PROPERLY ACKNOWLEDGING YOUR SOURCES
A Guide for Avoiding Plagiarism

Writing a theological research paper requires the use of sources – books, articles, interviews, or electronic media such as the Internet. Whenever you use sources, whether you borrow another writer's exact words or simply use her ideas, you must tell your readers where you found them. If you don't give credit to your sources, you are guilty of **plagiarism** (Latin *plagiarius*, kidnapper). Acknowledging your sources is also called **documenting** or **citing** them, and there are several ways to do it:

- **Use quotation marks or a block quotation** to show that a passage of text comes from another writer;

- Instead of quoting exactly, restate (paraphrase) the words of the source in your own words. But

- Whether you quote your source's words exactly or paraphrase them, you must **acknowledge the source** with phrases like "According to Augustine …" or "Elizabeth Johnson comments that …"

- In addition to acknowledging the source, **insert a footnote or endnote** which identifies the author, the work, page numbers, etc. according to a standard format. Unless your professor requires another format, you should follow Kate Turabian's *Manual for Writers of Term Papers, Theses, and Dissertations* (8th edition), available at most bookstores and on reserve in the Library. (Chapter 16 and Chapter 17 give guidelines and examples for documenting sources.)

- Instead of footnotes or endnotes, some professors prefer a **parenthetical note** in your text, giving the author and the page number of the source: e.g., (Rahner 48). If you use this kind of internal citation, you'll need to include a list of "Works Cited" at the end of your paper, with all the relevant publication data that would help your reader locate the source. See Turabian, Chapters 18 and 19 for guidelines. For example:

Armstrong, Karen. The Battle for God: *Fundamentalism in Judaism, Christianity, and Islam*. New York: Knopf, 2000.

Plagiarism Prevention Checklist

✓ Have you provided full documentation for all sources, from the beginning of the note-taking process to the conclusion of your final draft?

✓ Have you used quotation marks when quoting an author directly?

✓ Have you paraphrased the author's writing in your own words? (See "Paraphrasing and Summarizing" below.)

✓ Have you mentioned the name of the author in your text when you summarize or paraphrase that author?

✓ Have you acknowledged the author in an appropriate bibliographic citation (footnote, endnote, parenthetical reference)?

✓ Have you included a Bibliography or Works Cited list at the end of your paper, following a standard format?

Paraphrasing and Summarizing

Because academic papers, reports, and examinations are expected to be your own original work, you should use quotations from other authors sparingly. Direct quotations are best used when the original author's own words are especially striking, unusual, or persuasive. Otherwise, it is preferable to summarize or paraphrase the words of the source. In a summary, you briefly restate the main point(s) of a passage in your own words, making sure to attribute the ideas to their source. In a paraphrase, you condense and restate a passage in your own words, again making sure to cite he source.

Sample Footnotes / Endnotes

(For more examples, see the sources listed in this brochure.)

BOOK:
  2 Mercy Amba Oduyoye, *Introducing African Women's Theology* (Sheffield, England: Sheffield Academic Press, 2001), 15

SUBSEQUENT REFERENCE TO SAME BOOK: 5 Oduyoye, 115-117.

BOOK CHAPTER:
  2 Elizabeth C. Parker, "*Architecture as Liturgical Setting*," in The Liturgy of the Medieval Church, ed. Thomas J. Heffernan and E. Ann Matter (Kalamazoo, MI: Medieval Institute Publications, 2001), 503-507.

ARTICLE:
  3 Nancy R. Bowen, "The Daughters of Your People: Female Prophets in Ezekiel 17-23," *Journal of Biblical Literature* 118 (1999): 417-433.

WEBSITE:
  4 St. Teresa of Avila, "The Way of Perfection," *Christian Classics Ethereal Library*, 9 July 2000, <http://www.ccel.org/ccel/teresa /way.html> (Insert the date when you accessed the site).

For more help with documenting sources, consult the Reference Librarian or these works:

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Style for Students and Researchers.* 8th edition. Chicago: University of Chicago Press, 2013. (Reference LB2369 .T8 2013)

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers.* 6th edition. New York: Modern Language Association of America, 2003. (Reference LB2369 .G53 2003)

Alexander, Patrick et al. *The SBL Handbook of Style for Ancient Near Eastern, Biblical, and Early Christian Studies.* Peabody, MA: Hendrickson, 1999. (Reference PN147 .S26)

Harnack, Andrew and Eugene Kleppinger. *Online! A Reference Guide to Using Internet Resources.* New York: St. Martin's Press, 2000. (Reference LB2369 .H37 2000)

Harvey, Gordon. *Writing with Sources: a Guide for Students*. Indianapolis: Hackett, 1998. (Reference PE1478. H37 1998)

On the Web:
Purdue University Online Writing Lab. "Avoiding Plagiarism." 2014. http://owl.english.purdue.edu/owl/resource/589/01/

Cultural Differences

Different cultures have different approaches to the work of writing and using sources. In the North American academic context in which EDS is situated, scholars (including students) are expected to document all sources carefully and consistently. Students at EDS, therefore, must do their research and writing in accordance with the expectations of that academic culture. (See "EDS Policy" on the reverse.)

Using Internet Sources and Online Databases

When you use the Internet as a source of information, it can sometimes be difficult to identify the author, title, publisher, or date of publication. But as with any other source, you must document texts, images, or ideas you use from the Internet – whether from Web sites or e-mail. To find out how to cite electronic resources, consult Harnack and Kleppinger's *Research and Documentation in the Digital Age* or the other guides listed on the Library's web site (see the list on the inside fold of this brochure). Talk to your professors or the Reference Librarian for further clarification.