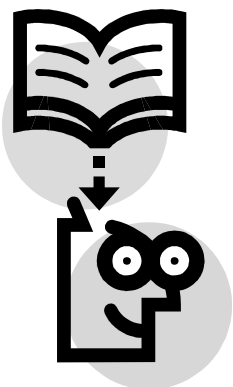


Need to Document	<u>No</u> Need to Document
<ul style="list-style-type: none"> <li>• When you are using or referring to <b>somebody else's words or ideas</b></li> <li>• Summaries or paraphrases from a source</li> <li>• When you use information gained through interviewing another person</li> <li>• When you copy the exact words or a "unique phrase" from somewhere</li> <li>• Illustrations you did not create.</li> <li>• Opinions and judgments of others</li> <li>• When you use <b>ideas</b> that others have given you in conversations or over email. This includes the professor or even a lecture from the artist.</li> </ul>	<ul style="list-style-type: none"> <li>• When you are writing <i>your own</i> experiences, <i>your own</i> observations, <i>your own</i> insights, <i>your own</i> thoughts, <i>your own</i> conclusions about a subject</li> <li>• When you are writing up <i>your own</i> experimental results or <i>your own</i> artistic process.</li> </ul>



**vs.**



## HOW TO BE SAFE

If you are using another person's words or ideas, you *must* indicate the source. This is what footnotes, parenthetical notations, and bibliographies are for.

You must also indicate the boundary between your own ideas and the source's words or ideas.

Boundaries can be indicated with transition phrases as well as quote marks.

A source is *anything* that did not spring fully formed from your own brain.  
(see illustration)

When in doubt, err on the side of over-citation!

See the Writing Studio to see if you're giving proper acknowledgement

*(I am indebted to [http://owl.english.purdue.edu/handouts/research/r\\_plagiar.html](http://owl.english.purdue.edu/handouts/research/r_plagiar.html) for much of this information)*