**Al-Farabi Kazakh National University**

**Faculty of Journalism**

**"Academic Writing" course.**

**Lecture 5 Citation Styles and Avoiding Plagiarism**

**Myssayeva Karlyga,**

**Associate professor**

**Department of publishing-editing and design arts**

**Almaty, 2025**

Lecture 5.

**Citation Styles and Avoiding Plagiarism**

**5.1. Key Citation Styles**

**5.2. Tips for Avoiding Plagiarism**

Citation styles differ mostly in the location, order, and syntax of information about references. The number and diversity of citation styles reflect different priorities with respect to concision, readability, dates, authors, publications, and, of course, style.

There are also two major divisions within most citation styles: documentary-note style and parenthetical style. Documentary-note style is the standard form of documenting sources. It involves using either footnotes or endnotes, so that information about your sources is readily available to your readers but does not interfere with their reading of your work.

Professor Scott asserts that "environmental reform in Alaska in the 1970s accelerated rapidly as a pipeline expansion.": (Scott 1999,23)

This is generally considered an abbreviated form of citation, and it does not require footnotes or endnotes, although it does require the equivalent of a "Works Cited" page at the end of the paper. It is easier to write, but might interfere with how smoothly your work reads.

With so many different citation styles, how do you know which one is right for your paper? First, we strongly recommend asking your instructor. There are several factors which go into determining the appropriate citation

style, including discipline (priorities in an English class might differ from those of a Psychology class, for example), academic expectations (papers intended for publication might be subject to different standards than mid-term papers), the research aims of an assignment, and the individual preference of your instructor.

If you are a teacher or instructor, you may also wish to distribute examples of plagiarism and legitimate citation, and then go over the differences together with your classes. This will clarify some of the common misconceptions about plagiarism and reduce the likelihood of "honest mistakes," while at the same time showing how serious you are about the issue.

# Referencing Style

- **The Vancouver system** – used in medical and scientific journal
- **The Harvard system**
- **Chicago manual of style**
- **American Psychological Association (APA)-** Psychology, education and other social sciences
- **American Medical Association (AMA)** – Medicine & biological sciences
- **Modern Language Association (MLA)-** literature & arts

**Key Citation Styles**

1. **APA (American Psychological Association) Style**
   - Common in social sciences, psychology, and education.
   - Uses in-text citations with author's last name and year, e.g., (Smith, 2023).
   - A reference list at the end provides full details for each source.

2. **MLA (Modern Language Association) Style**
   - Frequently used in humanities, especially language and literature.

- In-text citations include the author's last name and page number, e.g., (Smith 23).
- A "Works Cited" page at the end lists sources.

3. **Chicago Style**

- Often used in history and some social sciences.
- Offers two systems:
  - **Notes and Bibliography**: Footnotes or endnotes for citations and a bibliography.
  - **Author-Date**: In-text citations with author and date (similar to APA).

4. **Harvard Style**

- Used in various fields, especially in the UK and Australia.
- In-text citations include the author's last name, year, and page number if applicable, e.g., (Smith 2023, p. 23).
- A reference list at the end provides full source details.

- ○
- ○ 5.2. **Tips for Avoiding Plagiarism**

**What is Plagiarism?**

| English | Chinese | Korean | Japanese | French | Spanish | Italian | Arabic |
|---|---|---|---|---|---|---|---|
| Plagiarism | 抄襲 | 표절 | 盗作 | plagiat | plagio | plagio | الأدب ية ال سرق ة |

"Plagiarism, specifically, is a term used to describe a practice that involves knowingly taking and using another person's work and claiming it, directly or indirectly, as your own." (Neville, 2007, p. 28)

In the United States, plagiarism is taken very seriously, both legally and ethically. It can lead to disciplinary action such as expulsion from the University.

Additionally, plagiarizing will damage your reputation and credibility as a scholar in Western academia. Plagiarism can be **intentional** (*purchasing a research paper online* or *sharing a test with a friend*) or **unintentional** (*improperly citing a source in a paper* or *using an author's words without giving her/him credit*).

This below list, from Plagiarism.org, identifies some specific forms of plagiarism:

- "turning in someone else's work as your own

- copying words or ideas from someone else without giving credit

- failing to put a quotation in quotation marks

- giving incorrect information about the source of a quotation

- changing words but copying the sentence structure of a source without giving credit

- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not" (What Is Plagiarism?)

It might seem like using the ideas of others is a problem. However, this is not the case. Scholarship is a conversation; that is, you will be expected to read, analyze, and respond to the ideas of others when writing your papers. The key to doing this without plagiarizing is to **cite your sources**!

