



District Dean of Students Office

Plagiarism and Citation Guide

Plagiarism Facts and Citation Basics

What is Plagiarism?

According to the Collin College *Student Code of Conduct*:

Plagiarism includes, but is not limited to, intentionally or unintentionally using someone else's language, ideas, or other original material (i.e., information that is not common knowledge) without acknowledging the source. (*2025-2026 Student Handbook*, p. 105)

In your college courses, you are considered a scholar and will be expected to rely on sources written by experts in their respective fields. Therefore, in your written academic work you **must** distinguish between your own words, work, thoughts, and ideas and the information you obtained from outside sources. This must be done within the text of what you have written and also in a complete reference at the end of your assignment, in accordance with the appropriate style of citation approved by your professor. Failure to do so is considered plagiarism.

What is the Best Way to Avoid Plagiarism?

The most effective way to avoid plagiarism is to **properly acknowledge** all sources used in your work. Whenever you include information obtained from another source in an essay or assignment, you must clearly indicate where that information came from by:

1. Quoting when using the author's exact words.
2. Providing an in-text citation for both quoted and paraphrased material.
3. Including full publication details for each source on the **bibliography, references, or works cited page**.

Material that must be acknowledged includes, but is not limited to:

1. Phrases, sentences, or passages copied directly from a source.
2. Information that is not common knowledge (information the average reader would not know without research).
3. Opinions, interpretations, or analyses developed by other authors.
4. Facts or data obtained through research that you did not create yourself.
5. Substantive help or contributions from others.

Quoting

When you use another person's ideas or directly copy a phrase, sentence, or passage from another person's work, you are quoting. Quotations are used to support the ideas you present in your writing. You do this to give your ideas or arguments authority. There are two (2) types of quotations: **direct** and **indirect**.

Direct Quotes: A direct quote is one in which you copy an author's words directly from the text and use that exact wording in your essay. Try to use direct quotations sparingly. Only use them when they are focused precisely on the point you want to make and are both brief and telling, or where the substance/wording of the quote is what you wish to address. When directly quoting, remember the following points:

1. For a short quotation, use quotation marks (i.e., " ") to indicate these are the words of another author.
2. For a long quotation, use the block quote format to offset it from the rest of your paragraph.

Indirect Quotes and Paraphrasing: An indirect quote is where you present an author's ideas in your own words and is also called paraphrasing. To avoid plagiarism when paraphrasing, consider the following suggestions:

1. Change the order of the information presented from the original passage.
2. Use a thesaurus or dictionary to ensure you do not use the same words from the original quote.
3. Rephrase material and difficult information into uncomplicated sentences.
4. Place quotation marks (i.e., " ") around quoted phrases and material if you keep complex terms and phrases from the original passage.

Citing Information

Types of information that must be cited include, but are not limited to:

1. Dates,
2. Definitions,
3. Facts,
4. Numbers and statistics,
5. Information that is not “common knowledge” (i.e., information the average reader would know without having to look it up), and
6. Qualifying words (e.g., “all,” “always,” “few,” “half,” “majority,” “many,” “most,” “never,” “none,” “some”).

Example of Information that Must Be Cited Correctly in the Text of an Assignment:

The majority of NCAA Division I athletes surveyed believe they should be paid for their performance.

This sentence must have an in-text citation at the end of it that is formatted in the style of citation required by your professor. See the information on APA Style Basics, Chicago Style Basics, and MLA Style Basics in this document for examples of how in-text citations should be formatted in each of these styles of citation.

Citing Words

This is also called a direct quote. If you are using words from an author or source in your written work, you need to give credit, whether you are taking a full sentence or a string of words. A good rule-of-thumb is anytime you take a string of three (3) or more words straight from an author or source, that information must be put in quotation marks and cited within the text of your assignment. However, in some cases, even just one (1) word taken from an author or source may need to be put in quotation marks and cited within the text of your assignment.

Examples of Words that Must Be Quoted and Cited Correctly in the Text of an Assignment:

*In Jane Smith’s review of *Pride and Prejudice*, she describes Mr. Darcy as being “unconscionable.”*

It has been estimated that in 1810, “84% of the U.S. workforce was engaged in agriculture, compared to three percent in manufacturing.”

These sentences must have quotation marks around the words that were taken from the author or source as well as an in-text citation at the end of them that is formatted in the style of citation required by your professor. See the information on APA Style Basics, Chicago Style Basics, and MLA Style Basics in this document for examples of how direct quotations and in-text citations should be formatted in each of these styles of citation.

