

USING INFORMATION RESPONSIBLY



Introduction

 As a person who uses information and writes assignments, you should be aware of two important issues, plagiarism and copyright.



Plagiarism

■ Plagiarism is the act of presenting another person's work or ideas as your own. Plagiarism is a type of intellectual theft. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.



Common forms of plagiarism

- Downloading an assignment from an online source.
- Buying, stealing or borrowing an assignment.
- Quoting from a source 'word for word', without using quotation marks.
- Copying, cutting and pasting text from an electronic source.
- Using the words of someone else.
- Lifting sentences or paragraphs from someone else.
- Relying too much on other people's material. Avoid repeated use of long quotations.
- Putting someone else's ideas into your own words.



Copyright

- **Copyright** places limits on how much of a published work you may copy. This relates to print, electronic and audiovisual materials.
- The above problems may be resolved through proper referencing.



Referencing

- Referencing allows you to acknowledge the contribution of other writers in your work.
- Whenever you use words, ideas or information from other sources in your assignments, you must cite and reference those sources - acknowledge.

NB: Referencing styles used at Kenyatta University are APA and MLA.



What is the APA style?

- The **American Psychological Association** reference style is one of the Author-Date reference styles is commonly used in social sciences. When quoting directly or indirectly from a source, the source must be acknowledged in the text by author name, year of publication and location reference. If quoting directly, a location reference such as page numbers and paragraph numbers is also required.



Book - one author

- King, M.(2000). *Wrestling with the angel: A life of Janet Frame*. Auckland, New Zealand: Viking.
Author(s) name(s), and use initial(s) of first name(s) only. The first word of the main title, subtitle and all proper nouns have capital letters



Book - two to five authors

- Krause, K. L., Bochner, S., & Duchesne, S.(2006). *Educational psychology for learning and teaching* (2nd ed.). South Melbourne, Victoria, Australia: Thomson

*Use the ampersand (&) between the last two authors' names, except when paraphrasing in text where **and** is used.*



Book - six or more authors

- Roeder, K., Howdeshell, J., Fulton, L., Lochhead, M., Craig, K., Peterson, R., et al. (1967). *Nerve cells and insect behaviour*. Cambridge, MA: Harvard University Press.

NB: When a work has six or more authors, provide the surname and initials of the first six authors, and shorten any remaining authors to et al. In text, use the first author's name and et al.



Book, report by a corporate author, e.g. organisation, association, gov. dep.

- The African Association of Public Administration and Management. (1996). *Privatization in Africa: The way forward*. Nairobi: AAPAM.
- *When the author and the publisher are the same, use Author in the publisher field. If there is no publisher, use (n.p.).*



Book - no author

- *If the author's name is given as anonymous, use Anonymous in the author field. If not stated, then the title takes that position, but check to see whether it should be a corporate author as above.*
- (Anonymous, 2007) in-text only.



Book - edited

- Samovar, L. A., & Porter, R. E. (Eds.). (1997). *Intercultural communication: A reader* (8th ed.). Belmont, CA: Wadsworth.



Book - chapter in edited book

- Namande, M. (2008). Information applications in resolving ethnic strife. In Nyamboga, C.M. & Kiplang'at, J.N. (Eds.), *Conflict resolution: The role of information and knowledge management* (pp. 117-138). Nairobi: Kenya Library Association.

The author and chapter title come first, followed by the editors and book title. The page numbers of the chapter are also required



Book - electronic

- Deans, P. C. (2004). *E-commerce and m-commerce technologies*. Retrieved from Ebrary database.

Use "Available from" instead of "Retrieved from" when the URL leads to information on how to obtain the cited material, rather than the material itself (see the APA Style Guide to Electronic References, p. 10 for further examples).



Thesis - unpublished

■ Barret, A.J. (1989). “*Sacrifice and prophesy in Turkana cosmology*”. Unpublished doctorate dissertation. University of Chicago

■ In-text citation
(Barret, 1989)



Article from a reference work

■ Appiah, K.A. (1998). African philosophy. In *Routledge encyclopedia of philosophy* (pp. 45-60). London: Routledge.

■ In-text citation
(Appiah, 1998)



Unknown author

 *Who is Who in Kenya, 2000.* (2000).
Nairobi: Government Press.

