Integrating and citing sources to avoid plagiarism

Source text
Our language is constantly changing. Like the Mississippi, it keeps forging new channels and abandoning old ones, picking up debris, depositing unwanted silt, and frequently bursting its banks. In every generation, there are people who deplore changes in the language and many who wish to stop the flow. But if our language stopped changing it would mean that American society had ceased to be dynamic, innovative, pulsing with life—that the river had frozen up. —Robert MacNeil and William Cran, *Do You Speak American?* p. 1

Avoiding plagiarism (The examples follow MLA style for in-text citations.)		
If you are using an exact sentence from a source, with no changes at all . . .	➜	. . . put quotation marks around the sentence. Use a signal phrase and include a page number in parentheses. MacNeil and Cran write, "Our language is constantly changing" (1). "Our language," according to MacNeil and Cran, "is constantly changing" (1).
If you are using a few exact words from the source but not an entire sentence . . .	➜	. . . put quotation marks around the exact words that you have used from the source. Use a signal phrase and include a page number in parentheses. The English language, according to MacNeil and Cran, is "like the Mississippi" (1).
If you are using near-exact words from the source but are changing some word forms (*I* to *she*, *walk* to *walked*) or adding words to clarify and make the quotation flow with your own text . . .	➜	. . . put quotation marks around the quoted words and put brackets around the changes you have introduced. Use a signal phrase and include a page number in parentheses. MacNeil and Cran compare the English language to the Mississippi River, which "forg[es] new channels and abandon[s] old ones" (1). "In every generation, there are people who deplore changes in the [English] language and many who wish to stop the flow," write MacNeil and Cran (1).
If you are paraphrasing or summarizing the source, using the author's ideas but not any of the author's exact words . . .	➜	. . . introduce the ideas with a signal phrase and put the page number at the end of your sentence. Do not use quotation marks. MacNeil and Cran argue that changes in the English language are natural and that they represent cultural progress (1).

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Avoiding plagiarism (The examples follow MLA style for in-text citations.) (*cont.*)		
If you have used the source's sentence structure but have substituted a few synonyms for the author's words . . .	→	STOP! This is a form of plagiarism even if you use a signal phrase and a page number. Change your sentence by using one of the techniques given in this chart or in the MLA, APA, or *Chicago* documentation sections. **Plagiarized** MacNeil and Cran claim that, like a river, English creates new waterways and discards old ones. **Integrated and cited correctly** MacNeil and Cran claim, "Like the Mississippi, [English] keeps forging new channels and abandoning old ones" (1).