

Step 6. Processing sources

Any information you find in other publications can be used for your studies. Not only information from books and articles, but also information from websites.

However, there is a very important requirement:

You should always refer to the source: mention where you found the information.

- APA referencing
- Copyright
- Plagiarism
- Quote
- Paraphrasing
- Bibliography / literature list

APA referencing

In the source reference (also called literature reference and reference) you indicate where you found the information: in which book or magazine or on which website. The most common and accepted guidelines are those of the American Psychological Association. Explanations and examples can be found on the website of Hogeschool van Arnhem en Nijmegen: [APA: Reference List](#).

Why mention the source?

- It must be clear what your own ideas are and what you have read from someone else.
- The reader should be able to check where you got the information from
- The use of suitable sources increases the quality of your report and therefore also its credibility.

With the Endnote application, you can save and enter source references for your report in Word. You can find more information about Endnote in the Saxion Library catalogue. Check this [library resource](#) and find information on using EndNote, with links to other resources.

Copyright

What is allowed? What is not allowed?

You must respect the rights of the creator. If you want to use someone else's ideas, you have to have permission to do so.

But you don't always have to ask permission. Sometimes you have automatic permission if you clearly indicate whose idea it is or where it is from. For example:

- You can use short parts of other texts in your own text (see step 6: Quoting).
- You may recount short parts of other texts in your own words and use them in your own text (see step 6: Paraphrasing).
- More and more authors are making their material freely available: look further on the [website of Wageningen University & Research](#).

Pictures

Watch out! The copyright also applies to images. You may not use pictures of others just like that. For the use of pictures you also need the permission of the creator and you have to mention the source.

Your own copyright?

If you have published your own text, then you have the copyright. Others may use your text, but only under certain conditions.

You automatically own the copyright when your text is published. Your name must appear clearly in the text, but the use of the copyright symbol © is not mandatory.

Read more information in the [Quick Reference Guide *Basic Knowledge on Copyright*](#) published by Surf.

Plagiarism

Plagiarism is using material or ideas from someone else and pretending to have made it yourself. Plagiarism can also occur by accident.

Example:

You have copied a piece of text from an article or a newspaper and you forget to mention the source. Although this was done by accident, the plagiarism remains. You remain responsible for this.

Not everything is plagiarism. Some things are common knowledge and it is not (or no longer) clear who invented them. For example: "The earth turns on its own axis in 24 hours."

This knowledge is so general that you don't have to mention who ever discovered that the earth rotates around its axis in 24 hours.

Watch out! If you are *in doubt* whether something is general knowledge, always indicate the source where you found the information.

What to do

You can prevent plagiarism! Always pay attention! While writing, think carefully about which ideas are your own, which ideas are general knowledge, and which ideas you borrow from someone else. Do you use material from someone else? Then always mention the source.

Quote

Quoting is the exact copying of a part of a text. This text is usually written by someone else, but you may also quote from your own publications. You must always indicate where the quote comes from

In the text you make a short reference by mentioning the author's name, year of publication and page number. The full source is listed in the bibliography at the end of your report.

How do you make a quote?

You must clearly indicate in your text that it is a short quote: put the quote between quotation marks.

Do you use 40 or more words (long quotation)? Then put your quote between two white lines and indent.

A quote should not be too long. You use a quote to reinforce your own argument or to give counter examples in your own argument. Your report should not consist only of quotes, nor should you include long quotes from a few paragraphs in length.

Are you in doubt about the length of a quote? Ask your teacher for advice.

Example short quote (APA style):

Jansen says: "Student satisfaction increases when the library is also open on Sundays" (Jansen, 2004, p. 3).

Paraphrasing

To paraphrase is to express in your own words what someone else has said or written. The paraphrase must always be formulated in the spirit of the original text. It must be clear what you say yourself, what other people's ideas are and on what text the paraphrase is based.

In the text you make a short reference by mentioning the author's name and year of publication. Contrary to quoting, it is not necessary to mention a page number when paraphrasing. It is allowed.

You can place the full source reference in the bibliography at the end of your report.

Examples (APA style):

Jansen (2004) says that student satisfaction increases when the library is open on Sundays.

According to Jansen (2004), student satisfaction increases when libraries are open on Sundays.

Student satisfaction would increase if libraries were open on Sundays (Jansen, 2004).

Bibliography / literature list

All publications you use must be listed at the end of your article or report: the bibliography. This is also called the reference list, source list or literature list. The bibliography is a complete list of used publications. The quotes and paraphrases in your text refer to the bibliography.

Note: publications that you haven't used shouldn't be included in your bibliography.

Why a bibliography?

Using the bibliography, a reader of your report can see at a glance which publications you have used. The reader can use the bibliography to check what you have thought up yourself and what you have borrowed from another writer.

If you are looking for information about a subject, it is always useful to go through the bibliography of a book or article (see step 4: Search: snowball method).

What kind of bibliography

A bibliography can be designed in different ways. There are different styles for this. Most Saxion University of Applied Sciences study programmes prescribe a reference to the source in accordance with the APA rules: [APA: reference list](#)