Proper Preparation: Tips for Source Integration and Academic Honesty
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What is academic honesty?
• Academic honesty extends beyond issues of plagiarism. Academic honesty also includes meeting the audience expectation that the writer is using her sources ethically and responsibly.
  o The quote, paraphrase, or summary fairly represents the original idea in all its complexity.
  o The quote, paraphrase, or summary accurately represents the original idea.
    ▪ Do not manipulate a quote, paraphrase, or summary to fit your needs.

Intellectual and Physical Preparation

Intellectual Preparation
• Successful source integration and academic honesty begins before you even consider what argument you may make about a subject. It may begin before you are aware of the subject you will write about. Here are some ways to prepare for academically honest source integration.
  o Carefully read sources for meaning.
  o Keep a quote log or journal for quotations that you find particularly useful, explanatory, controversial, or misguided. Make notes about quotes that will help you remember why you wrote them down.
  o Write a summary for every article you read.
  o Practice paraphrasing key points of articles.
  o Document sources using the proper citation style even if you do not plan on using that source in the essay.
    ▪ These practices also aid synthesis
• Once writing begins, make sure to have a specific purpose for integrating your different sources.
  o Possible reasons for integrating sources: exemplification, definition, explication, etc.
  o At some point in your writing process, make sure to investigate your source.
    ▪ Why is the source included?
    ▪ How am I introducing it?
    ▪ Have I demonstrated for the reader why the source is important to my argument?
• Take pre-writing and rough drafts seriously.
  o The more work you do with source integration early on in your drafting process the better off you will be in revising for a final draft.
    ▪ Problems of honesty and integration become apparent before turning the paper in for a final grade. Issues can be addressed and resolved in a way that will not affect the instructor’s assessment.

Physical Preparation
• Many of us forget the importance of preparing our workspace before we begin writing.
Before writing, make sure to assemble all needed materials: quote logs, integration notes, assignment sheet, old drafts, proper lighting.

Before writing, make sure that all equipment is functioning, printers have ink etc.

Physical comfort when writing cannot be overestimated: make sure that you can comfortably access all material. Do not rush writing or quote typing because of discomfort.

Environment must foster concentration.

**Final Tip(s):** Ask questions and make sure you understand the classroom/university policies for plagiarism and academic honesty.

- Be proactive with instructors and professors.
  - Do not allow your questions and concerns to go unaddressed.
- When in doubt, cite the source.
- Visit the Writing Center!! The Writing Center blog.