Citations & Academic Integrity

A guide for NMI students

Why do we Cite Sources? Why is it IMportant?

Bio-medicine has taken from midwifery and not given us credit. We have midwifery wounds from this, let's not perpetuate not giving credit where credit is due.

Why do we Cite Sources? Why is it IMportant?

- Citing sources as students trains us to cite our sources for future midwifery practice
- Midwives are clinicians, professionals that offer evidence based care, and informed choice to clients
- Important to provide clients with up to date information
- Using citations is great for your own reference when you begin to study for the NARM Examination, when you are in practice and need to look something up to verify or read more.

What does NMI expect regarding Citations?

- If you quote exact text, you must use quotation marks and *cite your source*.
- If you read a passage and then paraphrase it in your work, *cite your source.*
- If you look up information anywhere and include it in modules, *cite your source.*
- If you share anecdotal information you learn in apprenticeship or in the Hive Mind, *cite your source.*
- If you follow the Academic Integrity Policy, your work will be in academic integrity.

What does NMI expect regarding Citations?

- You need to cite your sources in a way that there is enough information that the original information can easily be found, and verified.
- NMI is not going to require any specific type of citation formatting.
- You will **not** be required to use MLA, APA, or other formatting methods.

Resources NOT use

- Never use Wikipedia to do module work or run your midwifery practice (this is listed in Step 3 of the Study Group Instructions in the Student Portal)
- The dictionary in an Apple/MacBook uses the following sources:
  - New Oxford American Dictionary
  - Oxford American Writer's Thesaurus
  - Apple Dictionary
  - Wikipedia

Be sure not to use the Wikipedia part of this resource, as it is not a valid resource for module work.

Learn more about Citation Formats

From the NMI Research Literacy Module Resources:

Citation Formats

EasyBib

RefWorks Citation Manager

MLA Formatting & Style Guide (Purdue)

APA Formatting & Style Guide (Cornell)

Turabian (Chicago) Formatting & Style Guide

Scribbr

Citations

- In-text citation
- Parenthetical citation (Frye 224)
- Footnotes
- Endnotes

All citations must easily lead the reader to the original source where the info can be verified.

Whether you provide a bibliography, or links to other sources, all citations must lead the reader to the original source, and the exact page, and/or section.

Citing URLs

- Cite the exact URL page, and section. An organization's general website home is insufficient.
- When you access content on a webpage, you need to be careful to note the date the information was accessed, as web information may change, even if the link remains the same. In addition, for your own support (if you need to reference that text later), you should consider saving the page to PDF – that way if the website is deleted or the content is taken down, you can still provide evidence of what you referenced, and reference it again in the future (studying for NARM, etc).

Do I need to Cite Required Reading?

- If the text you are referencing is in the **Required Reading List** for that module, a simple reference to the source and a page number will suffice.

EXAMPLE:

For blood pressure evaluations in the second stage, Varney states, "Blood pressure: taken between contractions every 15 minutes, unless more frequent evaluation is indicated" (6th ed. page 990). However, in my preceptor's practice we check BP along with other vitals of the laboring person every 4 hours, unless there are conditions that indicate more frequent evaluations of BP.

What if I am sharing My own Experience?

Then say, "In my own experience…"

"What I have learned from birth…"

"In my clinical apprenticeship, my preceptor…"

Let the reader know that you are sharing from your own clinical experience.

If the source is _NOT_ in the REquired reading list…

- Cite your source using a format of your choice **OR** with enough information to find the original source you reference. (link to webpage/article, note what heading info is under)
- Become familiar with what information formatting methods list, so you know what you may want to include.
- See resources for formatting in the Research Literacy Module
- There are entire Reference manager websites and apps dedicated to making this easier!
- Your later self may thank you for keeping a references cited list / bibliography!

Reference Managers

Self-Made Reference Manager: make a running list of common references and pull from it each time you reference a source.

Online FREE Reference Managers:

- Mendeley
- EndNote
- Zotero
- Citavi
- JabRef

Academic Integrity

Academic Integrity

- Honesty is a core value at NMI
- If you don't cite your sources, you are essentially submitting other's words and ideas and passing them off as your own
- Citations = Giving credit where credit is due

What does Citing Sources have to do with my Grade?

A closer look at the scoring rubric

Rubric Review

Rubric Scoring

Level 1 (0 Points) Not Adequate

Level 2 (1 Point) Developing Adequacy

Level 3 (1.5 points) Meets Basic Expectations

Level 4 (2 points) Exceeds Expectations

Rubric Categories

1. Completion of module prompts and elements
2. Demonstrates Comprehension of module content and concepts
3. Analysis
4. Evidence
5. Engagement with Learning Resources

Completion of module prompts and elements

0 points   -Module not completed

1 point   -Major Elements of module are missing

1.5 points -All aspects of module elements
            present, with some minor questions
            unanswered or missing

2 points   -All aspects of module elements
            present and answered completely

Demonstrates Comprehension of module content and concepts

0 points   -Lack of comprehension

1 point   -Responses are unclear and do not reflect basic
             Comprehension of module concepts

1.5 points   -Responses are clear and reflect basic comprehension
             of module content and concepts

2 points   -Responses are clear, well written, and reflect
             in-depth comprehension of module content and
             concepts. Added subpoints and additional reflections
             demonstrate a deeper knowledge and curiosity.

Analysis

0 points   -Key terms not defined

1 point   -Inaccurate definitions of key items; Limited connections made

                Between evidence, subtopics and clinical experience

1.5 points -Accurate definitions of key items; Connections made between

                evidence, subtopics and clinical experience

2 points   -Accurate definitions of key items; Strong connections made

                between evidence, subtopics and clinical experience

Don't USe Direct QUOtes by themselves to Answer questions...

