

Common Sense Actions and Tips to Get Started with Good Habits for Evidence

Years ago a student asked me what could he do to prevent errors with evidence? He was in sports and he used an analogy. He said “I need to know **how to hold** the racket.” To use his analogy, these 5 habits are to help you know the key actions in writing so you can become good—useful to the reader—at writing.

The left column has common sense actions paired with the right column that has common sense tips in links. These are not fancy. They came primarily from:

- My 4th grade teacher
- A wonderful world history professor at my junior college
- A few (but they were good) from my dissertation director
- Many (and they were very good) from colleagues at jobs

This may be different than you experienced before, but these common sense actions and tips can help you.

Common Sense Actions You Can Do in Combination with the Common Sense Tips	Common Sense Tips for Good Habits (Link Addresses are below.)
<p>What’s a reliable source? Those your prof or your boss label as reliable or in a collection they identify as reliable. Do not expand sources without confirming with your prof or boss that those sources are reliable. Be sure to use any sources you are told to use.</p>	<p>Follow the Common Sense Actions and begin with reliable sources. Do not let bad data in a good mind. Habit 1. Reliable Sources Only</p>
<p>Pay attention.</p> <ol style="list-style-type: none"> 1. Read the question and notice its parts. What is the boss or prof asking you to do? Read the correct part and all the parts of the sources that you are told to use. Caution: Do not misread or read passively. 2. Figure this out. Caution: Repeating and collecting words is not figuring something out. Do not assume in your reading so you do not assume in your writing. 	<p>Add Habit 1 to Habit 2. Make sure the data is about the problem you need to solve before you write.</p> <p>Once you slide into writing it, you will assume it belongs. Habit 2. Verify Factual Accuracy Before You Write</p>
<p>Plan your writing:</p> <ol style="list-style-type: none"> 1. Caution: Does your plan match the examples given? For planning, use tables, stick figures, bullets. 2. When you think that you have figured out what the sources mean and what happened, then decide what you must “teach.” To be safe in your decisions and worth someone paying you, you must be useful. Writing is about being useful! 3. Answer all parts of the question. You do not need to teach everything, but everything you teach must be true. Caution: <ul style="list-style-type: none"> • Never cherry-pick • Never embellish (These 2 words and others are defined at the bottom of the Evidence Quiz folder.) 	<p>Add Habit 1 to Habit 2 and then Habit 3 Habit 3: Verify Accuracy for Every Statement After You Write Tip: Open to read/Close to write or type – It’s an exercise program for your brain.</p> <p>Tips: 3 Frequently Asked Questions about Citing – This can help.</p>
<p>Create your own simple words; do not steal another’s words. If you use another’s words, you must:</p> <ul style="list-style-type: none"> • Use “”(quotation marks) marks accurately • Cite – show ownership accurately <p>Examples of both plagiarism and “half-copy” plagiarism are at the bottom of the Evidence Quiz folder. Caution: If you are writing with the book open, you will do one or both of these:</p> <ul style="list-style-type: none"> • Plagiarize (Copy whole sentences, paragraphs, etc.) • “Half-copy” plagiarize or “patchwrite” Copy sentence structure or many short phrases (See examples.) 	<p>Cleaning up your work: Habit 4. No “Half-Copy” Plagiarism or “Patchwriting”</p> <p>If you did not Open to read/Close to write or type, you must compare word by word:</p> <ul style="list-style-type: none"> • What is in your paper • What is on the page number you cited <p>This may also help you: Why I Make a Big Deal about Plagiarism and Patchwriting</p>

When using "" (quotation marks), protect **your** reputation by being careful with the **author's** reputation.

Do not use "" inaccurately and:

- Make the author's sentences look grammatically incorrect.
- Change the author's meaning (the bigger error)

Final **Caution:** Proof everything you wrote against your sources and the instructions.

Cleaning up your work:

[Habit 5. Quotation Changes Revealed Clearly](#)

Link Addresses for the Good Habits for Evidence

- For **Habit 1:** http://www.cjbibus.com/1301_1302_GHforE_HOW_to_Work_ReliableSourcesONLY.htm
- For **Habit 2:**
http://www.cjbibus.com/1301_1302_GHforE_HOW_to_Build_Factual_Accuracy_By_Verifying_With_Reliable_Source.htm
- For **Habit 3:**
http://www.cjbibus.com/1301_1302_GHforE_HOW_to_Succeed_Factual_AccuracyThatIsVerifiableForEveryStatementYouMake.htm
For this **resource with Habit 3:**
http://www.cjbibus.com/1301_1302_GHE_Three_frequently_asked_questions_about_citation.htm
- For **Habit 4:**
http://www.cjbibus.com/1301_1302_GHforE_HOW_to_Work_WithoutHalfCopyPlagiarismOrMisquoting.htm
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- For **Habit 5:**
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