

## How to Use Sources with Integrity

In this video, you will learn when and how to:

- quote,
- paraphrase, and
- use sources with integrity.

The main two methods of citing or giving credit for someone else's work are quoting and paraphrasing.

### Quoting

Quoting means taking direct passages from other people's works and including them in your own work. The quoted text is enclosed within quotation marks and followed by either a bracketed in-text citation or a footnote, depending on the style of citation being used. Though quoting is a good way to support your arguments, it interrupts the rhythm of your writing and does not give you a chance to show your own synthesis of the sources (Pears and Shields, 2013). You will find that in science disciplines quoting is less common than paraphrasing.

### Paraphrasing

Paraphrasing is the act of taking another person's words and putting them into your own. Using your own words and your own phrasing are key to a good paraphrase. As Soles (2008) explains:

To paraphrase a source effectively, make sure you understand the original completely. Read the original carefully several times; then try to write the paraphrase without consulting the original. In this way, you will be more likely to put the original into your own words and produce a paraphrase that will blend in with your essay clearly and effectively. Then check the paraphrase against the original to make certain you have not altered the meaning of the original (p. 46).

### Using Sources with Integrity

Here are a few tips for using sources with integrity.

1. Keep track of your sources.  
It is very time consuming to have to go back and retrieve a resource after you have used its information; keeping track of your sources from the beginning prevents this from becoming a problem. Citation management software programs like Zotero can help you keep track of your sources. See the UNB Libraries' Guide to Zotero for more details.
2. Only use sources and information that you fully understand.  
You can't paraphrase effectively if you don't understand the content. Start your research at your own level and advance from there as you learn.
3. Take good notes, and write from your own notes.  
Taking notes from your sources decreases the likelihood that you will plagiarize by further removing you from the original text.

4. Give yourself enough time to complete your work.  
Many cases of accidental plagiarism occur as a result of trying to finish a paper in too little time. The pressure to complete the work stops some people from taking steps to keep their work clean.
5. When in doubt – cite.  
When you have any doubts about whether you should cite something or not, cite it.

### Help with Writing and Formatting Citations

UNB Writing Centres located on both the Fredericton and Saint John campuses offer help with all aspects of academic writing and other essential skills, from note taking, time management, outlining a paper, formulating a strong thesis to formatting citations. They also offer online [guides to the major citation formats](#).

### Paraphrasing Practice

For this paraphrasing practice, pause the screencast. Read the original text and write your own paraphrase. Then, compare your paraphrase to the original text. Next, read our paraphrase and compare it to yours. Which paraphrase was more successful and why?

#### Original Text

Bain, Ken. (2012). [What the best college students do](#). Cambridge, MA: Harvard University Press.

“Some people told me that they never had any highly stimulating teachers, yet they managed to learn deeply and to emerge as adaptive and creative people. They remained active learners, no matter what the instructor did. They formulated big questions, even if the professor didn’t. In the midst of a mind-numbing lecture, the active learners speculated about possibilities, applications, and implications. ‘I always found something of interest,’ became a common refrain from our subjects. Most important, they explored actively outside of class, reading and thinking, searching and contemplating” (Bain, 2012, p. 232).

#### Our Paraphrase

According to Bain (2012), the most effective students have a self-motivated attitude towards learning regardless of the quality of their instructors. Engaged learners, according to the author, find areas of interest and actively pursue their own answers beyond the classroom setting.

### Citation Styles by Discipline

There are many different citation styles, and each discipline tends to “prefer” one or two citation styles over the others.

- Business *American Psychological Association (APA)*
- Psychology *APA*
- Nursing *APA*
- History *Chicago*

- Engineering APA / Geo-Technical (civil)
- English Modern Languages Association (MLA)

Note: These are the *preferred* styles of the discipline, but your instructors may want you to use something else. You should *always* check with your instructor before formatting your citations.

In this video, you have learned when and how to:

- quote,
- paraphrase, and
- use sources with integrity.

### Useful Resources

UNB Libraries' [Guide to Zotero](#)

UNB Libraries' [Guide to Citation and Plagiarism](#)

### References

Bain, Ken. (2012). [What the best college students do](#). Cambridge, MA: Harvard University Press.  
<https://www.hup.harvard.edu/>

Pears, R., & Shields, G. J. (2013). *Cite them right: The essential referencing guide*. Houndmills, Basingstoke, Hampshire, UK: Palgrave Macmillan