ENGLISH COMPOSITION · STUDY GUIDE

Exam 5 Study Guide

This guide covers chapters 9 and 10. First you will learn the three ways to carry a source into your writing, and how to frame each one so it argues for you. Then you will learn what a citation is for, how its two halves fit together in APA and MLA, and the habits that keep honest writers from plagiarizing by accident. Work one chapter at a time. Read the "what to know" paragraphs, copy the tables by hand, then try each worked case with the steps covered. Finish each chapter with its ten self-test items. The cram sheet at the end holds every format and rule. All sources named in this guide are invented for practice.

WHAT THIS GUIDE COVERS

- Chapter 9 · what summary, paraphrase and quotation are each for, the four things a summary carries and its three sizes, summary failures, the two-change rule and patchwriting, the look-away method, terms of art, hedges and scope, quoting short and late, ellipses, brackets, [sic], emphasis added, indirect sources, block quotes and punctuation, the quote sandwich, attribution verbs and tense, and synthesis.
- Chapter 10 · credit, locate, calibrate and separate, common knowledge by audience, in-text markers and full entries, who, when, what and where, APA 7 and MLA 9 side by side, signal phrases, templates for common sources, no author, no date, secondary citations, AI tools and personal communication, the reference page, seven kinds of plagiarism and their repairs, three-column notes, drafting with the source closed, the five-point audit and AI disclosure.

CHAPTER 9

Integrating Sources: Summary, Paraphrase, Quotation

Read it in full: **Chapter 9 in the textbook**. Practice it in the lab: **The Patchwriting Bench** and **The Quote Sandwich Builder**.

What to know

Three moves carry sources into your writing. **Summary** compresses a whole argument to its claim, basis and limits, in your words, at a fraction of the length; use it when you are about to

agree with, argue with or place a source. **Paraphrase** restates one specific idea in your own sentence, usually at about the original length; it is the default in health and social sciences. **Quotation** reproduces exact words when the wording is the evidence: a coined term, a legal definition, a phrase you will analyze, or a contested claim you must prove was made. If unsure, paraphrase. The most common integration problem is not plagiarism but quoting when a paraphrase would be clearer.

A summary carries four things: the author's **claim**, its **basis**, its **limits** and why it matters to your argument. Drop the limits and a careful local study becomes a universal law. Build it from a reverse outline of what each paragraph does, then write from the margins with the article closed (the **closed-book test**). Sizes are purpose-driven: a one-sentence **nutshell**, a three-to-five-sentence **working summary**, and a paragraph-plus **full summary** for literature reviews. Choose the size by what your argument will lean on.

Summary failures: losing the hedge, losing the scope, sequential retelling (first, then, then), editorializing inside the summary, summarizing the abstract instead of the article (abstracts round findings up), and copying the source's sentence shapes. Evaluation is allowed, but in a sentence you own, after the summary, not smuggled in as adjectives.

The **two-change rule**: a paraphrase changes the **words** and the **sentence structure**. Changing only words is **patchwriting**, and a citation does not fix it, because it credits the idea while the sentence still borrows the source's skeleton. Reordering clauses is not rewriting. If the wording keeps coming back because it is simply right, quote it. Method: understand the passage, look away, say the idea aloud, write what you said, then check for copied runs, drift in meaning and dropped hedges, and add the citation last. Keep **terms of art** (alarm fatigue, myocardial infarction); they have no true synonyms.

Rebecca Moore Howard, who named patchwriting in the 1990s, argued it is often a normal developmental stage. Most institutional policies treat close paraphrase without quotation marks as plagiarism regardless of intent. Both positions are defensible; your syllabus governs your grade. **Hedges are content**: "associated with," "may contribute" and "suggests" carry the study design. Stripping them is **overclaiming**. If your paraphrase is shorter, punchier and more confident than the original, you upgraded the finding.

Quote short and late: weave a phrase into your own grammar and let your claim arrive first. A **dropped quote** standing alone as its own sentence marks an unrevised draft. Alter quotations only visibly and cosmetically. An **ellipsis** marks omitted words and must never remove a hedge or negation: if the cut makes the claim stronger, put the words back. **Square brackets** make minimal grammatical changes. **[sic]** marks an error in the original, never to mock. Label **emphasis added**. Use single quotation marks inside double for a quotation within a quotation. Use "qtd. in" (MLA) or "as cited in" (APA) only when the original is unavailable.

