

RESEARCH PAPER PREPARATION

WHAT IS A RESEARCH PAPER?

- A Research paper is piece of academic writing based on its author's original research work on a particular topic and the analysis and interpretation of research findings.
- A Research paper is an expanded essay that presents your own interpretation or evaluation or argument.
- **When you write an Essay, you use everything that you personally know and have thought about a subject.**
- **When you write a Research paper you build upon what you know about the subject and make a deliberate attempt to find out what experts know.**
- A research paper involves surveying a field of knowledge in order to find the best possible information in that field

HOW TO START A RESEARCH PAPER?

- Choose a topic which interests and challenges you.
- Your attitude towards the topic will well determine the amount of effort and enthusiasm you put into research.
- Focus on limited aspect, example: narrow down from “biodiversity” to “biodiversity in Bengaluru”.
- If possible obtain the approval of faculty for the topic before concentrating on full scale research.
- The most important thing is select a subject that you can manage. Avoid subjects that are very technical, learned or specialized.
- Avoid the subjects which have limited access to data.
- Do not go for controversial topic,
Example: Religious encroachment, political parties’ corruption. etc

STEPS TO WRITE A RESEARCH PAPER

- Research Paper writing with good organization and focus of mind, can make the process easier.
- Writing a research paper broadly it involves four main stages:
 - **choosing a topic,**
 - **researching your topic,**
 - **making an outline, and**
 - **doing the actual writing.**
- The paper won't write itself, but by planning and preparing well, the writing practically falls into place.
- Essentially a narrower research paper consists of **Ten major sections.**
- The number of pages may vary depending upon the topic of research work but generally comprises up to 8 to 10 pages.

STEPS TO WRITE A RESEARCH PAPER

A narrower research paper consists of Ten major sections.

1. Abstract
2. Introduction
3. Review of Literature
4. Objectives
5. Methodology and database used
6. Research Analysis or Research Discussion
7. Results or Finding
8. Recommendations/suggestions
9. Conclusions
10. References/Citations

STEPS TO WRITE A RESEARCH PAPER

1. Abstract:

- An abstract is a brief summary of a research article, thesis, review, conference proceeding or any in-depth analysis of a particular subject or discipline, and is often used to help the reader quickly ascertain the paper's purpose.
- When used, an abstract always appears at the beginning of a manuscript, acting as the point-of-entry for any given scientific paper or patent application.
- By reading the abstract the reader gets some idea about the research paper

STEPS TO WRITE A RESEARCH PAPER

The typical kinds of information found in most abstracts:

1. The **context** or background information for your research; the **general topic** under study; the **specific topic** of your research
2. The **central questions** or statement of the **problem** your research addresses
3. **What's already known** about this question, what **previous research** has done or shown
4. The main **reason(s)**, the exigency, the **rationale**, the **goals** for your research—**Why is that topic worth examining?** Are you filling a gap in previous research? **Applying new methods to take a fresh look at existing ideas or data?** **Resolving a dispute within the literature in your field?** your research and/or analytical **methods**
5. Your main **findings, results, or arguments**
6. The **significance or implications** of your findings or arguments.

STEPS TO WRITE A RESEARCH PAPER

2. Introduction:

- ❑ It is the foremost preliminary step for proceeding with any research work writing.
- ❑ In this section details about the topics are elaborated, reason for choosing this topic is also mentioned.
- ❑ While doing this go through a complete thought process of your Journal subject and research for its viability by following means:
 - ❑ Read already published work in the same field.
 - ❑ Goggling on the topic of your research work.
 - ❑ Attend conferences, workshops and symposiums on the same fields or on related counterparts.
 - ❑ Understand the scientific terms and jargon related to your research work.

Example: If the topic of research paper is “**Importance of E-Banking on Traditional Banking Services** “ then in the introduction section we will write about factors effect online banking services and types of E Banking in a general view.

STEPS TO WRITE A RESEARCH PAPER

3. Study area:

- It is one of the vital component in research as taking study area makes a research narrower.
- In this section details about the study area is written like, money transaction in bank and most importantly customers.

