



Citing Responsibly, Avoiding Plagiarism: An NPS Refresher



Citations are needed to a) validate information, b) give credit where credit is due, and c) allow other researchers to follow in your footsteps. Your readers should be able to tell where they can go for follow-up information regarding any claims, data, or facts discussed in your writing—whether it be to you, the author, or to specific works from which you gathered pertinent information you have incorporated into your text. You may want to ask yourself the following as you write and review:

- Do I know this information/term/data because I read it somewhere?
- Is this knowledge the result of emails or conversations? (Unpublished information still must be cited in the text.)
- Is this my own analysis based on my personal knowledge set and/or research, or is it analysis I borrowed from another person?

Your own experience and findings, and common knowledge, do not need to be cited. Common knowledge is usually considered something your reader already knows. As a rule of thumb, if you can find an unattributed fact in five credible sources, a citation is not needed (for example, “The average adult body contains about 250 grams of salt” or “George W. Bush served as president of the United States from 2000 to 2008”). Common knowledge also includes field-specific knowledge, so it, too, doesn’t need to be cited. Consult a faculty member from your department or your reference librarian if you are unsure if something is field-specific common knowledge.

A ***citation*** or a ***signal phrase*** is needed with every sentence that uses a source’s idea, statistic, or wording. It must be reasonably clear to the reader which pieces of information came from which sources, and which are your original thoughts and data.

One citation at the end of a paragraph cannot “cover” an entire paragraph. Cite the source completely *the first time it is used in each paragraph*. Then, throughout the paragraph, make it reasonably clear that information was gathered from the same source already mentioned. Cite the source again just before your focus moves to another source.

Make sure you are differentiating between information that is paraphrased and information that is directly quoted. Generally, a phrase that contains five or more consecutive words exactly as they appear in the source should be in quotation marks (proper nouns excluded) or paraphrased. Please remember: Both types of information require citations.

Try to limit direct quotations to information that you are unable to paraphrase adequately. While quoting can be effective (and sometimes essential for important, precise wording), relying on too many direct quotes—especially block quotations—does not demonstrate your understanding of the topic or your ability to think critically about others’ work. There are exceptions, but, in general, not more than 10 percent of your document should be quoted from others.

The Graduate Writing Center is here to help with draft papers. Writing coaches can help you build up your paraphrasing, quoting, and citation skills. You may also request to have a draft paper run through NPS’ plagiarism software; a writing coach will meet with you to help determine problem areas and guide your revisions.

IEEE Style: Citing, Paraphrasing, and Quoting

For citing in IEEE, use **bracketed citations, like this [1]**. Signal phrases linking sentences to previously cited sources may be used in place of repeated citations. It must always be clear which pieces of information came from which sources. If it's not, that's when you'll want to add a citation. If a sentence is not cited or linked to a previous citation, the reader will assume that it is your own original thought or finding as an author (or common knowledge).

IEEE ground rules (from <http://libguides.nps.edu/citation/ieee>):

- When using IEEE, **in-text citations are numbered sequentially in the order they appear in the text**. The reference number appears in brackets. Once a source is ascribed a number, it keeps that number for all subsequent citations in your paper.
- Grammatically, in your body text, references may be treated as footnote numbers:
 - as shown by Brown [4], [5]
 - as mentioned earlier [2], [4]–[7], [9]
 - Smith [4] and Brown and Jones [5]
 - Wood et al. [7] (Note: Avoid use as possessive, such as “Wood et al.’s”)
- Reference numbers can also be used as nouns in your body text:
 - as demonstrated in [3]
 - according to [4] and [6]–[9]
- The author and source title need not be mentioned in the text, but may be if desired.
- List citations in numerical order when citing more than one.
- Punctuation (commas and periods) falls *after* the citation.

Here's an example paragraph. Citations are highlighted in yellow and signal phrases are in blue. Note that the second sentence is common knowledge, whereas the final sentence is clearly the opinion of the author.

Smith's study [1] indicates that red and yellow are the best colors with which to decorate your restaurant because they induce feelings of hunger. Consider popular fast-food chains, which often use red and yellow in their advertising and décor. According to Smith's study, restaurant customers felt more energized in red and yellow environments, which encouraged them to order more food. The same study explained that patrons felt relaxed in blue and purple environments, which encouraged them to “spend more time considering the menu options and eat at a slower pace.” Although other hospitality research suggests blue décor can give your restaurant a casual, laid-back atmosphere [2], Smith believes it encourages patrons to linger at their tables without ordering additional food or beverages. Accordingly, it is difficult to identify a popular chain restaurant that decorates with calmer hues.