

I- General Introduction

Academic writing usually involves focusing on the work of other people. Besides our own contribution of experiences, thoughts and examples, information from other sources like books, articles, newspapers, world wide web, statistics, lectures etc. are also integrated to our own work. This means that we are engaged with other people's contributions.

It is inevitable that we benefit from the findings of thousands of years of accumulated information in our writing. However, it is important to draw a line between our own ideas and works of others. That is, thoughts or words of other people that are used in our writing should be attributed to their proper source. Failure to acknowledge the source of information that belongs to someone else, and to represent the information as our own product (either on purpose or unintentionally) is a serious offense called **plagiarism**. Citing sources properly is crucial in academic writing not only to avoid plagiarism but also to enable the reader of your work to find the sources that you used.

When to Document Sources?

You must document an information whenever it is:

- Another person's idea, interpretation or theory
- Fact, graph, statistics or drawing that are **not** common knowledge^[1]
- Direct quotation from another person's spoken or written words
- Paraphrase or summary of another person's spoken or written words
- Any borrowed material that might seem to be your own without citation

It should also be taken into consideration that **without citing the source**, it is plagiarism to:

- Copy and paste text from any web site
- Simply modify a text from any source
- Translate a text from one language to another

II- What are the Differences among Quoting, Paraphrasing and Summarizing?

Quotation is the usage of someone else's words or ideas identically, therefore, you must quote it **word by word**. If the quotation is less than five lines, place the document you are using in quotation marks (" "). If it is more than that length, omit the quotation marks and indent the quoted material 2.5

cm from your left-hand margin with a paragraph and write it in single space. If the source material already has the double-quote marks (“ ”) around it, quote it with single-quote marks (‘ ’). Finally cite the source in the paper with a footnote or in-text citation according to a standard documentation style.^[2] Within quotations, use square brackets [] (not parentheses) to add your own clarification, comment, correction or emphasis. For example, the material enclosed in square brackets in the following sentence was added to clarify the quotation: "He [Hamlet] changes significantly after seeing Fortinbras and his army." Moreover, if there is a sentence or a group of words that is written in italics or bold **in the original text**, then this should be mentioned by using the words “emphasis original”. Similarly, if there is a sentence or a group of words that **you have written** in italics or bold for the purpose of emphasising your point, then this should be mentioned by using the words “emphasis mine”. To do that you may either use a footnote^[3] after the emphasised words or phrases, or you may mention it within square brackets []. If a mistake or problem of some sort is in the original material you are quoting, use [sic], which is Latin for "in this manner" to indicate that it is not a mistake you made in your writing.

Example: An interesting fact about black hole is that “there must be a singularity of infinite density and space-time curvature within a black hole.” (Hawking 1988, 88)

Paraphrasing is rephrasing someone else’s idea by using your own words. Although it is written in your own words, the idea still belongs to the author. Thus, in paraphrasing also the source should be acknowledged.

Example: According to Hawking (1988, 88), it is necessary that a singularity of infinite density and space-time curvature exist within a black hole.

Summarising resembles paraphrasing. The difference in summarising is that only the main points of someone else’s work is incorporated to your writing **in your own words**. Source material is broadly overviewed. Once again, it is necessary to credit the source through a documentation.

III- How to Document Sources?

Documentation styles prescribe methods for citing the sources that are consulted, referred to or quoted from. They provide the ways of citing information within the text and preparing list of works cited at the end of the paper. Some of the documentation styles are American Psychological Association (APA), Modern Language Association (MLA), Chicago Style etc. Different academic disciplines prefer different documentation styles. Chicago Style is the documentation style that is widely used in the political science and public administration field of study. Thus, following sections will focus on using **Chicago Style** to cite and document sources. At the end of these sections, there will be a quick

reference guide for undergraduate students that is prepared according to the principles set by METU Studies in Development Periodical.[\[4\]](#)

The guidelines for Chicago Style of documentation are based on the principles presented in *The Chicago Manual of Style*, 14th ed. (Chicago: University of Chicago Press, 1993).

Chicago Manual suggests two primary citation methods:

- 1- Author-date citations (in-text or parenthetical citation) and reference list.
- 2- Notes and bibliographies

Any of these methods can be preferred in giving citation. **What is important is to apply one method consistently throughout the paper.**

1- Author-Date (Parenthetical) Citations and Reference List

In the parenthetical citation system, author's last name and date of publication of the work are given in parentheses within the running text or at the end of a quotation and complete citation information is given in the list of references at the end of the paper.

