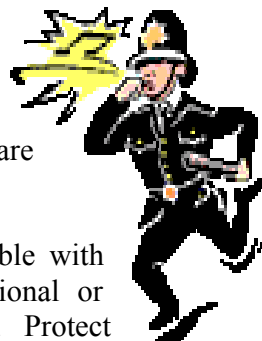


No. 39: Citations

Do not plagiarize. Copying a paper verbatim from another source or buying one from a “paper mill” on the Internet are serious offenses at the UW and could result in expulsion. And even if you don’t get caught, taking the easy way out will catch up with you later in life. How easy do you think it will be to plagiarize a report that your boss asks you to write at work? The same organizational and mental skills that go into writing a college term paper are the same skills needed to write reports at work¹...and the deadlines are usually shorter.



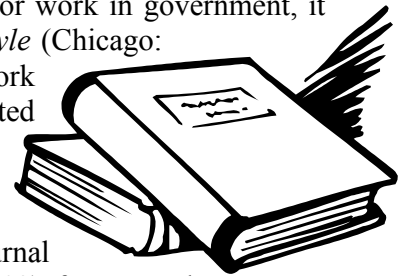
Besides outright stealing of a whole essay, students often get into trouble with plagiarism by not properly citing their sources. This may be intentional or unintentional, but can result in a lower grade or other disciplinary action. Protect yourself by learning when and how to cite someone else’s works.

- **When to cite?** Many people “accidentally” plagiarize because they are unsure of when they should cite another author. This sometimes can be a difficult decision. Here are three major reasons for citing an author (and a fourth for good measure):
 - ✓ *Direct quotation.* This is probably the most obvious case. When you use someone else’s words directly, put them in parentheses and provide the proper citation (see below for form). Example: It has been argued “one of the principal motivations driving religious leaders into an alliance with the state is the need to finance their institution” (Gill 1998, 70).
 - ✓ *Paraphrasing.* If you don’t use a direct quotation but summarize, in your own words, the argument of an author, you should cite that author. This is usually used for arguments that are unique to certain authors. Example: Stationary banditry has been seen as a more desirable social situation for agrarian groups than facing the vagaries of roving bandits (Olson 1993). For arguments that are fairly commonplace, you do not usually need to cite an author, though it would help to bolster your argument. Example: The French Revolution has long been viewed as the first modern social revolution. [This is a fairly obvious and uncontroversial statement.]
 - ✓ *Referencing major works on a topic.* When you want to list authoritative works that have examined some general topic, citing several authors is usually appropriate. Example: A country’s position in the global economy at the time it

¹ This advice may seem bogus. After all, how often would an employer require you to write an essay on parliamentary democracy? Not often. However, you will be asked to write reports or policy statements aimed at solving a business problem. This is even more common in the public sector, where reports are a way of life. You will need to define the problem, organize a response and present it in a logical and coherent manner. These are the same skills used in writing a college term paper. I speak from a position of experience on this having worked for a private marketing research firm and having written more reports on mundane topics than I care to admit.

begins industrializing often determines the course of domestic political events (cf. Gerschenkron 1962; Moore 1966).

- ✓ *Lectures or lecture notes.* Do not cite lectures directly unless they are part of the public record (i.e., recorded and published). You usually can get by just paraphrasing what your professor said in class. However, some professors may require that you cite lectures (day and topic).
- **How to cite.** The style for citations varies quite dramatically according to academic discipline, the publisher you read, or personal taste. However, all citations must include (at a minimum): the author's name, the work cited, the date published. Journal articles require the journal's name, volume and edition (number). Books require the city published and the publisher. Other written material can be tricky – e.g., pamphlets, unpublished papers, government documents – thus consult a reference text. If you are serious about writing in college, or plan to go into academia or work in government, it would be a good idea to invest in *The Chicago Manual of Style* (Chicago: University of Chicago Press, updated periodically). This work also contains helpful advice on grammar and other issues related to writing.



The easiest way I found to cite works is the style preferred by the American Political Science Association in its premier journal the *American Political Science Review*. Refer to Olson (1993) for a good example of this style. (The best way to learn how to do citations is to observe how the articles and books you are reading cite works.) Use parenthetical references in the text as demonstrated on the previous page or right here (Gill 2001). Cite the author, year published (if known) and page number (if citing a specific quote or if you want to reference a specific page or series of pages) (Gill 2001, 23-27). At the end of your paper, include a bibliography (sometimes referred to as “references”) in the following form:

REFERENCES

Gerschenkron, Alexander. 1962. *Economic Backwardness in Historical Perspective*. Cambridge: Harvard University Press.

Gill, Anthony. 2001. “A Wonderful Article about Writing Term Papers,” *Journal of College Experience* 14 (2): 15-44. [I made this article up for the sake of this helpful hint.]

_____. 1998. *Rendering Unto Caesar: The Catholic Church and the State in Latin America*. Chicago: University of Chicago Press.

Moore, Barrington. 1966. *Social Origins of Dictatorship and Democracy*. Boston: Beacon Press.

Olson, Mancur. 1993. “Dictatorship, Democracy, and Development,” *American Political Science Review* 87 (3): 567-76.