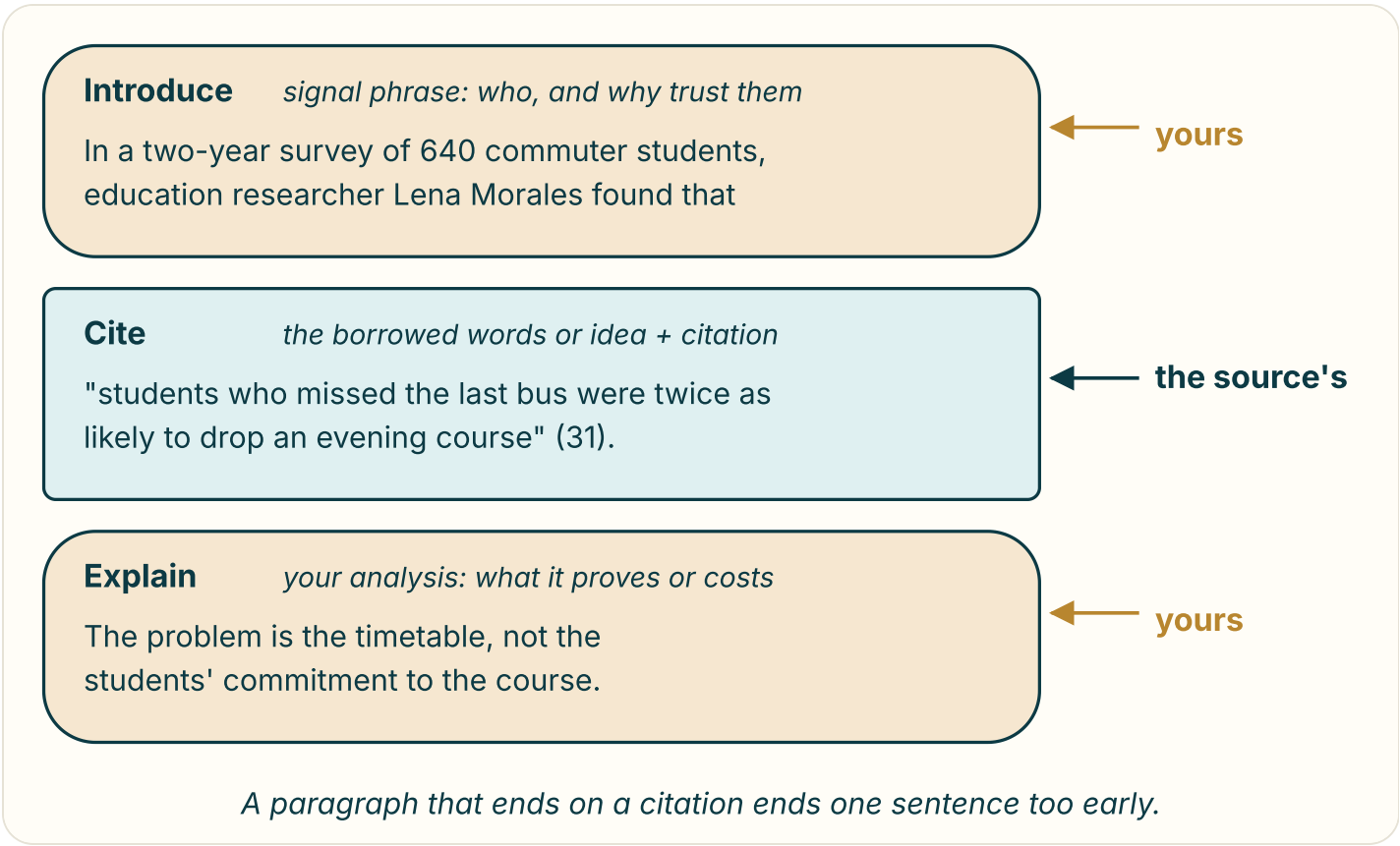
Block quotations: MLA (9th edition) blocks prose over four lines; APA (7th edition) blocks 40 words or more. Indent half an inch, no quotation marks, and the citation follows the closing punctuation. In a run-in quotation with a citation, the period waits until after the parenthesis; without one, US style puts periods and commas inside the closing quotation mark. Semicolons and colons go outside. Use block quotes rarely and follow one with at least as many lines of your own. Literature, history and philosophy quote often; nursing and the sciences rarely.

The **quote sandwich** (also taught as ICE: Introduce, Cite, Explain; Gerald Graff and Cathy Birkenstein popularized it in *They Say / I Say*) applies to summaries and paraphrases too. The signal phrase says who is speaking and why to trust them; the follow-up sentence says what the material proves or costs. **Attribution verbs** are claims: argues (a contestable position), found or reports (data), notes (incidental), suggests (tentative), concedes (admits a weakness), claims (signals your skepticism), demonstrates (rare; the evidence settles it). "Proves" about a small observational study is an error. MLA uses present tense (Okonkwo argues); APA prefers past or present perfect for what researchers did.

Synthesis organizes a paragraph around your claim and calls on several sources inside it, instead of the **source parade** (Okonkwo found X. Delgado found Y. Pham found Z.). The tell is a topic sentence that names an author instead of an idea. Introduce each source by what it contributes, name where sources disagree, and end with a conclusion no single source stated. A paragraph that ends with a citation usually ends one sentence too early.