Here is an example of a parenthetical reference following a quotation: Jean Toomer is an imaginative writer who sought to breach "the narrow constraints of conventional language" (Huggins 1980).

No punctuation is used between the author's last name and the date.

If you use the author's name to introduce the material cited, give only the year of publication in parentheses after the author's name. Ex: John (1988) has reported findings about the impacts of technology.

For works by two or three authors, all last names are included. Ex: (Brown and Mead 1998). For more than three authors, use the last name of the first author followed by et al. Ex: (Brown et al. 1982)

When citing a specific page, figure, section or other element, the page number etc. should follow the date preceded by a comma. Ex: (Smith 1996, 42).

When a source has no individual authors and is published by a corporation, government agency, association, or other named group, the name of that group serves as the author's name. Ex: (American Library Association 1978, 25)

Reference List

Reference list is arranged alphabetically by author's last name and it can be called "References", "Works Cited" or "Literature Cited."

In the Reference List:

- The author's first and middle initials are usually used instead of the full name.

(Format : Last name, Initials of the name of author. Year. *Title of the work*. Place of Publication: Publisher.)

Ex: Franklin, J.H. 1985. *George Washington Williams: A biography*.

Chicago:

University of Chicago Press.

- The first line of each entry in the reference list is not indented; all subsequent lines are indented.
- The date of publication is placed immediately after the author's name.
- Title of work is *italicised* or underlined.
- Only the first word in a title or subtitle is capitalized, along with proper nouns and adjectives.

Ex: Stoller P. and Olkes C. 1987. *Sorcery's shadow*. Chicago: University of

Chicago Press.

- Quotation marks are not used to enclose titles of periodical articles, chapters, short literature etc.

Ex: Louise M. 1993. The Transactional theory: against dualisms. *College English* 55: 377-86.

- Dot (.) is used between the items.

Information provided in this section are based on the guidelines provided by: * Julene Sodt, "Quick Reference Guide to the Chicago Manual of Style", *Western Washington University*, 29 October 2001, <<http://www.library.wvu.edu/ref/Refhome/chicago.html>> (28 January 2002)

* Hunter College Reading/ Writing Centre, "Chicago Manual of Style Documentation", *The Documented Essay/ Research Paper*, 1 March 1999, <<http://rwc.hunter.cuny.edu/writing/on-line/chicago.html>> (10 March 2002)

Examples of Entries in the Reference List for Different Kinds of Sources

Book, Two Authors

Lynd, R. and Lynd, H. 1929. *Middletown: A study in American culture*. New York: Harcourt, Brace and World.

More than Three Authors

Greenberger, M., Aronofsky J., McKenney J.L., and Massey W. F. 1974. *Networks for research and education: Sharing of computer and information resources nationwide*. Cambridge: MIT Press.

Institution or Organization as "Author"

American Library Association, Young Adult Services Division, Services Statement Development Committee. 1978. *Directions for library service to young adults*. Chicago: American Library Association.

Editor or Compiler as "Author"

von Halberg, R. ed. 1984. *Canons*. Chicago: University of Chicago Press.

Author's Work Contained in Collected Works

Coleridge, S. T. 1884. *The complete works of Samuel Taylor Coleridge*. Edited by W.G.T. Shedd. Vol.1, *Aids to reflection*. New York: Harper and Bros.

Edition Other than First

Bober, M.M. 1948. *Karl Marx's interpretation of history*. 2nd ed. Harvard Economic Studies. Cambridge: Harvard University Press.

Secondary Source of Quotation

Barthes, R. 1968. "La mort de l'auteur" (The death of the author). *Manteia*, vol. 5. Translated by Stephen Heath in *Image/music/text*. New York: Hill and Wang, 1977, 147. Quoted in Wayne C. Booth. *Critical understanding: The powers and limits of pluralism*, 372-373, n. 9. Chicago: University of Chicago Press, 1979.

Article in a Journal

Jackson, R. 1979. Running down the up-escalator: Regional inequality in Papua New Guinea. *Australian Geographer* 14 (May): 175-84.

Article in a Magazine or Newspaper

Weber, B. 1985. The myth maker: The creative mind of novelist E.L. Doctorow. *New York Times Magazine*, 20 October, 42.

