



**POLITECNICO**  
MILANO 1863

# CITING SOURCES TO AVOID PLAGIARISM

ARCHIVES AND LIBRARY SYSTEM

Sept 2025



# THIS GUIDE EXPLAINS

1. How to avoid PLAGIARISM
2. Citation TYPE
3. Citation STYLE
4. BIBLIOGRAPHY

## What is plagiarism

**Using someone else's work** (article, book, web-page, images, diagrams, statistics), or a part thereof, copying or reworking it without citing the source.

*(See Law n. 633/1941 and modifications, regarding «diritto d'autore»)*

**Plagiarism is a crime** punishable in civil, criminal and administrative law.

## 1. PLAGIARISM

## How avoid it?

Follow these basic rules:

- **Use accurately direct quotation :** *when the source of the information is given literally, use the same words and include complete references in footnotes, or enter in brackets () Author surname, publication year.*
- **Use accurately indirect quotations:** *when the source of information is given indirectly, to paraphrase or synthesize, in other words, the thought of an author, include complete references in footnotes, or enter in brackets () Author surname, publication year*
- **Cite sources**

## 2. BIBLIOGRAPHIC CITATIONS

# Bibliographic citations

Bibliographic citations are used to:

- **Cite documents** (volumes, single articles or other texts) **referred to** in another document
- **Demonstrate that you are aware** of the major areas of thought in your specific subject
- **support the points** you are making by referring to other people's work. This will strengthen your argument

## In-text types of quotations

- **Short direct quotations**
- **Long direct quotations**
- **Indirect quotation**

*(For the international standards see the UNI ISO 690-2007 and UNI ISO 690-2:2004)*

We want to use a part of this document



telegram script on "Communications" rattled out through clouds of trains, telephones, remote controls, freeway intersections, film spools, records, and televisions (figure 2.7).<sup>28</sup> For the designer of film, television, and the urban environment—where typography was liberated from the mechanical letterpress and hurled into freeform motion—the best lessons came from futurist and dadaist recklessness, not Bauhaus and Festival of Britain prudence. "Living City's" graphic designer Peter Taylor believed:<sup>29</sup>

Interest in the relationship between language and urbanism, and the most exotic celebration of formless ephemerality, hailed as well from situationism. The situationists were engaged at the time in raising the art of city living to the level of politics. Their influence had been imported into the ICA by Ralph Rumney, a founding member of the Situationist International in 1957,<sup>30</sup> and the group made an infamous appearance at the ICA in 1960, a few months after the ICA's screening of the early situationist film *Hurléments en faveur de Sade* had created scenes of unprecedented ill-temper.<sup>31</sup> When the situationist Constant spoke at the ICA in November 1963, Archigram personnel Peter Cook,

Michael Webb, and their friend Cedric Price joined the audience,<sup>32</sup> and Archigram made some effort to stay in touch with him.<sup>33</sup> Ron Herron purported to find Constant's theories baffling, and Dennis Crompton was disappointed by the lack of structural detail in Constant's architectural designs, but in retrospect the failure to cultivate closer contacts with the situationists was one of David Greene's great regrets for Archigram's development.<sup>34</sup> That the affair between Archigram and the situationists remained unconsummated says something about the Archigram project: opportunist, empiricist, and "English," while the Paris-centered group pursued the theoretically elaborate, politicized "grand plan." If these differences between British and Continental approaches were not explicit in the early sixties, by the end of the decade Archigram had been made acutely aware of them (as will be discussed in chapter 4), defiantly celebrating their supposed freedom from dogma as they were questioned by the left.

At "Living City," the attraction to situationism, while never cited explicitly, was made clear by the little show's culmination in a section on "Situation" (figure 2.8): "all of us in varying

2.7 Anon., *Communications in Living City*, montage for "Living City," 1963. By celebrating environmental noise, the new associates of Archigram were doing the exact opposite of what urban designers were meant to do.

## 2. BIBLIOGRAPHIC CITATIONS

### Short direct quotation

- If you quote a distinctive phrase (**2 or 3 lines**), or even a single distinctive word, place it in quotation marks " " or «».

*Sadler observes that “interest in the relationship between language and urbanism, and the most exotic celebration of formless ephemerality, hailed as well from situationism.”*

## 2. BIBLIOGRAPHIC CITATIONS

### Short direct quotation

It can start with

- **three points** in square brackets [...] or (...): when you omit words in the middle of a sentence
- **square brackets** indicate alterations. For example, if you need to supply a character's name where a quotation has a personal pronoun, or a pronoun for a noun

## 2. BIBLIOGRAPHIC CITATIONS

# Long direct quotation

- If your quotation is longer than four lines, do not place it in quotation marks. Instead, set it off as a **block quotation**

*Sadler observes that:*

*Interest in the relationship between language and urbanism, and the most exotic celebration of formless ephemerality, hailed as well from situationism. The situationists were engaged at the time in raising the art of the city living to the level of politics. Their influence had been imported into the ICA by Ralph Rumney.*

...

## 2. BIBLIOGRAPHIC CITATIONS

### Indirect quotation

- when you **paraphrase an idea** or special information from a source — that is, if you restate the idea, but alter the exact wording.

There is a fine line between plagiarism and **paraphrasing**.

