

Using Citation Tools & Exporting to EasyBib

Plagiarism — when you steal someone else’s words or ideas and pass them off as your own — is an act of dishonesty. According to the website plagiarism.com, all of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

The penalties for plagiarizing can be severe, whether you did it on purpose or not. Your high school teacher will likely give you a zero for the assignment, and you could be banned from playing sports or enjoying special events, such as prom or graduation. Colleges frequently expel students found guilty of plagiarism.

To avoid plagiarism, it is important that you know how to properly cite sources in your research. *Explora™* includes helpful citation tools to assist you.

Cite

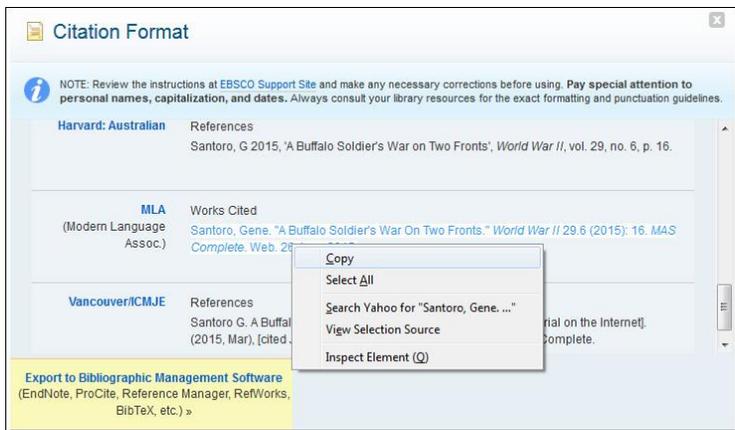
If you plan to copy and paste your citations manually into a word processor document (such as Microsoft Word or Google Docs), you can simply click the Cite icon under the Tools Menu.

The screenshot shows the Explora search interface. At the top, there are navigation links for 'New Search', 'Curriculum Standards', and 'For Educators'. A search bar contains the text 'buffalo soldiers' with a 'Search' button. Below the search bar, there are options for 'Basic Search', 'Advanced Search', and 'Search History'. The main content area displays a search result for 'A Buffalo Soldier's War on Two Fronts.' with the following details:

- Authors:** Santoro, Gene
- Source:** World War II, Mar/Apr2015, Vol. 29 Issue 6, p16-17. 2p.
- Document Type:** Interview
- Subjects:** HOUSTON, Ivan J. -- Interviews; AUTHORS; BLACK Warriors: The Buffalo Soldiers of the World War II (Book); EDUCATION; MILITARY personnel; WORLD War, 1939-1945
- Abstract:** An interview with Ivan J. Houston, author of the book "Black Warriors: The Buffalo Soldiers of the World War II, is presented. Houston talks about his background and level of education which were rare in the all-African American 92nd Infantry Division during World War II in Italy. He says that the 92nd's officer was not all white at first. He explains what happened at Seravezza which is at base of Mount Cauaia.
- Lexile:** 830
- Full Text Word Count:** 1460
- ISSN:** 0898-4204
- Accession Number:** 100567339

On the right side of the page, there is a 'Tools' menu with several options: 'Add to folder', 'Print', 'E-mail', 'Save', 'Cite' (highlighted with a red box), 'Export', 'Create Note', 'Permalink', 'Share', 'Listen', and 'Translate'.

Scroll down to find the citation format you need, highlight, and right-click to copy. Then paste the citation into your word processor document, careful to maintain italics and other formatting.

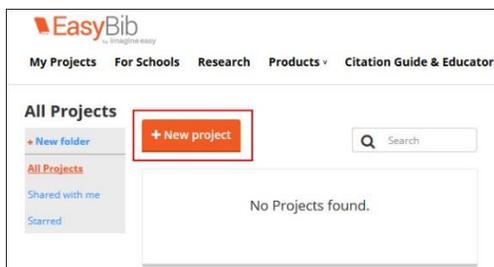


Export Manager

Explora also offers a download option that lets you download one or more results to a format compatible with EasyBib, EndNote, ProCite and other bibliographic management programs. Saving your results to a file using this option creates a text file with a special tagged format that bibliographic management programs can import and transfer for use with their software.

