

Guidelines for Proper Attribution and Academic Integrity in Writing

Quotes

All direct quotes (which in general includes anything as short as a single technical term or a single phrase) need to be put into a quotation using quotation marks. The standard use of quotation marks in North American English are double quotes with single quote used for quotes inside other quotes.

Examples:

- “This is a quote.” (Last name, 13)
- “This is quote, as so-and-so said, ‘this is also a quote.’ His last words were a quote.” (Last name, 13).

Quote Ratio

While there is no universal rule, in a formal piece of writing such as an essay, the bulk of the text should be your own, with quoted material usually being substantially less than 25% of the whole. I would say maximum 5-10% of quoted material is a good rule of thumb on any text which is not meant strictly as a commentary on another piece of text.

Paraphrase

All ideas that come from specific sources you have used, insofar as they are not common knowledge, require proper attribution to avoid plagiarism. This includes anything which you put into your own words, or paraphrase.

Sources

Though there is no hard and fast rule about which sources are acceptable, for academic writing, most sources should be from verifiably reputable authors in knowledge-producing fields. These are people who are generally recognized experts in their fields (e.g. people who hold positions in institutions of higher learning like Universities, or are recognized authorities in their fields, those who have been published in peer-reviewed journals in the relevant fields).

WHAT IS **NOT** A GOOD SOURCE (IN GENERAL):

- Wikipedia
- Non-Scholarly sources on the internet:
 - Blogs
 - Khan Academy
 - Internet lectures
 - The Art Story
 - Journalism in print or online
 - Special interest stories about relevant topics
 - Listicles
 - Etc.

WHAT IS A GOOD SOURCE (IN GENERAL):

- Peer-reviewed Academic Journals
- Edited Volumes from Scholarly Publishers (e.g. University Presses, etc.)
- Monographs (books) by recognized experts or scholars (e.g. University Professors, PhDs, Scientists, etc.)

That said, any source which is adequately sourced and attributed is acceptable in principle, so you have to use your judgment about this by reviewing the source in question, looking at the sources it provides, and fact-checking if necessary.

Titles

Book, magazine, journal, music album, artwork, etc. titles use italics.

Examples:

- Shakespeare's *Romeo and Juliet* (play)
- *The Journal of Aesthetics and Art Criticism* (journal)
- Picasso's *Guernica* (painting)
- Kendrick Lamar's *To Pimp a Butterfly* (music album)

Chapters, stories, articles, essays, etc. if published in a book with other contributions, use quotes.

Examples:

- Poe, E. A., "The Cask of Amontillado" in *The Complete Tales and Poems of Edgar Allan Poe*.
- Russell, Bertrand, "On Denoting" *Mind* 14.56 (1905), 479-493.

In-Text Citation

How to use in-text citation varies according to the specific style guide you use, but in general will go in brackets at the end of the sentence or quote.

- **Ex.:** "My name is Ishmael." (Melville, 1) or "My name is Ishmael." (Melville 1851, 1).)

Footnotes/Endnotes

Footnote/Endnote citation also varies according to the style-guide but will generally include more information than an in-text citation. They can also be used in cases where a comment, outside the body of the text, is made about the reference or something else. Quotes from sources can also be supplied in notes where they might otherwise distract from the main text.

Example¹

¹ **[Example of a footnote with commentary]:** See in particular Lewis Gordon's exposition, echoing Fanon, of the figure of Blackness with respect to Hegel's Philosophy of History: "Standing neither on the level of history nor on the dialectical level of a particular negation that moves history forward, the black is left as nonbeing, non-Other, nothing. A project emerged, then, of articulating at least a point of universal subjectivity from such an abyss." Gordon, *Existential Africana*, 23.

References

Reference information and info order will vary according to your chosen style guide, which should be followed consistently and rigorously. All references should give full bibliographic information about each of your sources. This includes for written sources, at minimum:

- Author Last Name, First Name, “Title” [if relevant], *Book/Journal/etc. Title* Vol. and No. [if relevant], Date, Publisher, Location, Year, Pages [if relevant], Online or Print, and URL [if relevant].

Other media have other standards which you need to be aware of if you are using them. Check with the particular style-guide you are using to make sure you are formatting your sources properly.

Further Resources on Citation and Style

MLA Style Guide:

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

Chicago Style Guide:

https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/chicago_manual_of_style_17th_edition.html