Avoiding Plagiarism, Citing Appropriately

**Follow these best practices when you are borrowing the words, information, and ideas of others.**

* When **paraphrasing** (i.e., stating someone else’s idea in your own words), you don’t have to use quotation marks. However, you must include an **in-text citation** (also called a **parenthetical reference**) at the end of the sentence.
* When using a **direct quotation** (i.e., group of words taken verbatim from someone else), you must place the quotation between **quotation marks**; you must also use an **in-text citation** at the end of the sentence.
* When you are inserting a fact (e.g., statistic) into your work, you must add an **in-text citation** at the end of the sentence in which it appears. You don’t have to add an **in-text citation** when a fact or piece of information is general knowledge.
* All your sources of information must appear in the **Works Cited**. **Full citations** must respect MLA guidelines.

FYI

There are several styles of referencing/citing; however, English classes traditionally use **MLA style**. MLA is an acronym for **Modern Languages Association**. If you want information on how to format your essay, your in-text citations and/or your full citations, visit the Purdue OWL site – there is a link on our class webpage under the Essay Writing category in the Links section.