LOCK THESE IN

- Summary compresses; paraphrase restates; quotation reproduces. If unsure, paraphrase.
- A summary keeps claim, basis, limits and relevance. Sizes: nutshell, working, full.
- Two-change rule: new words AND new structure. Otherwise it is patchwriting, cited or not.
- Keep terms of art. Keep every hedge and scope limit.
- If an ellipsis makes the claim stronger, put the words back.
- Block quotes: MLA over four lines; APA 40 words or more. Citation after the final punctuation.
- Quote sandwich: introduce, cite, explain. The last sentence is yours.
- Synthesis: topic sentence names an idea, not an author.



Every borrowed passage needs a hand on each side. The signal phrase sets it up, the citation marks what is borrowed, and your follow-up sentence is where the argument lives. (The source here is invented for practice.)

Choosing the move

When you need to...	Use	Because
Give the gist of a whole article before responding	Summary	The reader needs the shape, not the sentences
Report one finding or mechanism in your sentence	Paraphrase	The content is the point
Report a number or measurement	Paraphrase	Figures are facts, but carry the qualifiers
Analyze word choice, tone or framing	Quotation	You cannot analyze language you replaced
Prove a contested claim was made in those words	Quotation	Paraphrase invites "that is not what they said"
Use a coined term	Short woven quotation	Borrow the phrase, keep the sentence yours
Show four studies point one way	Summary plus synthesis	Block quotes would bury the pattern

Altering a quotation honestly

Tool	What it does	Rule
Ellipsis (. . .)	Marks omitted words	Never remove a qualifier or negation
Square brackets [ ]	Adds or changes a word to fit your grammar	Cosmetic only: tense, pronoun, capital
[sic]	Marks an error in the original	Rarely; never to mock or for British spelling
Emphasis added	Italicizes part of a quotation	Always label it
Quote within a quote	Marks words the author was quoting	Single marks inside double (US)
qtd. in / as cited in	Quotes a passage found in another source	Last resort; read the original if you can

Attribution verbs

Verb	What it commits you to
argues, contends, maintains	A contestable claim supported by reasoning
found, reports, documents	An empirical result from data
suggests, indicates	A tentative finding; keeps the hedge
concedes, acknowledges	The author admits a point against their own case
claims, asserts	Your mild skepticism; never a neutral synonym
demonstrates, establishes	The evidence settles it; rare

Worked cases

WORKED CASE 1 · FROM PATCHWRITE TO PARAPHRASE

Practice source (invented), Morales, page 31: "Students who missed the final campus bus were significantly more likely to withdraw from an evening course before midterm." Draft: "Students who missed the last campus bus were much more likely to drop an evening class before midterm (Morales 31)."

STEP 1 · DIAGNOSE

Every clause maps onto the original; only words changed. **Patchwriting**, and the citation does not fix it.

STEP 2 · LOOK AWAY

Cover the source and say it aloud: "If the last bus left before you could, you were more likely to quit the night class early."

STEP 3 · BUILD A NEW SPINE

"Missing the final bus home turned out to predict something worse than a long walk: students in that position were significantly more likely to withdraw from an evening course before midterm (Morales 31)."

STEP 4 · CHECK THE HEDGE AND SCOPE

"Significantly more likely" is kept, not upgraded to "caused." "Before midterm" is kept.

STEP 5 · DECIDE IF A QUOTE IS BETTER

If the exact wording mattered, quote the phrase instead: Morales found that such students were "significantly more likely to withdraw" (31).

WORKED CASE 2 · CATCHING AN ELLIPSIS THAT LIES

Source (invented): "We do not find that tutoring alone raises pass rates; the effect appears only alongside weekly attendance checks." A draft quotes: "...tutoring alone raises pass rates..."

STEP 1 · COMPARE THE CLAIMS

The source denies that tutoring alone raises pass rates. The cut quotation asserts it.

STEP 2 · APPLY THE TEST

Did the cut make the claim stronger? Yes. Put the words back.

STEP 3 · QUOTE HONESTLY

The study "do[es] not find that tutoring alone raises pass rates" and ties the effect to attendance checks.

STEP 4 · OR PARAPHRASE

The researchers found no pass-rate gain from tutoring by itself; it appeared only when paired with weekly attendance checks.

STEP 5 · THE RULE

Brackets and ellipses promise a cosmetic change. Reversing a negation is misrepresentation, treated as seriously as fabricated data.

WORKED CASE 3 · TURNING A SOURCE PARADE INTO SYNTHESIS

Draft: "Ito studied two libraries. She found late fees reduced visits. Brandt surveyed patrons and found 30 percent avoided the library over fines. Osei ran a fine-free pilot and visits rose."

STEP 1 · WRITE A CLAIM TOPIC SENTENCE

"The case against library fines rests less on any single study than on three kinds of evidence pointing the same way."

