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 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.

*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*

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

*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.*
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.

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

*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).*

In-text citation
(Barret, 1989)

In-text citation
(Appiah, 1998)
Unknown author


In-text citation

(Who is Who in Kenya, 2000)
Government Publications


In-text citation

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

In-text citation

... (Uren, 2002) ...

or

Uren (2002) indicates that “...”

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.

NB: Underline the title or use italics
A book by 2 authors

More than 3 authors

Corporate author

An online Scholarly Journal

http://muse.jhu.edu/journals PMC/v010/10.3chan.html

NB 10.3 signifies the volume followed by issue number.
Dictionary entry


Encyclopedia entry

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)
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!"