

Western University  
Department of Political Science  
**The Policy Process in Theory and Practice**  
Political Science 2547G-001  
Winter 2025

Instructor: Dr. Joe Lyons  
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Note: The instructor and teaching assistants will not respond to emails in the evenings or on weekends.

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### **Course Information**

**Course Description:** This course is about public policy in Canada. Students will be introduced to selected theories of the policy process and learn how they apply in the context of Canada's federal system.

**Learning Outcomes:** By the end of the course, students will be familiar with the policy cycle model and how different theories can help explain how and why policies move (or don't) from one stage to another. This knowledge will allow them to critically examine government action or inaction in any policy area. An important skill for active and informed citizenship.

**Course Organization:** Weekly meetings occur on Thursdays beginning at 2:30pm. Classes will consist of a combination of lectures and class discussions. Tutorials will follow, as scheduled below, at 4:30pm.

**Anti-Requisites:** The former Political Science 2246E and Political Science 2201G.

### **Readings and Materials:**

#### *Required Textbook*

Wu, Xun, M. Ramesh, Michael Howlett, and Scott Fritzen. 2018. *The Public Policy Primer: Managing the Policy Process*, 2<sup>nd</sup> ed. London: Routledge. (Hereafter referred to as Wu et al.)

Available in paperback though the Western Bookstore: [https://bookstore.uwo.ca/textbook-search?campus=UWO&term=W2024B&courses%5B0%5D=001\\_UW/POL2547G](https://bookstore.uwo.ca/textbook-search?campus=UWO&term=W2024B&courses%5B0%5D=001_UW/POL2547G) and as an e-book through [Western Libraries](#).

All other assigned readings will be available through the library, the course's Brightspace site, or online. Assigned reading should be done **BEFORE** the class in which it is to be discussed.

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**Course Requirements:** The final grade for this course will be composed of four main components.

1. *Tutorials.* Tutorials begin January 23<sup>rd</sup>. Students will be informed of their tutorial room assignment by January 16<sup>th</sup>. Students in each tutorial room will be divided into smaller teams based on their shared interests in a specific area of Canadian public policy. Students will remain on the same team throughout the semester. During each tutorial meeting, teams will explore the policy process dynamics of their assigned policy area by working through a list of questions provided by the instructor.

Tutorials are worth 15% of the course grade. The tutorial grade will consist of two components: *Individual Contribution* and the *Team Submission*. Tutorial attendance is mandatory and will be monitored. Students may miss **ONE** tutorial without penalty. The individual contribution grade will be based partly on peer assessment. At the end of class on April 3, 2025, each group will hand in their team submission, which will consist of their written answers to all the questions provided throughout the semester. Students who miss **more than two** tutorials (on top of their one absence grace and one undocumented academic consideration request) will receive a grade of zero on the team submission component. More specific information and instructions will be provided in class and on Brightspace.

*Please note that students needing to be excused from an additional tutorial – on top of the one absence grace - can request academic consideration by completing a request through the Student Absence Portal. **Students are permitted one academic consideration request per course per term without supporting documentation.***

*Tutorial teams are expected to submit their Team Submission by the deadline listed. Should extenuating circumstances arise, students do not need to request academic consideration and tutorial teams are permitted to submit their assignment up to 4:30pm on April 6, 2025 (72 hours past the deadline) without a late penalty. **No Case Studies Journal submitted more than 72 hours past the deadline will be graded.***

2. *Midterm Test.* An in-class test will be held on **February 27, 2025**. This will be a multiple-choice test based on the material covered up to that point.

*Please note that the Midterm Test is central to the learning objectives for this course. Accordingly, students seeking academic consideration for this assessment will be required to provide formal supporting documentation through the Student Absence Portal. Students who are granted academic consideration for this assessment will be provided with the opportunity to write a makeup test on **Friday, March 7, 2025.***

3. *Policy Brief.* Students must write and submit a policy brief of approximately 2,500 words. The policy brief is due on **March 13, 2025** at 2:30pm. Students are required to submit a hard copy to

the instructor and an electronic copy through the course's Brightspace site for plagiarism detection by Turnitin.com. More details will be provided in class and on Brightspace.

