Library Orientation

Karen S. Lamson, MLS
Reference and Instruction Librarian
Review

- Library Resources
- Citation Styles
- Plagiarism
Objectives

Students will be able to:

- Effectively navigate the MCPHS Library Web site
- Locate and use the *AMA Manual of Style* resource
- Properly cite resources used for paper and poster presentations
- Understand differences between citation styles
- Recognize and avoid plagiarism
MCPHS Libraries

The MCPHS Libraries include a main library and two branch libraries:

- Henrietta DeBenedictis Library, Boston campus
- Blais Family Library, Worcester campus
- Manchester Campus Library, Manchester campus

Libraries provide a comfortable and quiet environment that fosters research, learning and study. There are study carrels and computer terminals providing access to electronic resources.

The Libraries maintain a collection of over 12,426 print books, approximately 40,000 e-journals and 1,660 media items. In addition, access is provided to around 67,500 electronic books and 135 databases. Over 32,800 journals are made available through a combination of owned subscriptions and titles made accessible through the Libraries’ full-text databases.

Holdings are further extended through membership in the Fenway Library Consortium (FLC), a group of fifteen libraries that share resources. The Fenway Libraries Online, Inc. (FLO) supports an online public catalog of over 900,000 volumes held by member institutions. Each campus library is also a member of a local library consortium providing access to collections beyond MCPHS.

Taking advantage of Boston’s extensive research universities and colleges, the MCPHS Libraries offer an interlibrary loan program that provides timely delivery of journal articles and books, usually at no cost to our students or faculty.
AMA Citation Style

- Access
- In-Text
- Reference List
- Other Citation Formats
The AMA Manual of Style has been adopted as the citation style for medical literature –

All School of Physical Therapy Assignments Will Use This Citation Style!
MCPHS Access

Electronic

Catalog
LibGuide

http://www.amamanualofstyle.com.ezproxy.mcphs.edu/

Print

Blais Library*
  • 19 Foster Street

Room 207K*
  • 10 Lincoln Square

5 Concurrent users
REMEMBER TO LOG OUT!

*Non-circulating
Note

- This presentation does not cover all content necessary to correctly cite using AMA format!
- Refer to the AMA Manual of Style!
Cite in the text, tables, or figures
• consecutive numerical order
• superscript Arabic numerals

Example
ACL and acute knee injuries are increasingly recognized as serious problems in young athletes\textsuperscript{3,5,9,12};
Use Arabic superscript numerals outside periods and commas, inside colons and semicolons.

Examples

• Only 75% of these individuals returned to their previous activity levels.⁷

• The derived data were as follows³,⁴:
When more than 2 references are cited together use hyphens to join the first and last numbers of a closed series; use commas without space to separate other parts of a multiple citation.

Example

- As reported previously, $^1,^3$-$^8,^19$
In-text Citation

Section 3.6

For references that occupy more than 23 characters and spaces, bottom-of-page footnotes are used.* Other long references listed on the same page will receive a different symbol when you add additional footnotes.¹

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*References 18, 19, 40-43, 57, 61, 64, 74, 90, 93.
¹References 40, 59, 61, 62, 64, 66-72, 86, 107.
In-text use of Author
Section 3.7

When mentioned in the text:

- Surname only

- For a 2-author reference, list both surnames

- References with more than 2 authors
  - First author’s surname followed by either
    - et al;
    - and associates;
    - or, and colleagues
When material is taken directly from another source
• Enclose with quotation marks

Block Quotations
When borrowed text is longer than 4 lines
• Indented
• Reduced type
• No quotation marks
“Reference to information that is retrievable is appropriately made in the reference list.”

Includes:

• Print or electronic books;
• Print or electronic journals;
• Databases and Web sites;
• Magazines; newspapers; papers presented at professional meetings; abstracts; theses; CD-ROMs, films, videotapes, and audio files; package inserts or a manufacturer's documentation; monographs; official reports; legal cases; patents; and news releases
References should be listed in numerical order at the end of the manuscript

- 3.5 Numbering - References should be numbered consecutively with arabic numerals in the order in which they are cited in the text

Two references should not be combined under a single reference number
References


Author(s). Article title. *Journal Name*. Year;vol(issue no):inclusive pages.

3.15.1 For Online Journals Add:

- Digital object identifier (DOI) – when available
- URL. Accessed [Date].
• **Author(s)**
  - Use the author’s surname followed by initials without periods
  - List all authors unless there are more than six, then list the first 3 authors followed by “et al”
  - Separate authors with commas

  Example: Kitajima TS, Kawashima SA, Watanabe Y.

• **Title**
  - Capitalize only (1) the first letter of the first word, (2) proper names, (3) abbreviations that are ordinarily capitalized (ex, DNA, EEG)

  Example: The conserved kinetochore protein shugoshin protects centromeric cohesion during meiosis.
• **Journal Name**
  - *Italicize*
  - Use the National Library of Medicine’s abbreviations
  - Single word journals are not abbreviated

  Example: *Nature.*

• **Year;volume(issue):page-page.** NO SPACES

Locating Journal Abbreviations
PubMed - NLM


Open the link to Journals in NCBI Databases and type your publication title into the box to retrieve the proper journal abbreviation.
Abbreviations Not in PubMed?
Section 14.10

- Not all online journal names are indexed by PubMed.

- If an online journal name cannot be found in the PubMed Journals database, abbreviate the journal name using National Library of Medicine abbreviations (located in the *AMA Manual of Style* section 14.10 *Names of Journals*)
Abbreviation Rules
Section 3.11.12

• Omit articles, conjunctions, prepositions, punctuation, and diacritical marks
• Abbreviated words are capitalized

Example:
North American Journal of Sports Physical Therapy:
NAJSPT

DOIs:

- Any length
- Are never changed
- Can be looked up at the DOI Web site (http://dx.doi.org)
- Go at the end of the journal citation as follows:
  
  doi:10.253/ther01018. NO SPACES
All e-journals **DO NOT** have DOI numbers!

