

How to write a report

- Quotation and Plagiarism -

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1. Distinguish your own text and quotes from literature

The author owns his/her own text as a copyright owner. If you use others' text pretending to be its owner without the real owner's permission, you are regarded as committing plagiarism, that is, stealing other's text. Speaking legally, you violate copyright.

It is good to read others' text. You may quote it if you show its reference properly. However, you must distinguish your own text and others' text.

2. Punishment

If you are judged to commit plagiarism, you are punished as if you are cheating on a test. Therefore, you may receive a severe reprimand, or even be suspended. In such a case, all of your class registrations in the same semester will be cancelled – in other words, you will lose all credits you earn in that semester.

3. How to quote

- (1) By whom, on which page > name of the author (date of issue), p. xx / pp. xx-xx
- (2) From where to where > use “...” (short quotation) or indentation (long quotation)
- (3) Quote directly (use “...”) or indirectly (in paraphrases)

First to learn is to quote directly.

Warning: All of the following cases incur school punishment.

3.1. Examples: Bad cases

“○○○” “△△△” “□□□” denote the text copied from references or websites. What is bad? Fill in the blanks.

Bad case 1 No (reference). (Copy and paste) sentences the whole part

XXX
1 - 3 YYZZ

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○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○
○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○
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Bad case 2 No (reference). Only a few are added.

XXX
1 - 3 YYZZ

First, I explain the current status of XXX.
○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○
○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○
○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○
○○○○○○○○○○○.

Next I discuss the problems of XXX. △△
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As above, I discussed the current status and the problem of XXX.

Bad case 3 Reference is shown, but the (quoted parts) are not specified.

XXX
1 - 3 YYZZ

○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○
○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○
○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○
○○○○○. ○○○○○○○○○○○○○○○○○○○○○○○
○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○
○○○○○○○.

Why did that happen? In the following, I discuss its causes and solutions...

Reference
Author (2011) *Title*. Publisher.
Title of website
<http://www./~~~~~>.
(Observed on Month, Day, Year)

Bad case 4 Reference is shown, but the (quoted parts) are embedded in the text, and not specified.

XXX
1 - 3 YYZZ

Recently XXX has been a problem. To start with, ○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○
○○○○○○○○○○○○○○○○○○○. The reform is discussed against that background, but I do not agree that the reform solves that problem. After all, △△△△△△△△△△△△△△△△△△△△△△△△
△△△△△△△△△△△△△△△△△△△△△△△△.

Therefore, □□□□□□□□□□□□□□□□□□□□
□□□□□□□□□□□□□□□□□□□□□□□□□□
□□. I think we need to take such an action.

Reference
Author (2011) *Title*. Publisher.

3.2. Examples: Good cases

Good case 1 Short quotation: Use “”

Suzuki (2012, p.137) argues “○○○○○○
○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○
○○○○○○○”. Next I discuss the pros and
cons of this idea.

Reference

Suzuki, Ichiro (2012) *Title*. Publisher.

Good case 2 Long quotation: Use indentation

With regard to this point, Suzuki argues
that:

△△△△△△△△△△△△△△△△△△△△△△△△
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(pp.15-16)

Next I discuss the pros and cons of this idea.

Reference

Suzuki, Ichiro (2012) *Title*. Publisher.

Good case 3 Summary : ◎◎ is the summary of
the referred material - “” is unnecessary.

According to Suzuki (2012, p.137) , ◎◎◎
◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎
◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎◎
◎◎◎.

Reference

Suzuki, Ichiro (2012) *Title*. Publisher.

Good case 4 Reference list

Reference

Suzuki, Ichiro (2012) *Title*. Publisher.

Takahashi, Hanako (2001) *Title*. Publisher.

———(2008) ‘Paper title.’ *Journal title*.
Publisher.

Tanaka, Kazuo (2010a) *Title*. Publisher.

——— (2010b) ‘Paper title.’ XXX (ed.)
Book title. Publisher.

Cabinet Office (2005) Final report on ~ ~

http://www. /~~~~~.

(Obtained on Month, Day, Year)

3.3. How to correct bad cases

(1) Bad cases 1 & 2

[Bad points]

- No references.
- Just copy and paste pretending to be the owner of the text.

[How to correct]

?

(2) Bad case 3

[Bad point]

- The quoted parts are not specified.

[How to correct]

?

(3) Bad case 4

[Bad points]

- The quoted parts are not specified.
- The quoted parts are embedded in the text.

[How to correct]

?