

RESEARCH PAPER/PROJECT

Title page

INSTRUCTIONS

Please include the following information on the title page of your research paper:

Your Name

Your PID #

Address

Phone Number

Your Faculty Advisor's Name

Internship Organization

Quarter

Units

***If you are turning in a project/paper combination, PLEASE include a brief summary on the title page of the supplemental paper indicating the nature of your project.*

Example:

Title of Paper	
Name	Faculty Advisor
PID #	Internship Organization
Address	Quarter
Phone Number	Units
<i>**Project Summary: I completed a short educational video, which I turned in to my professor.</i>	

NOTE: Submit original paper/project to your faculty advisor *and* a copy of the original to the AIP office.

Academic Integrity and Citing Your Sources

Five Common Problems

1. Lifting material from the Internet—intentionally or unintentionally
2. “Patchwork” plagiarism
3. Failure to acknowledge direct quotations
4. Failure to acknowledge sources
5. Inadequate paraphrasing, with or without documentation

When You Don't Need to Cite your Sources

You do not need to cite the source of any information that can be considered to be “common knowledge”—in other words, something that is generally well-known to an audience of educated people. Factual items relating to basic history and geography also do not need to be cited.

Example: Gerald Ford was the only person to serve as both Vice-President and President of the United States without having ever been elected to either post. (No citation necessary)

The Right Way to Cite

Adapted from Charles Lipson, *Doing Honest Work in College* (Chicago: University of Chicago Press, 2004), 47-48.

You are responsible for your written work, including the ideas, facts and interpretations you include.

Unless you say otherwise, every word you write is assumed to be your own.

When you rely on others' work or ideas, acknowledge it openly.

- When you use their ideas or data, give them credit.
- When you use their exact words, use quotation marks plus a citation.
- When you paraphrase, use your own distinctive voice and cite the original source. Make sure your language doesn't mimic the original. If it still does after rewriting, then use direct quotes.
- When you draw on others' work, present it fairly.
- When you present empirical material, show where you acquired it so others can check the data for themselves. (The exception is commonly known material, which does not need to be cited.)

***For guidelines & examples of proper citation methods for each academic discipline, visit <http://bcs.bedfordstmartins.com/rewriting/rc2.html>

