

writing. If these habits are unfamiliar to you, keep the following list handy.

- **Keep track of source information as you read.** Get in the habit of always recording publication information (the author, title, date, and so on) of any source you read as well as any ideas you glean from it. See the box in 7 p. 354 for a list of what to record.
- **Be careful with quotations.** If you cut and paste a portion of an article, Web site, or other source into your document, put quotation marks around it so that you don't mix your words and the source's words accidentally. Check any quotation that you use in your own writing against the original source. For a more detailed discussion of how to quote sources, see 7 pp. 393–94.
- **Use your own words in paraphrases and summaries.** A paraphrase or summary presents the ideas of a source but not in the exact words of the original and not in quotation marks. You will be less likely to use the source author's words (and thus plagiarize) if you look away from the source while you write down what you remember from it. Note, though, that you must still cite the source of a summary or paraphrase, just as you do with a quotation. For a more detailed discussion of how to summarize and paraphrase sources, see 7 pp. 391–92.
- **Cite your sources.** As you draft, be conscious of when you're using source information and be conscientious about clearly marking where the borrowed material came from. In your final draft you'll use a particular style of citation within your text to refer to a detailed list of sources at the end. This book presents four such styles: MLA style for English and some other humanities (MLA pp. 435–77); APA style for the social sciences (APA pp. 494–512); Chicago style for history, philosophy, and some other humanities (Chicago pp. 524–35); and CSE style for the natural and applied sciences (CSE pp. 536–41).

9e Using academic language

American academic writing relies on a dialect called standard American English. The dialect is also used in business, the professions, government, the media, and other sites of social and economic power where people of diverse backgrounds must communicate with one another. It is “standard” not because it is better than other forms of English, but because it is accepted as the common language, much as the dollar bill is accepted as the common currency. In writing, standard American English varies a great deal, from the formality of an academic research report to the more relaxed language of this handbook to informal e-mails between coworkers in a company. Even in academic writing, standard English allows