



## LIBRARY

### Handout video SLB 6: Acknowledgement of Sources

If, as a student, you write something, you have copyright. Nobody else may simply copy your work. However, you also cannot simply copy someone else's work. If you pass other people's work off as your own, you are guilty of plagiarism, which is an offence. Your degree programme also checks your work and may reject your reports if it turns out you committed plagiarism. In the worst case, you may be expelled from your degree programme. But how can you avoid committing plagiarism?

Always show where your information is coming from. In a report, this is done as follows:

You can copy information literally, in which case *you quote*. Quoting is only allowed with brief passages of text. An example of what a quote looks like is:

*Jansen says on this matter: "Crime in Amsterdam has increased because the number of residents has increased" (Jansen, 2010, p.23).*

You can also relate something in your own words, in which case you *paraphrase*. You could paraphrase the same quote in this way:

*Jansen (2010) asserts that crime in Amsterdam has increased because the number of residents has increased.*

Or like this:

*Because the number of residents in Amsterdam has increased, crime has gone up (Jansen, 2010).*

Whether paraphrasing or quoting information, you must be able to show where the information is from. There are various standard ways to acknowledge your sources, which are known as citation styles. A commonly used one is the APA citation style.

Did you refer to a source in your text? With most citation styles, you mention the name of the author and the year of publication. At the end of your report, you provide a detailed reference to your source. Together, all the references make up a list, known as a bibliography.

The layout of the bibliography is determined by your citation style. Would you like to know which type of citation style you should use? Ask your tutor.

In other words, always correctly acknowledge your sources in your report and in your bibliography. This way, you will avoid many problems.