

From: The Committee on Sources. Sources: Their Use and Acknowledgment (Hanover: Dartmouth College, 1987, rev. 1992)

SECTION TWO: PLAGIARISM

Regardless of intent, the failure to provide proper acknowledgment of your use of another's work constitutes plagiarism. The Academic Honor Principle, which you have vowed to respect by matriculating at Dartmouth College, specifically prohibits plagiarism and other acts of academic dishonesty (refer to the Student Handbook for a thorough statement of this Principle).

Many students erroneously believe that plagiarism can occur only in a research paper, and then, only by explicit intent to deceive. On the contrary, plagiarism can occur *whenever* one makes use of the ideas or work product of someone else without including an appropriate citation. As you have seen, the guidelines described in this booklet apply to all kinds of scholarly work: essays, examinations, oral reports, homework assignments, laboratory reports, computer programs, music scores, choreography, graphical depictions, visual representations, and so on. Plagiarism thus remains possible with any formal work performed in any medium and in any scholarly discipline.

In order to avoid the most common forms of inadvertent plagiarism, you should develop the habit of citing sources not only when you execute the final draft of a scholarly project but also as you take any preliminary notes for it. We believe that the basic parenthetical style of citation depicted in the first part of Section Three will help facilitate this practice.



PLAGIARISM OF VERBAL MATERIALS

Following are several typical examples of plagiarized work taken from the two paragraphs that appear in Caroline Spurgeon's critical work, Shakespeare's Imagery:

The main image in Othello is that of animals in action, preying upon one another, mischievous, lascivious, cruel or suffering, and through these, the general sense of pain and unpleasantness is much increased and kept constantly before us.

More than half the animal images in the play are Iago's, and all these are contemptuous or repellent: a plague of flies, a quarrelsome

dog, the recurrent image of bird-snaring, leading asses by the nose, a spider catching a fly, beating an offenseless dog, wild cats, wolves, goats and monkeys. (Spurgeon, 335)

1) Plagiarism by unacknowledged direct quotation or word for word transcription from source:

The majority of the animal images in the play are Iago's, and all of these are contemptuous or repellent. He refers to a plague of flies, a quarrelsome dog, bird-snaring; leading asses by the nose, a spider catching a fly, beating an offenseless dog, wild cats, goats and monkeys. Through these images the general sense of pain and unpleasantness is increased and kept constantly before us.

Note that this paragraph duplicates Spurgeon's passage with only slight rearrangement and restatement, and without using appropriate quotation marks or providing a citation at the end.

2) Plagiarism by mosaic or mixing paraphrase and unacknowledged quotation from source:

I believe that the main image in Shakespeare's tragedy, Othello, is that of animals. These creatures are constantly in action, preying upon one another, and they are depicted as mischievous, wanton, cruel or suffering. By Shakespeare's ingenious use of these animal images, the general sense of pain and unpleasantness that pervades the entire story is much increased and kept constantly before the reader.

Note how in this case the plagiarist intermingles his or her own original writing with unmarked, uncited excerpts and phrases drawn directly from Spurgeon.

3) Plagiarism by paraphrase and/or use of ideas:

In Othello Shakespeare makes frequent use of animal imagery. The specific images he uses are generally distasteful and convey to the reader a constant impression of conflict and misery.

Note that although this excerpt does not make literal use of Spurgeon's paragraphs, it nevertheless draws its ideas from them without any acknowledgment and thus constitutes an act of plagiarism on a par with the two preceding examples.



PLAGIARISM OF NONVERBAL MATERIALS

Directly using nonverbal items like a published map, a chart, a statistical table, a score or someone else's experiment or computer routine without acknowledging your source amounts to the same act of plagiarism as quoting from another's text without using quotation marks and citing the quotation's source. Modifying or transposing certain aspects of such items without acknowledging your source amounts to the same act of plagiarism as not acknowledging your rearrangement of stylistic or thematic elements from another person's text. Taking full credit for the results of someone else's technical labor or procedures amounts to the same act of plagiarism as paraphrasing without acknowledging an idea not held by you before reading someone else's work.