STEP 2 · INTRODUCE EACH BY CONTRIBUTION

Ito's comparison of two libraries supplies the pattern; Brandt's survey supplies the reason patrons give; Osei's pilot supplies what happened when fines ended.

STEP 3 · NAME THE TENSION

Ito studied only two sites and Brandt's figure is self-report, so neither alone settles the question.

STEP 4 · END IN YOUR VOICE

"Together they do not prove fines cause lost readers; they show fines are a barrier patrons name and that removing it is cheap to test."

STEP 5 · CHECK THE SHAPE

The topic sentence names an idea, each source answers the others, **and the last sentence is yours.**

TRAPS PEOPLE FALL INTO

- **Quoting because it feels safer.** A page of stitched quotations reads as if you had no sentences of your own.
- **Dropping the limits from a summary.** A local, observational study becomes a universal law.
- **Swapping synonyms and citing.** That is patchwriting. Change the structure or quote.
- **Replacing technical terms.** Terms of art have no synonyms; swapping them makes the writing less accurate.
- **Upgrading "associated with" to "caused."** Hedges carry the design of the study. Keep them.
- **Using an ellipsis to cut a negation.** If the cut strengthens the claim, restore the words.
- **Writing "proves" about one small study.** Choose the verb that matches what the source did.
- **One paragraph per source.** Organize around your claim and let sources answer each other.

Chapter 9 self-test · ten items

1. When is quotation the right move rather than paraphrase?

A. When the exact wording is itself the evidence
B. Whenever the source is a peer-reviewed article
C. Whenever you are reporting a statistic or dose
D. Whenever you want the paper to seem more formal

A. When the exact wording is itself the evidence Quote coined terms, definitions, language you will analyze, or a contested claim you must show was made.

2. A summary of a long article follows it section by section for 900 words. What went wrong?

A. It includes the author's limits and scope
B. It retells the article instead of compressing it
C. It was written with the article closed
D. It is far too short to capture the whole argument

B. It retells the article instead of compressing it Summary reports claim, basis and limits; sequential retelling is a long paraphrase.

3. What does the two-change rule require of a paraphrase?

A. New words and a second citation added
B. New words and a new sentence structure
C. A new structure and the same exact words
D. Shorter length and a stronger conclusion

B. New words and a new sentence structure Changing only the words leaves the source's skeleton: patchwriting.

4. Why does adding a citation not fix patchwriting?

A. Citations only count for direct quotations
B. The citation must come before the borrowed sentence
C. Instructors never check the citations against the source
D. It credits the idea, but the sentence is still theirs

D. It credits the idea, but the sentence is still theirs The reader still cannot tell which wording is yours. Quote it or rebuild it.

5. The source says a policy "was associated with" more falls. You write it "caused" more falls. This is:

A. Patchwriting
B. Synthesis
C. Overclaiming
D. A proper summary

C. Overclaiming Association and causation need different designs. Deleting the hedge changes the science.

6. When may you NOT use an ellipsis?

A. When the omitted words are in the middle
B. When the quotation is from a novel
C. When the cut removes a hedge or negation
D. When the sentence is very long

C. When the cut removes a hedge or negation If the cut makes the claim stronger, put the words back.

7. At what length does APA 7 require a block quotation?

A. Over four lines
B. Over 100 words
C. Any full sentence
D. 40 words or more

D. 40 words or more MLA 9 blocks prose over four lines in your paper; APA 7 uses the 40-word threshold.

8. Where does the period go in: Morales describes a "timetable problem" (31)

A. Inside the closing quotation mark
B. After the closing parenthesis
C. Before the opening quotation mark
D. Both inside and after the parenthesis

B. After the closing parenthesis With a parenthetical citation, the period waits until after the parenthesis.

9. Which attribution verb signals your own mild skepticism?

A. Found
B. Notes
C. Claims
D. Reports

C. Claims "Claims" and "asserts" put distance between you and the source; do not use them as neutral synonyms.

10. A paragraph reads "Ito found X. Brandt found Y. Osei found Z." What is the single structural fix?

A. Open with your claim and bring each source in for it
B. Add a block quotation from each source cited
C. Move each of the sources into a separate paragraph
D. Replace every "found" with the verb "says"

A. Open with your claim and bring each source in for it Synthesis organizes the paragraph around an idea and ends in the writer's voice.

CHAPTER 10

Citation and Academic Integrity

Read it in full: **Chapter 10 in the textbook**. Practice it in the lab: **The In-Text Citation Forge** and **The Repair Shop**.

What to know

A citation does four jobs. It **credits** someone else's labor. It **locates** the source so a reader can find it in under a minute. It **calibrates**, letting a reader weigh a 1987 textbook differently from a 2023 systematic review. And it **separates**: everything not marked as borrowed is claimed as yours,

which is what makes your contribution visible. A paper with no citations reads as unsupported, not original.