Book Review in a Journal

Frankfather, D. 1985. Review of *The disabled state*, by Deborah A. Stone. In *Social Service Review* 59 (September): 523-25.

Thesis or Dissertation

Artioli, G. 1985. Structural studies of the water molecules and hydrogen bonding in zeolites. Ph.D. diss., University of Chicago.

Electronic Documents

Baker, J. C., and Hunstead, R. W. 1995. Revealing the effects of orientation in composite quasar spectra. *Astrophysical Journal* 452 (October). Internet. Available from <http://www.aas.org/ApJ/v452n2/5309/5309.html>; accessed 29 September 1995.

Films and Video Recordings

Perlman, I. 1985. *Itzak Perlman: In my case music*. Produced and directed by Tony DeNonno. 10 min. DeNonno Pix. Videocassette.

Above examples of references are taken from:

Turabian, K. 1996. 6th ed. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: University of Chicago Press.

2- Notes and Bibliographies

Notes

A number is put after each quotation, paraphrase, or summary. Punctuation marks (such as comma or dot) are not put after the number. Notes may be put either to the **bottom of each page (footnotes)** or to the **end of paper** as a separate page (**endnotes**). Notes are arranged numerically and each citation corresponds to a numbered note stating publication information about the source cited. Footnotes are separated from the text with a typed line. [5] Notes themselves are single-spaced and the first line of each note is indented five spaces from the left margin. There exists double space between notes. When cited for the first time, notes should include complete bibliographic information. Subsequent notes referring to that work will use a shortened version of the citation. (Examples are provided on page 10)

The following examples of notes are taken from The University of Wisconsin-Madison Writing Center, "Chicago Style: General Information about Notes", *Writer's Handbook*, 2001 <<http://www.wisc.edu/writing/Handbook/DocChiNotes.html>> (14 January 2002)

Books

Book by a Single Author, First Edition:

Author's First Name Initial Last Name, *Title of the Book*, (Publication Location: Publishing Company, Year), pages.

Donald N. McCloskey, *Enterprise and Trade in Victorian Britain: Essays in Historical Economics* (London: George Allen and Unwin, 1981), 54.

Book by a Single Author, Later Edition:

Author's First Name Initial Last Name, *Title of the Book*, ed. (Publication Location: Publishing Company, Year), pages.

Donald N. McCloskey, *The Applied Theory of Price*,
2nd ed. (New York: Macmillan, 1985), 24.

Book by Two or Three Authors:

First Author's First Name Initial Last Name and Second Author's First Name Initial Last Name, *Title of the Book*, (Publication Location: Publishing Company, Year), pages.

Donald A. Lloyd and Harry R. Warfel, *American English and Its Cultural Setting* (New York: Alfred A. Knopf, 1956), 12.

[If there is a third author, follow this example: James Smith, Donald Marc, and Jack Jones.]

Book by More than Three Authors:

Place et al. after the first author and do not state the other authors.

Martin Greenberger et al., *Networks for Research and Education: Sharing of Computer and Information Resources Nationwide* (Cambridge: MIT Press, 1974), 50.

Book by an Unknown Author:

If the writer of the book is unknown, start with the name of the book.

College Bound Seniors (Princeton: College Board Publications, 1979), 1.

Book with Both an Author and an Editor or Translator:

Helmut Thielicke, *Man in God's World*, trans. and ed. John W. Doberstein (New York: Harper and Row, 1963), 12.

An Anthology:

Poetical Works of William Wordsworth, ed. E. de Selincourt and H. Darbishire, 2nd ed., vol. 2 (Oxford:Oxford University Press, 1952), 10.

Chapter in an Edited Collection:

Ernest Kaiser, "The Literature of Harlem," in *Harlem: A Community in Transition*, ed. J. H. Clarke (New York: Citadel Press, 1964), 64.

Reprinted Book:

The difference between reprinted book and later edition is that, while in the former the book is reprinted identically without any change, in the latter, book is edited or revised.

Gunnar Myrdal, *Population: A Problem for Democracy* (Cambridge: Harvard University Press, 1940; reprint, Gloucester, MA: Peter Smith, 1956), 9.

Articles**Article in a Journal:**

Louise M. Rosenblatt, "The Transactional Theory: Against Dualisms," *College English* 54 (1993): 380.

