

## Guide to the Ethical use of External Data Sources (AKA – how to cite sources in Mr. Ronneberg’s class)

This document is meant to give you some guidance on what does, and does not, constitute the ethical use of data sources in Mr. Ronneberg’s class.

First, I want students to understand my belief that the best learning environment is one that is based on mutual trust. I also believe that one of the most important things you do as students is to work with other students, which helps everyone learn. While I want to promote collaborative learning as much as possible, there are certain activities in which this needs to have limits placed on it (i.e. there are certain things you need to do on your own). Here are my expectations:

**Exams:** Unless otherwise notified, **the only data source available is your own mind.** Exams are a test of your own personal ability to reason about the concepts we have studied. You should never engage in behaviors (for example, wandering eyes) that might lead someone to question your honesty.

**Labs:** It is fine to work with others on lab reports. I encourage this. **However, I do expect that you will do all of your own writing and calculating.** The one exception to this rule is if the lab is assigned as a “group lab”. Using someone else’s lab data for a make-up lab is fine, copying other parts of someone’s lab is not acceptable. If you do use someone else’s data, make sure you state whose data you used in your lab report.

**Homework:** I encourage you to work together on homework. Remember however, that homework is done for the purpose of learning the concepts we are covering. Talk with others, but **do your own writing and calculating!** If you do not, you are really only hurting yourself.

**Research Activities:** Some assignments we do (the Breadth Project, for example) require you to report on information you acquire from other sources. **All sources must be thoroughly documented in your report. If you did not write it or create it yourself, then you must credit the originator. Otherwise, your actions will be considered plagiarism!** This is a very serious issue in the scientific and literary world and should not be treated lightly. Below is a guide to citing sources in a research paper or other written work...

### Citing Sources:

Information which did not come directly from your own mind may be presented in your paper in a few different ways. These include:

- Direct quotes
- Rewording (changing a few words)
- Paraphrasing (presenting the same idea in your own words)

**Any time you use information from a source, you must credit that source in two ways.**

1. First you must use a parenthetical citation in the text. This citation occurs directly after the idea is presented in your paper and uses parenthesis to show the author and date of publication of the source being cited.
2. Second, you must list all of your sources in a Bibliography or “Works Cited” page at the end of your paper. These are listed alphabetically by the author’s last name

Examples of both citations are given on the next page:

### 1) Parenthetical citations (in the text):

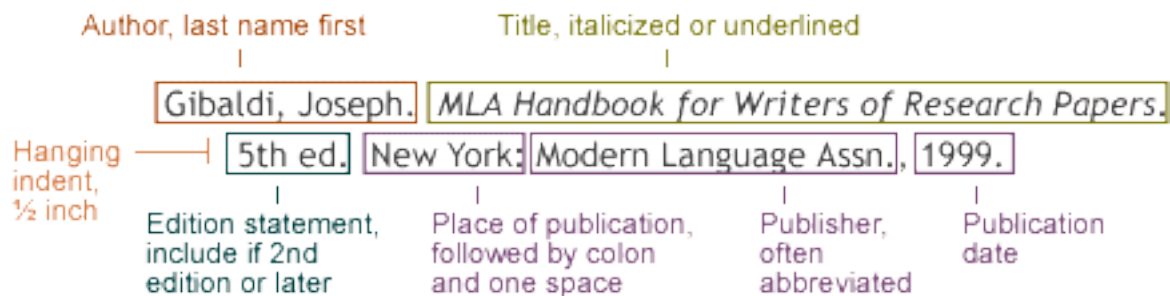
Notice that for each separate idea I cite the author of the publication, as well as the date of publication. Use page numbers for direct quotes. Author's name should be in the parenthesis if not mentioned already in the text.

*Many different researchers have interpreted metacognition in different ways. Some have related it to thinking or problem solving skills such as evaluating options, drawing conclusions, or monitoring one's progress (McGuinness, 1999). Hennessey disagrees with the interpreting such skills as metacognition. She argues that they are really nothing more than sets of learning strategies which students may be taught to perform, but "do not guarantee an awareness of one's own thoughts, nor the ability to contemplate the rational arguments used to support one's knowledge claims (1999, p4)."*

The example above is taken from a research paper which I wrote in graduate school (entitled: Student Perceptions of Metacognition: Do students see classroom activities as helpful or enjoyable?)

### 2) Bibliography or Works Cited

Here is the general structure for putting together a complete reference for the bibliography. This example is for a book. Other sources will be slightly different and are listed below.



Examples:

1) To Reference a book (as above):

Moran, Theodore H. *Beyond Sweatshops: Foreign Direct Investment and Globalization in Developing Countries*. Washington, D.C.: Brookings, 2002.

2) To Reference a journal or magazine article ("title of article" in quotes, *title of journal* in italics):

Ryback, Timothy W. "Letter from Salzburg." *New Yorker* 30 Dec. 1991: 62-75

3) To Reference a webpage (Include author if available. The first date is the date of the last update (if given), the second date it the date you accessed the webpage. The part in italics is the title of the webpage, which is written at the top of the browser window.)

Diaz, Rudy. (9 March, 2005). *Radar Cross-Section Physics - Microwave Encyclopedia - Microwaves101.com*. Retrieved 11 Nov. 2005, from <http://www.microwaves101.com/encyclopedia/absorbingradar2.cfm>

4) To Reference an email, a personal conversation, or an interview:

Baker, Virginia. "Tips for finding sources." E-mail to Jane Robinson. 28 Oct. 2002.

Kravitz, Lenny. Personal conversation with Jack Johnson. 28, Sept. 2005.

Ronneberg, Zach. Interviewed by Ho-hin Choi. 15, Oct 2005.