ETHICAL RESEARCH AND WRITING PRACTICES

A Graduate School Professional Development Workshop

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THE ETHOS OF GRADUATE SCHOOL

ethos: common accepted ways of life that characterize a particular group

Graduate School:

- The expectations are higher on every level
- The research and writing tasks you will do are complex
- Develop a research and writing ethos that matches the ethos of graduate school

WELCOME TO GRADUATE SCHOOL

Grad-level research is more active and self-directed

You have to learn discipline-appropriate methods for locating material or data you need & apply these on your own

Ability to locate information and extrapolate data that is not readily available and does not merely reflect the prior work of others

You have to develop ideas that are truly your own

Display ability to think in original ways that move a discussion/debate in your discipline forward

Say something new

PLAGIARISM

When you present others' data, ideas, or words without clearly signaling to the reader that they are someone else's– you are committing plagiarism.

This is considered a violation of the ethos of academic work and has serious and harsh consequences and penalties—sometimes failure of a course or worse, expulsion from a degree program.

You must explicitly acknowledge the sources of any data, ideas, or words that you have found in the work of others.

Under no circumstances may you either quote directly from or even paraphrase the words of other writers without drawing your reader's attention to their work with a full bibliographic citation.

Exception: common knowledge in your field

CITATIONS

What are citations: formal acknowledgements of sources

Two functions:

1) signal to your readers when and where within your writing you are drawing upon the work of others

2) they tell your readers where to locate those other sources, so that they can retrace your research process and confirm that you have represented your sources accurately and fairly (or they can locate your sources to use them/learn from them)

A citation must include sufficient information about the source to which it refers to allow the reader to locate it herself.

Follow the specific rules for presenting and formatting citations that are common to your discipline or field of study: MLA, APA, Chicago Manual, Geology Society of America (GSA), IEEE (engineering)

WHAT'S COMMON KNOWLEDGE?

You do *not* need to cite a source when you are referring to something that is "common knowledge". But what is common knowledge, as opposed to original information that must be cited? There is no absolute, black-and-white answer to this question. But:

1) If a piece of information or a definition of a concept or general idea is available in sources such a dictionaries or encyclopedias, it can be treated as common knowledge within whatever discipline or field of study it is relevant.

2) Second, if the information is available in numerous locations that are reputable sources within the relevant discipline or field of study, and these sources do not bother to cite some original source of the information themselves, then you may treat it as common knowledge in that discipline or field of study.

When in doubt, cite.

PARAPHRASING AND SUMMARIZING

Use a statement that credits the source somewhere in the paraphrase or summary, e.g., According to Jonathan Kozol, ...

If you're having trouble summarizing, try writing your paraphrase or summary of a text without looking at the original, relying only on your memory and notes

Check your paraphrase or summary against the original text; correct any errors in content accuracy, and be sure to use quotation marks to set off any exact phrases from the original text

Check your paraphrase or summary against sentence and paragraph structure, as copying those is also considered plagiarism.

Put quotation marks around any unique words or phrases that you cannot or do not want to change, e.g., "savage inequalities" exist throughout our educational system (Kozol).

DIRECT QUOTES

- Keep the source author's name in the same sentence as the quote
- Mark the quote with quotation marks, or set it off from your text in its own block, per the style guide your paper follows
- Quote no more material than is necessary; if a short phrase from a source will suffice, don't quote an entire paragraph
- To shorten quotes by removing extra information, use ellipsis points (...) to indicate omitted text, keeping in mind that:

o Three ellipsis points indicates an in-sentence ellipsis, and four points for an ellipsis between two sentences

DIRECT QUOTES

• To give context to a quote or otherwise add wording to it, place added words in brackets, [ ]; be careful not to editorialize or make any additions that skew the original meaning of the quote—do that in your main text, e.g.,

o **OK**: Kozol claims there are "savage inequalities" in our educational system, which is obvious.

o **WRONG**: Kozol claims there are "[obvious] savage inequalities" in our educational system.