On Internet Use

"Web browsing" has become an important and useful research tool in recent years. The rapid spread of information has made it easy to gather materials that would otherwise be impossible to find. However, the ease of obtaining information is accompanied by a corresponding ease in publishing it. One must be wary of articles published on the internet. They often do not measure up to the standards of academic rigor that articles in print must pass. The internet is a forum in which writers with heavy biases, faulty arguments, and hidden agendas can present their work as academically sound. One must be careful to take their opinions with a grain of salt.

If at all possible, obtain information from print materials. If an internet site gives references to documents in print, seek out those references. As a rule of thumb, primary materials, such as legal documents, verbal quotations, and statistical data, can safely be obtained from the internet, so long as they are presented on the site without obvious bias (The Greenpeace homepage is *not* a good place to find environmental statistics). Opinions and commentary on the internet are more suspect, especially if no references are provided, and should not be used.

In all cases, material obtained from the internet must be properly cited, including any information (such as query inputs) necessary to locate the cited material. Since websites are continuously updated, be sure to include the date the material was obtained.

Examples:

NOAA. *OPSD Verified Data* as available on http://www.co-ops.nos.noaa.gov/cgi-bin/websql/ftp/query_new.pl (October 1, 1999) Data is for Galveston, TX, Pier 21 on 8/1/1999

United Nations. *Multilateral Treaties Deposited with the Secretary-General: Status as at 4 April 1997* as available on <http://www.un.org/Depts/Treaty> (October 1, 1999)

PLACEMENT OF FOOTNOTE INFORMATION

Your actual footnotes should appear either at the bottom of the page where their particular notations occur in your text or—sometimes the more convenient option—at the end of your paper. If you put them at the end, they should come under a centered heading entitled "Endnotes." A "Bibliography," the footnoting version of a "Works Cited" list but which can also include works not actually cited in your text, belongs on a separate page at the end of your work, or after the "Endnotes." (If your work only makes use of several sources, you normally don't have to include a "Bibliography" when using the footnoting method of citation.)

FORM AND CONTENT OF FOOTNOTES

Begin the first line of your footnote by indenting about five spaces; all subsequent lines should begin at the normal left-hand margin of your text. A footnote for a typical book-length work assumes the following form and punctuation: a) Author's full name in normal order [comma], b) Title of work in full [space], c) (in parentheses) Place of work's publication [colon and two spaces]: Publisher's name [comma], work's date of publication (end parentheses) [comma or space], d) page reference(s) [period]. Example:

⁷Iris Murdoch, *The Red and the Green* (New York: The Viking Press, 1965), 105.

Subsequent footnotes for the same source can simply include the author's last name (or a shortened title of his or her work if your work uses another source by the same author) and the page reference(s) separated by a comma. (Do not use terms like "ibid.," "op. cit." or "loc. cit." to perform this function.) Example:

⁸Erving Goffman, *The Presentation of Self in Everyday Life* (New York: Doubleday & Company, 1959), 27.

⁹Virginia Woolf, *A Room of One's Own* (New York: Harcourt, Brace & World, Inc., 1957), 108.

¹⁰Goffman, 158-59.

¹¹Woolf, 51.

As with parenthetical citations, the form and content of footnotes vary for different kinds of sources such as:

a) *a work by two authors.* Present the authors' names in normal order and follow the basic footnoting form. (Use first author's name followed by "et al." when a work has more than three authors.) Example:

¹²James A. W. Heffernan and John E. Lincoln, Writing: A College Handbook (New York: W. W. Norton & Company, 1982), 461-75.

b) a work with an editor or translator. Place the name(s) of editor(s) or translator(s) after the work's title. Example:

¹³Zora Neale Hurston, Dust Tracks on a Road: An Autobiography, ed. Robert E. Hemenway, 2nd ed. (Urbana: University of Illinois Press, 1984), 33.