Book Review in a Journal:

Steven Spitzer, review of *The Limits of Law Enforcement*, by Hans Zeisel, *American Journal of Sociology* 91 (1985): 727.

Newspaper Article:

Tyler Marshall, "200th Birthday of Grimms Celebrated," *Los Angeles Times*, 15 March 1985, sec. 1A, p. 3.

["p." is used to make clear the difference between the page and section numbers.]

Encyclopedia Entry

Encyclopedia Britannica, 11th ed., s.v."Wales."

[The Latin *sub verbo* (s.v.) means "under the word".]

Government Document

Congressional Record, 71st Cong., 2nd sess.,1930, 72, pt. 10:10828:30.

Unpublished Material (Dissertation or Thesis)

James E. Hoard, "On the Foundations of Phonological Theory" (Ph.D. diss., University of Washington, 1967), 119.

Interview by Writer of Research Paper

Donna E. Shalala, interview by author, Madison, Wisconsin, 1 December 1992.

Performances and Video Cassettes

Performance:

Anton Chekhov, *The Sea Gull*, Court Theatre,Chicago, 5 November 1981.

Videocassette:

Itzak Perlman: In My Case Music, prod. and dir.Tony DeNonno, 10 min., DeNonno Pix, 1985, videocassette.

Material Obtained Through an Information Service

Susan J. Kupisch, "Stepping In," paper presented as part of the symposium Disrupted and Reorganized Families at the annual meeting of the Southeastern Psychological Association, Atlanta, Ga., 23-26 March 1983, Dialog, ERIC,ED 233276.

Secondary Source

Louis Zukofsky, "Sincerity and Objectification," *Poetry* 37 (February 1931): 269, quoted in Bonnie Costello, *Marianne Moore: Imaginary Possessions* (Cambridge and London: Harvard University Press, 1981), 78.

[The student-writer found the Zukofsky quotation in Costello's book, not in Zukofsky's original article.]

Material Obtained Through Internet

Authors First Name Initial Last Name, "Title of the Web Document," *Title of Complete Work (if relevant)* Date Month Year of Internet Publication, <URL> (Date Accessed).

Peter J. Bryant, "The Age of Mammals," in *Biodiversity Conservation* April 1999, <<http://darwin.bio.uci.edu/~sustain/bio65/index.html>> (11 May 1999)

For the second and subsequent references, use a shortened form of the first note. Simply give the author's last name and page reference:

First Reference:

Ernest Kaiser, "The Literature of Harlem," in *Harlem: A Community in Transition*, ed. J. H. Clarke (New York: Citadel Press, 1964), 64.

Second Reference:

Kaiser, 67.

If you are using two or more works of the same author, you must indicate which of the works you are citing. Add a shortened title to last name and page reference.

First References:

Donald N. McCloskey, *Enterprise and Trade in Victorian Britain: Essays in Historical Economics* (London: George Allen and Unwin, 1981), 54.

Donald N. McCloskey, *The Applied Theory of Price*, 2nd ed. (New York: Macmillan, 1985), 24.

Second Reference:

McCloskey, *Enterprise and Trade*, 61.

The Bibliography

The bibliography, placed at the end of your paper after the “Notes” section, is an alphabetized list of books, articles, and other sources consulted in writing the paper. The word bibliography technically means all the works written on a particular subject. Thus instead of Bibliography, it is possible to title it as *Selected Bibliography* (if you list all of the sources you consulted in writing your paper), *Works Cited* or *References* (if you list only the items you actually cited in your paper).

Although bibliographies and notes contain basically the same information, bibliographic form differs from first note references in the following ways:

1. While notes are numbered; bibliography is alphabetized. The author's last name appears first (Blinksworth, Roger) in a bibliography.

2. While notes use commas and parentheses to separate items; in bibliography elements of entries are separated by periods (.).

Ex: Blinksworth, Roger. *Converging on the Evanescent*. San Francisco:

Threshold Publications, 1987.

3. The first line of each note is indented 5 spaces, and subsequent lines return to the left margin. As it is shown in the previous example, the first line of a bibliographic entry begins at the left margin and all the other lines are indented 5 spaces.

4. Notes indicate specific pages from which you took information; a bibliography lists entire books or a complete chapter to which you referred.