Common knowledge is what your specific audience accepts without a source, so the line moves with the reader. "The heart has four chambers" needs no citation for a general reader; "about one in three U.S. adults has high blood pressure" does, because the figure depends on the threshold (roughly a third under the older 140/90 cutoff, close to half under the 130/80 cutoff adopted in 2017). Tests: find it unattributed in three independent general sources, or better, ask whether a skeptical reader could say "says who?" If you needed a source to learn it, your reader needs one to believe it. Clinical documentation runs on the same logic of attribution.

Every mainstream style has two halves: a short **in-text marker** and a full **entry** at the end. Every marker needs an entry and every entry needs a marker; an unmatched marker is an **orphan**, an unused entry is padding. An entry is a form with four fields in order: **who, when, what, where**. In APA 7, the article title is in **sentence case**, the journal name is in title case and italic, the volume is italic and the issue is not, and the **DOI** appears as a full link. Set the **hanging indent** (half an inch) in the paragraph settings, not with tabs.

APA carries the **date** because currency signals quality in the sciences; MLA carries the **page** because readers are expected to look at the passage. APA: (Okonkwo, 2021); quotation (Okonkwo, 2021, p. 44); two authors (Okonkwo & Bell, 2021) in parentheses but "Okonkwo and Bell (2021)" in running text; three or more authors "et al." from the first citation; group author (American Nurses Association [ANA], 2015) then (ANA, 2015); no date (n.d.); web quotation without pages (para. 6). MLA: (Okonkwo 44), (Okonkwo and Bell 44), (Okonkwo et al. 44). APA requires a page or paragraph number only for quotations; MLA expects a location whenever the source has one.

A **signal phrase** puts the source into your grammar so you can characterize it: "In a survey of 412 nurses, Okonkwo (2021) reported..." Choose verbs that match what one study can support: found, reported, argues, frames, concedes. "Proves" is almost always wrong; "says" is almost always weak. A citation is not absolution: the parenthetical says the *idea* is theirs, and quotation marks say the *wording* is theirs.

Work from templates, not memory. APA 7 dropped the publisher location. Include a DOI whenever one exists. A database article with no DOI ends at the page range; do not name the database. Hard cases: **no author**, move the title into the author slot (in text, a shortened title in quotation marks or italics to match the entry); **no date**, n.d. in both places, and treat it as a warning; **secondary citation**, read the original if you can, otherwise (Vega, 2009, as cited in Okonkwo, 2021) with only Okonkwo in the list; never cite a source you have not opened. **AI tools**: APA cites the model like software with the company as author; MLA uses the prompt as the title and the tool as container; read your syllabus. **Personal communication** appears in text only in APA.

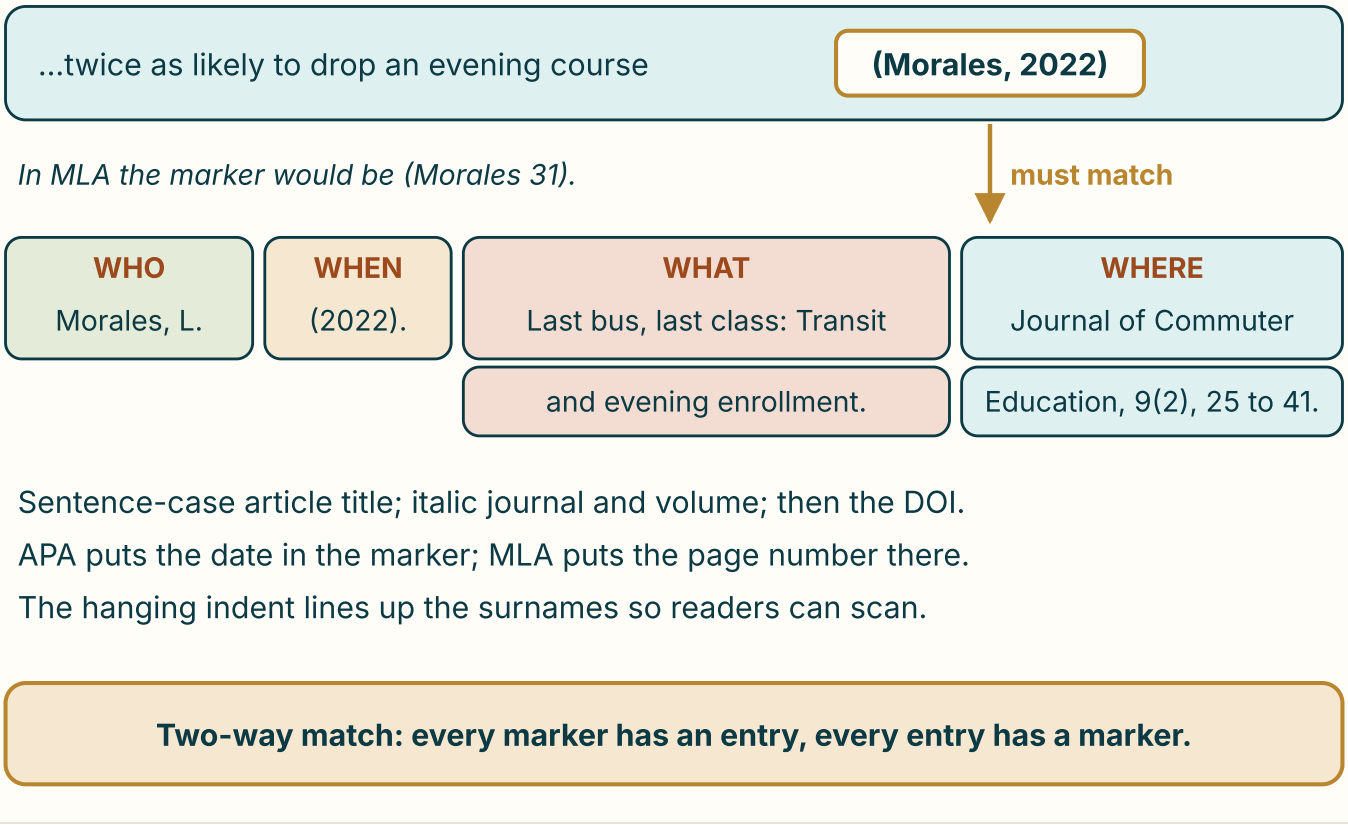
APA titles the page **References** (centered, bold); MLA uses **Works Cited** (centered, not bold). New page, double-spaced, hanging indent, alphabetical by the first element, ignoring an initial "The." Same author, same year: 2021a, 2021b, by title, in text too. Numbered lists belong to styles such as AMA and Vancouver.

