

GUIDELINES FOR USING REFERENCES (For students)

- When using quotes, citations, and references it is important to remember that you are using someone else's information and to give the appropriate credit where it is due.
- A quote is a direct statement taken from a source and should always be in quotation marks. Quotes are generally used when the person quoted is of particular importance or if a word for word reference is relevant and necessary (i.e., Sir Isaac Newton once said, "If I have seen further than others, it is by standing upon the shoulders of giants.")
- A paraphrase conveys the idea from the source without using similar sentence structure and/or words. Paraphrases do not require quotation marks but must be referenced in the text and in the literature cited.
- **To references a paraphrase within the text:** the author(s)' last name(s) and the date are put in parentheses following the paraphrase. See the examples below.

For example:

SOURCE: From Campbell and Reece's *Essential Biology*:

Biology is the scientific study of life. It's a huge subject that gets bigger every year because of the great discovery explosion. We can think of biology's enormous scope as having two major dimensions. First, life is structured on a size scale ranging from the molecular to the global. The second dimension of biology's scope stretches across the enormous diversity of life on Earth, now and throughout life's history.

ACCEPTABLE PARAPHRASE:

The recent increase in discoveries has expanded the dimensions of biology as a life science. Biology focuses on the hierarchy of biological organization from the molecule to larger scales, as well as on the variety of life forms that have and continue to inhabit the Earth. (Campbell and Reece, 2001)

UNACCEPTABLE PARAPHRASE BECAUSE OF BORROWED WORDS AND/OR SENTENCE STRUCTURE:

Biology, the scientific study of life, is a growing subject due to an explosion of great discoveries. Biology can be thought of as having two dimensions. First, is the structure of life on a size scale from the molecular to the global. Second is the enormous diversity of life on Earth throughout its history as well as now. (Campbell and Reece, 2001)

- Literature cited
 - For the literature cited, use the following format to list all internet sources referenced in the text.

Author's last name, first name. (year the site was last updated). Title of page. Title of main page (if any). Date page is accessed. URL address.

Examples:

Benoit, B. (1996). Introduction to human embryo cloning. *Human Cloning and Re-Engineering*. Accessed October 31, 2001 from the World Wide Web: <http://psu.edu/~gsg109/qs/em0002.html>

Biology Department, Rockville Campus. (2001). Courses. *Home page*. Accessed October 31, 2001 from the World Wide Web: <http://www.mc.cc.md.us/Depts/biorv/courses.htm>

Human Genome Management Information System. (2001). DOE Human genome program research in progress. *Human Genome Project Info*. Accessed October 31, 2001 from the World Wide Web: <http://www.ornl.gov/hgmis/research/research.html>

- For book sources:

Author(s) last name, First initials. (copyright date). Title of book. City of publication: Publisher.

Example: Campbell, N.A. and Reece, J.B. (2004). Essential Biology, 2nd ed. New York: Benjamin Cummings.

- ❖ All sources referenced in the text must be found in the literature cited and all sources listed in the literature cited must be found in the text.
- ❖ Sources in the literature cited should appear in alphabetical order by author's last name.
- ❖ Failure to properly quote or cite references, or to claim ideas that are not yours as your own, even unintentionally, constitutes plagiarism. This includes not using quotation marks and citations where appropriate and falsifying sources. Please refer to the section on Academic Conduct in the student handbook for more detailed information on plagiarism.