The Citation Project
Preventing plagiarism, teaching writing

PRECODING STEPS

1. Enter your name, today's date, and the paper number in the upper right-hand corner of the Paper Coding Sheet.

2. Enter your name and today's date in the upper right-hand corner of the paper.

3. Note that each source has a number (e.g.: B0102). Also note that each boxed citation in the paper is numbered in the margin and that number is accompanied by the source number to which the citation refers (e.g.: B0102). We only code the material inside the boxed areas.

4. On each source, you will find the page number in the upper right-hand corner starting with page 1. Do not use the source's internal pagination in your coding. If the source begins with an abstract generated by the database or with a title page and is otherwise blank, that is numbered as 0 – for example the first page of B0108.

5. Before you begin coding the paper, review "Glossary for Paper Coding" and "FAQs for Paper Coding."

CODING STEPS

6. To code the paper, read the first boxed area of text and then read the corresponding source and identify the passage to which the citation refers. If the cited material does not appear in the source, do not try to code the material. Simply make a note in the margin and on the coding sheet and move to the next boxed section.

7. Following the definitions on the "Glossary for Paper Coding," highlight all source uses within the box:
   pink for summary;
   green for paraphrase;
   yellow for patchwriting;
   blue for copying.

   Highlight only cited material inside the boxes.

   Note misunderstood or misquoted sources, or other issues of potential concern and or interest, in the margin and in the comment section on the coding sheet.

8. In the second column on the "Paper Coding Sheet," enter the page in the paper where the citation appears. If the citation spans more than one page, enter only the number of the first page (where the boxed area to be coded begins).

9. In the third column of the "Paper Coding Sheet," enter the source code of the source used (the code is written by the boxed area, and on the first page of the source doc).

10. In the fourth column of the "Paper Coding Sheet," enter the page number in the source from which the student was working. Use the page numbers written at the top of the PDF, even if this is not the page number cited by the studet). If the citation refers to multiple pages in the source, enter only the number of the first page.

11. If there is only one type of source use in the boxed area, write a 1 in one of the last five columns of the "Paper Coding Sheet." (In the case of copying, be sure to check the correct column, depending on whether it was marked as a quotation or not.)

12. If there is more than one type of source use in the boxed area, write a 1 in the fifth column of the "Paper Coding Sheet" and determine which type of source use dominates—whichever type has the most words highlighted. Write a 1 in one of the last five columns of the "Paper Coding Sheet."

13. Repeat steps 6-12 for each box of text.

POSTCODING STEPS

14. When you and your coding partner have finished coding the student paper, go through and reconcile. Fill out a new "Paper Coding Sheet" with your agreed-upon codes. In the upper right-hand corner of the new "Paper Coding Sheet," enter both your names, today's date, and the paper number.