

UGRC 110

Academic Writing

Session 12 – Incorporating And Documenting Sources
In An Academic Paper

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Session Overview

In this section we will learn how to incorporate information gathered from other sources into your essays and how to document sources of such information at the end of your essays in order to avoid plagiarism (the presentation of ideas of other people as though they were your own).

OBJECTIVES

By the end of this unit you should be able to

- Incorporate information from other sources into your properly
- Document sources of incorporated information

Session Outline

The key topics to be covered in the session are as follows:

- Incorporating information from other sources
- Using the APA style to acknowledge sources in essays
- APA reference/bibliography
- Using the MLA style to acknowledge sources in essays
- MLA list of works cited

Reading List

Adika (2014). Ghanaian graduate students' knowledge ...

Adika (2012). Language teaching, critical voice ...

Faigley (2010) Chapters 18-25, pp 598-668

Topic One

INCORPORATING INFORMATION FROM OTHER SOURCES



Incorporating information from other sources

Depending on the purpose for citing the information you find in other sources, you may use one of the three methods of extracting information from texts.

- These methods include
- Summarizing an author's opinions or ideas
- Paraphrasing ideas
- Quoting from texts
- These methods of incorporating information is to avoid plagiarism
- In general try to summarize or paraphrase information rather than quote directly.



Using summary as a technique

- This technique summarizes the major assertions and evidence of a source and the outcome is a much shorter version of the original text.
- This is useful when you want to record the most important ideas contained in a source.
- Everything you put in a summary must be in your own words.

Using paraphrase as technique

- Paraphrasing puts the original material in your own words.
- You may paraphrase the information in a text if there is no special reason for you to use direct quotation from the text to present the ideas or evidence.
- Paraphrase information from a source into your essay when you do not want to summarise or eliminate details that the writer has provided.
- By paraphrasing as a technique for incorporating information, you give your readers a sufficient and comprehensive report of the ideas that you have taken from a source.

Using quotations as a technique

- Sometimes it is necessary to use a direct quotation as it appears in the original source.
- Quotations can lend interest to your essay as well as support ideas. They should however be used moderately and appropriately.
- Write quotations precisely as it appears in the source, using quotation marks around it and writing down the page number.
- Direct quotations should be used only in the following cases
 - a) When the author's sentence wording is unusual, noteworthy or striking.
 - b) When you feel a paraphrase may alter or distort the meaning of the statement
 - c) If the original words express the exact point you want to make
 - d) Quote when the statement is a strong one which is full of opinions, exaggerations or a disputed idea that you want your readers to know is not yours.
 - e) Use direct quotation when using legal language.

Using quotations as a technique

Using block quotations

- A block quotation is one that is forty words or more (according to the APA style of documentation) or is more than four lines (according to the MLA style of documentation).
- When you need to use such a long quotation, set it off from text of your essay by indenting the left as well as right margin and allowing extra space above and below the text.
- Quotation marks are not necessary around such a text.

Using punctuations in quotations

- By inserting a sentence within quotation marks, you indicate that you are borrowing certain ideas as well as words.
- If you include a quote in your essay, place it within quotation marks (“ ”).
- If you quote an entire sentence, begin with a capital letter and end it with a period.
- If you quote only part of a sentence then you have to incorporate it into the grammatical structure of your own sentence. Use an ellipsis mark to indicate you have omitted some words from a quotation.

Topic Two

USING THE APA STYLE TO ACKNOWLEDGE SOURCES IN ESSAYS



Choosing a verb

- In order to incorporate a citation into your essay effectively, use a reporting verb that introduces the source and also provides a better flow of information to your reader.
- You have to choose a more specific verb than the usual verb **said** to indicate the writer's attitude to the information.
- You may also indicate your own attitude to the information you are presenting by your choices of reporting verb.

The following show reporting verbs and their purposes:

- a) To achieve an objective- describes, observes, explains, notes, points out etc
- b) To introduce a conclusion or defend an interpretation- maintains, predicts, insists. Suggests, analyses, concludes, alleges, assesses etc
- c) To introduce an agreement- agrees, concurs, grants, consents
- d) To introduce disagreement- condemns, opposes, warns, objects, criticises



In-text citation

The APA format for documentation was established by the American Psychology Association purposely for those who are in the social sciences.