In either note or bibliographic form, if the author's name or the title (or other item) is missing, simply go on to the next item as it should appear. When alphabetizing, use the author's last name for your entry; if it is not given, simply go on to the next item in order (the title of the book or article, for example) and use that to alphabetize the entry.

Sample Bibliographic Entries

Book

College Bound Seniors. Princeton: College Board

Publications, 1979.

Lloyd, Donald A., and Harry R. Warfel. *American English*

and Its Cultural Setting. New York: Alfred A. Knopf, 1956

Greenberger, Martin, Julius Aronofsky, James L. McKenney,

and William F. Massy, eds. *Networks for Research and*

Education: Sharing of Computer and Information Resources

Nationwide. Cambridge: MIT Press, 1974.

Translation

Thielicke, Helmut. *Man In God's World*. Translated and edited by John W. Doberstein. New York: Harper and Row, 1963.

Edited book

Kaiser, Ernest. "The Literature of Harlem." In *Harlem: A Community in Transition*, edited by J. H. Clarke. New York: Citadel Press, 1964.

[Inclusive page numbers are optional in a bibliographical entry for a chapter in an edited collection.]

Edition

McCloskey, Donald N. *The Applied Theory of Price*. 2nd ed. New York: Macmillan, 1985.

Article

Rosenblatt, Louise M. "The Transactional Theory: Against Dualisms." *College English* 55 (1993): 377-86.

Spitzer, Steven. Review of *The Limits of Law Enforcement*, by Hans Zeisel. *American Journal of Sociology* 91 (1985): 726-29.

Magazine Article

Marshall, Tyler. "200th Birthday of Grimms Celebrated."

Los Angeles Times, 15 March 1985, sec. 1A, p. 3.

Encyclopedia Entry

Encyclopedia Britannica, 11th ed. S.v. "Wales."

Dissertation

Hoard, James E. "On the Foundations of Phonological Theory." Ph.D. diss., University of Washington, 1967.

Reprint

Myrdal, Gunnar. *Population: A Problem for Democracy*.
Cambridge: Harvard University Press, 1940. Reprint,
Gloucester, MA: Peter Smith, 1956.

Government Documents

Congressional Record. 71st Cong., 2d sess., 1930,
vol. 72 pt. 10.

Paper Presented at Conferences

Kupisch, Susan J. "Stepping In." Paper presented as part
of the symposium Disrupted and Reorganized Families at the
annual meeting of the Southeastern Psychological Association,
Atlanta, Ga., 23-26 March 1983. Dialog, ERIC,ED 233276

Performances

Chekhov, Anton. *The Sea Gull*. Court Theatre,
Chicago, 5 November 1981.

Videocassette Recording

Perlman, Itzak. *Itzak Perlman: In My Case Music*.

Produced and directed by Tony DeNonno. 10 min. DeNonno

Pix, 1985. Videocassette.

Interview

Shalala, Donna E. Interview by author. Madison, Wisconsin,

1 December 1992.

Secondary Source

Zukofsky, Louis. "Sincerity and Objectification."

Poetry 37 (February 1931): 269. Quoted in Bonnie

Costello, *Marianne Moore: Imaginary Possessions*

(Cambridge: Harvard University Press, 1981), 78.

[If you cite Costello elsewhere (other than as the secondary source of Zukofsky), you should also include Costello in your list of works cited.]

Internet Sources

Teague, Jason Crawford. "Frames in Action." *Kairos: A Journal for Teachers of Writing in Webbed Environments* 2, no. 1, August 20, 1998. <<http://english.ttu.edu/kairos/2.1>> (7 October 1999)

Lecture

Authors last name, First name and initial (if given). "Title of lecture."

The Meeting Title. The Sponsoring Organization (if given). Location. Day

Month Year.

Ex: Atwood, Margaret. "Silencing the Scream." *Boundaries of Imagination*

Forum, MLA Convention. Royal York Hotel. Toronto. 29 Dec. 1993.

Not that if a lecture is unpublished or won't be published, it is necessary only to cite the lecture in the text.

Ex: During a class lecture on December 14, 2000, Prof. Donald Rockwell noted that...

QUICK REFERENCE GUIDE FOR UNDERGRADUATE STUDENTS [1]

- Cite all the references within the text (parenthetical citation) by giving the last name of the author, year of publication, followed by, if necessary, reference to pages.

Examples: It has been argued (Mann, 1979: 76-8)...

Lieberman (1979: 35) states...

