

Quotation with Representation: The Presenters' Guide to Avoiding Plagiarism

Citation Sources and Strategies: The Literature Review Document

Example of citations, notes, and reference list documents used for the article

Green = source

Yellow = notes to self

Red = primary source

Aqua = quote used

Grey = hints to readers

Article sections:

Avoiding Plagiarism

Source: Lightner, D. J., McKenna, P. H., & Steers, W. D. (2011, June). Intellectual honesty and integrity in publishing and presentations. *AUANews*, 16(6), 28-29.

"Any misappropriation of another's work is ethical misconduct, risking not only academic censure and publishing prohibitions, but professional society rebuke or expulsion" (p. 27).

"This increase in plagiarism is not surprising given the ease with which one may copy and paste the thoughts and writings of another individual from online sources or PowerPoint® presentations. Professional presentations often lack the attribution of a slide or its data to the rightful author. It is too easy a vice. Submitting original work is much harder, requiring synthesis and thought in a world of sound bites while others' online work is so tantalizingly near" (p. 27).

"The author might not think the material is plagiarized but all published content is subject to the copyright protection of the publisher and/or the author to some extent. Memory can play tricks on us. Covert plagiarism occurs as one gives one's own memory credit for a thought rather than the originator. Well-meaning reviewers and speakers may misappropriate intellectual property via the "Matthew effect." (p. 28).

"Good speakers, editors and reviewers are familiar with these ruses, and work steadfastly to protect the intellectual property of their colleagues and contributors. The public must be aware that the content presented in other venues may not have the protections of diligent professional editors nor of strict adherence to professional ethics" (p. 28).

Source: University of Southern Mississippi Speaking & Writing Center. (n.d.). *Citing sources in oral presentations*. Retrieved from https://www.usm.edu/gulfcoast/sites/usm.edu.gulfcoast/files/groups/learning-commons/pdf/citing_sources_in_speeches_web.pdf

"some basic rules do apply. You should provide the listening audience with enough information that they could easily access the resource you are referencing" (para. 1)

Building a Quality Presentation

Source: Paradi, D. (n.d.). *Think outside the slide*. Retrieved from <http://www.thinkoutsidetheslide.com/overview-of-using-copyrighted-material-in-your-presentation/>

"Any time you use a copyrighted work, you must have permission from the owner of the work. The author or creator of the work may not be the owner of the work, so you must be careful in determining

the true owner of the work. To use their work, you must have written permission to do so. The owner may ask how you want to use their work and how many times you will use it before they decide on how much they will charge you in order to use the work. In some cases, certain uses will be allowed and others not permitted for the same copyrighted work. Consider all possible uses you may have for the work before you approach the copyright owner so that you can negotiate an agreement that is fair for both parties” (para. 3).

“...the guideline I use is a maximum of two paragraphs. You should always attribute the quote to the source text so proper recognition is given. If you want to use a longer portion of a written work, you will need to seek permission from the owner, which may be the author or the publisher” (para. 5).

Source: Spielman, D. (2012, June 14). *Ten percent is fair use for educational institutions—copyright owners disappointed*. Retrieved from <https://www.complexip.com/ten-percent-is-fair-use-for-educational-institutions-copyright-owners-disappointed/>

“To meet the test of brevity, the amount copied of a prose work may be ‘either a complete article, story or essay of less than 2,500 words’ or ‘an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less’” (para. 12)

Use of images in presentations:

Source: Teten, D. (2013, August 15). *How to add powerful (and legal) images to your presentations*. Retrieved from <http://www.forbes.com/sites/davidteten/2013/08/15/how-to-add-powerful-and-legal-images-to-your-presentations/>

“Legal rights to use images you find randomly on the internet are a gray area for three reasons:

Hint to readers: presenters may be at greater risk for inappropriately using an attributed image than the ideas behind it. For example, an author, when citing correctly, can describe Maki’s assessment cycle in words without permissions, but may not use a graphic that looks like a cycle of assessment without permission. Artists, including photographers, are increasingly seeking to collect damages for images used without permission or fee; proceed with caution when considering use of pretty pictures as eye catchers in a presentation.

1. The major search engines do not have accurate filters to distinguish between copyrighted and non-copyrighted images.
2. It is often difficult to know whether the image you are using is in its original form, or copied from another site.
3. A page does not have to list copyright information for a picture for that picture to be considered copyrighted.

There are some safe picture selection options, however. 500px (ff VC portfolio company) recently added a [Creative Commons search option](#), which gives you the right to use images at no cost (like the image above). Almost all of their stunningly beautiful images not listed under Creative Commons are priced affordably for personal use. To find free, non-copyrighted images, I also suggest search.creativecommons.org, which restrict your search to images that are licensed for use under Creative Commons. Just tick the appropriate boxes based on whether you plan to modify the image and/or use it for commercial purposes” (para 6 & 7).

Crafting a Literature Review

Source: Campbell, H. (2012, November 29). *What's the best way to organize my research?* [Web blog post]. Retrieved from <https://beryliveylibrary.wordpress.com/2012/11/29/organize-research/>

“Save your research. You won’t find it again.

- Email your search results to yourself, print them, write them down by hand, use RefWorks/Zotero... anything but having to replicate your searches!
- Create a working bibliography: add resources that you want to use to this bibliography as you research” (para. 8).