Citing Ideas

This is also called an indirect quote or paraphrasing. This occurs when you rewrite information in your own words, but the idea came from an author or source; therefore, you must give credit within the text of your writing assignment to the original author or source.

Examples of Ideas that Must Be Cited Correctly in the Text of an Assignment:

Global warming has contributed to the melting of the ice cap and it is increasing sea levels at a rate of 10-20 cm per year.

If the city of Montreal, Canada does not change how they utilize their drinking water, by the year 2030 their water table will run dry.

These sentences must have an in-text citation at the end of them that is formatted in the style of citation required by your professor. See the information on APA Style Basics, Chicago Style Basics, and MLA Style Basics in this document for examples of how in-text citations should be formatted in each of these styles of citation.

APA Style Basics

What is APA Style?

APA stands for the American Psychological Association, which is the organization responsible for creating and setting the standards for how an essay should be prepared. Many disciplines in the social and behavioral sciences (e.g., psychology, social work, sociology) use APA Style as a guide for written documents.

Why Should You Use APA Style?

APA Style provides guidelines for how you should use other people's work and ideas when you write an essay or prepare written work. APA Style instructs you on how to distinguish between your words and sources and cite the sources you use appropriately.

Quoting in APA Style

Direct Quotes: As you cite each direct quote in APA Style, you must decide whether to name the source at the beginning of the direct quote in a signal phrase, like Example #1, or at the end of the quote in parentheses, like Example #2.

Example #1: *According to Rollo (2007), "When our students share cherished traditions, we assist in maintaining them as opportunities to develop teamwork and leadership and provide a connection from across time for our campuses to establish a sense of belonging" (p. 16).*

Example #2: *"When our students share cherished traditions, we assist in maintaining them as opportunities to develop teamwork and leadership and provide a connection from across time for our campuses to establish a sense of belonging" (Rollo, 2007, p. 16).*

Indirect Quotes: Indirect quotes are more common than direct quotes in APA Style projects.

Example #1: *According to Rollo (2007) when it comes to school traditions, colleges and universities help their students to institute an atmosphere of inclusion over time by assisting students preserve those beloved traditions through the use of guidance and partnerships (p. 16).*

Example #2: *One scholar states that when it comes to school traditions, colleges and universities help their students to institute an atmosphere of inclusion over time by assisting students to preserve those beloved traditions through the use of guidance and partnerships (Rollo, 2007, p. 16).*

Example Text in APA Style

While the long-term of violent video games effects is still in research to this date, the Department of Psychology at Brock University conducted a four-year experiment to determine if violent video games lead to violent behavior. In its study, researchers found that teenagers who played violent video games "sustained violent video game play was significantly related to steeper increases in adolescents' trajectory of aggressive behavior over time. Moreover, greater violent video game play predicted higher levels of aggression over time, after controlling for previous levels of aggression" (Willoughby, Adachi & Good, 2012).

According to the University of Rochester Medical Center, the human brain does not fully develop until age 25 ("Understanding," 2017). In the teenage brain, specifically, the rational part is underdeveloped meaning that they process information with the amygdala part of the brain, which controls emotions. While adults are able to make reasonable decisions in high stress situations, teenagers would more than likely act before they think of long-term consequences. While many video game enthusiasts argue that video games can be beneficial for helping the young mind in developing critical

thinking and eye hand coordination, video games also create action and reaction effects in the teenager's brain (Drinka, 2015). With all of this being said, teenagers are not rational thinkers and will act based on past experiences and impulses. Experiences, which could be assembling a plan, gathering supplies and committing violent crimes.

The References Page

Documenting sources enables those reading your papers and assignments to find the sources themselves; therefore, it is important that you provide a detailed list of sources at the end of your essay or assignment. In APA Style, this list of sources is called a **references page**. On the references page, you must provide the full publication information for each of your sources. The references page will always be a separate page at the very end of your essay or assignment. Refer to the most current APA handbook to create the references page for the specific sources you used in your essay or assignment.

Example References Page in APA Style

References

- Drinka, G. (2015). Violent video games can desensitize players and increase aggression. *Violent Video Games*, edited by Roman Espejo, Greenhaven Press. *Opposing Viewpoints in Context*. Retrieved from <http://link.galegroup.com/apps/doc/EJ3010926203/OVIC?u=txsh racd2497&xid=8e9cf74a>.
- Understanding the teen brain. (2017). *Health Encyclopedia*, Retrieved February 26, 2017, from www.urmc.rochester.edu/encyclopedia/content.aspx?ContentTypeID=1&ContentID=3051.
- Willoughby, T., Adachi, J.C., & Good, M. A longitudinal study of the association between violent video game play and aggression among adolescents. (2011). *Developmental Psychology*, 48(4): 1044-1057. doi: 10.1037/a0026046.