 In-text citation

(Who is Who in Kenya, 2000)

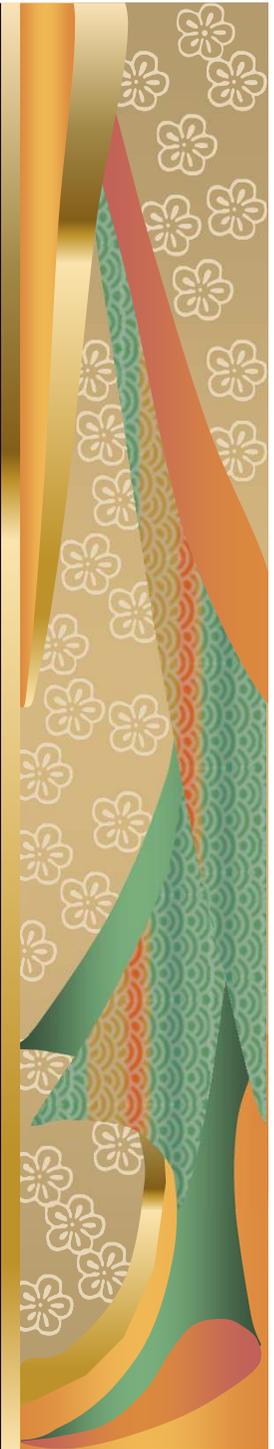


Government Publications

■ Republic of Kenya. Department of Development Co-ordination. (1999). *National poverty eradication plan 1999-2015*. Nairobi: Government Press.

■ In-text citation

(Department of Development Co-ordination, Kenya, 1999)



Journal article

■ Uren, B. (2002). The ethics of stem cell research: five arguments and a critique. *Eureka Street* , 12(10), 9-11.

■ In-text citation

... (Uren, 2002) ...

or

Uren (2002) indicates that “...”



Online material

 Dewey, R. (2006). *APA research style crib sheet*. Retrieved March 20, 2006, from

<http://www.wooster.edu/psychology/apa-crib.html>

 In-text citation
(Dewey, 2006)



In-text citation

1. Sheila and Emily were opposites (Taylor, 1990)
2. According to Irene Taylor (1990) the personalities of Sheila and Emily....
3. Two authors (Gitonga & Awiti, 2010)
4. More than 3 authors (Gitonga, et al. 2011)
5. Corporate author (Kenyatta University, 2011)



MLA REFERENCING STYLE

- Modern language Association (MLA) is generally used for academic writing in the humanities and liberal arts.
- The entire text of the MLA paper must be double spaced. Indent the first word of a paragraph five spaces from the left margin.



A book by one author

■ Cressy, David. Birth, Marriage and Death: Ritual, religion and the Life cycle in Tudor. New York: Oxford, 1997

NB: Underline the title or use italics



A book by 2 authors

 Jakobson, Roman and
Linda R. Waugh. The
Sound Shape of
Language. Bloomington:
Indiana, 1979



More than 3 authors

- Gilman, Sander, et al. *Hysteria beyond Freud*. Berkeley: University of California, 1993. Print.



Corporate author

- Herbert F. Johnson Museum of Art. *A Guide to the Herbert F. Johnson Museum of Art, Cornell University.* Ithaca: Cornell U, 1973. Print.



Article in a book

- Ahmed, Fauzia Erfan. "Welcoming Courtyards: Hospitality, Spirituality, and Gender." *Feminism and Hospitality: Gender in the Host/Guest Relationship*. Ed. Maurice Hamington. Lanham: Lexington Books, 2010. 109-24. Print.



A book with an editor

 Lopate, Phillip, ed. The art of the Personal Essay: An Anthology from the Classical Era to the Present. New York: Anchor-Doubleday, 1994.



An online Scholarly Journal

- Chan, Evans. "Postmodernism and Hong Kong Cinema". Post modern Culture. 10.3 (2000). Project Muse. 20 May 2002
<http://muse.jhu.edu/journals/pmc/v010/10.3chan.html>
- NB 10.3 signifies the volume followed by issue number.



Article from a full text journal accessed from a database

 Vargas, Jose Antonio. "The Face of Facebook." *New Yorker* 86.28 (2010): 54-63. *Academic Search Premier*. Web. 25 Jan. 2011.



Dictionary entry

■ "Hospitality." Def. 1a. *Webster's Third New World Dictionary*. 1993. Print.

Encyclopedia entry

■ Mercuri, Becky. "Cookies." *The Oxford Encyclopedia of Food and Drink in America*. Ed. Andrew F. Smith. Vol. 1. 2004. Print.



International document

- United Nations. General Assembly. *Convention on the Elimination of All Forms of Discrimination Against Women*. New York: United Nations, 1979. Print.



In-text citation

- MLA uses parenthetical citations to document a reference in the text. Cite the author and give the page number. It may be done in different ways for example 1:
- Willa Cather describes Paul as “tall for his age and very thin, with high cramped shoulders and a narrow chest” (144)



In-text citation con't

Example 2:

 “Paul was tall for his age and very thin, with high cramped shoulders and a narrow chest” (Cather 144)



In-text citation continued

Example 3 – multiple authors

■ This hypothesis (Bradley and Rogers 7)

■suggested this theory (Sumner, Reichl, and Waugh 23).



Conclusion

- Lack of referencing and proper citations amounts to plagiarism. It can lead to revocation of certificates, rejection of work and is punishable by law.



Conclusion



"Dear Mr. Trent: Since you only pretended to write this paper, I only pretended to grade it!"

