7 WAYS TO CITE & PARAPHRASE SKILLFULLY

Citation and paraphrasing conventions vary by discipline and by course. Awareness of expectations and of the importance CAL places on academic integrity will help you avoid accusations of plagiarism or academic misconduct.

① PLAN AHEAD & KEEP PRESSURE LOW

Start early, even if it's just an outline. Waiting until the night before a paper is due or changing topics last minute put pressure on you to write fast, and the likelihood of intentional or unintentional plagiarism increases.

② REVIEW DRAFTS

Ask professors/GSIs for feedback in office hours throughout the writing process by sharing outlines, smaller sections, and drafts to clarify expectations about using and crediting others' work and ideas.

③ CAREFUL WITH COPY & PASTE

During your research phase, it's easy to copy and paste from articles into your draft. Later you may forget to paraphrase and cite those passages. Keep research separate from your own writing. Note citations at the time of pasting text.

④ VALUE YOUR LEARNING PROCESS

The purpose of writing is to advance your learning by articulating an argument and presenting evidence. It can be tempting to plagiarize expert opinions if you focus on presenting the best ideas instead of your understanding/interpretations.

⑤ USE LIBRARY RESOURCES

Find citation instructions, citation generators, and management tools like Ref Works and Zotero. Consult with a librarin by phone, email, appointments and the 24/7 chat function. lib.berkeley.edu/how-to-find/cite-sources

⑥ LEVERAGE THE SLC WRITING PROGRAM

Schedule at 50-minute appointment focusing on using and crediting others' work. Drop in for a 30-minute tutor session on weekdays between 10 am & 5 pm.

⑦ TEST YOUR ABILITIES

Test your paraphrasing abilities with the GSI resource center web quiz at: gsi.berkeley.edu/gsi-guide-contents/academic-misconduct-intro/plagiarism/paraphrase-exercise/