**Lack of attribution:**

Attribution means to give credit to a source. To include attribution, always introduce information from sources by providing:

* Clear attribution, usually the name of the author but possibly an organization or institution such as a government.
* Introductory information indicates who or what the source was. For example, *In an online article about the biggest issues in global politics in the 1840s, the author says…*

Refer to the handout on introductory phrase options for ways to include attribution in your writing.

**Quotation Marks**

Put double quotation marks around all words and phrases used exactly as they were used in the outside source. Direct quotations must be completely accurate with the exact word order, spelling, capitalization, and punctuation of the source.

**Paraphrase & Summary**

Use your own words and a different sentence structure when you paraphrase or summarize. Do NOT use quotation marks on paraphrases or summaries.

**Loyalty to Source**

Be certain that all direct quotations, summaries, and paraphrases of your sources are accurate and objective. Do not use a writer’s words dishonestly; for example, if a writer actually disagrees with you but also presents an opposing view that happens to match your own perspective, do NOT use that source to support your ideas. That approach would be dishonest.

**Citation**

Direct quotations, paraphrases, and summaries of outside sources require accurate in-text citations in the style required (MLA for EPI and English 101). Every citation should contain a name or words that correspond to a name/word that begins a Works Cited entry.

**Works Cited**

Include all of the sources cited in your paper in the Works Cited list or References page that follows the body of your paper. The first name/word that begins a Works Cited entry should be the same as a corresponding citation in the body of the paper. Works Cited entries are listed in alphabetical order according to the name/word that begins each Works Cited entry.

**Citations for Images**

If you use any visual images, charts, or graphs from printed or electronic sources, these images must be documented/cited just as words/phrases are documented/cited.