

# Documenting Your Work

## A Guide to Help You Give Credit Where Credit is Due

*The Urban Ministry Institute*

### **Avoiding Plagiarism**

Plagiarism is using another person's ideas as if they belonged to you without giving them proper credit. In academic work it is just as wrong to steal a person's ideas as it is to steal a person's property. These ideas may come from the author of a book, an article you have read, or from a fellow student. The way to avoid plagiarism is to carefully use "notes" (textnotes, footnotes, endnotes, etc.) and a "Works Cited" section to help people who read your work know when an idea is one you thought of, and when you are borrowing an idea from another person.

### **Using Citation References**

A citation reference is required in a paper whenever you use ideas or information that came from another person's work.

All citation references involve two parts:

- Notes in the body of your paper placed next to each quotation which came from an outside source.
- A "Works Cited" page at the end of your paper or project which gives information about the sources you have used

### **Using Notes in Your Paper**

There are three basic kinds of notes: parenthetical notes, footnotes, and endnotes. At The Urban Ministry Institute, we recommend that students use parenthetical notes. These notes give the author's last name(s), the date the book was published, and the page number(s) on which you found the information. Example:

In trying to understand the meaning of Genesis 14.1-24, it is important to recognize that in biblical stories "the place where dialogue is first introduced will be an important moment in revealing the character of the speaker . . ." (Kaiser and Silva 1994, 73). This is certainly true of the character of Melchizedek who speaks words of blessing. This identification of Melchizedek as a positive spiritual influence is reinforced by the fact that he is the King of Salem, since Salem means "safe, at peace" (Wiseman 1996, 1045).

A “Works Cited” page should be placed at the end of your paper. This page:

- lists every source you quoted in your paper
- is in alphabetical order by author’s last name
- includes the date of publication and information about the publisher

The following formatting rules should be followed:

### 1. Title

The title “Works Cited” should be used and centered on the first line of the page following the top margin.

### 2. Content

Each reference should list:

- the author’s full name (last name first)
- the date of publication
- the title and any special information (Revised edition, 2nd edition, reprint) taken from the cover or title page should be noted
- the city where the publisher is headquartered followed by a colon and the name of the publisher

### 3. Basic form

- Each piece of information should be separated by a period.
- The second line of a reference (and all following lines) should be indented.
- Book titles should be underlined (or italicized).
- Article titles should be placed in quotes.

*Example:*

Fee, Gordon D. 1991. *Gospel and Spirit: Issues in New Testament Hermeneutics*. Peabody, MA: Hendrickson Publishers.

#### 4. Special Forms

*A book with multiple authors:*

Kaiser, Walter C., and Moisés Silva. 1994. *An Introduction to Biblical Hermeneutics: The Search for Meaning*. Grand Rapids: Zondervan Publishing House.

*An edited book:*

Greenway, Roger S., ed. 1992. *Discipling the City: A Comprehensive Approach to Urban Mission*. 2nd ed. Grand Rapids: Baker Book House.

*A book that is part of a series:*

Morris, Leon. 1971. *The Gospel According to John*. Grand Rapids: Wm. B. Eerdmans Publishing Co. The New International Commentary on the New Testament. Gen. ed. F. F. Bruce.

*An article in a reference book:*

Wiseman, D. J. "Salem." 1982. In *New Bible Dictionary*. Leicester, England - Downers Grove, IL: InterVarsity Press. Eds. I. H. Marshall and others.

(An example of a "Works Cited" page is located on the next page.)

#### For Further Research

Standard guides to documenting academic work in the areas of philosophy, religion, theology, and ethics include:

Atchert, Walter S., and Joseph Gibaldi. 1985. *The MLA Style Manual*. New York: Modern Language Association.

*The Chicago Manual of Style*. 1993. 14th ed. Chicago: The University of Chicago Press.

Turabian, Kate L. 1987. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 5th edition. Bonnie Bertwistle Honigsblum, ed. Chicago: The University of Chicago Press.

### Works Cited

Fee, Gordon D. 1991. *Gospel and Spirit: Issues in New Testament Hermeneutics*. Peabody, MA: Hendrickson Publishers.

Greenway, Roger S., ed. 1992. *Discipling the City: A Comprehensive Approach to Urban Mission*. 2nd ed. Grand Rapids: Baker Book House.

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Wiseman, D. J. "Salem." 1982. In *New Bible Dictionary*. Leicester, England-Downers Grove, IL: InterVarsity Press. Eds. I. H. Marshall and others.