Plagiarism is presenting someone else's words, ideas, structure or data as your own; intent is not in the definition. Seven varieties: **verbatim copying**, **patchwriting**, **mosaic plagiarism** (borrowed phrases stitched in without marks), **uncited paraphrase**, **self-plagiarism** (reusing your own paper without permission), **contract cheating** and **fabricated sources**. The Citation Project found student citations cluster in the opening pages of sources, suggesting shallow reading more than theft. A real paraphrase is differently organized because the writer decided what the finding means first. A **similarity report** is not a plagiarism score: 22 percent can be properly quoted material and a reference list, while 4 percent can be one stolen paragraph.

Integrity is a workflow. Tag every captured passage at once: quotation marks, page number, author and year. Use a three-column note (exact words, my restatement, why it matters). Citation managers like Zotero and Mendeley help, but proofread their output. **Draft with the source closed**, then reopen to check accuracy and phrasing. Run a five-point audit: two-way match, quotation sweep, paraphrase spot-check, source verification (click every DOI; models fabricate flawless-looking references), and an ownership pass. A credible AI disclosure names the tool, the stage, the task and the boundary where the tool stopped.

LOCK THESE IN

- Four jobs: credit, locate, calibrate, separate.
- Common knowledge depends on the audience. Test: could a skeptic say "says who?"
- Marker + entry, matched both ways. Entry fields: who, when, what, where.
- APA: author and date (page for quotations). MLA: author and page.
- Three or more authors: et al. from the first citation in APA 7. & inside parentheses only.
- Cite what you actually read. Secondary: "as cited in"; list only what you read.
- Parenthetical = their idea; quotation marks = their wording. You may need both.
- Similarity percent is not a verdict. Read what is highlighted.



Two halves that must line up. The marker in your sentence stays short; the entry gives who, when, what and where. An orphan in either direction is the most common citation error. (Source invented for practice.)

APA 7 and MLA 9 in-text markers

Situation	APA 7	MLA 9
One author, paraphrase	(Okonkwo, 2021)	(Okonkwo 44)
Direct quotation	(Okonkwo, 2021, p. 44)	(Okonkwo 44)
Two authors	(Okonkwo & Bell, 2021)	(Okonkwo and Bell 44)
Three or more	(Okonkwo et al., 2021)	(Okonkwo et al. 44)
Group author, first	(American Nurses Association [ANA], 2015)	(American Nurses Association 12)
No date	(Okonkwo, n.d.)	(Okonkwo)
Source inside a source	(Vega, 2009, as cited in Okonkwo, 2021)	(qtd. in Okonkwo 44)

