

questions. Such interaction requires you to read critically (the subject of the next chapter) and to synthesize, or integrate, others' ideas into your own. For more on synthesis in academic writing, see pp. 96–97 and 7 pp. 387–89.

■ **Use academic language.** Unless your instructor specifies otherwise, choose formal, standard English. (For more on academic language, see pp. 76–78 and also 3 pp. 156–62.)

■ **Acknowledge sources fully, including online sources.** Academic writers build on the work of others by citing borrowed ideas and information. Always record the publication information for your sources, put other writers' words in quotation marks, and cite the source of every quotation, paraphrase, and summary. *Not* acknowledging sources is plagiarism. See the following section and 7 (Chapters 52–54) for more on using and acknowledging sources.

■ **Organize clearly within the framework of the type of writing you're doing.** Develop your ideas as simply and directly as your purpose and content allow. Relate sentences, paragraphs, and sections clearly so that readers always know where they are in the paper's development.

These features of academic writing are not universal. In some cultures academic writing may be indirect, may assume that readers will discover the thesis, or may be based only on well-known sources whose ideas are closely adhered to. In US colleges and universities, students are expected to look for relevant and reliable sources, well known or not, and to use sources mainly to support their own ideas.

9d Using sources with integrity

Academic integrity is the foundation of academic knowledge building. Trusting in one another's honesty allows students and scholars to examine and extend the work of other scholars, and it allows teachers to guide and assess the progress of their students. You can build your integrity as a writer by working to develop your own ideas and by handling sources responsibly. The following tips can help. See also 7 (Chapters 51–54) for extensive discussions of researching and citing sources.

1 Avoiding plagiarism

Many writing assignments will require you to consult sources such as journal articles, Web sites, and books. These works belong to their creators; you are free to borrow from them *if* you do so with integrity. That means representing the sources accurately—not mis-