Chicago Style Basics

What is Chicago Style?

Chicago Style, officially termed, *The Chicago Manual of Style*, is the system of documentation used for research, citations, and formatting in certain disciplines (e.g., government, history). Chicago Style requires writers to use footnotes and endnotes when referencing information taken from sources and provides writers with safeguards to avoid plagiarizing by properly crediting those sources.

Why Should You Use Chicago Style?

Chicago Style provides guidelines as to how you should use other people's work and ideas when you write an essay or prepare written work. Chicago Style instructs you on how to distinguish between your words and sources and cite the sources you use appropriately.

Quoting in Chicago Style

Direct Quotes: As you cite each direct quote in Chicago Style, you must provide a superscript number at the end of the direct quote. The superscript number will correspond to the footnote placed at the bottom of the page on which the source is referenced.

Example: *Rollo explains, "When our students share cherished traditions, we assist in maintaining them as opportunities to develop teamwork and leadership and provide a connection from across time for our campuses to establish a sense of belonging."*¹

Indirect Quotes: As you cite each indirect quote in Chicago Style, you must provide a superscript number at the end of the paraphrase. The superscript number will correspond to the footnote placed at the bottom of the page on which the source is referenced.

Example: *Rollo states that when it comes to school traditions, colleges and universities help their students to institute an atmosphere of inclusion over time by assisting students to preserve those beloved traditions through the use of guidance and partnerships.*¹

Footnotes: Footnotes will be typed at the bottom of the page to correspond to source(s) referenced on that particular page. Footnotes must correspond with their superscript number and will provide more information about the source. When you first cite a source, you must provide the full reference information of the source in the footnote.

Example:

¹J. Michael Rollo, *Campus Crisis Management: A Comprehensive Guide to Planning, Prevention, Response, and Recovery* (San Francisco: Jossey-Bass, 2007), 16.

If you cite the same source later in your essay, you will provide a condensed form of the footnote, which will list the author's last name, a shortened version of the title of the source, and the page(s) cited.

Example:

³Rollo, *Campus Crisis*, 27.

Example Text in Chicago Style

While the long-term of violent video games effects is still in research to this date, the Department of Psychology at Brock University conducted a four-year experiment to determine if violent video games lead to violent behavior. In its study, researchers found that teenagers who played violent video games “sustained violent video game play was significantly related to steeper increases in adolescents' trajectory of aggressive behavior over time. Moreover, greater violent video game play predicted higher levels of aggression over time, after controlling for previous levels of aggression.”¹

According to the University of Rochester Medical Center, the human brain does not fully develop until age 25.² In the teenage brain, specifically, the rational part is underdeveloped meaning that they process information with the amygdala part of the brain, which controls emotions. While adults are able to make reasonable decisions in high stress situations, teenagers would more than likely act before they think of long-term consequences. While many video game enthusiasts argue that video games can be beneficial for helping the young mind in developing critical thinking and eye hand coordination, video games also create action and reaction effects in the teenager’s brain.³ With all of this being said, teenagers are not rational thinkers and will act based on past experiences and impulses. Experiences, which could be assembling a plan, gathering supplies and committing violent crimes.

¹ Teena Willoughby, Paul J.C. Adachi, and Marie Good, “A Longitudinal Study of the Association between Violent Video Game Play and Aggression among Adolescents,” *Developmental Psychology* 48, no. 4 (2011): 1044-1057, doi: 10.1037/a0026046.

² “Understanding the Teen Brain,” *Health Encyclopedia*, accessed February 26, 2017, www.urmc.rochester.edu/encyclopedia/content.aspx?ContentTypeID=1&ContentID=3051.

³ George Drinka, “Violent Video Games Can Desensitize Players and Increase Aggression,” in *Violent Video Games*, (Greenhaven Press, 2015), *Opposing Viewpoints in Context*, accessed February 26, 2017, <http://link.galegroup.com/apps/doc/EJ3010926203/OVIC?u=txshracd2497&xid=8e9cf74a>.