Plagiarism and its repairs

Type	What it looks like	The fix
Verbatim copying	Source sentences, no marks, no citation	Quote properly or paraphrase fully
Patchwriting	Synonyms swapped, syntax intact, often cited	Close the source; write from notes
Mosaic plagiarism	Borrowed phrases stitched in without marks	Mark phrases as quotes at capture
Uncited paraphrase	Reworded idea, no attribution	Cite the idea; rewording does not transfer ownership
Self-plagiarism	Reusing your paper for another course	Ask permission, disclose, rebuild
Contract cheating	A service, friend or bot does the work	No fix after the fact; ask for an extension
Fabricated sources	Entries for work never read or never written	Open and verify every source

The five-point pre-submission audit

Check	How to run it
1. Two-way match	Every entry has a marker; every marker has an entry
2. Quotation sweep	Each quote closed, with a page number and citation
3. Paraphrase spot-check	Three random paraphrases read aloud beside the original
4. Source verification	Click every DOI and URL; confirm authors and year
5. Ownership pass	Highlight your own analysis; see how much is left

Worked cases

WORKED CASE 1 · BUILDING AN APA 7 ENTRY AND ITS MARKERS

You read an article (invented for practice) by Lena Morales and Theo Park, published in 2022, titled "Last bus, last class: Transit and evening enrollment," in the *Journal of Commuter Education*, volume 9, issue 2, pages 25 to 41, with a DOI. You paraphrase one finding and quote one sentence from page 31.

STEP 1 · WHO

Morales, L., & Park, T.

STEP 2 · WHEN

(2022).

STEP 3 · WHAT

Last bus, last class: Transit and evening enrollment. (Sentence case: capitals only on the first word, the first word after the colon, and proper nouns.)

STEP 4 · WHERE

Journal of Commuter Education, *9*(2), 25 to 41, then the full https://doi.org/ link. Journal and volume italic; issue not.

STEP 5 · THE MARKERS

Paraphrase: (Morales & Park, 2022). In running text: Morales and Park (2022) found... Quotation: (Morales & Park, 2022, p. 31). **Each marker matches the one entry.**

WORKED CASE 2 · DECIDING WHETHER SOMETHING IS COMMON KNOWLEDGE

For a general first-year audience, which need a citation? (a) Water freezes at 0 degrees Celsius. (b) 38 percent of the college's students commute more than 30 minutes. (c) The Civil War ended in 1865. (d) Students who sit near the front earn higher grades.

STEP 1 · (A)

Found everywhere without attribution; no reader asks "says who?" No citation.

STEP 2 · (B)

A specific, local, dated number. Cite the survey that produced it.

STEP 3 · (C)

A widely known date for a general reader. No citation, though a history paper may still cite its sources.

STEP 4 · (D)

A causal-sounding claim with a study behind it. Cite it, and keep any hedge the study used.

STEP 5 · THE RULE

Numbers, causal claims and anything you learned last week fail the "says who?" test.

WORKED CASE 3 · REPAIRING A CITED BUT PLAGIARIZED SENTENCE

Source (invented), Morales and Park, page 31: "Evening students who relied on campus transit withdrew at higher rates when the last departure preceded the end of class." Draft: "Evening students who depended on campus buses dropped out at higher rates when the final departure came before the end of class (Morales & Park, 2022)."

STEP 1 · VERDICT

Patchwriting. Each clause maps onto the source; the citation credits the idea but not the borrowed structure.

STEP 2 · DECIDE WHAT IT MEANS FIRST

The point is a timetable mismatch: the bus schedule, not student effort, predicted withdrawal.

STEP 3 · WRITE FROM THAT MEANING

"Morales and Park (2022) trace part of evening attrition to the timetable itself: when the last bus left before class let out, transit-dependent students withdrew more often (p. 31)."

STEP 4 · OR QUOTE

Withdrawal rose "when the last departure preceded the end of class" (Morales & Park, 2022, p. 31).

STEP 5 · CHECK THE AUDIT

Two-way match, page number for the quote, **and the paraphrase no longer tracks the source clause by clause.**

TRAPS PEOPLE FALL INTO

- **Citing only to avoid trouble.** Citations credit, locate, calibrate and separate. The last job shows your own thinking.
- **Treating facts you just learned as common knowledge.** If you needed a source to learn it, the reader needs one too.
- **Leaving orphans.** Every marker needs an entry and every entry needs a marker.
- **Using & in running text.** APA: ampersand inside parentheses, "and" in your sentence.
- **Naming the database in an APA entry.** The database is how you got there, not what you read.
- **Copying a reference from someone else's list.** Their errors travel with it. Cite only what you opened.
- **Thinking a citation excuses borrowed wording.** Borrowed words need quotation marks too.
- **Reading the similarity percentage as a verdict.** Read the highlighted passages, not the number.

Chapter 10 self-test · ten items

1. Which job of a citation makes your own analysis visible?

A. Separating borrowed material from yours
B. Locating the source for later readers
C. Calibrating how much weight it can bear
D. Crediting the person who did the work

A. Separating borrowed material from yours Everything not marked as borrowed is claimed as yours, so citation draws the boundary.