In this example, we will export a citation to EasyBib.

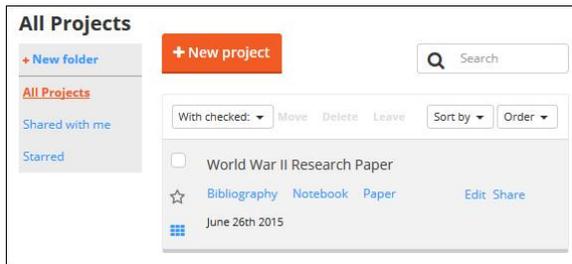
1. If you don't already have an EasyBib account, you can create one for free now at www.easybib.com.
2. Once you are logged in, click **My Projects**.
3. Click **+New Project**.



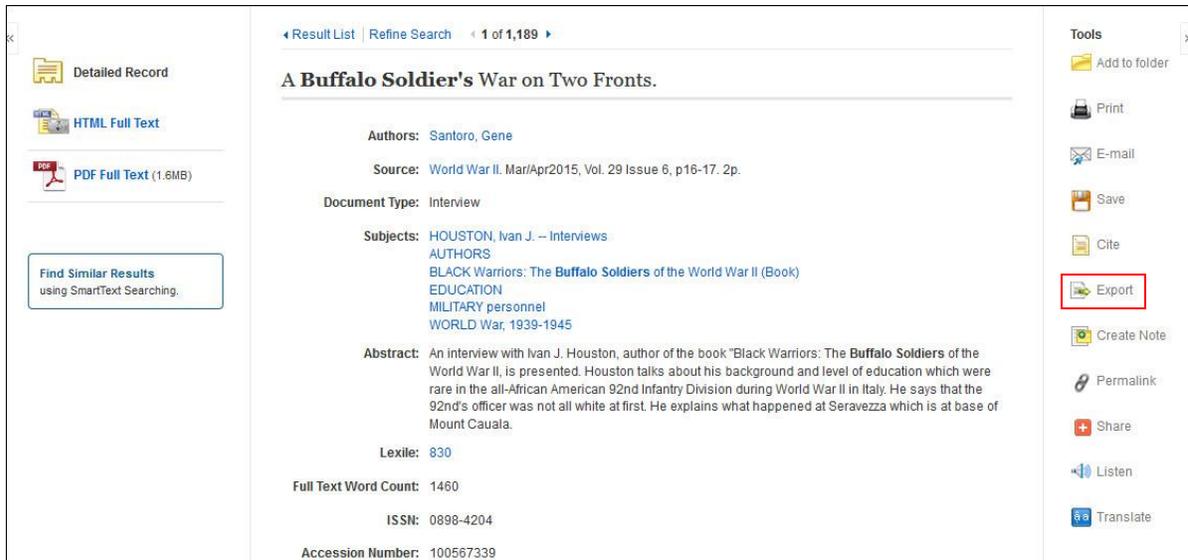
4. Fill out the form with details about your project and click **Create**.

A screenshot of the 'Create Project' form. It has the following fields: 'Project Name' (text input with 'World War II Research Paper'), 'Subject' (dropdown menu with 'History'), 'What are you writing about?' (text area with 'Buffalo Soldiers'), and 'Default Style' (dropdown menu with 'MLA'). There is also a checkbox labeled 'Don't recommend my sources to others?' and a red 'Create' button at the bottom right.