The AMA citation manual of style states ‘If your e-journal reference does not have a DOI number’

- Cite the URL
- Date accessed

The School of Physical Therapy at MCPHS University will accept electronic citations minus the DOI if it is not available. No URL or accessed date is needed.
References


Journal Reference Citation Check!

Journal Reference Citation Check!

PubMed Single Citation Matcher

Use this tool to find PubMed citations. You may omit any field.

Journal • Help

Date: yyyy/mm/dd (month and day are optional)

Details: Volume, Issue, First page

Author name • Help

Limit authors: Only as first author, Only as last author

Title words

Search • Clear form
Author(s). *Book Title*. Edition number. City, State (or Country) of publisher: Publisher’s name; copyright year.
Breakdown Book Citation

- **Author(s)**
  - Use the author’s surname followed by initials without periods
  - Separate authors with a comma
  Example: Melnyk BM, Fineout-Overholt E.

- **Title (including subtitle)**
  - Capitalize all words except articles
  - *Italicize*
  Example: *Evidence-Based Practice in Nursing and Healthcare*.

- **Edition number**
  - Use the abbreviation ed. (lower case)
  - Do not indicate first edition
  Example: 2nd ed.
**Place of publication**
- Use city followed by the two letter abbreviation for state (see 14.5, Abbreviations, Cities, States, Countries…)
- Separate city and state with a comma, space
- Place a colon after the state abbreviation: space

Example: Philadelphia, PA:

**Name of publisher and copyright**
- Use the name of publisher followed by a semi-colon, space, then date, followed by a period.

Example: Lippincott Williams & Wilkins; 2011.

Author (s), if given (often, no authors are given). Title of the specific item cited (if none is given, use the name of the organization responsible for the site). Name of the Web site. URL. Published [date]. Updated [date]. Accessed [date].
• **Author(s)**
  - Use the author’s surname followed by initials, no periods
  - Separate authors with commas

Example: Newton RA.

• **Title**
  - Capitalize only (1) the first letter of the first word, (2) proper names, (3) abbreviations that are ordinarily capitalized (ex, DNA, EEG)

Example: The fall prevention program manual.
Breakdown
Web Site

• **Name of Web Site**
  • Enter full name of Web site
    Example: Temple University College of Allied Health Professions Web site.

• **URL**
  • Enter complete URL ***DO NOT UNDERLINE***

• **Published, Updated, Accessed Date**
  • Type full month, day, and year. September 4, 2013.

Developing consumer events on balance and exercise [image].
American Physical Therapy Association Web site.
Physical Therapy LibGuide has links to:

- Quick Reference AMA Citation Format: Samford University
- St. Kate’s Citing Sources using AMA Citation Style
- University of Illinois at Urbana-Champaign AMA Citation Style Guide
- University of Washington Health Links: AMA Style Guide
Journal article

Book

Basics of APA Style Tutorial

http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx
Plagiarism

“An act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author”

Dictionary.com

If you are not correctly citing your sources you are plagiarizing!
Plagiarism

• Turning in someone else's work as your own
• Copying words or ideas from someone else without giving credit
• Failing to put a quotation in quotation marks
• Giving incorrect information about the source of a quotation
• Changing words but copying the sentence structure of a source without giving credit
• Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
<table>
<thead>
<tr>
<th>#1. CLONE</th>
<th>#6. HYBRID</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="icons/copy.png" alt="Ctrl+C" /></td>
<td></td>
</tr>
<tr>
<td>Submitting another’s work, word-for-word, as one’s own</td>
<td></td>
</tr>
<tr>
<td><img src="icons/car.png" alt="Car" /></td>
<td></td>
</tr>
<tr>
<td>Combines perfectly cited sources with copied passages without citation</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>#2. CTRL-C</th>
<th>#7. MASHUP</th>
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<tbody>
<tr>
<td><img src="icons/copy.png" alt="Ctrl+C" /></td>
<td></td>
</tr>
<tr>
<td>Contains significant portions of text from a single source without alterations</td>
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<tr>
<td><img src="icons/mash.png" alt="Mashup" /></td>
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<tr>
<td>Mixes copied material from multiple sources</td>
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<tr>
<th>#3. FIND - REPLACE</th>
<th>#8. 404 ERROR</th>
</tr>
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<tbody>
<tr>
<td><img src="icons/search.png" alt="Search" /></td>
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<tr>
<td>Changing key words and phrases but retaining the essential content of the source</td>
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<tr>
<td><img src="icons/404.png" alt="404" /></td>
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<tr>
<td>Includes citations to non-existent or inaccurate information about sources</td>
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<tr>
<th>#4. REMIX</th>
<th>#9. AGGREGATOR</th>
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<tbody>
<tr>
<td><img src="icons/tape.png" alt="Tape" /></td>
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<tr>
<td>Paraphrases from multiple sources, made to fit together</td>
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<tr>
<td><img src="icons/rss.png" alt="RSS" /></td>
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<tr>
<td>Includes proper citation to sources but the paper contains almost no original work</td>
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<th>#10. RE-TWEET</th>
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<tr>
<td><img src="icons/recycle.png" alt="Recycle" /></td>
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</tr>
<tr>
<td>Borrows generously from the writer’s previous work without citation</td>
<td></td>
</tr>
<tr>
<td><img src="icons/twitter.png" alt="Twitter" /></td>
<td></td>
</tr>
<tr>
<td>Includes proper citation, but relies too closely on the text’s original wording and/or structure</td>
<td></td>
</tr>
</tbody>
</table>

Questions

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