*Please note that students are expected to submit their Policy Brief by the deadline listed. Should extenuating circumstances arise, students do not need to request academic consideration and they are permitted to submit their assignment up to 2:30pm on March 16, 2025 (72 hours past the deadline) without a late penalty. Should students submit their assessment after the 72 hours no-late penalty period, **a late penalty of 5 percent per day** (weekends included) will be applied against their percentage grade. The late penalty rolls over each day at 2:30pm. **No Policy Brief will be graded if it is submitted after 2:30pm on March 27, 2025.** Academic Consideration requests may be granted only for extenuating circumstances that started before the deadline and lasted longer than the 72 hours no-late-penalty period.*

4. *Final Exam.* The final exam will be held during the final examination period. It will consist of a combination of multiple choice and short- and/or long-answer questions.

*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 a Special Examination. A Special Examination is any examination other than the regular examination, and it may be offered only with the permission of the Dean of the Faculty in which the student is registered, in consultation with the instructor and Department Chair. Permission to write a Special Examination may be given on the basis of compassionate or medical grounds with appropriate supporting documents. To provide an opportunity for students to recover from the circumstances resulting in a Special Examination, the university has implemented Special Examinations dates. These dates as well as other important information about examinations and academic standing can be found [here](#).*

### **Evaluation:**

1. Tutorials	15%	
<i>Individual Contribution (7%)</i>		Ongoing beginning Jan. 23
<i>Team Submission (8%)</i>		Apr. 3 by 4:30pm
2. Midterm Test	15%	Feb. 27 @ 2:30pm
3. Policy Brief	35%	Mar. 13 by 2:30pm
4. Final Exam	35%	As scheduled by the Registrar
	100%	

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### **Absences and Accommodations**

**Missed Coursework:** The university's policy on academic considerations is described [here](#). This policy requires that all requests for academic considerations must be accompanied by self-attestation.

*Please note that any academic considerations granted in this course will be determined by the instructor, in consultation with the academic advisors in your faculty of registration, in accordance with information presented in this course outline.*

**Scholastic 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:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](https://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>).

**AI Policy:** The use of generative AI tools (e.g. ChatGPT, Dall-e, other LLMs, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas;
- Finding information on your topic;
- Double checking your understanding of key concepts and themes; and
- Checking grammar and style.

The use of generative AI tools is **not** permitted in this course for activities including but not limited to:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts assigned to you or content that you put into an online assignment;
- Completing group work that your group has assigned to you;
- Writing a draft of a writing assignment; and
- Writing entire sentences, paragraphs or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited in order to stay within university policies on [scholastic offenses](#). For example, any use of LLMs must be documented as outlined here: [APA guidance](#), other [citation formats](#). Any assignment that is found to have used generative AI tools in unauthorized ways can result in: a failure to receive full grades, the need to resubmit the assignment, need to orally present the assignment in office hours, or a failure to complete the requirements of the course. **When in doubt about permitted usage, please ask for clarification.**

**Religious Accommodations:** When a course requirement conflicts with a religious holiday that requires an absence from the university or prohibits certain activities, students should request an accommodation for their absence in writing to the course instructor and/or the academic advising office of their faculty of registration. This notice should be made as early as possible but not later

than two weeks prior to the writing or the examination (or one week prior to the writing of the test).

Please visit the Diversity Calendars posted on the university's EDID website for the recognized religious holidays: <https://www.edi.uwo.ca>.

**Accessible Education:** 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/AcademicAccommodation\\_disabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/AcademicAccommodation_disabilities.pdf).

**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: <https://counselling.ssc.uwo.ca/>.

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 if you have any questions regarding accommodations: [http://academicsupport.uwo.ca/accessible\\_education/index.html](http://academicsupport.uwo.ca/accessible_education/index.html).