Why?

Does not demonstrate that you have engaged with and analyzed the learning resources, or that you've integrated and understood them and connected the material to clinical experience.

Do this Instead:

If you use direct quotes, follow up with your own comprehension and analysis in your own words.

Don't ONly Submit Observations from clinical Apprenticeship or only from Didactic work

WHY?

This shows there might be major gaps in your learning, where some learning resources were not fully utilized and integrated into your understanding.

Do this instead:

Engage ALL required learning resources, seek out additional resources and reference them, and tie it into the clinical work you are doing.

Evidence

0 points   -No research evidence used

1 point   -Research not used
            -Research not clearly connected to questions
             asked in module

1.5 points -Research is present but limited
            -Research presented is weak or not relevant to
             Communities served by Midwives

2 points   -Research is abundant
            -Research is compelling and relevant to
             communities served by midwives

Engagement with Learning Resources

0 points   -Evident study sources were not utilized

1 point   -Evident study sources were partially
            utilized

1.5 points -Evident that study sources were fully
            utilized and Independent research was
            undertaken

2 points   -Full incorporation of original ideas,
            personal analysis and incorporates
            relevant clinical experience in all areas
            possible

When you cite your sources...

- It will be evident to Study Group Coursework Instructors (the people who grade your work), that you have utilized research evidence in seeking comprehension, and in your analysis.
- SG Coursework Instructors are able to give you credit for the research you have done and for engaging with learning resources.
- You will be better equipped to counsel clients in informed decision making.
- You will be able to reference your work when you study for exams and the NARM Exam.

Frequently Asked Questions

DO I need to cite every single Answer?

- Simply put, YES.
- Some module questions ask for your reflections, and your experience. Here these are your words from your experience, so you are essentially citing yourself. "In my experience…" or "In my apprenticeship…"
- Anytime you get information from somewhere or someone else, **cite the source.**

    Remember, research behooves us as midwives.

The module requested definitions, is that something I am to put into my own words?

Yes, put your comprehension and integration of the information you review into your own words.*

AND

Cite the ideas you borrow

Cite original sources

*Brief quotes and paraphrasing are okay, but then follow up with your own words. This demonstrates your comprehension.

Is paraphrasing not allowed?

- Yes, paraphrasing is allowed, however…
- When paraphrasing one has to cite the sources from which the information was obtained.
- Unless it's an original idea, cite your source.

What's the difference between paraphrasing and putting into your OWN words?

- **Paraphrasing**, according to the New Oxford American Dictionary app in my MacBook, is "a rewording of something written or spoken by someone else." This requires citation.
- **Putting into your own words** means you have read and studied the material, you have integrated the information, and you are able to share thoughts and ideas learned in your own words. This also requires citation.

What if I work in a Student led group, and we work together and our answers are similar?

DO THIS:

All your work must be **in your own words**, but you all can research together, have lively discussions, share resources and information on the modules.

DON'T DO THIS:

Exchange partial or entire modules and submit them as your own. This is cheating, plagiarism, and academic misconduct.

Do not paraphrase or change around wording/sentences of another students' work.

Guidelines for Student Led Study Groups

1. Get clear on expectations, including:

- How you will communicate?
- Each person's goals (slow and fast can work together just assign work appropriately)
- Be very, very honest about what you can commit to
- Check in after the first month to re-adjust goals, commitments, and communications

2. Probably best if one or two people are the organizers, and rotate if possible

3. Remember all your work must be in your own words, but you can all research together, share information and experiences, and have lively discussions on the modules.

ACADEMIC INTEGRITY POLICY

Academic INtegrity Policy

 Definitions of Academic Dishonesty from NMI Policy

1. Cheating
2. Plagiarism
3. False Information & Representation, Fabrication or Alteration of Information
4. Academic Misconduct

Cheating

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question

Most common example at NMI – Students working together in student led study groups and turning in identical work. The work must be your own. Have lively discussions, share resources, but not each other's words and work. Craft your answers on your own in your own words.

Plagiarism

Plagiarism is defined as use of intellectual material produced by another person without acknowledging its source.

Examples of Plagiarism

- Wholesale copying of passages from works of others into modular course work without acknowledgement.

- Use of the views, opinions, or insights of another without acknowledgment (i.e using sources without citation or attribution). **THIS INCLUDES PARAPHRASING!**

- Working with another individual on an assignment, sharing information and files, and then turning in separate but identical copies of that assignment as one's own individual work.

How can we tell If it's Plagiarism?

As a reader of student work, we become familiar with student's voices. We also become very familiar with what Varney's, Myles, Frye and the other main texts say. If we suspect plagiarism, we can run the module through an app that screens for plagiarism, and or simply google the answer a student gives.

Before you turn in your work, you can run your work through these apps too!

Grammarly

- Install app on your desktop
- Check for plagiarism

False Information & Representation, Fabrication or Alteration of Information

- Furnishing false information/representation in the context of an academic assignment.

- Fabricating or altering information or data (such as clinical experiences) and presenting it as legitimate.

- Providing false or misleading information to an Instructor or any other NMI official or staff person.

Academic Misconduct

Other academically dishonest acts, including but not limited to:

- Allowing another student to use their work and claim it as their own. (Cheating)
- Tampering with the work of another student.
- Facilitating other students' acts of academic dishonesty
- Attempting to falsify an excuse in order to receive an extension on a deadline.