DEFINITION
Academic integrity means only putting forth your own original work.

It is your responsibility to acknowledge and respect the work of other scholars and creators.

There are specific ways to accomplish this in a university setting, with serious consequences if you do not.

Works Cited
Also known as references and bibliography, a Works Cited is a formal list of sources in your assignment. You should:

- Title this section of your paper, depending on the style;
- List only sources you refer to in your assignment; and
- Use them to recognize the contributions of experts.

Citations
Citations are a formal way to list sources in your paper. They:

- Show others where your information is coming from;
- Appear both in the text and on the references page, though formatted differently;
- Help you avoid plagiarism.

Tip: Some databases offer citation tools to create references.

Quotations and Paraphrasing
You use outside sources for your paper either by quoting them directly or paraphrasing (restating) what they say. Deciding whether to quote or paraphrase from a source is a judgement call. However, you will always:

- Use in-text citations next to both quotations and paraphrases;
- Only reference passages that relate to your topic.
- Explain how the source you are citing relates to your argument.
- Never end a paragraph or a paper with a quotation. It lets someone else have the final say for you.

Common Knowledge
You don’t need to cite factual information, also known as common knowledge. Facts are common knowledge whether you know them or not, and do not need to be cited. For example, the First World War started in 1914.

- Do not cite encyclopedias, which mostly contain common knowledge.
- Types of information not to cite include: dates, names, math, and locations.
- If you’re describing others’ ideas or research findings; these are not facts.

USING SOURCES
Using sources from a variety of experts will show a greater understanding of your topic.

- Choose sources that relate closely to your research.
- Don’t rely on a single source or author.
- Make sure the sources meet any assignment requirements.

Tip: Ask your professor who the experts are in the discipline.

SCHOLARLY CONVERSATION
Your research should present your unique perspective on the larger scholarly conversation about your topic. You should, therefore, understand:

- What has been published on this in the past?
- How has understanding about your topic changed over time?
- Where does your argument fit in the history of this topic?

ORIGINALITY
You don’t want to just state what’s already been written. In addition, understanding previous work makes it less likely that you will just be repeating it.

- You shouldn’t build an entire paper on the work of others.
- By citing the work of others, you join the larger discussion.

Note: Reading lots of sources may lead you to change topics.