2. What is the best working test for whether a fact needs a citation?

A. Is the fact true and widely accepted today?
B. Could a skeptical reader ask "says who?"
C. Did you find it in at least one textbook?
D. Is the fact shorter than a full sentence?

B. Could a skeptical reader ask "says who?" Common knowledge is defined by the audience, not by how true the fact is.

3. A reference entry appears in your list but nowhere in the text. This is:

A. An orphan in-text citation marker
B. Acceptable if the source is scholarly
C. An uncited entry, read as padding
D. Required for any background reading

C. An uncited entry, read as padding Every entry must be cited at least once; unused entries suggest sources added to lengthen the list.

4. APA 7 in-text citation for a paraphrase of a 2021 work by Okonkwo, Bell and Vega, first mention:

A. (Okonkwo et al., 2021)
B. (Okonkwo, Bell, & Vega, 2021)
C. (Okonkwo, Bell and Vega 2021)
D. (Okonkwo et al. 2021, p. 1)

A. (Okonkwo et al., 2021) APA 7 uses "et al." from the first citation for three or more authors.

5. Why does MLA put a page number in the marker where APA puts the year?

A. MLA readers are expected to look at the passage
B. MLA sources rarely have dates printed on them
C. APA does not allow page numbers at any time
D. MLA was designed only for printed books

A. MLA readers are expected to look at the passage APA foregrounds recency for the sciences; MLA foregrounds location for close reading.

6. In an APA reference entry, which part is italic?

A. The article title and issue
B. The DOI and the page range
C. The journal name and volume
D. The author and the year

C. The journal name and volume The article title is in sentence case and not italic; the issue number is not italic.

7. You know Vega's 2009 finding only from Okonkwo's 2021 article and cannot get Vega. What goes in your reference list?

A. Only Vega
B. Both Vega and Okonkwo
C. Neither of the two sources
D. Only Okonkwo

D. Only Okonkwo Cite (Vega, 2009, as cited in Okonkwo, 2021) in text and list only what you actually read.

8. Borrowed phrases woven into your own sentences without quotation marks are called:

A. Uncited paraphrase
B. Mosaic plagiarism
C. Self-plagiarism
D. Contract cheating

B. Mosaic plagiarism Mark every captured phrase as a quotation at the moment you capture it.

9. Your similarity report shows 22 percent. What should you do?

A. Assume the paper must be rewritten
B. Ignore it since it is under 25 percent
C. Delete all quotations and resubmit
D. Read what is highlighted before judging

D. Read what is highlighted before judging Quoted material and a reference list can produce 22 percent; one stolen paragraph might show only 4.

10. Which AI disclosure would satisfy a specific-use policy?

A. States simply that AI was used for the paper
B. Lists the AI tool's name in the reference list
C. Says AI helped a little with some research
D. Names the tool, stage, task and where it stopped

D. Names the tool, stage, task and where it stopped A credible disclosure draws the same boundary a citation draws around a source.

ONE PAGE

Cram sheet

Everything from chapters 9 and 10 in one place. Cover the right column and see if you can rebuild each row. All sources named are invented for practice.

Source integration

Item	Rule	Note
Summary carries	Claim, basis, limits, why it matters	Nutshell, working, full
Paraphrase	New words and new structure	Keep terms of art and hedges
Quotation	Only when wording is the evidence	Short, woven, late in the sentence
Ellipsis test	If the cut strengthens the claim, restore it	Never cut a negation
Block quote	MLA over 4 lines; APA 40+ words	No quotation marks; citation after the period
Run-in period	After the parenthesis when cited	Inside the quotation mark when not (US)
Quote sandwich (ICE)	Introduce, Cite, Explain	Graff and Birkenstein, They Say / I Say
Tense	MLA present (argues); APA past (found)	Stay consistent
Synthesis	Topic sentence names an idea	End in your own voice

Citation formats

Item	APA 7	MLA 9
Marker	(Author, Year)	(Author Page)
Quotation	(Author, Year, p. #)	(Author #)
Two authors	& in parentheses; and in text	and
Three or more	et al. from first mention	et al.
Page heading	References, centered, bold	Works Cited, centered, not bold
Indirect source	as cited in	qtd. in
Personal communication	In text only	Interviews listed
AI tool	Company as author, like software	Prompt as title, tool as container

Integrity rules

Topic	The rule
Four jobs	Credit, locate, calibrate, separate.
Common knowledge	Set by the audience; ask "says who?"
Entry fields	Who, when, what, where; sentence case for article titles.
Two-way match	No orphan markers, no unused entries.
Hard cases	No author: title first. No date: n.d. Secondary: list what you read.
Capture	Quotation marks, page, author and year, at once.
Drafting	Source closed; reopen to check.
Verification	Click every DOI; never cite what you have not opened.
AI disclosure	Tool, stage, task, boundary.

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