If the wording of the paraphrase is too close to the wording of the original content, then it is plagiarism. The main ideas need to come through, but the wording has to be your own.

You **must cite** that source

### 3. STYLE

## In-text quotations

### Which style do I use?

There are different types of international referencing styles that can be used in your work.

The two methods more in use are:

- *author-date* system
- *a numbered* system

## 3. STYLE

## Author-date system quotation

*Sadler (2005) observes that “interest in the relationship between language and urbanism, and the most exotic celebration of formless ephemerality, hailed as well from situationism.”*

According to the author-date system the complete bibliographic citations are given only in the final bibliography

## 3. STYLE

## Numbered system quotations

*Sadler osserva che “interest in the relationship between language and urbanism, and the most exotic celebration of formless ephemerality, hailed as well from situationism.” (1)*

According to the numbered system the complete bibliographic citations are given only in the footnotes and in the final bibliography.

Example of Footnote:

(1) Sadler, S. Archigram : architecture without architecture. Cambridge : MIT press, 2005, p. 58

### 3. STYLE

## How to quote a book

### *Basic Format*

Author, *the complete Title*, Place of Publication, Publisher, Date of Publication.

*Colten, Craig E. An Unnatural metropolis: wresting New Orleans from nature. Baton Rouge: Louisiana State University Press, 2005.*

- use the Last name, First name format for the author
- cite three authors' names in the same order they are listed on the cover, use a comma between the authors' names
- if there are more than three authors, you may either mention only the first one and add *et al.*, or give all the names
- if no author is given, the entry is indexed by title

## 3. STYLE

## How to quote an article

### *Basic Format*

Author, Title of Article, in *Name of Publication*, Volume number, Issue details, Date of Publication, Number of page(s)

*Campanella, R., D. Etheridge, and D. J. Meffert. "Sustainability, survivability, and the paradox of New Orleans" in Annals of the New York Academy of Sciences 1023, (2004): 289-299.*

- For author names follow the same rules as for authors of books

## 3. STYLE

## How to quote conference proceedings

### *Basic Format*

Author, Conference Paper Title, *Conference Title that includes Conference Date and Location*, Conference Editor(s), City of Publication, Publisher, Date of Publication, Number of page(s)

*Smith G., Materiali polimerici in Convegno su additivi per materiali polimerici, Atti del 24. convegno internazionale su additivi per materiali polimerici, Milano 26-30 ottobre 2001, a cura di M. Andena, Milano, Polipress, 2002, p.737-750.*

- For author names follow the same rules as for authors of books and articles

## 3. STYLE

## How to cite a web-site

### *Basic Format*

Author, *Title*, Date, URL (<http://www.....>) [date of access]

7. FEMA. *Project Impact: Building a Disaster Resistant Community. Vol. 98-0137-P. Washington, D.C.: Federal Emergency Management Agency, 1998, <http://purl.access.gpo.gov/GPO/LPS61154.>, [18/11/2013]*

- If no author is listed, begin the reference with the title. If a Web resource does not include a date of publication or the date it was last updated, use the abbreviation *n.d.* (for no date) just as you would for a book or article with no date. As Web documents can change or disappear at any time, your reference should include the last date that you viewed the document
- in the References at the end give all the information you have and the full address (URL) of the resource you quoted or referred to

### 3. STYLE

## How to cite an image

### *Basic Format*

Image description, from Author, Title, Place of publication, Publisher, Date of publication, Page number.

*Perspective drawing of Peace Hotel*  
*Tratta da: Wang Jun, Beijing Record : a physical and political history of planning modern Beijing, New Jersey, World Scientific, 2011, p. 205*

- When you include an image in a paper that you are writing or in any part of an academic assignment, you need to cite it just as you would cite a source such as a book or a newspaper article

#### 4. BIBLIOGRAPHY

## **Bibliography**

At the end of any scholarly or academic paper it is necessary to insert a list of all the materials that were used or referred to.

An incomplete or inaccurately compiled bibliography can decrease the value of the paper.

The web-sites referred to can be inserted in the general bibliography (in this case the Title of the bibliography will be “Bibliography and web-links”) or can be listed separately.

## References or Bibliography?

- A **Bibliography** is any list of references at the end of a text, whether cited or not. It includes texts you made use of, not only texts you referred to in your paper, but your own additional background reading.
- **References** should contain only those works cited within the text. So, use the term 'References' to cover works cited, and 'Additional Bibliography' to refer to works read as general background.

References are used generally in scientific articles.

#### 4. BIBLIOGRAPHY

## Bibliography: citation style

Once you have settled on a style, apply it consistently throughout the work, in bibliography too.

Examples of bibliographic citation:

### **Harvard British Standard**

SADLER, S., 2005. Archigram: architecture without architecture. Cambridge: MIT press.

### **MLA style**

Sadler, S. Archigram: architecture without architecture. Cambridge: MIT press, 2005.

#### 4. BIBLIOGRAPHY

### Hints and tips: do it as you go along

- In order not to lose track of the sources and resources encountered in the course of one's work and to organise them immediately in a meticulous and consistent manner, it is necessary to catalogue them using bibliographic management software (e.g. Zotero, Mendeley, EndNote, Refworks).
- All the bibliographic information can generally be found either on the cover (or dust jacket) and title page, or on the page directly behind the title page.
- Make sure every source quoted in your footnotes is in the bibliography.