My words or theirs?

Citing references correctly to avoid plagiarism

Presented by: Stacey Battles de Ramos, Access Services Librarian
You’ve gotta *give* credit
...to *get* credit!

This presentation covers:

- What’s expected in graduate-level papers
- University guidelines on Plagiarism
- Citation styles for Theology and related fields
- Tips for keeping your words separate from their words
- Other resources that can help!
1. Your thoughts count.

Graduate-level research needs to have:

- A thesis statement that has your thoughts – a new and original take on this topic.
- A dialogue with the ideas and thoughts of past scholars – these are secondary sources.
- Key parts of primary sources shown whenever possible so your audience knows what you’re referring to.
2. University Guidelines

- Boston University School of Theology Academic Code of Conduct
  http://www.bu.edu/sth/academics/academic-conduct/

- GRS Academic Conduct Code
  http://www.bu.edu/cas/students/graduate/forms-policies-procedures/academic-discipline-procedures/
“B. Plagiarism. Representing the work of another as one’s own. Plagiarism includes but is not limited to the following: copying the answers of another student on an examination, copying or restating the work or ideas of another person or persons in any oral or written work (printed or electronic) without citing the appropriate source, and collaborating with someone else in an academic endeavor without acknowledging his or her contribution. Plagiarism can consist of acts of commission - appropriating the words or ideas of another-or omission failing to acknowledge/document/credit the source or creator of words or ideas (see below for a detailed definition of plagiarism). It also includes colluding with someone else in an academic endeavor without acknowledging his or her contribution, using audio or video footage that comes from another source (including work done by another student) without permission and acknowledgement of that source.”

....from the BUSTH Academic Code of Conduct
“B. **Plagiarism:** Any attempt by a student to represent the work of another as his or her own. This includes copying answers of another student on an oral or written examination or copying or substantially restating the work of another person or persons in any oral or written work without citing the appropriate source, or collaborating with someone else in an academic endeavor without acknowledging that person’s contribution.”

...from the GRS Academic Conduct Code
3. How to Cite.

- **Theology**
  - *The SBL Handbook of Style*
    - Theo Reference  PN147 .S26 1999
  - *Chicago Manual of Style*

- **Sociology and Social Work**
  - *American Sociological Association Style Guide (ASA)*
    - Mugar Stacks  HM73 .A54 2007
  - *Publication Manual of the American Psychological Association (APA)*
    - Mugar Reference  BF76.7 .P83 2010
4. To cite or not to cite?

<table>
<thead>
<tr>
<th>Need to Cite</th>
<th>Don’t Need to Cite</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅ Quotes from printed works or multimedia</td>
<td>✅ Your own thoughts or experiences</td>
</tr>
<tr>
<td>✅ Something you’ve heard someone say (interviews, presentations, etc.)</td>
<td>✅ Common knowledge</td>
</tr>
<tr>
<td>✅ The thesis or arguments of another person</td>
<td>✅ “Five credible sources” rule – Purdue OWL Guide</td>
</tr>
<tr>
<td>✅ If you’re not sure, cite!</td>
<td>✅ <a href="http://owl.english.purdue.edu/owl/resource/589/02/">http://owl.english.purdue.edu/owl/resource/589/02/</a></td>
</tr>
</tbody>
</table>
Some examples of things you need to cite...

What you learned from that speaker you heard last Tuesday...

The assessment of church attendance statistics you read in the paper this morning

Someone else’s theory
5. Tips to keep it separate

**In your notes...**
- Keep organized, thorough notes
- Mark where you found each note
- Write your own thoughts on a different page or in a different color

**In your paper...**
- Use in-sentence citations
- After you write a draft, review each sentence and ask, “Where did I find this?”
- If you use a phrase or sentence that the author used repeatedly – they “coined the phrase” not you, so cite.
Two Types of Citations

If you repeated the author’s own words...

- Use quotations marks if you repeated the author’s own words
- Add a footnote or in-line citation to show where you found them.

If you summarized what the author wrote/said...

- Add a footnote or in-line citation to show where you found that section/idea.
Other resources that can help!

- STH Writing Works Office
- Theology Library Reference Desk
- Your Professor or TA
- Your Academic Advisor
- The STH International Students Life office and University ISSO

Hope this helped!

Thanks for coming!