4. Objectives:

This deals with why we are writing this research journal.

Example:

- To take necessary steps to educate the customers regarding the new technology
- To retain the existing customers and to attract new customers.

STEPS TO WRITE A RESEARCH PAPER

5. Methodology and database used

- In this section which method we are using for writing our research is written, like Primary method which is personally going to field or through questionnaire method or by secondary method which is from census, books, journals, news papers, grey literature, Ph. D thesis, Internet, etc.

Example: If the research is advantages of e banking over traditional method then comparison on payment modes over the years can be presented with trend lines, relationship diagram, Can know the background of Technology and security standards, Risk etc

STEPS TO WRITE A RESEARCH PAPER

6. Research Elaboration

Now it is to articulate the research work with ideas gathered in above steps by adopting any of below suitable approaches:

Bits and Pieces together: In this approach combine all your researched information in form of a journal or research paper. In this researcher can take the reference of already accomplished work as a starting building block of its paper.

Jump Start: This approach works the best in guidance of fellow researchers, the authors continuously receives or asks inputs from their fellows. It enriches the information pool of your paper with expert comments or up gradations. And the researcher feels confident about their work and takes a jump to start the paper writing.

Use of Simulation software: There are numbers of software available which can mimic the process involved in your research work and can produce the possible result. Can get the simulated results of your paper and it eases the process of paper writing. Some of the processing Software are: Cesim Bank simulation, Simarch which is the solution for learning through banking simulation

STEPS TO WRITE A RESEARCH PAPER

7. Suggestions and Recommendations: In this suggestions for future studies and recommendations can be given so that the problem is solved by any government or NGO.

For Example:

- There are numerous benefits to online banking, and it's worth at least having the option to bank online.
- But you might also prefer some features of traditional banks and credit unions.
- If you're not comfortable with technology, online banking may be more trouble than it's worth

8. Results or Finding: This section also has more details about your research in continuation with above section. In this section all the research matter will be summed up into points so that the reader can understand easily.

STEPS TO WRITE A RESEARCH PAPER

9. Conclusions:

- This section will have conclusions about your research.
- As by adopting the above practices all major constructs of a research paper can be written and together compiled to form a complete research ready for Peer review.
- Most research papers conclude with a restated thesis statement. Present your thesis again, but reword it.
- Briefly summarize the points you've made.
- Take a moment to explain why you believe those points support your case.
- If your research is inconclusive, take a moment to point out why you believe this topic bears further research.

10. References: This section will have all the citations which we have used in writing our research.

STEPS TO WRITE A RESEARCH PAPER

The major citation types used in research papers include:

APA: American Psychological Association

- Used for social science studies, APA in-text citations use the author's last name and the year of publication in parentheses.

MLA: Modern Language Association.

- Used for humanities, foreign language, English, and rhetoric studies, MLA in-text citations use the author's name and the page number. The entire source information is included in a Works Cited page at the end of the paper.

Chicago: Based on The Chicago Manual of Style (CMOS)

- Used for some studies, Chicago format papers are double-spaced, left-aligned, and have specific requirements for the title page and bibliography.

Author-date

- A citation style that uses in-text citations and a reference list to note the author, date, and page number of sources
- Used for sciences and social sciences, this style provides citations in a reference list at the end of the chapter or book. It doesn't use superscripts, so reordering the text doesn't require renumbering notes.

IEEE: The Institute of Electrical and Electronics Engineers

- Used for IEEE Transactions, Journals, and Letters, this style manual provides guidance for dividing the parts of a paper, citing figures and tables, and grammar rules.

STEPS TO WRITE A RESEARCH PAPER

For Example:

1. **MLA:** Kamal, M, and Siva Prathaap. “*HOW TO AVOID REJECTION OF RESEARCH PAPER BY JOURNALS.*” International Journal of Research and Analytical Reviews (IJRAR (2019): n. pag. Print.

