

Quadrant II - Notes

Course Code: COG136

Module Name: Document Formatting, Plagiarism

Document Formatting

Document Formatting means addresses things like font selection, font size and presentation (like bold or italics), spacing, margins, alignment, columns, indentation, and lists.

General steps of Formatting the Document

1. Read the Guidelines and follow their rules
2. Choose some basic formats
 - a. A common 10 or 12-point font (Times New Roman is good).
 - b. Margins: 1.5 inches on the left, 1 inch each for top, bottom and right.
 - c. Paragraphs for chapters: double-spaced, first line indented 0.5 inch, widow and orphan protection on (required), no hyphenation (recommended); left-justified or full-justified.
 - d. Block quotes: indent the left margin of your paragraph.
3. Use the spelling checker
4. Format of headings -
5. Format of the reference page
6. Use the spelling checker and grammar checker

7. All tables and figures must fit within the required margins.

The formatting of a research document is different depending on which style guide you're following.

Examples

a) Formatting an APA paper

The main guidelines for writing an APA style paper are as follows:

- Use a standard font like 12 pt. Times New Roman or 11 pt. Arial.
- Set 1-inch page margins.
- Apply double line spacing.
- If submitting for publication, insert a running head on every page.
- Indent every new paragraph ½ inch.

b) Formatting an MLA paper

The main guidelines for writing an MLA style paper are as follows:

- Use an easily readable font like 12 pt. Times New Roman.
- Set 1-inch page margins.
- Apply double line spacing.
- Indent every new paragraph ½ inch.
- Use title case capitalization for headings.

Plagiarism

Plagiarism means using someone else's words or ideas without properly crediting the original author. Sometimes plagiarism involves deliberately

stealing someone's work, but often it happens accidentally, through carelessness or forgetfulness.

Types of Plagiarism

1. Complete / Global Plagiarism: It means copying entire work of others and representing that work as your work

2. Paraphrasing Plagiarism: Rephrasing a piece of text, sentence, paragraph in your own words

3. Verbatim (Copy and Paste) Plagiarism: Copying as it is and paste someone's text and represent that text as our own

4. Mosaic / Patchwork: Copying ideas and thoughts from different sources and to create a new text

5. Self-Plagiarism: Reusing your own work which you have previously published

4. Accidental Plagiarism: Unknowingly paraphrasing a source

Steps to Avoid Plagiarism

1. Understand Plagiarism
2. Start Early
3. Proper Citations
4. Paraphrase Properly
5. Present Your Own Idea