**Take good notes**

- While researching, be sure to take note of important quotes and passages that you think you might use in your paper.
- Note the citation information--the author, title, and page number, so that you can easily cite it in your paper.
- Develop a system of note-taking that works for you.

**Cite correctly**

- "Any time you use words from another source, such as a Web site, book, journal article, or even a friend's English paper, you must give proper credt to the source.
- Even if you don't use someone else's words, but you refer to an idea of concept from another source, you must also give credit.

- 'Citing your sources' means giving all of the information about your source, such as author, title, and date of publication, so someone else can find that source again." (Penn State, 2012)

**Use quotes effectively**

- "If you use someone else's exact words, you need to put those words in quotation marks. Changing a few words here and there is not enough to avoid plagiarism. Either put the exact phrase you are quoting in quotation marks, or rewrite it entirely in your own words.

- Quoting extensively from another source, even if you do it properly, is not appropriate for a research paper. Use quotations to support your arguments or clarify important points, but create your own argument using your own words." (Penn State, 2012)

**Paraphrase correctly**

- "In a paraphrase, you rewrite what someone else has said in your own way. Just as you have a personality that is different from everyone else's, you as a writer have your own voice and style. When you write, even when you are paraphrasing, your writing should sound like it came from you, not from someone else." (Penn State, 2012)

  - **Understand What Constitutes Plagiarism**
    - Plagiarism includes copying text directly, paraphrasing too closely to the original text without credit, or using ideas without attribution.
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- **Use Quotations and Paraphrasing Properly**

  - **Direct Quotes**: Use quotation marks around exact words from a source and cite it.

  - **Paraphrasing**: Rewrite the original idea in your own words and cite it. Ensure the rephrasing is substantial and not just a word swap.

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- **Keep Track of Your Sources**

  - As you research, keep notes on where information comes from. This helps in accurate referencing later.

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- **Use a Citation Management Tool**

  - Tools like Zotero, EndNote, and Mendeley can organize citations and help format references accurately.

- **Seek Permission for Graphics and Data**

  - If you're using images, tables, or data from another source, ensure you have the right to do so, and cite accordingly.

- **Review Originality with Plagiarism Checkers**
  - Tools like Turnitin, Grammarly, or free online plagiarism checkers can help ensure your work is original.

- **Understand Your Institution's Guidelines**
  - Many universities have specific guidelines for what constitutes plagiarism and proper citation. Following these helps maintain academic integrity.

**References:**

Neville, C. (2007). The complete guide to referencing and avoiding plagiarism. New York; Maidenhead: Open University Press.

Penn State. (2012). Plagiarism & You. Online document. Retrieved June 10, 2015, from <https://www.libraries.psu.edu/psul/lls/students/using_information.html>

What Is Plagiarism? (n.d.) Retrieved June 10, 2015, from <http://plagiarism.org/citing-sources/whats-a-citation>

If you want to learn more about using a particular citation style, we have provided links to more specific resources below.

**<u>Humanities</u>**

**Chicago**

- Writer's Handbook: Chicago Style Documentation
- Excellent FAQ on Usage in the Chicago Style
- Writer's Handbook: Chicago Style Documentation

**MLA (Modern Language Association)**

- Writer's Handbook: MLA Style Documentation

- [MLA Citation Style](#)

**Sciences**

**ACS (American Chemical Society)**

- [AMA Citation Style](#)

**IEEE (Institute of Electrical and Electronics Engineers)**

- [Electrical Engineering Citation Style](#)

**NLM (National Library of Medicine)**

- [NLM Style Guide](#)

- [National Library of Medicine Recommended Formats for Bibliographic Citation (PDF format)](#)

**Vancouver (Biological Sciences)**

- [Introduction to the Vancouver Style](#)

**Social Sciences**

**AAA (American Anthropological Association)**

- [Citations and Bibliographic Style for Anthropology Papers](#)

[Note: the AAA style is based on the Chicago style, so for specific questions not addressed in any of the AAA style guides, please use the links above or consult The Chicago Manual of Style (14th edition, 1993)]

**APA (American Psychological Association)**

- [Writer's Handbook: APA Style Documentation](#)

- [APA Style.org](#)

  **APSA (American Political Science Association)**

- [Writer's Handbook: APSA Documentation](#)

  **Legal Style**

- [Legal Citation: Using and Understanding Legal Abbreviations](#)

- [Legal Research and Citation Style in the USA](#)

  **Other**

- [General info on citing web documents](#)

- [Recommended Multi-Style Links](#)

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