2. **APA:** Kamal, M., & Prathaap, S. (2019). HOW TO AVOID REJECTION OF RESEARCH PAPER BY JOURNALS. *International Journal of Research and Analytical Reviews (IJRAR)*

3. **CHICAGO:** Kamal, M, and Siva Prathaap. “*HOW TO AVOID REJECTION OF RESEARCH PAPER BY JOURNALS.*” International Journal of Research and Analytical Reviews (IJRAR, 2019)

THESIS REPORT WRITING

WHAT IS THESIS?

- A large paper, or multi-chapter work, based on a topic relating to your field of study.
- **A thesis is a critically written scholarly piece of research work.**
- **Typically, it is submitted by students graduating from a master's program.**
- **The purpose of a thesis is to allow students to showcase their knowledge and expertise within the subject matter they have been studying as part of the program**

WHAT IS A DISSERTATION?

- ❑ A dissertation is a comparatively lengthier piece of scholarly writing that accounts for your research work throughout the doctoral program.
- ❑ A researcher earns the Ph.D. after submitting and defending his/her dissertation.
- ❑ It includes all information about the original research or expanded research on a new or existing topic conducted by the Ph.D. candidate

Dissertation vs. Thesis: Differences

1. The primary difference between a thesis and a dissertation is the time when they are completed. **A thesis is presented at the culmination of a master's program, whereas, a dissertation is presented to earn a Ph.D.**
2. A thesis is a compilation of research ensuring that the researcher is well-informed and has knowledge about the research topic learned in the study program. **On the other hand, a dissertation provides an opportunity for the researcher to contribute new theories and information to the existing literature in the research field.**

In thesis the sequence of the file should be as below

- Title page
- Student's Declaration and Certificate
- Acknowledgements
- Table of Contents
- List of Figures
- List of Tables
- Abstract
- Chapters
- Conclusion and Future Scope
- References and Bibliography
- Appendix (If any)

Guidelines for Pre-thesis / Final Thesis Report writing

Follow these rules strictly while writing report for pre/final thesis:

1. Font Size:

- Chapter heading Size 16 (Bold) uppercase
- Sub heading e.g 1.1 14 (Bold) uppercase
- Subtitles e.g. 1.1.1 12 (Bold) uppercase
- Subtitles e.g. 1.1.1.1 12 (Bold) titlecase
- Text (script) 12

2. Font: Times New Roman Line spacing : 1½

3. There should be uniformity in writing headings and sub-headings in all chapters

4. Avoid underlines and colon i.e. :

5. To indicate a figure, write below the figure and the format should be **Fig.1.5**

6. To indicate a table, write above the table and the format should be **Table 1.5**

7. All the figure captions and table captions should be **12 size, bold and title case**

8. All the figures and tables should be mentioned/referred/explained in the adjoining paragraphs

Guidelines for Pre-thesis / Final Thesis Report writing

9. Never write the report in first person instead write author.....
10. In Literature survey, do not give full mention of the paper. Instead write like this: Chatterji et al in [1], have discussed/concluded/suggested/reported
Here [1] is the number of the paper mentioned in References and Bibliography
11. In References and Bibliography, the mention of paper should be [1] Chatterji S. (the names of all authors), “Title”, Journals or proceedings of the conference, Place of the Conference, Vol 5.No.2, pp 365-370, month, year of publication.
12. The references should be placed in the chapters in the form as [1] , in the order of occurrence.
13. There should be uniformity in writing headings of chapters for eg.

TITLE

- If this is placed at the center of the page, then it should be at the centre in all the chapters.
- Also do not underline it.

