

**Political Science 2102B 650 (The University of Western Ontario)**  
**Capitalism and Democracy**  
**Course Outline**

**Type:** First term Course Jan./25 to April/25

**Place:** Online/Asynchronous

**Instructor:** Dr. Robert F. Jonasson

**Office Hour:** Mondays 2.30-3.30pm SSC 7249

E-mail address: rjonasso@uwo.ca (please e-mail anytime)

**COURSE DESCRIPTION:** Political Science 2102A is a non essay course which examines the theoretical underpinnings, political dimensions and real-world applications of capitalism and democracy. The course combines a focus on the political dimension of democracy associated with economic capitalism, the background, meaning and interpretation of democracy, with a focus on the claims that democracy may or may not be compatible with capitalism.

**COURSE LEARNING OBJECTIVES**

Students should have definitional knowledge and understanding of certain aspects of political theory and comparative politics as this applies to the topic of capitalism and democracy. By the end of this course, students will be able to identify the key components of the politics of capitalism and democracy and examine several historical and current states' experiences with these two items. Students will have an appreciation of the strengths and weaknesses of the two major concepts in the course and be encouraged to draw their own conclusions about capitalism and its relationship to democracy..

**Delivery:** The course is asynchronous, which means no formal class times (i.e. no in person or Zoom classes). Materials will be posted to OWL that you will need. There are still strict due dates on certain items, but the point is to learn the material at the rate that suits you. The weekly breakdown of topics, lectures and readings below is only suggested – you may wish to go faster or slower through the materials. Please note that asynchronous learning may not be ideal for everyone. Please respect the fact that 650 Distance level online courses are meant to offer maximum flexibility for learning, especially for those in different parts of the world or who have jobs etc. during certain hours of the day.

**GRADE BREAKDOWN:** (more info on these items is in the outline)

**1) ASSIGNMENT** *worth 20%*; due Monday, Feb. 24 by 11.59pm- in OWL Brightspace– Assignments – personal view

**2) FINAL EXAM** (April exam period, TBA online, open-book essay – on whole course; 24 hours); *worth 80%*

**NOTE:** All page requirements in the outline use the Times New Roman 12 standard.

**REQUIRED READINGS:** These will be posted as PDF files in OWL- Brightspace – Content. No other readings are needed.

TOPICS: (these are a suggested weekly breakdown, but it is up to you as to how you want to proceed): Readings are all from the PDFs on OWL. Weeks begin with the date below.

Week 1 (Jan.6): course outline: see OWL; Introduction to capitalism and democracy

*Reading: Reading 1 (Friedman) pgs.1-12; Lecture Video: No.1; Course notes: Part 1*

Weeks 2-5 (Jan.13): capitalism and liberalism/liberal-democracy

*Reading: Reading 2 (Rawls) Chapter 1; Lecture Videos: No. 2, 3 (Note same as 11, just do part on democracy);, 4, 5, 6 and 7; Course notes: Part 2*

NOTE: This is the biggest section (4 weeks). Perhaps try to do at least some of the material each week. You could follow some of the themes of the lecture videos, for example (and their corresponding sections in the course notes) – but it is up to you, of course, how you learn the material. The Rawls reading fits best in the reform liberalism topic.

Weeks 6-8 (Feb.10): Marxist critique of capitalism/liberal-democracy; week 7 is reading week

**Assignment due Monday, February 24 by 11.59pm**

*Readings: Reading 3 (Marx) Part 1 (just to get a feel of the writing style of Marx); Reading 4 (Soviet command economy) all of it; Lecture Videos: No.8, and 9; Course notes: Part 3*

Weeks 9-11 (March 3): capitalism and dictatorship

*Readings: Reading 5 (socialism and fascism) all of it; Reading 6 (China) all of it; Lecture Videos: 11 (note- same as 3, fast forward to part on dictatorship) and 12; Course notes: Part 4*

Week 12 (March 24): global capitalism and democracy

*Readings: Reading 7 (globalization and democracy) all of it; Lecture Video: No.13; Course notes: Part 5*

Week 13 (March 31): **study for final exam – TBA in April. exam period (see info later in this outline)**

