AU Online
AURORA UNIVERSITY

Avoid Too Much Copy and Paste

One of the greatest aspects about online learning is how we can use the internet to increase our learning potential. The amount of information on the internet is exponential! While the internet is a great resource, please be sure that you abide by the rules of appropriately citing internet sources:

1. **DO** include the URL (web address) that you took the information from. (Hit enter after pasting in the URL and it will become a hyperlink to the source for other students to click on directly.)
2. **DO** include quotation marks or <<>> around quoted (i.e., copied and pasted) material.
3. **DO** introduce the quoted material with **YOUR OWN WORDS** about why you are providing that Quotation. Tell the class what you found to be interesting or informative about the information.
4. **DO** limit the quoted material to a paragraph or less (a snippet) to entice the reader into following the URL (link) you then provide.
5. **DO** use an 80/20 rule of thumb for posting. For every sentence of quoted material, you should provide at least 4 sentences of your own. Provide the class and your instructor your reasons why this material is important. Worst case: use a 50/50 rule. Under no circumstances should you simply copy and paste paragraphs from a website without any orienting material from you. Quality points for your post will decrease in keeping with the amount of the copy/paste information compared to your own explanation of its value.

What will I do if you "copy and paste" from a book or website, in contradiction of the above guidelines?

1. If the problem is simply that you have "too much" copy and paste, but you have included the URL, this will affect the "quality" of your post - and your post will likely be a "low quality" post. Avoid this problem by only providing a "snippet" - i.e. 2-3 sentences of quoted material… and then provide **YOUR OWN WORDS** about why that is important. Don't forget to include the URL!
2. If you do not include a cite to the website or book from which your post information came, **OR** if you do not use quotation marks or some other method to show that the material was not written by you, then the issue will become one of Academic Integrity, subject to the rules on Academic Integrity in the student handbook.

Please let me know if you have questions about this policy.