• Use quotes that will have the most rhetorical, argumentative impact in your paper; too many direct quotes from sources may weaken your credibility, as though you have nothing to say yourself, and will certainly interfere with your style

USING OTHERS' IDEAS

Note the name of the idea's originator in the sentence or throughout a paragraph about the idea

Use parenthetical citations, footnotes, or endnotes to refer readers to additional sources about the idea, as necessary

Be sure to use quotation marks around key phrases or words that the idea's originator used to describe the idea

REVISING, PROOFREADING, & FINALIZING YOUR DOCUMENT

• Proofread and cross-check with your notes and sources to make sure that anything coming from an outside source is acknowledged in some combination of the following ways:

o In-text citation, otherwise known as parenthetical citation

o Footnotes or endnotes

o Bibliography, References, or Works Cited pages

o Quotation marks around short quotes; longer quotes set off by themselves, as prescribed by a research and citation style guide

o Indirect quotations: citing a source that cites another source

• If you have any questions about citation, ask your instructor **well in advance** of your paper's due date, so if you have to make any adjustments to your citations, you have the time to do them well

HOW TO CITE & INCORPORATE CITATIONS (APA)
(USE THE CITATION STYLE FOR YOUR DISCIPLINE)

An in-text citation gives the author of the source (usually in a signal phrase), the date of publication, & at times a page number in parentheses. At the end of the paper, a list of references provides publication information about the source. There should always be a clear and direct link between the in-text citation and the entry in the reference list.

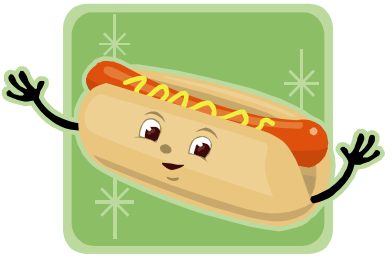
THE BASIC FORMAT FOR CITING

Introduce the quote/paraphrase with the author's last name within a signal phrase, followed by the year of publication in parentheses. The page number goes after the quote in parentheses.

EX:

According to Oscar Mayer (2005) hot dogs are extremely healthy (p. 54).

Oscar Mayer (2005), author of *Healthy Foods Today*, believed that "hot dogs are extremely healthy" (p. 54).



THE BASIC FORMAT FOR CITING

EX:

Hermosillo (1998) explained how Fidel Castro had always proven to be a “resilient and interesting political figure” (p. 258).

CITING WITH NO AUTHOR

If the author is unknown, mention the work's title in the signal phrase or give the first word or two of the title in the parenthetical citation. Titles of articles, essays, & chapters are put in quotation marks; titles of books are italicized.

EX: "The Critical Effects of Castro's Revolution" could be shortened to "Critical Effects"

CITING WITH NO AUTHOR

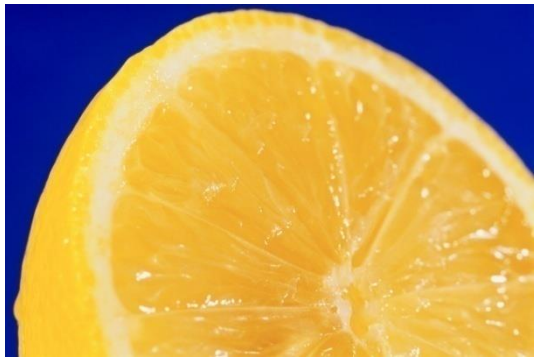
An article entitled "The Critical Effects of Castro's Revolution" suggested that Fidel Castro is an interesting political figure (2006, p. 17).

Fidel Castro is an interesting political figure ("Critical Effects," 2006, p. 17).

CITING WITH NO AUTHOR

EX: Kiwi is the best natural fruit available in the world because it "provides lots of vitamin C" ("Good Fruits", 1995, p. 28).

The article, "Fruits are Fun: A Better Way to Good Nutrition," stated that oranges are "yummy and sweet" (1999, p. 191).



GOOD QUESTION 1

What if I have more than one source with different authors who share the same last name? (p.461)

Answer: Add the author's first initial in your citation.

EX:

According to D. Flores (2005), heavy metal music is "a misunderstood musical genre" (p. 16).