Leibenstein (1957a: 18-30; 1957b: 18-20)

(Musgrave and Musgrave, 1976: 286-7).

(Bulutay *et al.*, 1976)

(Thirlwall, 1973; Singh, 1975: 206)

- References should be listed in alphabetical order of last names at the end of the paper on a separate page.
- The page numbers for articles in periodicals, collections and edited books must be indicated.
- The first line of each reference entry begins at the left margin and all the other lines are indented.
- Items are separated by commas and parentheses.
- Quotation marks are used to enclose titles of periodical articles, chapters, short literature etc.

Examples of Entries for References:

Books:

BRUBAKER, S. (1967), *Trends in the World Aluminium Industry*, Baltimore, Maryland: John Hopkins Press.

Periodicals:

ALEXANDER, W.D. (1976), "The Competition of Materials", *Scientific American*, 17 (4), 254-62.

Collections:

ARTHUR, W.B. (1988), "Competing: An Overview", in G. Dosi, C. Freeman, R. Nelson, G. Silverberg and L. Soete (eds.), *Technical Change and Economic Theory*, London: Pinter, 590-607.

These guidelines and examples were taken from *METU Studies in Development* (1996), 23 (2), 313.

APPENDIX - A**EXAMPLES OF MATERIALS WHICH HAVE BEEN PROPERLY CITED**

Correct use of citations, examples of plagiarism and evaluations in Appendix I and II are taken from Writing Tutorial Services, Indiana University, *Plagiarism: What It is and How to Recognize and Avoid It?*, <<http://www.indiana.edu/~wts/wts/plagiarism.html>> (14 January 2002)

Here's the original text, from page 1 of *Lizzie Borden: A Case Book of Family and Crime in the 1890s* by Joyce Williams et al. (1990):

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Borden's lived) which became the centers of

production as well as of commerce and trade.

Here's an ACCEPTABLE paraphrase:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1990, 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

- accurately relays the information in the original uses his/her own words.
- lets his/her reader know the source of her information.

Here's an example of quotation and paraphrase used together, which is also ACCEPTABLE:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers "transformed farm hands into factory workers," and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these manufacturing hubs that were also "centers of commerce and trade" (Williams 1990,1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

- records the information in the original passage accurately.
- gives credit for the ideas in this passage.
- indicated which part is taken directly from his/her source by putting the passage in quotation marks and citing the page number.

APPENDIX - B

EXAMPLE OF CITATION WHICH CONSTITUTES PLAGIARISM

Here's an UNACCEPTABLE paraphrase of the above original source that is plagiarism:

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived which turned into centers of commerce and trade as well as production.

What makes this passage plagiarism?

The preceding passage is considered plagiarism for two reasons:

- the writer has only changed around a few words and phrases, or changed the order of the original's sentences.
- the writer has failed to cite a source for any of the ideas or facts.

If you do either or both of these things, you are plagiarizing.

NOTE: This paragraph is also problematic because it changes the sense of several sentences (for example, "steam-driven companies" in sentence two misses the original's emphasis on factories).

BIBLIOGRAPHY

- Hunter College Reading/ Writing Centre. "Chicago Manual of Style Documentation". *The Documented Essay/ Research Paper* . 1 March 1999.
<<http://rwc.hunter.cuny.edu/writing/on-line/chicago.html>> (10 March 2002)
- Indiana University. "Plagiarism: What It is and How to Recognize and Avoid It?". *Writing Tutorial Services*.
<<http://www.indiana.edu/~wts/wts/plagiarism.html>> (14 January 2002)
- Middle East Technical University. *METU Studies in Development*. 1996. 23 (2).
- Sodt, J. Quick Reference Guide to the Chicago Manual of Style. *Western Washington University*. 29 October 2001,

<<http://www.library.wvu.edu/ref/Refhome/chicago.html>> (28 January 2002)

- Turabian, K. 1996. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 6th ed. Chicago: University of Chicago Press.
- University of Chicago. 1993. *The Chicago Manual of Style*. 14th ed. Chicago: University of Chicago Press.
- The University of Wisconsin-Madison Writing Center. "Chicago Style: General Information about Notes". *Writer's Handbook*, 2001

<<http://www.wisc.edu/writing/Handbook/DocChiNotes.html>> (14 January 2002)

[1] which is based on the principles used by METU Studies in Development.