



Academic Integrity: Important Definitions

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Attribute

- In writing, attributing your sources means that you acknowledge to your readers that you have used or have been influenced by some else's ideas, words, or other intellectual property. For assignments that you complete for your classes at UCSB (and in graduate school), you will most likely acknowledge, or give credit to, your outside sources by meticulously citing and documenting them.

Document/Documentation

- A vital component of the scholarly process, writers must acknowledge, or document, those who have contributed to their thoughts and new knowledge. Citation is a form of documentation.

Cite/Citation

- Citations provide detailed information about your sources to help readers track them down. Citations indicate:
 - who created the source
 - when it was created
 - who sponsored or published it.

When to Cite

- **Quotations** must be identical to the original, using a narrow segment of the source. They must match the source document word for word and must be attributed to the original author.
- **Paraphrasing** involves putting a passage from source material into your own words. A paraphrase must also be attributed to the original source. Paraphrased material is usually shorter than the original passage, taking a somewhat broader segment of the source and condensing it slightly.
- **Summarizing** involves putting the main idea(s) into your own words, including only the main point(s). Once again, it is necessary to attribute summarized ideas to the original source. Summaries are significantly shorter than the original and take a broad overview of the source material.

Source: OWL: Purdue University Online Writing Lab

Citations Differ

- Required elements of a citation depend upon the type of material cited:
 - Citing a book requires author, title, place of publication, publisher, date.
 - Citing a journal article requires including volume and page numbers.
 - Citing an online journal article may include a DOI (Digital Object Identifier)
 - Citing a web site requires including the URL and date of access.

Plagiarism

- According to *Academic Integrity at UCSB: A Student's Guide*, plagiarism is “academic theft. It is the use of another’s ideas or words without proper attribution or credit.”

Avoiding Trouble?

- Attribute
- Cite
- Document

When in doubt, err on the side of over-citing