

## **Giving Credit to Authors and Acknowledging Sources**

Every time you discuss an idea or information that is not your own or use a quote from one of your sources, you need to attribute that idea, information, or quote to the author or source. To do this properly, you need to do three things:

1. The author or source needs to appear in the text before the idea, information or quote.
2. Use quotation marks for any groups of words or sentences borrowed from a source.
3. Put a footnote at the end with proper citation style in the footnote, e.g. author, title, publication information, and page number(s).

## **Verbs to attribute information to a source:**

accepts	denies	questions
acknowledges	derides	refutes
adds	describes	rejects
affirms	disagrees	relates
agrees	discusses	remarks
answers	disputes	reminds
argues	emphasizes	replies
asks	explains	reports
asserts	finds	responds
believes	focuses on	reveals
cautions	highlights	says
claims	holds	sees
comments	identifies	shows
compares	illustrates	speculates
concedes	implies	states
concludes	insists	stresses
condemns	interprets	suggests
considers	lists	supports
contends	maintains	summarizes
contradicts	notes	thinks
criticizes	observes	understands
declares	outlines	urges
defends	points out	verifies
demonstrates	posits	warns
	proposes	writes

Normally, when referring to sources' ideas, use present tense. Use the past only when you want to stress that an idea has changed.

Examples:

Eric Law, in his book *The Wolf Shall Dwell with the Lamb*, asserts that the most important cultural differences are “internal, unconscious” differences in “perceptions and feelings.”<sup>1</sup>

Reinhold Niebuhr maintains “The Christian Faith is the apprehension of the divine love and power which bears the whole human pilgrimage...”<sup>2</sup>

According to Elisabeth Schüssler Fiorenza, a feminist hermeneutics “must critically evaluate [the Bible and tradition] as patriarchal articulations.”<sup>3</sup>

Usually the first time that a source is mentioned, the full name(s), i.e. first and last name(s), are included in the text. For subsequent mentions, only the last name(s) are used. The footnote for the first time a source is cited needs to be complete. Subsequent footnotes of the same source include only the author’s last name or authors’ last names and the page number, unless there is more than one source by the same author(s), in which case the title must also be included.

Examples:

<sup>4</sup> Law, 8.

or

<sup>4</sup> Law, *The Wolf Shall Dwell with the Lamb*, 8.

In a longer summary, you may want to remind readers that you are summarizing.

Niebuhr further states that ...

Calvin goes on to say that...

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<sup>1</sup> Eric Law, *The Wolf Shall Dwell with the Lamb* (St. Louis: Chalice Press, 1993), 7.

<sup>2</sup> Reinhold Niebuhr, *Faith and History* (New York: Charles Scribner’s Sons, 1951), 233-234.

<sup>3</sup> Elisabeth Schüssler Fiorenza, *Bread Not Stone: The Challenge of Feminist Biblical Interpretation* (Boston: Beacon Press, 1984), x-xi.