14. The sequence of chapters should be like this

Chapter 1 Introduction

Chapter 2 Literature Review

2.1 Introduction

2.2 Literature Review

2.3 Inferences Drawn out of Literature Review

2.4 Scope of the WorkChapter

Chapter 3 Proposed Work

3.1 Problem Definition

3.2 Proposed Work

Chapter 4 Methodology

Expected Outcome

References and Bibliography (It should **not** be a chapter and should be included at the end)

15. There should be a concluding paragraph at the end of each chapter, this paragraph should be the conclusion of that chapter and an introduction to the next chapter. No heading as conclusion to be given
16. There should be a title page, then Table of Contents and then chapters should start. There should not be any acknowledgment, certificate, list of figures etc in pre-thesis report.
17. Check the spellings
18. The table of contents should exactly match the headings and the page numbers in the text matter
19. A sample of content writing in table of contents is given below. This should be strictly followed in every chapter.

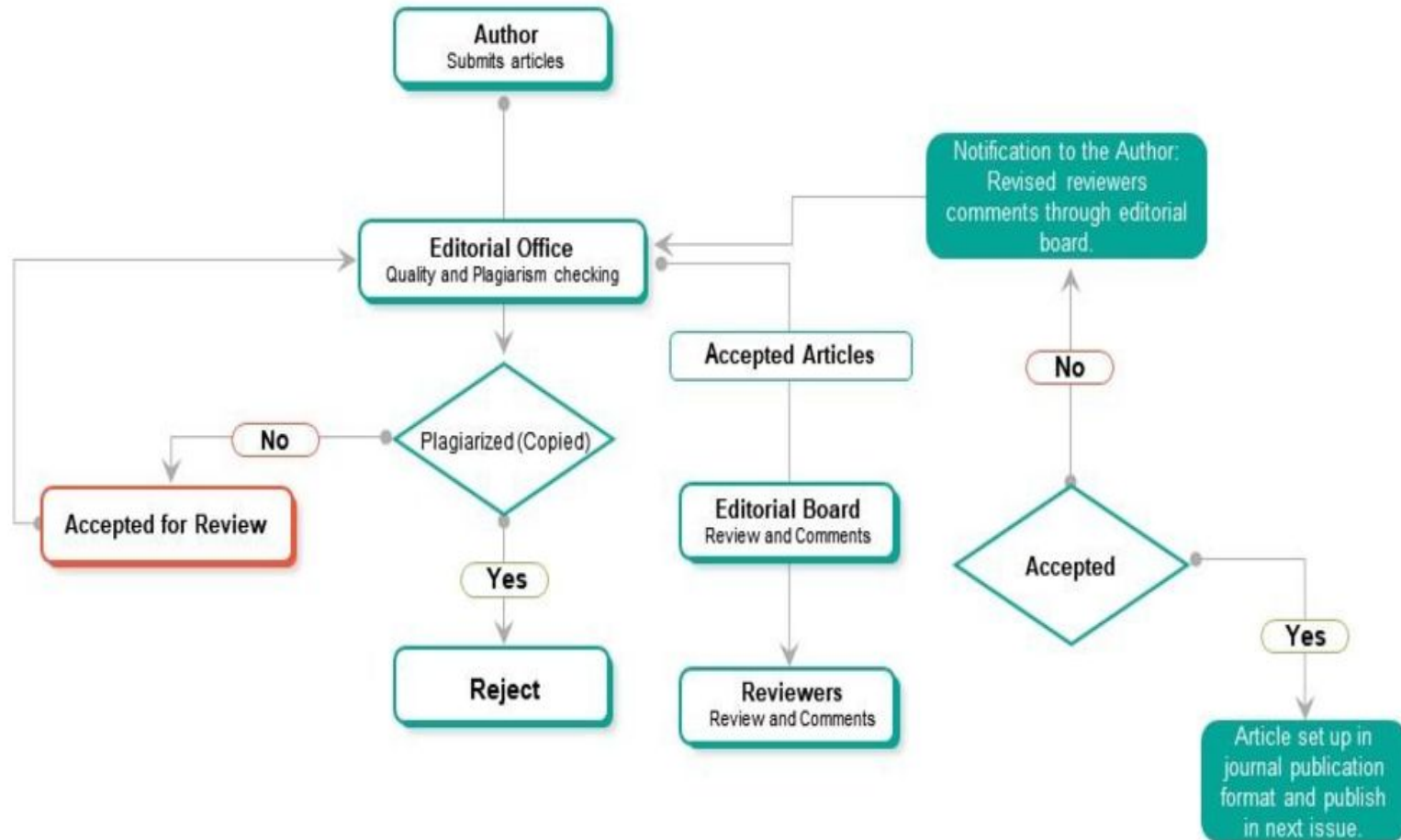
Sample:

https://portfoliosaumya.weebly.com/uploads/6/0/3/6/60363047/thesis-_report_saumya_srivastava.pdf

