This brief guide is intended to be a basic aid for students who have not completed ENGL 202. You will be learning about APA citation in ENGL 202. This is just a first step in learning to credit sources. It is not intended to replace APA citation instructions.

Why should we give credit to sources?
In your first term, we will introduce you to the concept of giving credit to sources you use in assignments that require you to bring in outside information that is not common knowledge.

Bryant & Stratton College has set forth a very simple approach to giving credit that is designed to teach you the essentials. If you follow these guidelines, you will not have to worry about plagiarizing the ideas of others.

What is Plagiarism?
This is where someone directly quotes, summarizes, or paraphrases the ideas of someone else—using someone else’s ideas and passing it off as their own, whether it is purposeful or accidental.

How Do I Give Credit Using a Direct Quote?
A direct quote is when you represent an idea word for word from the original source. For instance, let’s say you find this quote in the June 16th, 2017 edition of The New York Times in an article written by Michael J. de la Merced and Nick Wingfield:

> For Amazon, the deal marks an ambitious push into the mammoth grocery business, an industry that in the United States accounts for around $700 to $800 billion in annual sales. Amazon is also amplifying the competition with Walmart, which has been struggling to play catch-up to the online juggernaut.

To give credit using a direct quote, you should follow this pattern:

1) Reference the name of the writer(s) and the place in which you acquired the information (newspaper, book, web site, etc.).
2) Directly quote the source placing quotation marks around what you extracted word-for-word.
3) Offer your commentary on why you selected the source and the ideas which you cited.

Here is an example of using direct quote from The New York Times article:

> In the June 16th, 2017 edition of The New York Times, writers Michael j. de la Merced and Nick Wingfield assert, “For Amazon, the deal marks an ambitious push into the mammoth grocery business, an industry that in the United States accounts for around $700 to $800 billion in annual sales. Amazon is also amplifying the competition with Walmart, which has been struggling to play catch-up to the online juggernaut.”
How to Paraphrase
Paraphrasing allows you to represent the ideas of others using words that are more understandable by more people. But, you still need to give credit to the source.

When paraphrasing, you should follow this pattern:

1) Reference the name of the writer(s) and the place in which you acquired the information (newspaper, book, web site, etc.).
2) Provide your paraphrase of the source.
3) Offer your commentary on why you selected the source and the ideas which you cited.

Here is an example of a paraphrase from *The New York Times* article:

In the June 16th, 2017 edition of *The New York Times*, writers Michael j. de la Merced and Nick Wingfield write about Amazon’s purchase of Whole Foods, which is a business where nearly one trillion dollars are made each year. Clearly, they are trying to compete with Walmart, who has struggled against Amazon. I find Amazon’s decision interesting. For so long, the marketplace has seen brick and mortar stores shift to online websites to sell their goods. Here, though, is a huge online retailer who is now investing in brick-and-mortar stores. Perhaps they know something that other companies do not. That people today are not read to give up shopping in stores completely.

How to Summarize
Summary is a great way to take a lot of information and condense it into a smaller space by only bringing in the essential ideas from your source. Even though you are using your own words and using a small amount of ideas from the source, you still must offer give credit to the author.

To give credit using paraphrase, you should follow this pattern:

1) Reference the name of the writer(s) and the place in which you acquired the information (newspaper, book, web site, etc.).
2) Provide your summary of the source.
3) Offer your commentary on why you selected the source and the ideas which you cited.

Here is an example of summarizing from *The New York Times* article:

In the June 16th, 2017 edition of *The New York Times*, writers Michael j. de la Merced and Nick Wingfield write about Amazon’s purchase of Whole Foods, which is a business where nearly one trillion dollars are made each year. I find Amazon’s decision interesting. For so long, the marketplace has seen brick and mortar stores shift to online websites to sell their goods. Here, though, is a huge online retailer who is now investing in brick-and-mortar stores. Perhaps they know something that other companies do not. That people today are not read to give up shopping in stores completely.