

Proper Citations

Acts of plagiarism can have serious consequences on your grades and academic career with the Garrett-Evangelical Course of Study School. In July, 1995, the faculty of NCJ/Garrett-Evangelical Course of Study School adopted guidelines regarding plagiarism. Please refer to the policy statement in the **B. Instructions** section of your assignment packets for detailed information about these consequences. To avoid plagiarizing others' words and ideas, use the following guidelines to help you prepare your papers and written work.

When using written resources to prepare sermons, bulletins, newsletter articles, or papers for school or work you must give proper credit to the originator(s) of the resource. It is the responsibility of the pastor, student, scholar, or writer to make sure that he or she accurately quotes others and acknowledges the sources he or she uses through proper citations. This is a brief summary of when and how to reference/acknowledge the works of others when you incorporate their material in your own written work. For further information, consult one of the sources listed on this page.

WHAT SHOULD CITATIONS LOOK LIKE?

In Course of Study School courses, students should use the APA style of documentation unless your professor tells you specifically otherwise. This manual gives you information about how to prepare these parenthetical citations:

(1994). *Publication Manual of American Psychological Association*. (4th ed.). Washington, D.C.: American Psychological Association.

You can find it in the reference section of most public libraries, If a professor asks you to use Chicago or MLA style, you can read about them in these books:

Chicago style:

Turabian, K. L. (1987). *A manual for writers of term papers, theses, and dissertations* (5th ed.). Chicago: U of Chicago Press.

MLA style:

Gibaldi, J., and Achtert, W.S. (1984). *MLA handbook for writers of research papers* (2nd ed.). New York: Modern Language Association of America.

WHEN DO YOU NEED TO USE CITATIONS?

1. When directly quoting someone else

Whether you are quoting an entire sentence or simply a phrase or significant word, you should always indicate a direct quote by the use of quotation marks. At the end of the quote, include a reference to the source in parentheses in the following format: (source's author, year published, page number). For example:

"Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the source" (Gibaldi and Achtert, 1984, p. 20).

"Not surprisingly. . . Wesley's expressed views on baptism are essentially in agreement with those of the Church" (Heitzenrater, 1995, p. 200).

Remember that when quoting, the intent of the writer should always be maintained.

2. When using another person's idea

You must reference ideas that belong to someone else, even if you do not quote the person(s) exactly. This is so that others reading your material (or hearing your sermons) will know that this is not your original material, and will know the proper source of your ideas.

Some things are common knowledge and do not need to be referenced (i.e., "George Washington was the first president of the United States] However, more specialized knowledge needs to be referenced in your work, even if you are not quoting a person directly. In this case, you do not use quotation marks, but you still include your reference in parentheses at the end of the sentence:

The Coptic New Testament contains many words that originally came from the Greek language (Lambdin, 1995, p.13).

BIBLIOGRAPHIES

When you cite someone else's work in your assignment, you must include a bibliography at the end of your assignment. This bibliography needs to contain reference information for all of the sources you have used.

An APA bibliographic entry for a book is as follows;

Last name, First Initial. (Year). *Title*. City published: Publishing House.

For example:

Gibaldi, J., & Achtert, W.S. (1984). *MLA Handbook for Writers of Research Papers* (2nd ed.). New York: Modern Language Association of America.

Heitzenrater, R.P. (1995). *Wesley and the People Called Methodists*. Nashville: Abingdon Press.

[NOTE: In APA format, list the last name first for all the authors if there is more than one author. Use an ampersand (&) before the last author in place of "and.]

An APA bibliographic entry for a book with an editor but no author (for example, a collection of essays) is as follows:

Last name, First Initial (Ed.). (Year). *Title*. City published: Publishing House.

For example:

Remak, J. (Ed.) (1969). *The Nazi years: A Documentary History*. Englewood Cliffs, NJ: Prentice.

Paulsen, K. & Kuhn, RA. (Eds.) (1975.) *Woman's Almanac*. Philadelphia: Armitage Press and Information House.

An APA bibliographic entry for an article in a journal is as follows.

Last name, First Initial. (Year). Title of article. Title of Journal, Volume Number, first page-last page.

For example:

Penter, S. (1906). Recollections of an Oregon pioneer. Oregon Historical Quarterly, 7, 56-61.

Consult the APA handbook for more information about bibliographic entries. This book can be found in the reference section of most libraries.