JOURNAL REVIEWING PROCESS

- Involves both the journal editors and independent expert reviewers, who evaluate the submitted articles.
- The process involves both the journal editors and independent expert reviewers, who evaluate the submitted articles.
- Peer reviewers can recommend whether or not they believe an article should be accepted or rejected by the journal.

JOURNAL REVIEWING PROCESS



Initial screening

- After an article is submitted to a journal, a journal editor screens the manuscript and decides whether or not to send it for full peer review.
- Only after clearing the initial screening is the article sent to two or more independent peer reviewers .
- Editors will consider the following aspects:
 - Is the manuscript good enough quality to be sent for peer review?
 - Does it conform to the aims and scope of the journal and has it followed the style guidelines and instructions for authors?
 - Does it make a significant contribution to the existing literature?

JOURNAL REVIEWING PROCESS

- Unsuitable articles may be rejected without peer review at the editor's discretion.
- If the article passes these initial checks, it will be sent for peer review.
- Benefits of carrying out this initial screening include:
 - A quick decision for authors – if the manuscript clearly lies outside the scope of the journal, then a rapid rejection allows the author to submit their article to another journal more quickly.
 - Peer reviewers' time is not wasted – reviewers don't have to spend time evaluating and giving feedback for a manuscript of clearly inferior quality.

WHY IS PEER REVIEW IMPORTANT?

- Peer review is vitally important to uphold the high standards of scholarly communications, and maintain the quality of individual journals.
- It is also an important support for the researchers who author the papers.
- Every journal depends on the hard work of reviewers who are the ones at the forefront of the peer review process.
- The reviewers are the ones who test and refine each article before publication.
- There are also practical reasons why peer review is beneficial to you, the author.
- The peer review process can alert you to any errors in your work, or gaps in the literature you may have overlooked

How long does peer review take?

- Journals usually ask reviewers to complete their reviews within 3-4 weeks.
- However, few journals have a mechanism to enforce the deadline, which is why it can be hard to predict how long the peer review process will take.
- A highly technical papers or papers from niche subject areas could take longer to review because it often takes editors more time to find appropriate reviewers

How to find peer reviewers?

1. Check the references in the article

The reference section of a submitted article is an excellent place to start when looking for peer reviewers.

2. Use search tools and databases to find researchers working on similar topics

There are a number of different search tools and resources you can use to find reviewers. Including:

- [Publons' Reviewer Connect](#)
- [Taylor & Francis reviewer locator tools](#)
- [JANE](#)
- [Web of Science](#)

3. Use the editorial board

How to find peer reviewers?

4. Consider previous authors and guest editors

Authors of previously published articles and journal guest editors could be just what you're looking for in a reviewer.

5. Ask reviewers who decline for suggestions

6. Use predefined keywords

7. Use previous reviewers

8. Use the editor's personal network

9. Consider using early career researchers or junior colleagues

JOURNAL SELECTION PROCESS

- ❑ Adds to academic performance of the year.
- ❑ Every researcher's desire to publish their research article in reputed journals to ensure maximum readers
- ❑ Analyzing various parameters may help to decide the journal

JOURNAL SELECTION PROCESS

1. Define Research Scope and Audience
2. Scope and matches
3. Impact Factor and Reputation
4. Peer Review Process and Editorial Practices
5. Content Requirements and Article Structure
6. Access, Fees, and Open Access Options
7. Publishing Timeline and Acceptance Rate