Creating and Placing Citations Within a Presentation

Source: Paiz, J. M., Angeli, E., Jodi, W., Elena, L., Moore, K., Anderson, M., . . . Keck, R. (2014, November 11). *In-text citations: The basics*. Retrieved from <https://owl.english.purdue.edu/owl/resource/560/02>

If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.)

According to Jones (1998), APA style is a difficult citation format for first-time learners. APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

Source: Cronin, P., Ryan, F., & Coughlan, M. (2008). Undertaking a literature review: a step-by-step approach. *British Journal of Nursing*, 17(1), 38–43. Retrieved from https://www.researchgate.net/publication/5454130_Undertaking_a_literature_review_A_step-by-step_approach

“systematic reviews use a more rigorous and well-defined approach to reviewing the literature in a specific subject area. Systematic reviews are used to answer well-focused questions about clinical practice” (p. 39).

“A systematic approach is considered most likely to generate a review that will be beneficial in informing practice (Blunden, Langton, & Hek, 2000)” (p. 39). **Primary source:** Blunden, G., Langton, H., & Hek G. (2000) Systematically searching and reviewing literature. *Nurse Researcher*, 7(3), 40–57.

From 1 Primary source: Hek G, Langton H (2000) Systematically searching and reviewing literature. *Nurse Res* 7(3): 40–57. Retrieved from <http://journals.rcni.com/doi/pdfplus/10.7748/nr2000.04.7.3.40.c6120>

Note to self: Use the Cronin, Ryan & Coughlan citation of Hek and Langton as an example of digging deeper to find and use a primary source cited elsewhere.

“A full ‘systematic review’ is beyond the scope and resources of many... however the general principles and techniques can be used to good effect in providing a comprehensive and critical literature review” (pp. 40-41).

“The principles therefore guiding the literature review included being systematic, explicit, thorough and rigorous” (p. 43).

“The whole process of searching and reviewing the literature was undertaken in seven main stages: computer database search, narrow, more focused manual selection by two reviewers, supplementary searching, management and acquisition of relevant literature, quality appraisal of literature, literature review saturation, thematic review the literature” (p. 44).

Note to self: explore beyond “this is what we do on our campus.” Connect what you do with what is happening on other campuses. Query listservs, search the NACADA Journal, Clearinghouse, and AAT for articles on similar topics.

Source: McAdoo, T. (2010, May 20). *Secondary sources (aka how to cite a source you found in another source)*. Retrieved from <http://blog.apastyle.org/apastyle/2010/05/secondary-sources-aka-how-to-cite-a-source-you-found-in-another-source.html>

“It’s okay to cite a secondary source when you’ve exhausted the options for finding the original work” (para 6).

Let’s look at an example:

In his e-mails, Smith argued that asynchronous line dancing would be the next Internet meme (as cited in Jones, 2010). P. 10

Source: University of Southern Mississippi Speaking & Writing Center. (n.d.) Citing Sources in Oral Presentations. Retrieved from https://www.usm.edu/gulfcoast/sites/usm.edu.gulfcoast/files/groups/learning-commons/pdf/citing_sources_in_speeches_web.pdf

“Well developed presentations provide external support for the ideas delivered by the speaker to enhance the credibility of the speech. It is essential that when you use outside research that you include an oral reference to the work being referenced. Unlike written work, oral citations do not have a specific format that you must follow. However, some basic rules do apply. You should provide the listening audience with enough information that they could easily access the resource you are referencing. This means that you have to decide which information is most important for each different oral citation” (para. 1).

“One of the keys to a successful presentation is having support material for your points. However, it is equally essential to let your audience know exactly where you got your information. You do not have to include entire references in your oral presentations, but you must refer to your sources while speaking. As a rule, give your audience enough information about your sources such that they can track down the information on their own. That generally means that you need source titles, authors, and dates-not page numbers, volume numbers, web addresses, etc.” (para. 13).

Hint to readers: make sure to include ending punctuation and closing quotation marks. It is no fun task to go back and double-check where quotes ended.

Source: Halfmann, T. (2015, December 16). *How do I cite my sources in a PowerPoint?* Library Connect. Retrieved from <http://libraryconnect.libanswers.com/a.php?qid=289837>

“When creating a PowerPoint you'll need to cite your sources both in the text of your presentation, as well as on a references slide at the end. These citations will be similar to how you would cite resources in a traditional paper.

Every time you quote, paraphrase or use an image from a source in your presentation, you'll need an *in-text* citation on your slide. This will include all the same things an in-text citation includes in a paper: Author's last name, year, and location information if you are using a direct quote. Location information is either a page number, or a paragraph number.

Hint to readers: Mark any special text, like italics, so that later, you'll know if the emphasis was in the original. If the author adds emphasis, a note needs to be made to the quote: [emphasis added].

If you are paraphrasing, the author's last name and year are sufficient.

Here is an example: (Smith, 2015, para. 5) or (Smith, 2015)

These in-text citations will correspond to a full citation you'll include on the *references* slide. The references slide will look similar to the references page for a paper. Put the word *References* at the top of the slide and list your sources in alphabetical order, by author's last name.

If you have questions about this, consider checking out the APA Citation Guide on the library website, or stop by the library and chat with your campus librarian” (paragraphs 1-6).

Hint to readers: be sure to mark grammatical or spelling errors so you can later double-check that the passage was copied correctly (make sure you didn't introduce an error). In the final, the author can choose to note the error in the original in several ways, including [sic], replacement of inaccurate or grammatically incorrect forms in brackets in editorial brackets, or ellipses to take out extraneous punctuation or incorrect terms.