The Bibliography Page

Documenting sources enables those reading your papers and assignments to find the sources themselves; therefore, it is important that you provide a detailed list of sources at the end of your essay or assignment. In Chicago Style, this list of sources is called a **bibliography page**. On the bibliography page, you must provide the full publication information about your sources (i.e., endnotes). The bibliography page will always be a separate page at the very end of your essay or assignment. Refer to the most current *The Chicago Manual of Style* handbook to create the bibliography page for the specific sources you used in your essay or assignment.

Example Bibliography Page in Chicago Style

Bibliography

George Drinka, "Violent Video Games Can Desensitize Players and Increase Aggression." In *Violent Video Games*, (Greenhaven Press, 2015). *Opposing Viewpoints in Context*. Accessed February 26, 2017. <http://link.galegroup.com/apps/doc/EJ3010926203/OVIC?u=txshracd2497&xid=8e9cf74a>.

Teena Willoughby, Paul J.C. Adachi, and Marie Good, "A Longitudinal Study of the Association between Violent Video Game Play and Aggression among Adolescents." *Developmental Psychology* 48, no. 4 (2011): 1044-1057, doi: 10.1037/a0026046.

"Understanding the Teen Brain," *Health Encyclopedia*. Accessed February 26, 2017. www.urmc.rochester.edu/encyclopedia/content.aspx?ContentTypeID=1&ContentID=3051.

MLA Style Basics

What is MLA Style?

MLA stands for the Modern Language Association, which is the organization responsible for creating and setting the standards for how an essay should be prepared. Many disciplines in the communications and humanities (e.g., English, humanities, philosophy) use MLA Style as a guide for written documents.

Why Should You Use MLA Style?

MLA Style provides guidelines for how you should use other people's work and ideas when you write an essay or prepare written work. MLA Style instructs you on how to distinguish between your words and sources and cite the sources you use appropriately.

Quoting in MLA Style

Direct Quotes: Remember to always provide the citation at the end of the direct quote to give credit to the original author.

Example: "When our students share cherished traditions, we assist in maintaining them as opportunities to develop teamwork and leadership and provide a connection from across time for our campuses to establish a sense of belonging" (Rollo 16).

Indirect Quotes: Remember to always provide the citation at the end of the indirect quote to give credit to the original author.

Example: One scholar states that when it comes to school traditions, colleges and universities help their students to institute an atmosphere of inclusion over time by assisting students to preserve those beloved traditions through the use of guidance and partnerships (Rollo 16).

Example Text in MLA Style

While the long-term of violent video games effects is still in research to this date, the Department of Psychology at Brock University conducted a four-year experiment to determine if violent video games lead to violent behavior. In its study, researchers found that teenagers who played violent video games "sustained violent video game play was significantly related to steeper increases in adolescents' trajectory

of aggressive behavior over time. Moreover, greater violent video game play predicted higher levels of aggression over time, after controlling for previous levels of aggression” (Willoughby, Adachi and Good).

According to the University of Rochester Medical Center, the human brain does not fully develop until age 25 (“Understanding”). In the teenage brain, specifically, the rational part is underdeveloped meaning that they process information with the amygdala part of the brain, which controls emotions. While adults are able to make reasonable decisions in high stress situations, teenagers would more than likely act before they think of long-term consequences. While many video game enthusiasts argue that video games can be beneficial for helping the young mind in developing critical thinking and eye hand coordination, video games also create action and reaction effects in the teenager’s brain (Drinka). With all of this being said, teenagers are not rational thinkers and will act based on past experiences and impulses. Experiences, which could be assembling a plan, gathering supplies and committing violent crimes.

The Works Cited Page

Documenting sources enables those reading your papers and assignments to find the sources themselves; therefore, it is important that you provide a detailed list of sources at the end of your essay or assignment. In MLA Style, this list of sources is called a **works cited page**. On the works cited page, you must provide the full publication information about your sources. The works cited page will always be a separate page at the very end of your essay or assignment. Refer to the most current MLA handbook to create the works cited page for the specific sources you used in your essay or assignment.

Example Works Cited Page in MLA Style

Works Cited

Drinka, George. "Violent Video Games Can Desensitize Players and Increase Aggression." *Violent Video Games*, edited by Roman Espejo, Greenhaven Press, 2015. *Opposing Viewpoints in Context*, http://link.galegroup.com/apps/doc/EJ3010926203/OVIC?u=txshra_cd2497&xid=8e9cf74a. Accessed 26 Feb. 2017.

“Understanding the Teen Brain.” *Health Encyclopedia*, 2017, www.urmc.rochester.edu/encyclopedia/content.aspx?ContentTypeID=1&ContentID=3051. Accessed 26 Feb. 2017.