¹⁴Simone de Beauvoir, The Second Sex, trans. H. M. Parshley, reprint. ed. (New York: Vintage Books, 1974), 15.

c) a work that exists in more than one edition. Include information about what edition you're using after work's title (and after editor[s] or translator[s] if any—also see preceding examples). Example:

¹⁵James A. W. Heffernan and John E. Lincoln, Writing: A College Handbook, 2nd ed. (New York: W. W. Norton & Company, 1986), 622.

d) a short work (an essay, story or poem, for example) appearing in a collection of works. After the author's name, provide the title of this work in quotation marks, title of collection in italics, editor(s) of collection if any, edition if any, parenthesized publication information, page reference(s). Example:

¹⁶Stephen Jay Gould, "Uniformity and Catastrophe," Ever Since Darwin: Reflections in Natural History (New York: W. W. Norton & Company, 1977), 152.

e) a work appearing in more than one volume. After the work's title (and editor if any), cite the total number of volumes this work encompasses. After the publication information, specify the particular volume of your reference [colon and one space] and then the relevant page number(s). Example:

¹⁷Arthur Inman, The Inman Diary: A Public and Private Confession, ed. Daniel Aaron, 2 vols. (Cambridge: Harvard University Press, 1985), 2: 971-72.

f) an article appearing in a journal. Give the author's name, title of the article in quotation marks, (italicized) name of journal, its volume number, journal's date of publication in parenthesis, cited material's particular page reference(s). Example:

¹⁸Elaine Showalter, "Feminist Criticism in the Wilderness," Critical Inquiry, 8 (Winter 1981), 183-84.

g) an unsigned article (such as in a newspaper). Cite article's title if any, name of publication where article appears, publication's date [colon] and article's page reference(s). Example:

¹⁹"Alcohol Found a Problem in 24% of Families," New York Times, April 26, 1987: 26.

Footnotes for *non-textual materials* like films and recordings require you to supply different kinds of information, although you more or less employ the same general format of (a) "author" (a.k.a. a performer, composer, screenwriter, etc., which function you should specify after the person's name, e.g., "Sarah Caldwell, conductor"), (b) title of the work (sometimes appearing in place of the "author," as when your reference chiefly concerns a particular film), (c) "editor" if any (for example, the director and/or major actors of a film whose title you've just cited), (d) "publisher" and date (a film's distributor and the year of its first release, or a recording's manufacturer, catalogue number and date).

Example 1 (a film):

²⁰Woody Allen, Hannah and Her Sisters, dir. Woody Allen, with Woody Allen, Mia Farrow, Michael Caine and Barbara Hershey, Orion distr., 1986.

Example 2 (a recording):

²¹Dylan Thomas, "Fern Hill," Dylan Thomas Reading, Caedmon, TC 1002, 1957.

Consult a recent handbook on writing for ways to footnote the many other kinds of sources not covered in this text.

Examples

Baumgartner, James E. Computer Routines for Mathematics 7, "Discrete Mathematics." Dartmouth College, Winter Term, 1987.

Bond, Harold, Thaddeus Seymour, and John L. Stewart. Sources: Their Use and Acknowledgment. Reprint. ed. Hanover: Trustees of Dartmouth College, 1978.

Brent, Peter. Charles Darwin: A Man of Enlarged Curiosity. New York: W.W. Norton & Company, 1981.

Brody, Jane. Jane Brody's Nutrition Book. New York: Bantam Books, 1982.

Dworkin, Ronald. "Law as Interpretation." Critical Inquiry, 9 (Sept. 1982), 179-200.

Dylan, Bob. "Desolation Row." Highway 61 Revisited. Columbia, CS 9189, 1965.

Eakins, Thomas. The Agnew Clinic (1889). School of Medicine, University of Pennsylvania, Philadelphia.

Emerson, Ralph Waldo. "Nature." Selections from Ralph Waldo Emerson: An Organic Anthology. Ed. Stephen E. Whicher. Boston: Houghton Mifflin Company, 1960. 21-56.