JOURNAL SELECTION PROCESS

Scientific Rigor

- A key indicator of journal quality is the scientific rigor of the publications published in the journal.
- When considering publishing in a new or unfamiliar journal begin with a review of publications published over the past few years to assess details such as
 - ✓ the purpose of the research,
 - ✓ design and methodology,
 - ✓ data analysis,
 - ✓ results, and
 - ✓ discussion,
- All of which can lend insight as to **scientific quality**. **Tables and figures should be clearly marked, legible and appropriate for the data. References should be comprehensive and current.**

JOURNAL SELECTION PROCESS

Editorial Quality

- Editorial quality noted in publications including editorials, can provide clues as to journal quality.
- Misspellings, grammar and punctuation errors, or lack of clarity and cohesiveness in writing is indicative of lack of editorial oversight and reviewer commitment.
- These clues may signal a journal that is not appropriate for publication.
- Titles and abstracts themselves can also be revealing as to editorial quality—a title that is not descriptive or an abstract that needs to be read more than once may be a warning sign.

JOURNAL SELECTION PROCESS

Peer Review Process

- Transparency as to the peer review process is a benchmark of journal quality.
- A reputable journal will fully disclose the peer review process including criteria used for peer review, selection of reviewers, the type of peer review, timeframes for the peer review, and how the peer review process is handled by the editorial board.
- Additional details such as how conflicts of interest are handled, confidentiality, and other ethical standards for peer reviewers should also be available from the journal website. .

JOURNAL SELECTION PROCESS

Ethics

- A quality journal will include information as to issues such as plagiarism, conflicts of interest, internal review board approval, informed consent, human and animal subject research, confidentiality, fraud, segmented publications, data and image manipulation, and other ethical considerations.
- A journal should include information as to ethics on the journal website, what their expectations are of authors and how they address these issues.
- Reputable journals endorse guidelines and best practices for publishers such as the International Committee of Medical Journal Editors (ICMJE), Committee on Publication Ethics (COPE), and the World Association of Medical Editors (WAME).

JOURNAL SELECTION PROCESS

Editorial Board Members

- A review of the journal editorial board can reveal valuable insights as to the quality of a journal.
- Editorial board members should be known as established experts in the field related to the aim and scope of the journal, affiliated with known institutions, and hold appropriate academic credentials.

JOURNAL SELECTION PROCESS

Journal Reputation/Business Model

- The reputation of a journal includes the publisher of the journal, the societal organization that sponsors the journal, aim and scope, mission statement, among other criteria.
- The publisher of a journal or the sponsoring society can lend strong credence to the quality of a journal.
- The aim and scope should be clearly stated and other information such as a mission statement or sponsoring organizations helps to assess the reputation of the journal.

JOURNAL SELECTION PROCESS

Author Rights and Copyright

- The journal policy as to author rights and copyright is another benchmark of a quality journal.
- Copyright is a bundle of rights that allows authors to use, disseminate, display or modify the work in any medium.
- Up until 20 years ago, authors routinely transferred all rights to their work to the journal publisher upon publication.
- Authors are advised to anticipate any future re-uses of their publications before selecting a journal and signing a copyright agreement form.
- Some authors are required to comply with public access mandates from organizations such as the National Institutes of Health (NIH) or the National Science Foundation (NSF).
- If a journal does not allow for compliance with public authors will need to consider another journal.

JOURNAL SELECTION PROCESS

Indexing Status

- Authors want their research to be discoverable and read by others.
- A quality journal will be indexed by major bibliographic and citation databases such as MEDLINE[®], Elsevier Scopus and EMBASE, Clarivate Analytics Web of Science, Cumulative Index for Allied and Health Literature (CINAHL), and others.
- MEDLINE[®] is produced by the National Library of Medicine (NLM) and has rigorous scientific and editorial criteria for journals selected for indexing in MEDLINE[®]

JOURNAL SELECTION PROCESS

Impact Factor Scores

- Authors often use various journal impact factor scores as criteria for selecting a journal.
- The Journal Citation Reports Journal (JCR) Impact Factor score was developed in the early 1960s for selection of journals in the Web of Science citation database and as an acquisitions tool for libraries
- The JCR Impact Factor score evolved over the years to be associated with identifying “high impact” journals for publication.
- Other journal impact scores have been launched recently, including the Eigenfactor, introduced in 2008, and CiteScore, launched in 2016.