CITING INTERNET SOURCES

No author: mention the title of the Web site article or the Web site. Use a shortened title if the title is too long (over 3 words).

No year: use the abbreviation "n.d." for "no date."

No page numbers: don't include, but if paragraphs are numbered, indicate that by "para. 5"

CITING INTERNET SOURCES

Identify the Nature of the Information & Its Credibility

To help your reader get a sense of the academic credibility of the Web site you're citing, you should explain its credibility by offering a brief explanation of what it is.

CITING INTERNET SOURCES

Reiterating: How to Cite Internet Sources

At the very least, include somewhere in your sentence/paragraph the name of the Web site or Web article you are about to cite/quote from. However, include the last name of the author if there is one, and/or page number or paragraph number if either are present.

CITING INTERNET SOURCES

EX:

In a Web site article entitled "The Five Myths of Overeating," which is published by the American Medical Association, it is stated that "five out of every ten Americans are overweight" (n.d.).

The National Botany Society stated that "most plants are safe to eat" as long as they're washed properly ("Safe and Edible", n.d.).

CITING INTERNET SOURCES

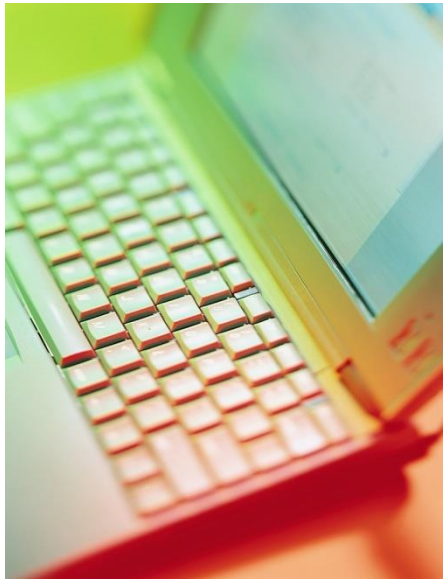
EX:

The International Cooking Institute claims that most foods contain "some sort of poisonous ingredient in them" ("Poisonous", n.d., para. 9).

In a Web site about Hemingway, Charles Brown (2002) says that "he was a literary genius."

CITING INTERNET SOURCES

What's important is that the reader can easily locate your internet source and your quote by utilizing the information you provide in your in-text citation and your References page, where the full URL addresses will be provided.



CITING ONLINE DATABASE SOURCES

Speaking of online database sources, you would cite these just as you would a printed source. And here you would use page numbers if available.

Remember, most of the stuff on the online databases is like a print source, it just happens to be conveniently on a computer screen. So, the articles you find on the online databases will likely have page numbers.

CITING ONLINE DATABASE SOURCES

Think about how you do the bibliographic entry for an article from an online database: You start with author's last name, title of article, etc. SO, this is how you would cite it, just like a print source.

CITING ONLINE DATABASE SOURCES

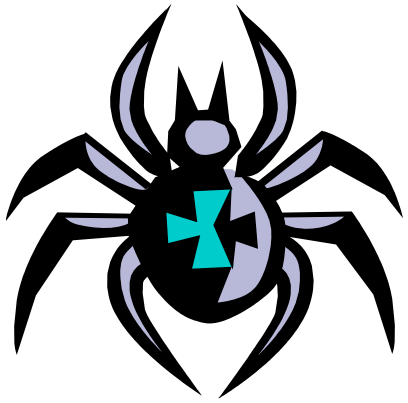
EX: Here's a bibliographic entry for a journal article from an online database and a sample citation:

Santos, J. (2005). The iconography of Albert Camus. *Journal of Media and Communications, 37*, 177-187. doi: 10:1001/s10531-008-9380-x .

Santos (2005) explained how it is apparently not unusual for great writers to "occasionally experience popular fame" just like actors (p. 182).

GOOD QUESTION 2

What if I want to quote someone who has been quoted by someone else? For example, you're reading a book by Bugs Bunny and he quotes Spider Man, and you want to quote Spider Man too, but you're reading Bugs Bunny….



Hmmmmm….

