

## Preventing Plagiarism and Citing Sources

Writing Practice	Definition	In-text citation	End-of-text citation	Other requirements
Original writing	Your own thoughts, feelings, experiences, ideas.	Not needed.	Not needed.	
Citing sources	Acknowledging other peoples' ideas, words, or pictures in your writing or other works.	Required . Format dependant on style manual. May be in-text parenthetical citation, footnotes or endnotes.	Required. Format dependant on style manual (Bibliography, Works Cited, etc).	Information regarding sources is bibliographic.
Using facts/common knowledge	Facts or ideas that are commonly know by a population.	Not needed.	Not needed.	May vary based on audience. Fact is easily verified in 4+ sources.
Quotations	Reproduction of creator's exact words.	Required . Format dependant on style manual. May be in-text parenthetical citation, footnotes or endnotes.	Required. Format dependant on style manual (Bibliography, Works Cited, etc).	Specific rules based on length of quote, omissions, additions, etc.
Visual materials	Pictures, charts, graphs, tables, maps, movies, other video .	Caption <i>Figure</i> (usually abbreviated Fig.), assigned an arabic numeral, and given a title or caption usually directly below the visual material. For photos of artwork, include the book's publication information of the text in which the image appears.	Required. Format dependant on style manual (Bibliography, Works Cited, etc).	Captions provide more information than the typical in-text citation for text.
Audio materials	Music, recordings, interviews,	Required. Format dependant on style manual. May be in-text parenthetical citation, footnotes or endnotes.	Required. Format dependant on style manual (Bibliography, Works Cited, etc)	Caption may be required. May be transcribed and become quotations.
Paraphrase	Restatement of author's words to convey same meaning.	Required. Format dependant on style manual. May be in-text parenthetical citation, footnotes or endnotes.	Required. Format dependant on style manual (Bibliography, Works Cited, etc).	Borrowed words/phrases should be in quotes.
Summary	Brief restatement of author's main points.	Required. Format dependant on style manual. May be in-text parenthetical citation, footnotes or endnotes.	Required. Format dependant on style manual (Bibliography, Works Cited, etc).	Much shorter than original work. Borrowed words/phrases should be in quotes.

Chart adapted from "Overview of the Common Scholarly Procedures" from Dean of Academic Affairs, Trinity College, Duke University (<http://plagiarismm.duke.edu/procedures/table.php>)