

## 10 Brain Tricks to a High Grade & to Succeed at 3 Key Things: 1) No Plagiarism or “Half-Copy” Plagiarism, 2) Quotation Changes Revealed Clearly & 3) Accurate Citing

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### 10-Step Brain Trick to a High Grade (and Getting Real Value for Your Time)

1. Open the Sample Paper file for whichever F.I.O. Project you chose. It will have the Subject at the top. Keep it in front of you as you read the **yellow** sections of all of the required sources:
  - a. the primaries
  - b. & the textbook pages
  - c. & the videos <Use the search words.
2. In whatever form (file on computer or paper with pencil) makes you happy, jot down 2-3 (and no more) **reminder** words of what **you want to cover** in each of the 3 paragraphs + its location (source & page # or video transcription #)
3. Look at your reminder words and at the **subject of your project** while you **pretend to talk** to a real **student**. **Do it aloud**. (Your ears will tell you are not making sense when your eyes think you are wonderful.)
4. If you have trouble with a spot (or more), see if:
  - a. Changing the order helps
  - b. Or dropping a fact that is interesting but it does not belong with what you are saying.
  - c. Sometimes, I find I have reread a source. Try that.**Tip:** Do **not** rewrite—perhaps put numbers in front of facts in a file or just scratch out or draw an arrow on paper.
5. **Repeat** 3 and 4 until everything makes common sense.
6. **When this makes sense said aloud**, then rush to type in the Sample Paper file. Save it, **including a backup copy in a different place**. **Tip:** Email it to yourself.
7. If you have time, wait overnight to read it.
8. When you **DO** read your draft, then read it aloud. Whatever you do, make a copy before you try changing it. **Tip:** I make copies (like one ending in A, the next in B, etc.) until I get to the final one.
9. Run spellcheck on your word processor.
10. **Refresh** on the instructions for posting and then post.

### Brief Brain Trick with All 3: 1) No Plagiarism/”Half-Copy,” & 2) Quotation Changes, & 3) Accurate Citing

The rules for showing what you have taken out (...) of the author’s words or put in ([ ]) are complex and for most of us they are **not** useful for most writing you do in the social or physical sciences or career programs. You can also look more polished in your writing if you use this brain trick.

This **brain trick lets you be accurate and brief**:

1. Open the source to the 3 to 5 words you chose to quote.

2. Type the 3 to 5 words and **change nothing** (not an *ing* or an *ed*, not a comma, **nothing**) between the first and the last word.
3. Put a “ **before** the first word and a ” **after** the last word. <with the “” made larger below so you can see them
4. Place those words with the “ ” within your sentence. **CAUTION:** Immediately **close** the source. To prevent plagiarism or “half-copy” plagiarism, **never** type or write words within the paper with a source open. **Tip:** If you want to make a reminder to cover something in your Project, then write a 2-3 word reminder and the page number.
5. **If something sounds awkward about your sentences, then change your own words**—the only words *you* have a right to change.
6. Record your citation immediately **after** the last fact from the source:
  - For this course, type an opening ( and then the required name of source and a comma and the exact page # or—if a video—its transcript ## and then the closing ).
  - For other courses, whatever are the rules of the course or of the standard for the discipline (such as biology or sociology or government).
7. **Before you leave** the source, look at **all** of the words in the source. Be sure the **meaning of the source** remains in:
  - **your quotation**
  - **or the fact in your own words**

## Common Questions from Students

### *Can I Use the Sample Paper's Pre-Built Citation?*

Yes, please do. Notice that **citation of any type always goes after the fact**. If you use a different page number from the pre-built citation, you do need to change the page number(s accordingly. If you need to use a fact or quotation from a different page, you may do that, but look at the 4 Examples below for specifics.