Willoughby, Teena., Paul J.C. Adachi, and Marie Good. “A Longitudinal Study of the Association between Violent Video Game Play and Aggression among Adolescents.” *Developmental Psychology*, vol. 48, no. 4, 31 Oct. 2011, pp. 1044-1057. doi: 10.1037/a0026046. [Accessed 25 Feb. 2017.](#)

Citation Resources and Manuals

American Psychological Association (APA) Style

- Usually used for the social and behavioral sciences (e.g., psychology, social work, sociology).
- *Publication Manual of the American Psychological Association, Seventh Edition* (2020).
- <https://apastyle.apa.org/>

Chicago Manual of Style (Chicago Style)

- Usually used for the government and history fields.
- *The Chicago Manual of Style, Eighteenth Edition* (2024)
- www.chicagomanualofstyle.org/home.html

Indiana University Bloomington

- School of Education's "How to Recognize Plagiarism: Tutorials and Tests" site.
- Definitions, case studies, examples, practice with feedback, resources, and tests.
- <https://plagiarism.tedfrick.me/>

KnightCite

- Free online citation generator – no account setup or login necessary.
- Gives citations in APA, Chicago, and MLA styles.
- www.calvin.edu/library/knightcite/index.php

The Little Seagull Handbook, Fifth Edition (2024)

- Information and examples for citing sources in APA, MLA, and Chicago styles.
- Discusses nine (9) different writing genres and common editing errors.
- Available for purchase at bookstores and online retailers.

Modern Language Association (MLA) Style

- Usually used for the communications and humanities fields (e.g., English, humanities, philosophy).
- *MLA Handbook, Ninth Edition* (2021)
- www.mla.org/MLA-Style

N.C. State University Libraries Citation Builder

- Free online citation generator – no account setup or login necessary.
- Gives citations in APA, Chicago, Council of Science Editors (CSE), and MLA styles.
- www.lib.ncsu.edu/citationbuilder/

Collin College Resources

Anthony Peterson Center for Academic Assistance Writing Centers

Celina Campus: 469.905.3528, Celina-APCAA@collin.edu, Library Room 002
Farmersville Campus: 972.549.6499, FVC-APCAA@collin.edu, Room 120
Frisco Campus: 972.377.1576, PRCWritingCenter@collin.edu, Room LH141
McKinney Campus: 972.548.6505, mckapcaa@collin.edu, Room C119
Online: 972.549.6499, APCAA.Districtwide@collin.edu
Plano Campus: 972.881.5843, PlanoWC@collin.edu, Room D203
Technical Campus: 972.553.1236, TechnicalAPCAA@collin.edu, Room A280
Wylie Campus: 972.378.8935, WylieAPCAA@collin.edu, Room WLB217
Website: www.collin.edu/studentresources/tutoring/

- Professional tutoring services, workshops, and educational resources.
- Quiet place to study and complete assignments.
- Professional assistance with written assignments and citations.
- Online Writing Lab (OWL) and writing workshops.
- Appointment schedules are posted at each campus.
- Walk-ins are welcome during posted times.



Plagiarism.org

- Definitions, facts, examples, and resources.
- Examples of how to cite sources, paraphrase, and quote information.
- www.plagiarism.org/

Purdue University Online Writing Lab (OWL)

- Information and resources to assist with various writing projects.
- Examples of how to conduct research, write papers, and cite information.
- <https://owl.purdue.edu/>

Research and Documentation Online, Fifth Edition

- Contains information on finding and documenting sources for history, humanities, sciences, and social sciences.
- Sample papers, tips for evaluating sources, and glossary of research terms.
- www.macmillanlearning.com/studentresources/college/english/composition/languageofcomp2e/diana_hacker/index.htm

Turnitin.com

- Service for checking originality, online grading, and peer review.
- Compares papers to its large academic database and Internet sources and generates an originality report.
- www.turnitin.com/

Libraries

Celina Campus: 469.905.3568, Room 001
Farmersville Campus: 972.549.6460, Room 121
Frisco Campus: 972.377.1560, L Building
McKinney Campus: 972.548.6860, L Building
Plano Campus: 972.881.5860, L Building
Technical Campus: 972.553.1123, Room A-290
Wylie Campus: 972.378.8660, L Building
Website: www.collin.edu/library/

- Ask a Librarian service for research questions.
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- Check out calculators and laptops.
- Internet access and photocopy machines.
- Makerspaces and study rooms.
- Research Ready Modules: <https://collin.libguides.com/rmodquiz>