## 2102A ASSIGNMENT

**Length:** 3-5 pages double-spaced minimum

**Due date: Monday, February 24 11.59pm– to be put into OWL – Assignments – personal view (do not wait to the last minute – lates will be strictly enforced; if you submit the wrong file, you must e-mail me the correct one before the deadline)**

**Lost Assignments:** It is your responsibility to have other copies of your paper (e-file).

**Bibliography:** not needed

**Citations:** not needed

You are simply to outline your personal view of capitalism and how it fits with democracy. This should contain the following:

- 1/ Your view of what you think capitalism and democracy entails (you may examine democracy as liberal-democracy but you may see it as something else).
- 2/ Your view whether capitalism has been (and is) a negative or positive force (or both) for all or some societies.
- 3/ Your view about what can be done to make capitalism and democracy fit together better (you may argue that they cannot fit together or should not do so).
- 4/ This is not a formal essay, so you do not need a formal thesis statement, introduction and conclusion.
- 5/ However, write in complete sentences and paragraphs.
- 6/ This assignment is your normative opinion, so I would expect you to write in the first person.
- 7/ This is a pass/fail assignment and will not be formally graded. It is either 15/15 or 0/15.
- 8/ If it is late, you have until Monday, March 31 by 11.59pm to hand it in but you will get no more than 12/20 (if done properly).

Please note that this assessment is considered to be central to the learning objectives for this course. Accordingly, students seeking academic consideration for this assessment will be required to provide formal supporting documentation. Students who are granted academic consideration for this assessment will be provided with an extension to hand in the essay without any late penalty which is based on an extension period recommended by the Academic advisors...

**THE UNIVERSITY OF WESTERN ONTARIO  
DEPARTMENT OF POLITICAL SCIENCE  
POLITICAL SCIENCE 2102A 650  
FINAL EXAM INFO**

**Instructor: Dr. Jonasson**

**FINAL EXAM:**

***Format: Take-home, open-book, online (all must do it)***

**Time: (24 hours) – QUESTIONS WILL BE POSTED IN OWL-RESOURCES one day before the chosen exam date (TBA) (the file will be called final exam questions)**

***DUE DATE: TBA– the typed (it must be typed) answer in Word or PDF format only must be submitted to OWL-ASSIGNMENTS – final exam***

Study on-line notes, readings and the various lecture files only. The notes are most important.

**2 Essay questions (5 essay questions will be given as choices)**

The material covered will be all material on the entire course.

**Value: worth 80% of course grade (40% for each answer of total course grade)**

**Sample question: (this will not be on the final exam)**

1/ Outline the features of reform liberalism. How did reform liberals try to reconcile capitalism with freedom and democracy? In your view, did reform liberalism save capitalism? Why or why not?

Answer all parts of the question. Write as much as possible without going off topic or repeating yourself. Write in proper paragraph and sentence form. No citations or bibliography are needed (do not include these). A proper structure (i.e. introduction, conclusion) is required but no formal thesis statement is needed. The fact based first part of the question is worth quite a bit more than the opinion part (although it should be fact based too) – although I cannot give you an exact breakdown

All questions will incorporate several course topics, but will not be too broad.

**Length:**

I would suggest a target of 6-10 pages double-spaced total (3 to 5 each answer) but answering the questions properly is more important than strict page lengths.

*However, please give me no more than 12 pages double-spaced.* Please double-space and do not create a title page. Make sure your last name is on your e-file and your full name is on the top of the answer. **Again, the answer must be typed.**

### **Grading:**

Expectations will have to be somewhat higher on the grading, given the format of the final exam, but these will not be unrealistic (see bold notes below). Style will also be graded more carefully since you can more easily correct grammar and spelling.

### **Questions of the instructor during the exam period:**

I will endeavour to answer *emergency* e-mail questions only during the 24 hour period, but if the questions are answered by this document, I will refer you back to it.

The questions cannot be about whether the responses should involve certain information or whether if information is correct etc. Use common sense here. I will not be looking over any draft work or final submissions before the due date. Do not ask questions in the last 2 hours before the due date (this gives you an incentive not to wait to the last minute to submit).

