

The Citation Project

Preventing plagiarism, teaching writing

PROCEDURES FOR SOURCE CODERS

OVERVIEW:

Once papers have been collected and randomized, **the first set** of source coders 1) number the sources, 2) identify the sources used in the pages to be coded, 3) find the sources used in the pages to be coded and keep track of those that are found, 4) create PDFs of them, 5) and upload them to the database. Then **the second set** of source coders uses the marked up works cited list of the student paper to 1) list the sources in a spreadsheet by their source number, 2) enter into the spreadsheet the bibliographical information provided by the students for each of those sources, 3) open the source in question and classify it based on the spreadsheet available. Finally, **the source code table leader** resolves any problems, double-checks some of the coding, enters the number of codable pages of each source into the database, and runs a difficulty-level analysis (Flesh Analysis). While this is happening, the paper coders use the PDFs of the sources to code the papers.

SOURCE CODERS GROUP 1

PROCESS

Each set of ten papers has been numbered by school and paper number.

For example, for the paper W01, W = the code for the school; 01 = the first paper, paper#01.

You will assign each source a number, so that W0101 = first source for paper W01. The PDF of the source you find will then be saved as W0101. Below is the step-by-step process.

- 1) Turn to the works cited page of the first paper in the stack and number the sources using the paper code and the number of the source (e.g.: W=school; 01=paper; 01=source)

Works Cited	
<u>W0101</u>	Faidon Magkos, Fotini Arvaniti, Antonis Zampelas. (2006). "Organic Food: Buying More Safety or Just Peace of Mind? A Critical Review of the Literature." <u>Critical Reviews in Food Science and Nutrition</u> , 46(1), 23-56. Retrieved October 31, 2007, from Health & Medical Complete database. (Document ID: 979753881).
<u>W0102</u>	Goldstein, Myrna Chandler. Mark A. Goldstein M.D. <u>Controversies in Food and Nutrition</u> . Greenwood Press: London, 2002
<u>W0103</u>	Livingstone, Churchill. <u>Controversies In Nutrition</u> . Ed. Leon Ellenbogen. New York, 1981

- 2) Look on page 2 or page 3 of the paper for the horizontal line that says "Start here." Find the next citation after that line (either a lead in phrase naming the author or a parenthetical citation) and underline it.

- 3) In pencil, draw a box around the citation as follows
 - a. If there is a signal phrase identifying the source in some way (author, title, etc) and a parenthetical citation, draw the box around the whole block of text between (see below);
 - b. If there is a signal phrase identifying the source in some way (author, title, etc) but no parenthetical citation indicating where the source use ends, draw the box around the remainder of the paragraph or until the next source is signaled;
 - c. If there is a parenthetical citation but no signal phrase identifying the beginning of the source in some way (author, title, etc), draw the box around the text beginning at the last citation in the same paragraph if there is one, or at the beginning of the paragraph.
- 4) In the margin next to the marked area, write the number you have assigned to that source.

W0101	<p>raises some ethical issues about animal welfare, but that's for a different discussion. Besides the ethical issues, there are bigger issues to the fact of not providing modern veterinary medicinal care to these animals.</p> <p style="text-align: center;"><u>The article "Organic Food: Buying More Safety or Just Peace of Mind"</u></p> <p>written by Faidon Magkos, Fotini Arvaniti, and Antonis Zampelas was featured in the scholarly journal "<i>Critical Reviews in Food Science and Nutrition</i>" which describes the problems with the food industry and any pros of cons of organic food. By not providing vaccinations, it raises the risk of spreading zoonotic diseases from animals to humans through either direct contact with the animals, or from food borne illness; zoonotic diseases are diseases that can be spread between animals and humans such as mad cow (Organic Food...). Cattle are only allowed to eat organically grown feedstuffs, but if their food supply is contaminated by pesticides it will also</p>
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- 5) As you find a source, underline it on the works cited list (in the example in (1) above, citations for W0101 and W0103 have been found, but not for W0102, so it is not underlined).
- 6) List the paper code in the left hand column of the SOURCE SHEET for that school (in the example below you can see E01, E02, and E03)
- 7) List all sources the students used in each paper in the relevant columns of the SOURCE SHEET for that school using the source code number you assigned in (1) above (in the example below sources have been listed for E01 and E02).

All E0 papers/sources													
PAPER	all												
E01		E0101	ILL	E0104	X	E0107		E0109		E0111	X	E0114	✓
E02		E0201	✓	E0202	ILL	E0207	✓	E0210	✓				
E03													
E04													

- 8) NOW FIND THE SOURCE
 - a. If a URL is provided in the works cited list, use that to find the source (look elsewhere if you do not find it)
 - b. If the student identified a database (e.g.: PROQUEST) use that same database (look elsewhere if you do not find it there; different colleges have access to different resources in some databases so if you don't find it where the student found it that doesn't mean it does not exist!)

