

# Citations: Self-Assessment

Chapman Learning Commons



Knowing how to properly cite your sources will be important for your entire academic journey, but some citation rules can bring confusion and even stress. Take this quiz to figure out how to navigate through some common citation errors and uncertainties, and how best to solve them to avoid academic repercussions. Going over the mentioned resources at the end may also help you answer some questions you might have for future assignments!

Question 1: You are considering reusing parts of an old assignment you submitted for a different course. Would this be a case of plagiarism?

1. No - You will always be the owner of your own work. Plagiarism is about making someone else's work seem like your own, so you do not have to cite it.
  - Unfortunately, this is a case of self-plagiarism! UBC's policies forbid re-submitting materials that have been submitted as university coursework in the past.
  - For more information about UBC's citation policies, review the [Academic Misconduct page](#) on the [UBC Calendar](#) website.
2. Yes - Submitting the same, or substantially identical paper previously submitted in a different course is a case of plagiarism.
  - This is true! Submitting something from a previous course would count as self-plagiarism.
  - According to the [UBC Calendar](#), "Submitting the same, or substantially the same, essay, presentation, or assignment more than once (whether the earlier submission was at this or another institution) unless prior approval has been obtained from the instructor(s) to whom the assignment is to be submitted."
3. It would depend - if the previous paper fits the criteria for your current assignment, there should not be a problem.
  - You could consult with your instructor, but in most cases, students are expected to submit new work for each assignment to abide by UBC's citation policies.
  - For more information about UBC's citation policies, review the [Academic Misconduct page](#) on the [UBC Calendar](#) website.



Question 2: Oh no! Even though you ran your assignment through a plagiarism checker, you realize that you forgot to cite a source - but you already submitted it! What do you do?

1. It is too late. The deadline is the deadline so you cannot request to edit your work post-submission.
  - We all make mistakes. Being upfront with your instructor as soon as you catch on to the error may help you minimize any repercussions on your grade.
2. Contact the instructor/TA immediately and let them know.
  - We recommend this! Although it highly depends on the marker, being upfront and honest about the error may help decrease the severity of any repercussions.
3. They probably will not notice, so there is no need to bother them with an email.
  - You and the plagiarism checker might have missed it, but someone else might not. To prevent this issue, it can be helpful to ask a friend to read it for you, or set it aside then read it again later. For now, it is best to contact your instructor.

Question 3: What is the best way to avoid plagiarism?

1. Save some time! A well-known plagiarism checker (even Grammarly's free version) will catch all pertinent errors.
  - Plagiarism checkers are a great first step, but they are not perfect! Many free plagiarism checkers are somewhat effective in detecting plagiarism from websites, but may not recognize content from books, papers, and journals that were submitted by other students.
2. Read over all your work at the very end, before submitting it, and scrutinize every phrase to ensure you have included all necessary citations.
  - This is helpful and recommended. However, doing this (especially during the last few minutes before the deadline) can make you miss some important parts, and you may also forget where exactly your material came from – so check as you write!
3. Get an early head-start on your assignment. Take a note for each point that is not yours and cite your sources as soon as you include them in your draft.
  - This is the safest method! Although the other options would definitely help, the best way is to always plan ahead to ensure you are not leaving anything uncited!
  - For more tips, check out the section on Tips for Avoiding Plagiarism on our resource guide on [Understanding Academic Integrity](#).



Question 4: You are working on a paper and want to use material from previous lectures. So you:

1. Do not cite it. Anything shared with the entire class is now common knowledge.
  - Not necessarily. Instructors own the rights to their lecture slides, for example, so it is always good practice to check with them how much citation they require for course content.
  - Check out our resource guide, [Cite Common Knowledge](#), for more information on determining what does and does not require citation.
2. There may be a risk if you do not cite it, but the professor is responsible for recalling what they shared so cannot deduct marks nor impose other consequences.
  - TAs are often the ones grading your work and may not be entirely familiar with what was presented in lectures, and some instructors may prefer or require you to cite lectures.
3. Consult each professor about their policies on including class material in assignments.
  - Each professor is different; some may even prefer you to not include class material in your work! It is good practice to ask each professor about their preference.

Question 5: You are having trouble finding an element (e.g. authors, DOIs, etc.) for a citation. What do you do?

1. Do not use up any more of your limited time looking for an element. If it is not in the source you derived your material from, that either means it does not exist or is not available publicly.
  - Citations should preferably include all required elements - this is an essential part of developing good citing habits, which can help prevent marks from getting docked.
2. It is fine to leave out elements/parts that you cannot find, as missing minor parts in a citation will not affect your grade.
  - Some instructors place significant weight on how well you cite - it is also worth adopting good citation habits for future assignments.
3. Visit the links connected to the website, journal, or article that will lead you to more information about ownership.
  - That is a great approach!
  - Our resource guide, [Cite Sources](#), can help you figure out how to search for elements that are harder to find. You can also ask for help finding these pieces at a Library help desk or [AskAway](#) online.