**Late: even one minute past the due date will require you to get formal approval to avoid a zero.**  
**I WOULD NOT WAIT UNTIL THE LAST MINUTES TO SUBMIT THIS**

**I WOULD NOT PROCRASTINATE** – in general, computer problems will not be accepted for late answers, so get things in early

If you have submitted the wrong file to OWL, you can e-mail the updated one *before the due date* only – if after, the late situation applies (it is zero if it is late). Therefore, carefully upload the correct version.

**Missed final exam:** if you have valid reasons for missing the final exam in the 24 hour periods (sick with a virus comes to mind but there may be other issues), **you must contact Academic Counselling and get their approval to set up a make-up exam for the final exam.**

I am trying to give you a decent window for completion of this exam. That you might have other tests or classes in the 24 hour period is possible, so do not use these as an excuse to get around the exam (you do not need to –see below in bold)..

**NOTE: You really do not need even remotely close to 24 hours to do these well (it is just a long time frame for you to have so you can do the exam properly if you have other obligations, normally require SSD accommodations etc.).**

**For most of you, likely only a short time frame is required (although around 2- 4 is likely, maybe 5 hours at most for the final exam – NOTE: all people are different here in what they might need).**

**Some of you have a tendency to take the maximum time you are allotted in an exam so that you feel you are doing everything you can to get a good grade – for these two, such thinking may be counterproductive if you overthink the material, rush to hand it in at the last minute etc.**

**Give yourself a certain time frame in the 24 hours and complete it and hand it in (and again, why not early?)**

## COURSE PROCEDURES

1/ **E-Mail:** You may e-mail me at [rjonasso@uwo.ca](mailto:rjonasso@uwo.ca) anytime. I will check e-mail Monday to Saturday (not including any holidays) – from 10am to 6pm. I will endeavour to answer your e-mails within several hours during the above period (from 6pm to 10am, you may e-mail, but I will take longer to respond). There may be some exceptions to the above, but I will try to stick to this schedule. Please always be courteous.

2/ **Questions:** Ask questions intelligently. Do not ask questions for the sake of asking them (i.e. to show ‘interest’, to ‘stick out’ etc.). Please ask specific questions about the topics; questions like ‘can you explain this topic to me?’ are too broad. I cannot tutor each student obviously. Questions about course material can usually be answered in this course outline or on other documents. Of course, ask away! I’m especially glad to answer thoughtful questions.

3/ **Lecture Notes:** These are on OWL in Resources. They are crucial to what I want you to know (especially for the final exam). I have placed all the notes together by topics (in order). How you go about learning them is up to you, but the outline is suggesting a certain weekly breakdown.

4/ **Lecture files:** These are in OWL –Resources. These audio/video files are summaries of the lecture topics. They should be helpful in understanding the notes.

5/ **Grading:** All grade values in the course outline are ‘set in stone’. There will be no re-weighting or bell-curve. No extra assignments will be given. No items will be omitted from the final grade.

The University of Western Ontario Senate has adopted a set of grade descriptors which explain the meaning of grades assigned in all university courses:

- A+ 90-100% One could scarcely expect better from a student at this level
- A 80-89% Superior work which is clearly above average
- B 70-79% Good work, meeting all requirements, and eminently satisfactory
- C 60-69% Competent work, meeting requirements
- D 50-59% Fair work, minimally acceptable
- F below 50% Fail

6/ **Appeals:** You may ask me to revisit your grades, but be aware that I mark carefully! YOU MUST PUT ALL CONCERNS IN WRITING. I will only change a grade if you prove to me that I am in error about certain pieces of factual information in your midterm or final exam. Please remember that I do not give grades according to your personality - try not to be personally offended by what you consider a poor grade (indeed, it is difficult to get to know students in an on-line course in any case). An appeal must go to me first. Your grade may go up, stay the same or go down (I would give then you an average of the old grade and the new grade). You may go down if I discover critical things I missed the first time.

