

LECTURE 6: USING OTHER PEOPLE'S IDEAS

MSN1043X
ACADEMIC WRITING

2026

1. Using Other People's Ideas

Purpose of the Chapter

- **Learn how to use sources appropriately in academic writing**
- **Understand documentation styles**
- **Avoid plagiarism**
- **Practise academic integrity**

2. Key Principles When Using Sources

Four important rules:

1. Practise academic integrity
2. Use the appropriate documentation style
3. Acknowledge sources properly
4. Use software resources (e.g., plagiarism detection tools)

3. What Is Academic Integrity?

- Honest disclosure of borrowed:
 - ❑ Words and phrases
 - ❑ Ideas and research findings
- Every borrowed idea must be acknowledged
- Failure to cite = plagiarism (intentional or unintentional)

4. Academic Integrity vs. Plagiarism

Academic Integrity

- In-text citations or footnotes
- Full references at end of paper
- Proper paraphrasing + citation

Plagiarism

- Copy-paste without citation
- No reference list
- Closely paraphrased text (same structure/keywords)
- Missing acknowledgements

5. Documentation Styles

A documentation style:

- Prescribed format for presenting sources
- Required by different disciplines
- Must be used consistently

Examples:

- American Psychological Association (APA style)
- Institute of Electrical and Electronics Engineers (IEEE style)
- American Chemical Society (ACS style)

Do NOT mix styles.

6: In-Text Citation & Reference List

All borrowed information must appear:

1. Inside the text (in-text citation or footnote)
2. At the end (References / Works Cited / Bibliography)

Example:

- IEEE style uses numbered brackets [1]
- References listed in order of appearance

7. IEEE Style (Overview)

In-text:

- . Uses bracketed numbers: [1]

Reference format (book):

Author initials. Title. Place: Publisher, Year.

Listed in order cited.

Common in engineering and technical disciplines.

8: Paraphrasing vs. Quoting

Paraphrasing

- Preferred in most disciplines
- Must:
 - Use different wording
 - Change sentence structure
 - Alter idea sequence
 - Include citation

Quoting

- Use sparingly
- Only include relevant parts
- Always cite

9. What Makes a Good Paraphrase?

A good paraphrase:

- Substantial change in wording
- Different sentence structure
- Accurate meaning
- Proper citation (in-text + reference)

If too similar to original → plagiarism.

10. Summarising Sources

When summarising studies:

- Cite authors
- Include:
 - Purpose
 - Participants
 - Methods
 - Key findings

Example style:

- APA uses author + year in-text
- References listed alphabetically

11. APA Style Overview

Journal (print):

Author. (Year). Title. Journal, Volume(Issue), pages.

Journal (online with DOI):

Author. (Year). Title. Journal, Volume(Issue), pages. doi:

APA references:

- Alphabetical order
- Clear formatting rules

12: Citing Visual Information

If using:

- Tables
- Figures
- Diagrams

You must:

- Cite in the text
- Include source in caption
- Add full reference at end

13. Common Knowledge

Generally does NOT require citation:

- Widely known facts
- Established formulas (e.g., $E = mc^2$ – attribution to Albert Einstein optional)

When in doubt → cite the source.

14. Using Software Resources

Plagiarism detection tool:

- Turnitin

Features:

- Highlights matching text
- Provides similarity score
- Helps prevent plagiarism

Used by:

- National University of Singapore (NUS)

Conclusion – Why It Matters

- Plagiarism is common but serious
- Copying harms academic integrity
- Proper citation:
 - Improves grades
 - Builds credibility
 - Develops professional skills

No shortcuts — but it becomes easier with practice.

THANK YOU