GOOD QUESTION 2

Answer: You have to mention/cite the name of the person you're really quoting within the sentence and ALSO, the name of the person from the source the quote is from, using "as cited in" in your parenthetical citation.

EX:

For many people, spiders are frightful. But according to Spider Man, "spiders are the greatest creatures on earth" (as cited in Bunny, 1995, p. 45).

GOOD QUESTION 2

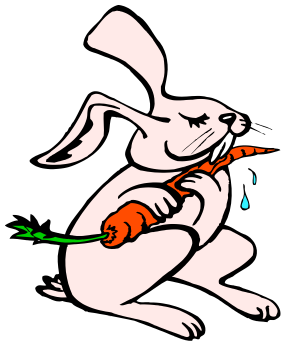
EX:

For many people, spiders are frightful. But according to Spider Man, "spiders are the greatest creatures on earth" (as cited in Bunny, 1995, p. 45).

On the References page, you will list Bugs Bunny's name in the bibliographic entry of his article, but not Spider Man's name because he didn't write the article.

GOOD QUESTION 2

For many people, spiders are frightful. But according to Spider Man, "spiders are the greatest creatures on earth" (as cited in Bunny, 1995, p. 45).



SO, you have to do both: introduce the speaker of the quote AND clearly cite the book or article where you got the quote/paraphrase from. Without the citation, nobody could find the source, & without the reference to Spider Man, readers would assume that Bugs Bunny said the quote when he didn't.

GOOD QUESTION 3

What if I have several sources by the same author? How do I cite them so that the reader can tell which source I'm referring to?

Answer: the year in your citation should distinguish between texts by the same author.

GOOD QUESTION 3

Let's say you have 2 texts by Chris Roy. Let's start by looking at the bibliographic entries:

Roy, C. (1998). *Everyday people*. New York: Times Press.

Roy, C. (2002). *The psychology of people*. New Jersey: Day Press.

GOOD QUESTION 3

After mentioning the author's name within the sentence, the date of the publication should immediately follow it in the parenthetical citation. In this way, you can tell which source you are citing:

EX:

Roy (2002) stated that "all people are made up of various personality traits" (p. 64).

GOOD QUESTION 3

What if you want to mention both sources at the same time???

EX:

Chris Roy (2002) stated that "all people are made up of various personality traits" and that "people like to display different aspects of themselves" (1998) at different times (p. 64; p. 93).

PUNCTUATING CITATIONS

Here are some basic rules about punctuation:

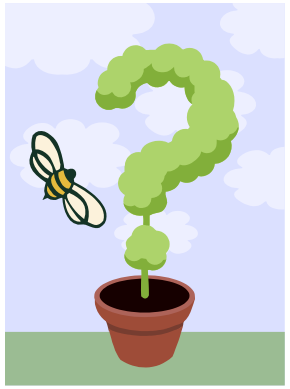
- Parenthesis around year of publication & citation information.

- Use commas to separate information within parenthetical citation:

Ex: (Mayer, 2002, p. 12)

- Type "p." or "pp." before the page number.

PUNCTUATING CITATIONS



Question Marks

If the question mark is part of the quote, then it goes inside the quotes.

EX: Smith (2002) wants to know, "Are organic foods better than regular foods?"

PUNCTUATING CITATIONS

And if you end your "quoted question" with a citation, there still needs to be a period after it.

EX: Smith (2002) wants to know, "Are organic foods better than regular foods?" (p. 33).

PUNCTUATING CITATIONS

Question marks go inside the quotation marks if they're part of the original quote, but they go outside the quotation marks if you, the writer, are asking a question.

EX: Does Smith (2002) suggest that "organic foods are better than regular foods" (p. 33)?

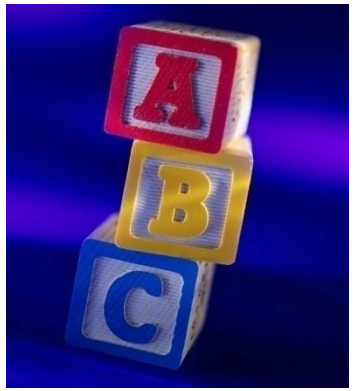
PUNCTUATING CITATIONS

<u>Punctuating a quote within a quote</u>

Let's say you're quoting Madonna, who's quoting Prince in her autobiography. You would put single quotation marks around Prince's quote.

