The Golden Rule: Give Credit to Whom Credit is Due.

Material: When you analyse or discuss primary data, always indicate the source. You must give source identification even of materials you have collected yourself.

Research: When you make use of studies by other people, you must always indicate your source of information. According to Eco, there are four ways of making use of other people's studies: quotation, paraphrase, plagiarism, and theft (cf. Eco 1989:163ff). Only the first two are acceptable.

You may **quote** if you need to use the exact words of the original.

According to Hoey, "[cohesion] may be crudely defined as the way certain words or grammatical features of a sentence can connect to its predecessors (and successors) in a text" (1991:3).

If there is no need for you to quote verbatim, you should **paraphrase**, i.e. report in your own words what is said in the source.

Cohesion refers to features that connect a sentence to the sentences surrounding it in a text (Hoey 1991:3).

If you quote verbatim without using quotation marks — as if you were paraphrasing — you are in fact **plagiarizing**; and that is **not allowed**.

According to Hoey (1991:3), cohesion may be crudely defined as the way certain words or grammatical features of a sentence can connect it to other sentences in a text.

If you quote or paraphrase without indicating the source, you are committing a **theft**, which is a serious **crime** in the academic world.

Cohesion refers to certain features that connect a sentence to the sentences surrounding it in a text.

Never quote generally known facts, i.e. information that cannot be attributed to a particular source; so **DO NOT** write

Shakespeare was a great writer (Johnson, 1999).

**Materials (primary sources): Examples and Citation Forms**

This section concerns linguistic examples. Literary examples are formatted like quotations.

*long examples*

(1) This is an example of how examples should be arranged in your paper or thesis. Note that is should be indented, single-spaced, and separated from the main body of the text by an empty line (cf long quotations in section 13 in the *Style Sheet*). Examples, like quotations, are long when they are at least three lines long.

*short examples and citation forms*

In a study of the use of the word *separate* in English the word under discussion is marked, either by italics or by underlining, to separate it from the use of the word in the text.

Examples and citation forms in a foreign language are treated like the English ones, but they should be followed, at least at first occurrence, by a gloss in single quotation marks as in example 2. Longer examples can be followed by a translation in single quotation marks (example 3) or an interlinear gloss (example 4). The amount of detail included in the gloss or translation depends on the purposes of the presentation. Note that sometimes it is necessary to ‘translate’ within a language: example 3 presents the same text in Old English and Present-Day English.
(2) Sw. *kursiv* 'italics'

(3) and gif seo hring him folgað æt þam forman tige.
Þonne wat he to soðan þæt ic þe sende to him.  (*ELS* XXI, lines 45-46)
‘and if the ring yield at the first tug
then shall he know for a truth that I sent thee to him.’

(4) *På det här sättet* går det att förklara exempel på ett annat språk
in the-ett-gender here way-definite-ett-gender go-present-tense it to-infinitive-marker
explain examples in a-ett-gender other-ett-gender language

**RESEARCH (secondary sources): QUOTATIONS**

Always refer to the version of the text that you have seen.

When you refer to a literary work, give the bibliographical information about the particular version/edition that you are using
* refer to the work (whose title you can abbreviate) and to the page in the version you are using.
References to ‘classics’, especially drama and poetry are by the conventional divisions of the work, such as act, scene, verse and line.

If you use a translation of a literary work, your reference must be to the translation and not the original text (which you may not have seen); cf for instance Eco 1989:78 and Eco 1988:76-77.
* when you cite a text in another language, it is polite towards your readers to give a translation

Long quotations are treated like long examples. Short quotations are given within the text in double quotation marks.

A citation must match the original exactly. Even errors, such as misprints, must be reproduced; to show that the error is in the original, use [sic] after the relevant point. Every change, however small, must be indicated, e.g. by using square brackets, as in the first example on this handout, where the original begins "Cohesion...". If there is an error in the original text, you can show that you are aware of it by putting [sic] after it; then nobody can blame you for the error. (Lat. *sic* ‘thus’).


You can also correct the error when you cite. Like any other changes, corrections must be marked by square brackets.


You can also add a note about any typographical features in the original text.


You may, however, deviate slightly from the original for the sake of consistency of layout, for instance in using italics instead of an original underlining if you elsewhere in your text use only italics.