Question 6: You are trying to cite a primary source and cannot find a matching citation example for the style you want to cite it in, you:

1. Try to cite in the closest example you can find.
  - Correct! Some types of sources, especially rare primary sources can bring confusion when it comes to citations.
  - The UBC Library website's section on [citing archival and primary material](#), as well as our resource guide, [Cite Sources](#), may help!
2. Use a citation auto-generator.
  - Citation generators are not error-proof! It is also very likely that the rarer the source is, the more inaccurate the generated citation may be.
  - You can always ask for assistance with citations at a Library Research Help Desk or on [Askaway](#).
3. Try to play it safe: do not use the source at all!
  - Feeling uncertain about how to cite a source should not prevent you from using it!
  - You can always ask for assistance finding guides on your citation type at a Library Research Help Desk or on [Askaway](#).

Question 7: There is a section of a phrase you want to include in your paper in the exact same order as the original source. Would it be fine to cite it without using quotation marks?

1. Yes - your grade will not be affected. Exact sequencing of words can happen, especially when it uses terminology commonly found in certain academic fields or subjects.
  - Actually, plagiarism checkers may still detect this, and it is up to the marker to decide whether it is worth further examination.
2. No - Any phrase that includes 5 consecutive words in the exact order will automatically be recognized as plagiarism.
  - Though it may come as a surprise, using several consecutive words in a row may not be enough to recognize it as plagiarism, especially if it is composed of common, generic words.
  - Curious about the topic? You can learn more on [Purdue OWL's website](#).
3. It highly depends on the context; using the same 5 words consecutively is not enough to be classified as plagiarism.
  - This is true! There is no rule on using the same 5 consecutive words from another work. Plagiarism depends more on the ideas used in your work, rather than the exact sequence of words. If using quotation marks, it is always recommended that the direct quotes you chose have a key purpose in your assignment.
  - Learn more about paraphrasing from the [Yale Poorvu Center for Teaching and Learning](#).



Question 8: You need to cite data for an assignment and are having trouble finding the correct way to arrange your elements. What is the best way to ensure you are accurately citing your data?

1. Rearrange your elements in the closest way to citations for more commonly used resources (e.g. journal articles and books).
  - Citing data is harder since there are not many styles (except for APA) that show how to cite data. Rearranging the elements is certainly an option, but there is still a better way.
2. Use information gathered from the dataset itself to make your citations.
  - Unfortunately, citation elements are not found in data sets. Do not forget to keep track of where your data is from, as that can save you a lot of trouble.
3. Look in dataset repositories to find any relevant information, or ask a librarian for help.
  - Data repositories (or centers) allow researchers to store access to their research data. Some will indicate the elements to include, and may even include guidelines to cite their own data.
  - More tips and information can be found in our resource guide, [Cite Data](#). You can also reach out to the Library for more assistance on [Askaway](#), or even contact a subject librarian directly.

Question 9: What sort of repercussions can one expect if they commit academic misconduct?

1. The instructor will simply remove marks from the assignment, especially if the student's work was not entirely plagiarized.
  - Depending on the extent of the misconduct, it is likely that the instructor will impose further consequences beyond docked marks.
2. The instructor will automatically give a mark of zero in the course upon detecting academic misconduct.
  - Although this is a strong possibility, in the end, students are often given a chance to discuss with their instructor before the case is further examined.
3. Incidents of academic misconduct will be reported to the Dean's office, where further investigations may be conducted, and reprimands are to be determined.
  - If the instructor catches on to a case of academic misconduct, they may choose to report it to the Dean of the faculty of the course the student is enrolled in.
  - [The UBC Calendar](#) provides more details on policies and procedures regarding academic misconduct.



Question 10: Finally, what are some efficient ways that you can develop good citation practices and get familiarized with academic integrity at UBC?

1. Carefully read the syllabus at the beginning of the term and revisit it to review requirements for each assignment.
2. Manage your time using our [Assignment Calculators](#) and make sure you leave enough to review your assignment and to accurately cite all used sources.
3. Ask your instructors what they would recognize as plagiarism.
4. Review the UBC Calendar's section on [Academic Misconduct](#) and the [Academic Integrity & Citations](#) section on our website.
5. Take time to learn about citation styles you will be using in each class and what they require.
6. Don't be shy, ask for help finding resources on citation at [AskAway](#).
7. When doing research, keep a running list of the sources you might use later on so you can locate them easily when it comes time to format your citations.
  - These are all good options! New students in particular can be prone to committing unintentional plagiarism. Taking the time to familiarize yourself with your courses' expectations and these resources can save you from stress in the future.

Thanks for taking the assessment!