EX: Madonna (1993) exhibits much admiration of other musicians who "express themselves as well as Prince when he sings 'I never meant to cause you any sorrow'" (p. 96).

LONG QUOTES



Indenting Long Quotes

If your quote within your text takes up more than 40 words, then you need to "block off" the quote. To "block off" the quote means to indent the entire quote 1 tab key, or 1/2 inch from the left margin.

"Blocked off" quotes are special. They are handled differently from regular quotes.

LONG QUOTES

- "Blocked off" quotes are indented 1 tab key.
- There are no quotation marks around "blocked off quotes." The fact that they are visibly separated from the rest of the text (we can see this when an entire quote is indented) is enough evidence to show that they are quotes. Quotation marks, therefore, are unnecessary.
- "Blocked off" quotes are introduced by an informative sentence (set up) and a colon.
- The period comes before the parenthetical citation, not after.

CONNECTING WORDS & *"BEING SMOOTH"*

Using connecting words in between your words and the quote can make your incorporation of quotes in your writing seem seamless. These connecting words include *that* and *because*, but also any word that makes it difficult to note when your words end and someone's quote begins.

CONNECTING WORDS & *"BEING SMOOTH"*

When using these connecting words you can make lowercase the first word of a quote that was actually started uppercase in the original quote.

Ex: Crenshaw (2007) argues that "life is a precious gift" (p. 27).

Notice that you don't need commas to separate your words from the quote when using connecting words; that's what makes it *so smooth*.

"BEING SMOOTH"

Omitting Parts of Quotations: Using Ellipsis Mark

Sometimes you might find that you only want to use part of a quote, and not the whole thing.

Sample sentence:

The very meaning of life is dependent on finding the answers to our most mysterious and troublesome questions and understanding ourselves.

"BEING SMOOTH"

Sample sentence:

The very meaning of life is dependent on finding the answers to our most mysterious and troublesome questions and understanding ourselves.

EX:

Sandra Crenshaw (2007) asserts that "the very meaning of life is dependent on . . . understanding ourselves" (p. 43).

"BEING SMOOTH"

Sample sentence:

The very meaning of life is dependent on finding the answers to our most mysterious and troublesome questions and understanding ourselves.

EX:

Sandra Crenshaw (2007) explains that "the very meaning of life is dependent on finding the answers to our most mysterious and troublesome questions . . ." (p. 43).

"BEING SMOOTH"

Sample sentence:

The very meaning of life is dependent on finding the answers to our most mysterious and troublesome questions and understanding ourselves.

EX:

Crenshaw (2007) argues that we will understand ourselves when we answer "…our most mysterious and troublesome questions . . ." (p. 43).

"BEING SMOOTH"

Using Brackets

Use brackets in quotes when you are:

- Slightly altering the wording of the original quote, or
- When you are adding a word(s) to the quote that was not in the original.

"BEING SMOOTH"

Sample sentence:

The very meaning of life is dependent on finding the answers to our most mysterious and troublesome questions and understanding ourselves.

EX:

Crenshaw (2007) argues that we will achieve true enlightenment when we answer "our most mysterious and troublesome questions and [understand] ourselves" (p. 43).

"BEING SMOOTH"

Sample sentence:

The very meaning of life is dependent on finding the answers to our most mysterious and troublesome questions and understanding ourselves.

EX:

Crenshaw (2007) concludes that "the very meaning of life [depends] on finding the answers to our most mysterious and troublesome questions [in order to understand] ourselves" (p. 43).

Credit for Slides 2-11 goes to “Ethical Research and Writing Practices”
Derek Malone-France, Assistant Professor of Writing
And Deputy Director of Writing in the Discipline

https://www.gwu.edu/sites/www.gwu.edu/files/downloads/EthicalRes%26WritingPrac.pdf

George Washington University

Thank you!