### *Do I Need Citation and/or Quotation Marks?*

What Kind of Fact Are You Using	Do You Need Citation (Page # etc.)?	Do You Need Quotation Marks (“”)?
A fact in <b>your own</b> words	Yes	No <b>&lt;Notice this.</b>
A fact in the <b>author's</b> words (in other words, you are <i>quoting</i> )	Yes	<b>Yes</b> <b>&lt;Notice this.</b>

### *4 Examples So You Can Compare: Do I Need Citation & Do I Need Quotation Marks around These Words?*

Look at all 4 examples to catch on. What you do depends:

- on what words the **author wrote**
- on what words **you want to write**

What the Author Wrote	What Words You Want to Write	Do I Need to Cite This Specifically?	Do You Need Quotation Marks ("" ) and Why+ An Example
the Mississippi River	the Mississippi River	<b>No</b> - If <b>this fact and all</b> the words <b>before</b> your current citation come from the <b>same already cited</b> page.	<b>No</b> – Proper nouns (like Mississippi River) belong to all of us.
the green, roaring river	the river	Same as above	<b>No</b> – Common nouns (like river) belong to all of us.
the green, roaring Mississippi River	the roaring Mississippi River	<b>Yes</b> —if this fact is <b>not</b> from the <b>same already-cited source</b> , then you must a) cite it individually and—unless it is the last sentence of the paragraph— b) repeat your 1 <sup>st</sup> citation.	<b>Yes</b> - These are the author’s unique string of words so you identify <b>his</b> words, with the "" made larger below so you can see them: <b>Example:</b> Trade was harder because of the “roaring Mississippi River.”
	roaring		<b>Yes</b> - This is the author’s labeling of a condition and it is easier to be clear by using the words, with the "" made larger below so you can see them: <b>Example:</b> The author explained that the “roaring” river made trade more difficult.

### Optional: Your Future & Plagiarism or “Half-copy” Plagiarism Being Marked in the Rubric for Your Project

Students are usually puzzled about plagiarism or “half-plagiarism” or “patchwriting” being marked if they lack this basic information.

1. Your submission of a paper with words **from an author without citation and/or without quotation marks** can be the **professor's evidence** that you **plagiarized**.

Some professors may not notice, but some may call it plagiarism and **act accordingly**. **CAUTION:** Unless they specifically said they do **not** care, do **not** hand a stranger evidence of work that is classified as cheating.

**CAUTIONS:** Do **not** assume past responses guarantee what future professors or future bosses will want. **FYI: I have set up my assignments so I can grade on these issues to alert you, not hurt you—but** I will enter a **0** for a 1<sup>st</sup> Part F.I.O. Project copied from the Internet.

2. If you do things in bullets below, some professors may label your work as “half-copy” plagiarism or “patchwriting” (terms from *The Bedford Handbook*, page 746) if you:
  - Either **copy an author’s phrases without** quotation marks ("" )
  - And/or use the **author’s sentence structure and just swap a few words** with what you think are synonyms

**CAUTION:** Do **not** assume past responses guarantee what future professors or future bosses will want. **FYI: I have set up my assignments so I can grade on these issues to alert you, not hurt you.**

### Optional: Plagiarism and “Half-copy” Plagiarism & Survival in the Workplace & in Personal Decision-Making

I have found this information helps some students:

- In my life, I never saw a safe decision made with anything but careful reading.
- In my life in varied industries, I **never** saw a job that **paid for** “half-copy” plagiarism and never saw a job that **paid well for passive reading**. FYI:
  - I did see some people demoted to a lesser job because they did not read correctly

- I do not know for sure, but my guess is that some were fired.
- In my life in some industries, I saw some employees
  - Who knew and **understood all** company documents
  - Whose job meant they **carefully selected** words from company documents to use in their communication with customers

Copying carefully selected words from company documents is **not** plagiarism if you are doing that for the company. It is a **company** employee using **company** documents for the **company's** business.

**CAUTIONS:** It is, however, plagiarism (and perhaps a crime in a court) if you copy company documents to use in **your** own business. It is also plagiarism if you copied a paper (or parts of a paper) from the Internet and submitted it to this class as though you wrote it.

- In my life after returning to teaching in the community college, I have seen only **2** adult students in 13+ years (and that is working with over 5,000 students in those first 13 years) who were in fields where they made a living copying words from one place to another. Today I doubt I could find that many.

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**WCJC Department:** History – Dr. Bibus  
**Contact Information:** 281.239.1577 or [bibusc@wcjc.edu](mailto:bibusc@wcjc.edu)  
**Last Updated:** 2021  
**WCJC Home:** <http://www.wcjc.edu/>