NOTE: Do not assume your past (eg. past grades, experience level, age) is the key to your future performance. Profs assume everyone wishes high grades. Please do not indicate to the prof that you need or expect a certain grade in the course.

7/ **Due dates:** All due dates (eg. essays, assignments, tests, exams) in the course outline are ‘set in stone’, unless they are moved to a later date by the instructor. Under no condition will due dates be made *earlier* than the dates indicated in the course outline.

8/ **Extensions:** As indicated in the policy of the dept., there are some legitimate excuses which may allow students to get limited extensions for essays, tests and exams. **ALL EXCUSES MUST BE ACCOMPANIED BY AN OFFICIAL NOTE** (eg. doctor’s note) which is shown/sent to **Academic Counselling**. Dates must be present to indicate the time period the student was affected. The Instructor must be notified by **Academic Counselling** within 2 weeks of the missed essay or test. **I must have the clear approval of Academic Counselling for any extension.** The permission must be produced immediately in the case of the final exam. If an extension is warranted, the prof and the student will negotiate a time frame for submission. This time frame cannot be just what the student wants.

9/ **Problems with OWL/Internet:** If OWL is officially down for all students generally for a period of more than 12 hours on the day something is due, I will permit an extension to all students – generally, the next day. However, short problems cannot justify this, even to the deadline itself. My advice is do not wait to submit work to the last minute on due days!  
*Personal computer/internet/OWL issues are not valid grounds for an excuse.*

10/ If you are a student with a serious concern, whether valid or not, and you are unable to keep up with the course for a long period of time, the prof strongly advises that you drop the course. Students who get too far behind generally do not finish in any case or receive an uncharacteristically low grade. Sometimes unfortunate events occur in our lives; try to persevere, but if you cannot, it is no shame to reduce your course load in certain situations.

11/ Please do not ask the instructor for final grades (or final exam grades). These must be released by the Registrar’s Office first.

12/ NOTE: the following updated policy takes effect for all reference requests past August 1, 2021 for past or current students

I will give students basic references (for jobs, student exchange programs etc.) if their grade is above 75% in a class in which I have taught them (final grade). **For all post-graduate references (law school, grad school, teachers’ college etc.) and scholarships, students must have completed at least 3 courses (half or full) with me beyond 1020E and have a grade of 85% or better (as an average in the courses). If students took 1020E with me, they may or may not factor the grade in this class into their average, but they will need 2 more classes (half or full).** However, good character is an important consideration for promotion as well. I do not promote opportunists (eg. those who ask for higher grades without merit) or those with ‘entitlement’ attitudes. Make sure you give me at least 3 weeks notice for any deadlines and



always give me all forms and postage. **I will do a maximum of 4 paper/online references for a student in a term.**

## **APPENDIX TO UNDERGRADUATE COURSE OUTLINES**

### **DEPARTMENT OF POLITICAL SCIENCE**

#### **Prerequisite checking - the student's responsibility**

"Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites."

#### **Essay course requirements**

With the exception of 1000-level courses, most courses in the Department of Political Science are essay courses. Total written assignments (excluding examinations) will be at least 3,000 words in Politics 1020E, at least 5,000 words in a full course numbered 2000 or above, and at least 2,500 words in a half course numbered 2000 or above.

#### **Use of Personal Response Systems ("Clickers")**

"Personal Response Systems ("clickers") may be used in some classes. If clickers are to be used in a class, it is the responsibility of the student to ensure that the device is activated and functional. Students must see their instructor if they have any concerns about whether the clicker is malfunctioning. Students must use only their own clicker. If clicker records are used to compute a portion of the course grade:

- the use of somebody else's clicker in class constitutes a scholastic offence,
- the possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offence."

**Security and Confidentiality of Student Work** (refer to current *Western Academic Calendar* <http://www.westerncalendar.uwo.ca/>)

**"Submitting or Returning Student Assignments, Tests and Exams** - All student assignments, tests and exams will be handled in a secure and confidential manner. Particularly in this respect, leaving student work unattended in public areas for pickup is not permitted."

#### **Duplication of work**

Undergraduate students who submit similar assignments on closely related topics in two different courses must obtain the consent of both instructors prior to the submission of the assignment. If prior approval is not obtained, each instructor reserves the right not to accept the assignment.

