

Documentation and Plagiarism

Academic Integrity

Ethics, copyright law, and courtesy require a student to properly acknowledge the sources cited in a student paper. *Plagiarism*, derived from the Latin word *plagium* (kidnapper), is a legal term that denotes a violation of copyright law. Literally, the concept means *cheating* by stealing quotes, research, or concepts and attributing them to oneself. Direct quotations must be clearly identified by quotation marks or a block quotation format and in-text citations. Writers *must* cite the source of a direct quotation or paraphrase. Writers must also cite the source of facts, ideas, or opinions not commonly known. As a general rule, a universally accepted fact does *not* have to be cited. Failure to identify sources may result in a failing grade, expulsion from the university, or criminal charges. Refer to the “Basic Standards of Academic Integrity” section of the respective Global University catalog for information on the university’s policy on cheating, plagiarism, fabrication, and obtaining an unfair advantage.

The following information is an abbreviated explanation of documentation procedures.

Author-Date Documentation System

Global University requires that students use the author-date system of documentation. This system is comprised of two elements: **a reference list** of all sources cited or quoted and brief **in-text citations** of the author, date, and page number (if required) enclosed in parentheses.

In-Text Citations

Include the Author’s last name, the year of publication, and page numbers for direct quotations, paraphrased material, and references to an idea specific to a writer or researcher. Separate year and page number with a comma. Do not include a page number when merely referencing a general idea.

Examples:

Citation for General Idea (Keener 1993)

Citation for Quotation or Paraphrase (Hemer 1989, 151)

Place in-text citations just before a mark of punctuation.

Example:

He argues that Paul’s purpose in Philippians is to encourage unity (Pollard 1996, 45).

If the author’s name appears as part of the narrative, do not repeat it in the in-text citation.

Example:

Pollard (1996) argues that Paul’s purpose in Philippians is to encourage unity (45).

When citing different pages from the same source *within* a paragraph, place the in-text citation at the first reference; include only the page number in subsequent in-text citations *within* a paragraph.

Quotations

Global University requires that direct quotations of fewer than forty words be run in or incorporated into the text. Enclose a run-in quotation in double quotation marks.

Example:

Ryken (1992) states, “Even the prophet’s name is ironic: *Jonah* means ‘dove,’ symbol of hope and peace, which are the farthest things from Jonah’s mind” (338).

Reference List

The reference list provides full bibliographic details of each source cited. This should appear at the end of a document on a separate page. Please note the information included in the bibliography.

Examples:

Freedman, David Noel, ed. 1992. *Anchor Bible Dictionary*. 6 vols. New York: Doubleday.

Kaiser, Walter C., Jr. 1998. *The Christian and the “Old” Testament*. Pasadena: William Carey Library.

Global University Form and Style Guide

For additional information please refer to the *Global University Form and Style Guide*. A downloadable format is available at www.globaluniversity.edu. To obtain a printed copy please contact Enrollment Services at 800.443.1083.