JOURNAL SELECTION PROCESS

(Conti.....)

Impact Factor Scores

- Impact factor scores are calculated for indexed journals in the Web of Science and Scopus databases, and broadly, the calculations are based on the number of citations within a specific timeframe garnered by publications from journals.
- It displays the total citations which came in support of the journal articles.
- It is in proportion to its publication of the number of citation articles in the last five years.
- JIF is the factor which is still considered in high esteem by authors, institutions, and employers around the world.
- It is easier to get jobs, grants, and others when researchers have to their credit papers published in journals with high impact factor.

JOURNAL SELECTION PROCESS

Journal operations

- Journal operations include archival practices for articles using platforms such as PORTICO (<https://www.portico.org/>) or JSTOR (<https://www.jstor.org/>),
- whether a Digital Object Identifier (DOI) is assigned to articles or an International Standard Serial Number (ISSN) is assigned to the journal, and the publication schedule.
- An irregular publication schedule, excessive advertising, and missing or sporadic issues are indicative of unstable journal management.
- The aim and scope, editorial board, instructions for authors, and journal contact information should be available and easy to find.

JOURNAL SELECTION PROCESS

Invitation to Publish a Manuscript or Submit an Abstract to a Conference

- We are aware of many email solicitations for journal publication or invitations to submit an abstract for a conference, and in some cases, including invitations to speak at conferences.
- These emails are usually generic in nature and contain stilted or archaic language.
- Unrealistic promises are made such as acceptance of publication within hours and publication within days.
- Some emails include phrases such as “let us know how much you can afford towards the article processing charges

□ How to format your research paper?

- Go to **Taylor & Francis Online** and search for the title of your chosen journal using the search bar.
- Select the relevant journal and click on the instructions for authors tab.
- Read your target journal's instructions for authors, and find out about its formatting guidelines.
- Below are a list of Word templates which can be used for many of our journals.
- Please download the relevant template and apply it to your research paper format.
- Each version of the template has its own instructions file. Read the instructions to learn how to save and use the template.

Taylor & Francis Online is a database that provides access to scholarly research and peer-reviewed journal articles in a variety of subject areas:

- Humanities and social sciences
- Science and technology
- Engineering
- Medicine and healthcare
- Arts, including film, television, journalism, performance, popular music, and visual arts

Taylor & Francis Online includes:

- Access to journals published by Taylor & Francis and Routledge
- Articles from over 200 years ago, as well as the latest discoveries
- A powerful search tool to help readers find relevant research
- An open access option that allows users to share their work with anyone

- ✓ **Taylor & Francis Online also has a mobile app that allows users to access content on their iPhone, Android, Blackberry, and tablet devices.**
- ✓ **The app includes features such as:**
 - **The ability to link to an institution's content**
 - **An optimized interface for browsing, reading, and searching**
 - **The ability to log in and share links to content via social networks and email**
 - **The ability to create a favourites list**

DEVELOPING EFFECTIVE RESEARCH PROPOSAL

- A research proposal describes what you will investigate, why it's important, and how you will conduct your research.
- Writing a research proposal is both science and art
- A good research proposal is based on scientific facts and on the art of clear communication
- Writing a formal research proposal should be started by the time one has decided on the topic for the study
- A research proposal serves as a blueprint and guide for your research plan, helping you get organized and feel confident in the path forward you choose to take

DEVELOPING EFFECTIVE RESEARCH PROPOSAL

- An effective research proposal is a clear, well-structured plan that outlines the purpose, significance, and methodology of research project, designed to convince reviewers of its value and feasibility.
- Developing an effective research proposal involves several key steps and components aimed at clearly communicating the research idea, its significance, and how it will be conducted.

