

## The 5 Good Habits for Evidence As Common Sense Actions + Links to Tips

Years ago a student asked me what could he do to **prevent** errors with evidence? He was in sports and used an analogy. He said **“I need to know how to hold the racket.”** The right column has common sense tips. Some came from my 4<sup>th</sup> grade teacher, others from a wonderful professor in a junior college, a few (but they were good) from my dissertation director, and many from colleagues at jobs. This may be different, but **you can do this and it will help you figure things out.**

Good Habits As Common Sense Actions You Can Do	Practical Examples for Each Good Habit
<p><b>Use only the sources</b> that your prof or boss considers reliable, especially <b>any</b> you are told to use.</p>	<p><a href="#">Habit 1. Reliable Sources Only</a></p>
<p><b>Pay attention.</b></p> <ol style="list-style-type: none"> <li>1. Read the question and notice its parts. What is the boss or prof asking you to do?</li> <li>2. Read the <b>correct</b> part and <b>all</b> the parts of the sources that you are told to use.</li> <li>3. <b>Figure</b> this out. <b>Caution:</b> Repeating and collecting words is <b>not</b> figuring something out.</li> </ol>	<p><a href="#">Habit 2. Factual Accuracy You Verify with the Reliable Source Before You Write</a></p>
<p>Plan your writing:</p> <ol style="list-style-type: none"> <li>1. When you think that you have <b>figured</b> out what the sources mean and what happened, then decide what you must “teach.”</li> <li>2. You do not need to teach everything, but everything you teach must be true: <ul style="list-style-type: none"> <li>• Never cherry-pick</li> <li>• Never embellish (These 2 words and others are defined at the bottom of the Evidence Quizzes folder.)</li> </ul> </li> </ol>	<p><a href="#">Habit 3. Factual Accuracy That Is Verifiable for Every Statement You Make</a></p> <p><b>Tips:</b> <a href="#">3 Frequently Asked Questions about Citing</a></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"> <li>• Use “”(quotation marks) marks accurately</li> <li>• Cite – show ownership accurately</li> </ul> <p>Examples of both plagiarism and “half-copy” plagiarism are at the <b>bottom</b> of the Evidence Quizzes folder. Do <b>not</b>:</p> <ul style="list-style-type: none"> <li>• Plagiarize (Copy whole sentences, paragraphs, etc.)</li> <li>• “Half-copy” plagiarize or “patchwrite” Copy sentence structure or many short phrases (See examples!)</li> </ul>	<p><a href="#">Habit 4. No “Half-Copy” Plagiarism or “Patchwriting”</a></p> <p>This may also help you: <a href="#">Why I Make a Big Deal about Plagiarism and Patchwriting</a></p>
<p>When using “”(quotation marks), protect <b>your</b> reputation by being careful with the <b>author’s</b> reputation.</p> <p>Do not use “” inaccurately and:</p> <ul style="list-style-type: none"> <li>• Make the author’s sentences look grammatically incorrect.</li> <li>• Change the author’s meaning (the bigger error)</li> </ul>	<p><a href="#">Habit 5. Quotation Changes Revealed Clearly</a></p>

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