provides readers with more complete references for the sources you cited using in-text references

Specific formatting features:

References


Organized alphabetically by author’s last name

Title: centered, no bold or underline

Hanging indent (.5 inch)

Double spaced
Format is very important when citing:

- There are different pieces of information to include in your References list citation, depending on whether you are citing:
  - Print books
  - E-books
  - Journal articles
  - DVDs
  - Book reviews
  - And much more…
Some common elements for all formats in APA:

- **Author’s name:** Only include last name and initials of first and middle names (ex: Smith, M. A.)

- **Place of publication:**
  - **Cities in Canada and the US:** list city name and province/state code. (ex: Toronto, ON / Boston, MA)
  - **Other countries:** List city name and country name

- **Titles of Works:** Only the first word is capitalized and the first word in the subtitle.
  - However, **proper nouns** (places, people, things) should still be capitalized.
  - (ex: The state of labour in North America: An examination of the North American Free Trade Agreement)
# APA Citation: References List Examples

<table>
<thead>
<tr>
<th>Format</th>
<th>References List Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Book</td>
<td>Author, A. A. (Year of publication). <em>Title of work: Capital letter also for subtitle.</em> (edition if given and is not first edition.). Publication City, Province Code/State Code/or Country: Publisher.</td>
</tr>
<tr>
<td>Format</td>
<td>References List Citation</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
### APA Citation: References List Examples

<table>
<thead>
<tr>
<th>Format</th>
<th>References List Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business database report written by specific analyst</td>
<td>Analyst’s last name, Initial(s) of analyst’s first name(s). (Date of publication). <em>Title of report, data, information retrieved</em>. Retrieved Month, Day, Year, [if information is likely to change] from Name of Library Database database.</td>
</tr>
<tr>
<td>Business database report with corporate author</td>
<td>Name of corporate creator of report, data, or information retrieved. (Date of publication). <em>Title of report, data, or information retrieved</em>. Retrieved Month, Day, Year, [if information is likely to change] from Name of Library Database database.</td>
</tr>
</tbody>
</table>
Citation Management Tools

- Zotero
- Mendeley

Citation Management Tools can:
- Store citations from library catalogues and periodical databases.
- Format and print your final bibliography in the citation style of your choice.
- Store full-text PDFs, images, audio or video files and web page snapshots.
- Help you collaborate with others on group projects.
APA Citation: Additional Resources to Consult

York’s APA Business Citation guide

McGill’s APA Guide for Citing Business Sources

Mendeley Guide (Free citation management software)

York’s APA Citation Guide

Purdue OWL’s APA Citation Guide

Zotero Guide (Free citation management software)
Conclusion

Today we’ve covered:

- Getting help from the Bronfman Library
- Why should you cite?
- How are citation and academic integrity connected?
- Types of plagiarism and consequences
- How to cite using APA
- Additional citation resources at York University
Questions?

Jeff Cohen  
Schulich Student Academic Services Coordinator  
jcohen@schulich.yorku.ca

Stephanie Quail  
Business Librarian | Bronfman Library  
quailste@yorku.ca
References