This style requires that you paraphrase, summarize or quote from other sources.

The following formats are the two basic ways of writing in-text citations.

Citation by attribution

- This requires you to mention the author's name in the phrase or sentence that introduces the information and requires you to add the date of publication in parenthesis immediately after the name.

Parenthetical citation

- This require you to mention the writer's last name and date of publication in parenthesis at the end of the citation.
- If it is a direct quotation include a page number and use comma to separate name date and page numbers.

In-text citation

The following provides detailed guidelines for writing in-text citations in APA style:

Single Author

- Include the author's last name in the introductory sentence and put the date of publication in parenthesis immediately after name.
- If you do not mention the author's name and the date of publication in your introductory sentence, put them both in parenthesis at the end of citation, with a comma separating name from date.

Two authors

- Include the last names of the co-authors and the dates of publication in either an attribution or a parenthetical citation.
- If you use a parenthetical citation, use **&** instead of the word to join two names.

Three to five authors

- Write the last names of each of them in the order in which they appear on the page
- In subsequent sources when you refer to the same source, write only the first author's name followed by et al.

In-text citation

Six authors or more

- In all the citations in the text, write only the first author's name followed by et al.

Two or more works by same author

- Cite the works chronologically in the order in which they were published.
- If both were published in the same year, use the lower a after the publication date for the first work and b after the second one in that order.

Authors with the same last name

- In addition to the author's last names, use their initials.
- When you have used two or more sources that basically say the same thing, use a parenthetical citation to separate them with a semicolon(:). Arrange them in a alphabetical order.

in-text citation

A source with unknown author

- Use the title work and the date of publication in either attribution or parenthetical citation.
- If the title is a long one , write only the first two or three important words
- If it is a book underline the title but put quotation marks around the titles of articles that appear in journals

Sources in anthology

- Cite the author who wrote the work and the date of publication

Personal communication

- Mention the name of the person and the means of communication together with the date

Topic Three

APA REFERENCE/BIBLIOGRAPHY



Apa Referencing Style/Bibliography

General Guidelines

- The list should be entitled References or Bibliography and this title must be centered on the page
- The list must be written in alphabetical order according to the author's last name which appear first.
- Use only initials for the Author's first name and middle names
- If there are no names use the first few major words of the title in place of the author.
- Write down the date of the publication in parenthesis immediately after author's name.
- Write the title of the book after the date of publication. Capitalize only the first word of the title, proper nouns, and the first word after a colon.
- The title of a book must be underlined or italicized, the titles of articles are neither underlined or italicized.
- There must be double spacing between entries
- The first of each entry must begin at the left margin. If the entry is more than one line, the additional lines must be indented five to seven spaces from the left margin.

Apa referencing style/bibliography

Entries are written as follows:

- The author's last name comes first, followed by a comma and then the author's initials
- the date of publication which is placed in parenthesis and followed by a period or full stop
- The title of the book which you can either underline or italicize followed by a period
- The city of publication followed by a colon
- The publishers followed by a period

Topic Four

USING THE MLA STYLE



In-text citation

- The MLA in-text citation relies on the authors' last names and page numbers. There are two basic ways to write an MLA in-text citation.

By attribution

- Mention the author's last name in the introductory sentence or phrase of the paragraph and include the page numbers in parentheses at the end of the information.

By parenthetical citation

- Cite both the name and the page numbers in the parentheses at the end of the information.
- Do not use the word page or the abbreviation p. before page numbers.
- Place the sentence period after the closing parenthesis unless the citation follows a block quotation.
- For page numbers over 100 use only the last two digits of the second number when the two are within the same hundreds
- For page numbers that are not within the same 100, the full numbers are written, separated by a comma.

Topic five

MLA LIST OF WORKS CITED



MLA list of works cited

General guidelines

- Begin the list on a new page with the title Works Cited
- List only the sources you have cited in your paper.
- Use the last name of the author to list the entries alphabetically. If the source has no author, use the title of the book in place of the author and underline or italicize it.
- For works with multiple authors, invert only the first author's name
- Capitalise the first letter of each word in a title except articles, conjunctions and prepositions
- Underline titles of books and journals
- Give the page numbers of the articles that appeared in other periodicals but do not use the word page or is abbreviation
- Begin the first line of each entry at the left margin
- Double space the list