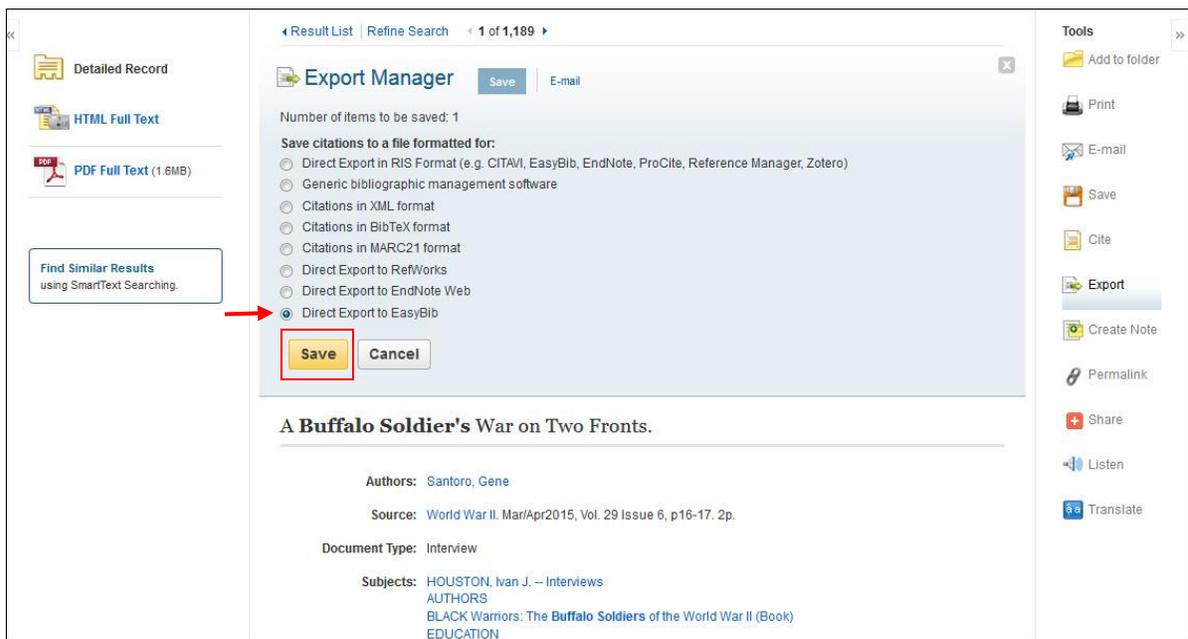
Your project should now appear in your list of projects.



5. Return to *Explora*. You are now ready to conduct searches and export citations to EasyBib.
6. Once you have found a result that you want to use, click **Export** under the Tools Menu on the Detailed Record screen.



7. Select the **Direct Export to EasyBib** radio button and click **Save**.



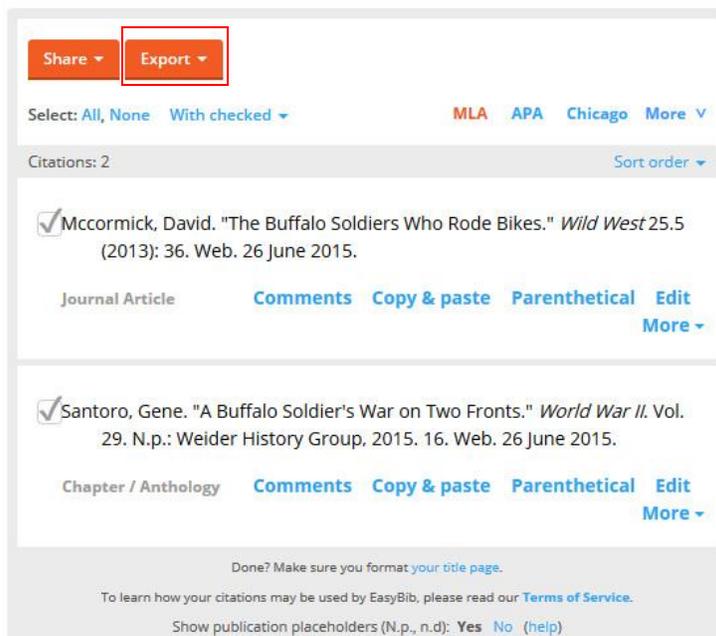
You will be taken directly to EasyBib. (You may need to re-enter your login). Make sure you are importing the citation to the correct project. Sometimes EasyBib will automatically create a new project for you with the date as the project name. Or it will import the citation into the last project you were

working on. It is a good idea to log in to EasyBib in advance and click the Bibliography link for the project you are currently researching so that EasyBib knows where to save your citations.



8. Click **Import**.

The citation will appear in your citations list. Citations are listed in alphabetical order.



9. Once you have gathered all your sources, you can **Export** them to Microsoft Word, Google Docs, or simply copy and paste. Simply place a check mark in the boxes for each citation you wish to include.

Note: Always check to make sure that the spelling and format of the author's name matches how it appears in the publication. Sometimes errors come through in the export process. For example, in the above example, David McCormick's name is missing a capital "C."