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### **Course Schedule and Required Readings**

Jan. 9            **Introduction and Overview**

Jan. 16           **Public Policy and the Policy Process**

Readings:      Wu et al., pp. 1-10.  
Pal, Leslie. 2014. *Beyond Policy Analysis: Public Issues Management in Turbulent Times, 5th Edition*. Toronto: Nelson, pp. 1-25.

Jan. 23           **Institutions and Actors in Canadian Public Policy**

Readings:      Wu et al., pp. 11-25.  
Howlett, Michael, M. Ramesh, and Anthony Perl. 2020. *Studying Public Policy: Principles and Processes, 4th Edition*. Toronto: OUP, ch. 3 (skim pp. 85-92).  
Pralle, Sarah. 2006. "The Mouse that Roared: Agenda Setting in Canadian

Pesticides Politics.” *Policy Studies Journal* 34 (2): 171–194.

### ***Tutorial 1***

Jan. 30      **Problem Definition and Agenda Setting**

Readings:      Wu et al., ch. 2.  
Henstra, Dan. 2010. “Explaining Local Policy Choices: A Multiple Streams Analysis of Municipal Emergency Management.” *Canadian Public Administration* 53 (2): 241-258.

### ***Tutorial 2***

Feb. 6      **Policy Formulation, Innovation, Diffusion, and Design**

Readings:      Wu et al., ch. 3.  
Shipan, Charles and Craig Volden. 2012. “Policy Diffusion: Seven Lessons for Scholars and Practitioners.” *Public Administration Review* 72 (6): 789-796.  
Hood, Christopher and Helen Margetts. 2007. *The Tools of Government in the Digital Age*. Houndmills, Basingstoke, UK: Palgrave Macmillan, pp. 1-20.

### ***Tutorial 3***

Feb. 13      **Decision Making**

Readings:      Wu et al., ch. 4.  
Eidelman, Gabriel. 2010. “Managing Urban Sprawl in Ontario: Good Policy or Good Politics?” *Politics and Policy* 38 (6): 1211-1236.

Feb. 20      **Spring Reading Week – No Class**

Feb. 27      **\*Midterm Test\***

Mar. 6      **Citizen Participation and Policy Implementation**

Readings:      Bobbio, Luigi. 2019. "Designing Effective Public Participation." *Policy and Society* 38 (1):41–57.  
Irvin, Renée and John Stansbury. 2004. “Citizen Participation in Decision Making: Is it Worth the Effort?” *Public Administration Review* 64 (1): 55-65.  
Wu et al., ch. 5.

### ***Tutorial 4***

Mar. 13      **Advocacy Coalitions and Collaborative Governance**

**\*Policy Brief due by 2:30pm\***

Readings:      Heinmiller, Timothy. 2013. “Advocacy Coalitions and the Alberta Water Act.” *Canadian Journal of Political Science* 46 (3): 525-547.  
Doberstein, Carey. 2016. “Designing Collaborative Governance Decision Making in Search of a ‘Collaborative Advantage’.” *Public Management Review* 18 (6): 819-841.

### ***Tutorial 5***

Mar. 20      **Policy Evaluation**

Readings:    Wu et al., ch. 6.  
Wichowsky, Amber and Donald P. Moynihan. 2008. "Measuring How  
Administration Shapes Citizenship: A Policy Feedback Perspective on  
Performance Management." *Public Administration Review* 68 (5): 908-20.

***Tutorial 6***

Mar. 27      **Media, Information, and Persuasion in Public Policy**

Readings:    Lawlor, Andrea. 2018. "Media and Public Policy." In Laurent Dobuzinskis and  
Michael Howlett, eds. *Policy Analysis in Canada*. Bristol, UK: Policy  
Press.  
McBeth, Mark and Donna Lybecker. 2018. "The Narrative Policy Framework,  
Agendas, and Sanctuary Cities: The Construction of a Public Problem."  
*Policy Studies Journal* 46 (4): 868-893.

***Tutorial 7***

Apr. 3      **Wrap-up and Exam Review**

Readings:    Wu et al., ch. 7.

## **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.

\*Reprinted by permission of the Department of History

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