DEVELOPING EFFECTIVE RESEARCH PROPOSAL

An effective proposal typically includes:

Title Page: Concise and descriptive title reflecting the research focus.

Introduction and Literature Review:

- Identification of the research problem and its significance.
- Overview of what is known from existing research and gaps that the proposed study will address.
- Statement of research questions or hypotheses.

Methodology:

- Description of research design (qualitative, quantitative, or mixed) and rationale.
- Methods of data collection and analysis.
- Description of the sample, procedures, and ethical considerations including informed consent.
- Measurement tools or instruments used, including their validity and reliability.
- Plan for data analysis and discussion of potential limitations.

References and Appendices:

- Complete citations for all sources referenced.
- Supplementary materials like consent forms or questionnaires.

PLAGIARISM

- The act of presenting another's work or ideas as your own
- The word "plagiarism" comes from the Latin plagiarus meaning "kidnapper."
- According to the Merriam-Webster Online Dictionary (<http://www.m-w.com>), to plagiarize means:
"transitive senses : to steal and pass off (the ideas or words of another) as one's own : use (another's production) without crediting the source
intransitive senses : to commit literary theft : present as new and original an idea or product derived from an existing source"

PLAGIARISM

□ Why is plagiarism important?

- Plagiarism is **theft** of intellectual property.
- Plagiarism is **cheating**.
- Plagiarism may result in receiving **a failing grade or zero** for the assignment.
- Plagiarism could result in a disciplinary referral. Students caught plagiarizing may be denied admittance to or removal from the National Honor Society.
- If you translate or paraphrase something, you must still give a citation
- If you use a picture from the Internet, you must cite the source

Two types of Plagiarism

Intentional

- Copying a friend's work
- Buying or borrowing papers
- Cutting and pasting blocks of text from electronic sources without documenting
- Media "borrowing" without documentation
- Web publishing without permissions of creators

Unintentional

- Careless paraphrasing
- Poor documentation
- Quoting excessively
- Failure to use your own "voice"

Some of the things that you think you know about plagiarism may be wrong

- ✓ It does not matter if the person whose work you have cited is alive or dead. If it is not your own idea, you must cite your source!
- ✓ If you translate or paraphrase something, you must still give a citation.
- ✓ If you use a picture from the Internet, you must cite the source.

Quoting, Paraphrasing and Summarizing

- ✓ **Quoting, Paraphrasing and Summarizing** are in order to help you avoid plagiarism.
- ✓ These three writing techniques are often used to provide support to your writing in ways that support an argument or call

Quoting, Paraphrasing and Summarizing

Quotations are the exact words of an author, copied directly from a source, word for word. Quotations must be cited!

Use quotations when:

- You want to add the power of an author's words to support your argument
- You want to disagree with an author's argument
- You want to highlight particularly eloquent or powerful phrases or passages
- You are comparing and contrasting specific points of view
- You want to note the important research that precedes your own

Quoting, Paraphrasing and Summarizing

Paraphrasing means rephrasing the words of an author, putting his/her thoughts in your own words. When you paraphrase, you rework the source's ideas, words, phrases, and sentence structures with your own. Like quotations, paraphrased material must be followed with in-text documentation and cited on your Works-Cited page.

Paraphrase when:

- You plan to use information on your note cards and wish to avoid plagiarizing
- You want to avoid overusing quotations
- You want to use your own voice to present information

Quoting, Paraphrasing and Summarizing

- **Summarizing involves putting the main idea(s) of one or several writers into your own words, including only the main point(s). Summaries are significantly shorter than the original and take a broad overview of the source material. Again, it is necessary to attribute summarized ideas to their original sources.**

Summarize when:

- You want to establish background or offer an overview of a topic
- You want to describe knowledge (from several sources) about a topic
- You want to determine the main ideas of a single source