#### **Grade adjustments**

In order to ensure that comparable standards are applied in political science courses, the Department may require instructors to adjust final marks to conform to Departmental guidelines.

#### **Academic Offences**

"Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

### **Submission of Course Requirements**

ESSAYS, ASSIGNMENTS, TAKE-HOME EXAMS MUST BE SUBMITTED ACCORDING TO PROCEDURES SPECIFIED BY YOUR INSTRUCTOR (I.E., IN CLASS, DURING OFFICE HOURS, TA'S OFFICE HOURS) OR UNDER THE INSTRUCTOR'S OFFICE DOOR.

**THE MAIN OFFICE DOES NOT DATE-STAMP OR ACCEPT ANY OF THE ABOVE.**

### **Attendance Regulations for Examinations**

EXAMINATIONS/ATTENDANCE (Sen. Min. Feb.4/49, May 23/58, S.94, S.3538, S.3632, S.04-097) A student is entitled to be examined in courses in which registration is maintained, subject to the following limitations: 1) A student may be debarred from writing the final examination for failure to maintain satisfactory academic standing throughout the year. 2) Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Dean of the Faculty offering the course will communicate that decision to the Dean of the Faculty of registration.

## **Absences from Final Examinations**

If you miss the Final Exam, please contact the Academic Counselling office of your Faculty of Registration as soon as you are able to do so. They will assess your eligibility to write the Special Examination (the name given by the University to a makeup Final Exam).

You may also be eligible to write the Special Exam if you are in a "Multiple Exam Situation" (e.g., more than 2 exams in 23-hour period, more than 3 exams in a 47-hour period).

**Note:** Missed work can only be excused through one of the mechanisms above. Being asked not to attend an in-person course requirement due to potential COVID-19 symptoms is **not** sufficient on its own. Students should check the Western website to see what directives for Covid are to be followed. Western has been and will continue to follow directives established by the Middlesex-London Health Unit. That directive will state whether students should or should not come to campus/class and any other requirements (e.g., masks are mandatory). Please check on your own and do not email the instructor, the Department Undergraduate Advisor/Coordinator or the Faculty of Social Science Academic Counselling Office.

## **Accommodation and Accessibility**

### **Religious Accommodation**

When a course requirement conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request accommodation for their absence in writing at least two weeks prior to the holiday to the course instructor and/or the

Academic Counselling office of their Faculty of Registration. Please consult University's list of recognized religious holidays (updated annually) at

<https://multiculturalcalendar.com/ecal/index.php?s=c-univwo>.

## **Accommodation Policies**

Students with disabilities are encouraged to contact Accessible Education, which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The policy on Academic Accommodation for Students with Disabilities can be found at:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/Academic Accommodation\\_disabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Accommodation_disabilities.pdf).

## **Academic Policies**

The website for Registrarial Services is <http://www.registrar.uwo.ca>.

In accordance with policy,

[https://www.uwo.ca/univsec/pdf/policies\\_procedures/section1/mapp113.pdf](https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp113.pdf),

the centrally administered e-mail account provided to students will be considered the individual's official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at their official university address is attended to in a timely manner.

During exams/tests/quizzes, no electronic devices (e.g. a phone, laptop, iPad) are allowed and must be powered down and stored out of reach.

**Scholastic offences** are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf).

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).

Computer-marked multiple-choice tests and exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

If a course uses remote proctoring, please be advised that you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including

some biometric data) and the session will be **recorded**. Completion of a course with remote proctoring will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on Western's Remote Proctoring website at:

<https://remoteproctoring.uwo.ca>.

## Support Services

Please visit the Social Science Academic Counselling webpage for information on adding/dropping courses, academic considerations for absences, appeals, exam conflicts, and many other academic related matters: [Academic Counselling - Western University \(uwo.ca\)](https://www.uwo.ca/academic_counselling/)

Students who are in emotional/mental distress should refer to Mental Health@Western (<https://uwo.ca/health/>) for a complete list of options about how to obtain help.

Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced sexual or gender-based violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts at

[https://www.uwo.ca/health/student\\_support/survivor\\_support/get-help.html](https://www.uwo.ca/health/student_support/survivor_support/get-help.html).

To connect with a case manager or set up an appointment, please contact [support@uwo.ca](mailto:support@uwo.ca).

Please contact the course instructor if you require lecture or printed material in an alternate format or if any other arrangements can make this course more accessible to you. You may also wish to contact Accessible Education at

[http://academicsupport.uwo.ca/accessible\\_education/index.html](http://academicsupport.uwo.ca/accessible_education/index.html)

if you have any questions regarding accommodations.

Learning-skills counsellors at the Learning Development and Success Centre (<https://learning.uwo.ca>) are ready to help you improve your learning skills. They offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more. Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre, and year-round through individual counselling.

Western University is committed to a thriving campus as we deliver our courses in the mixed model of both virtual and face-to-face formats. We encourage you to check out the Digital Student Experience website to manage your academics and well-being: <https://www.uwo.ca/se/digital/>.

Additional student-run support services are offered by the USC, <https://westernusc.ca/services/>.

## Plagiarism:

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence." (see Scholastic Offence Policy in the Western Academic Calendar).

**Plagiarism Checking:** "All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>)."

**Multiple-choice tests/exams:** "Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating."

Note: Information excerpted and quoted above are Senate regulations from the Handbook of Scholarship and Academic Policy. [https://www.uwo.ca/univsec/academic\\_policies/index.html](https://www.uwo.ca/univsec/academic_policies/index.html)

### PLAGIARISM\*

In writing scholarly papers, you must keep firmly in mind the need to avoid plagiarism. Plagiarism is the unacknowledged borrowing of another writer's words or ideas. Different forms of writing require different types of acknowledgement. The following rules pertain to the acknowledgements necessary in academic papers.

#### **A. In using another writer's words, you must both place the words in quotation marks and acknowledge that the words are those of another writer.**

You are plagiarizing if you use a sequence of words, a sentence or a paragraph taken from other writers without acknowledging them to be theirs. Acknowledgement is indicated either by (1) mentioning the author and work from which the words are borrowed in the text of your paper; or by (2) placing a footnote number at the end of the quotation in your text, and including a correspondingly numbered footnote at the bottom of the page (or in a separate reference section at the end of your essay). This footnote should indicate author, title of the work, place and date of publication, and page number.

Method (2) given above is usually preferable for academic essays because it provides the reader with more information about your sources and leaves your text uncluttered with parenthetical and tangential references. In either case words taken from another author must be enclosed in quotation marks or set off from your text by single spacing and indentation in such a way that they cannot be mistaken for your own words. Note that you cannot avoid indicating quotation simply by changing a word or phrase in a sentence or paragraph which is not your own.

**B. In adopting other writers' ideas, you must acknowledge that they are theirs.**

You are plagiarizing if you adopt, summarize, or paraphrase other writers' trains of argument, ideas or sequences of ideas without acknowledging their authorship according to the method of acknowledgement given in 'A' above. Since the words are your own, they need not be enclosed in quotation marks. Be certain, however, that the words you use are entirely your own; where you must use words or phrases from your source, these should be enclosed in quotation marks, as in 'A' above.

Clearly, it is possible for you to formulate arguments or ideas independently of another writer who has expounded the same ideas, and whom you have not read. Where you got your ideas is the important consideration here. Do not be afraid to present an argument or idea without acknowledgement to another writer, if you have arrived at it entirely independently. Acknowledge it if you have derived it from a source outside your own thinking on the subject.

In short, use of acknowledgements and, when necessary, quotation marks is necessary to distinguish clearly between what is yours and what is not. Since the rules have been explained to you, if you fail to make this distinction your instructor very likely will do so for you, and they will be forced to regard your omission as intentional literary theft. Plagiarism is a serious offence which may result in a student's receiving an 'F' in a course or, in extreme cases in their suspension from the University.

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Adopted by the council of the Faculty of Social Science, October, 1970; approved by the Dept. of History August 13, 1991