- c. If the student identified the source as an abstract, just find that abstract
- d. If the student identified the source as a print text you may still look for it in an electronic database
- e. If the student identified the source as a book, see if it is in your library and copy the pages that are cited in the paper (you may also look for those pages on Googlebooks and take a screenshot of the pages cited)

9) When you find the source, save it as a PDF using the source number as title (e.g.: E0101)

10) Indicate your progress looking for sources on the SOURCE SHEET in the column next to the sources (a check mark if you find it, ILL if you are waiting for inter-library loan books, an X if you do not find it, etc). If you do not find some sources, keep looking as your table leader may have more luck finding difficult sources that you can not find. (Don't forget Google Books or the "Internet Wayback Machine" if you have a URL). If you find all of the sources, check the first column, and make the row bold, or red, or something joyous! When you reject a paper because you cannot find the sources, list it at the bottom with a brief note of the problem.

Paper
Source
found
not found
paper rejected

PAPER	all																	
E01	E0101	ILL	E0104	X	E0107	E0109	E0111	X	E0114	✓								
E02	E0201	✓	E0202	ILL	E0207	✓	E0210	✓										
E03																		
E04																		
E05																		
E06																		
E07																		
E08	E0801		E0802		E0804	E0805	E0806	E0807	E0809	E0810	E0811	E0812						
E09																		
E10																		
E11																		
E12																		
E13	E1301		E1302		E1302	E1305	E1310	E1311	E1313	E1315								
E14																		
E15																		
E16																		
E17																		
E18																		
E01	Reject – can't find one source, need ILL for another, third found but not listed (the kid has a blog about this paper...)																	

11) Save all of the PDFs into a folder on your computer

12) When you complete a paper, upload the PDFs into Dropbox (e.g.: sources "W0101.pdf" and "W0103.pdf" go into the folder W01, which is in the folder W).

13) Repeat for each of the papers in the folder until you have found sources for ten papers

Please ask your table leader if you have any questions;

Please ask the reference librarians on campus for help if you can't find a source—they know a lot more about finding sources than we do!

SOURCE CODERS GROUP 2

PROCESS

- 1) Open the shared Dropbox folder entitled "Papers and Sources," then open the folder for a group of papers (for example, W). Now open the folder for the first paper in that category (for example, W01).
- 1) In that folder, you will find the sources for the paper. You will also find a PDF of the paper itself. The paper will be marked as "coded" or "boxed" (in this case, W01-coded" or "W01-boxed"). If both exist, use the coded paper.
- 2) Open the PDF of the paper (in this case, W01-coded" or "W01-boxed"), and scroll to the works cited page at the end. All of the sources have a letter+number code (W0101 – See 1:1 above for an explanation of how this works). You will only be working with the sources that the student used in the five pages of the paper that we coded. The letter+number code for those sources are either checked, underlined, boxed or some combination of all of these. If in doubt, scroll up through the paper and see if the letter+number code is written in the margin anywhere.
- 3) Now open the blank excel spreadsheet (SOURCE CODING SHEET) and rename it: "[papercode]-sources coded" (in this example, "W01-sources coded.xls").
- 4) List the source number in the first column on the newly named coding sheet (e.g.: W0101)
- 5) Type in the author and title provided by the student in the next two columns on that row.
- 6) In the next box, type in any other information provided by the student (journal title and edition, book title, URL, date accessed, etc. PLEASE ALSO NOTE IF THE STUDENT INDICATES A SPECIFIC DATABASE, SUCH AS PROQUEST, or a document ID number)

<i>list information provided by student</i>			<i>Additional information</i>
Source #	Author	Title	Additional Bibliographic information documented by the student - INCLUDING DATABASE USED IF IDENTIFIED
W0101	Faidon Magkos, Eotiai Arvaniti, Anthonis Zampelas	"Organic Food Buying: More Safety or Just Peace of Mind? A Critical Review of Literature"	Critical Reviews in Food Science and Nutrition, 46 (1) 23-56. Retrieved October 31, 2007, from Health & Science Medical Complete database (Document ID: 979753881)
W0103	Livingstone, Churchill	Controversies in Nutrition	Ed. Leon Ellenbogen, New York 1981
			PROQUEST
			LIBRARY - COPIED CITED PAGES

- 7) Copy the citations exactly as they are provided: Do not edit the student citation (for example, the citations above are incomplete—no year of publication for the journal; no page numbers for the chapter cited from the edited collection. Also, the author names are incorrectly listed for W0101).

- 8) Leave the fifth and sixth boxes blank (“Bibliographical material necessary to find the source” and “# of pages”). The source code table leader will add this material.
- 9) Now go back to the folder for the paper you are coding, open the PDF of the first source on the list and check off what it is in the remaining columns. NOTE: you may be able to use the citation to identify the kind of source (book, dictionary, government - indicated by .gov in the address, or by a government publication information); however, you still need to open it in order to answer other questions such as whether it contains an abstract or charts and tables—no short cuts!
- 10) Check all relevant remaining columns. If the source does not seem to fit any of the categories listed in columns L-Y, check the column on the sheet “other” (Z)
- 11) Use the notes for source coding to help. If you move your curser over the red triangles in the corner of each category on the spreadsheet, you will see a popup box that may help you decide whether the source should be coded in this category.

S	T	U	V	W	X	Y	Z	AA
Government	Informational/factual	Informal print or oral sources	Personal				Relevant, check	Editorial/opinion

- 12) Save the spreadsheet on your computer, and as you finish each paper, upload the spreadsheet to the relevant folder in Dropbox (in this example, the W01 folder)
- 13) Then start again with the next paper in the folder

Contact your table leader if you have any questions or are not sure how to code something. It is better to ask too many questions than guess and make us need to recode!