Handbook of the Overton Memorial Library

MISSION

The Overton Memorial Library provides access to information resources to support the curriculum and research needs of HCU’s students, faculty and staff. We facilitate lifelong learning within the HCU community by teaching the information literacy skills necessary to effectively locate, evaluate, and use information. The Library assists in providing for the informational needs of the greater Florence community and the Shoals area.

HISTORY

In February 1986, the university library was moved from the Administration Building to the Alexander Activities Building. On November 2, 1986, the library was dedicated in honor of Basil and Margie Overton and in memory of their son, Timothy Overton. After the death of Timothy, at age 27, Basil Overton set up a library memorial fund in his memory. These funds were used to purchase shelving and other furniture for the new facility. In 1999, the Library was expanded to twice its original size. In the summer of 2005, the library again expanded, enabling the inclusion of the McMeans Family Reading Area and the Bagents Family Research Center. In 2010, the library expanded further to incorporate the hallway and four office areas that currently house the Coy D. Roper Rarities and Antiquities Collection (RRAC) as well as the Dr. Frederick W. Danker Depositorium. With Overton Memorial Library being the recipient of the personal library of Dr. Frederick William Danker in November 2010, the Lexicon Museum was created along with the Frederick W. Danker Reference Collection.

STAFF

Jamie S. Cox, Director of Library Services

HOURS of OPERATION

Closed Sundays

Overton Memorial Library is open Monday through Friday 8:00 am to 5:00 pm and 12:00 to 5:00 on Saturdays with the following exceptions:

*OML is closed on most national holidays.
*OML may be closed or open for reduced hours during Heritage Christian campaign weeks, break weeks, and select weeks during the summer. If making a trip to use OML, please call ahead or email (jcox@hcu.edu) to verify the hours of availability.

POLICIES AND REGULATIONS

In order to provide proper library services, the library needs cooperation in abiding by the following policies and regulations.

The scheduled open hours will be strictly observed!
Excessive noise is prohibited.
Regular library materials circulate for two weeks. They may be renewed two consecutive times unless there is another request for the material. The material MUST be brought to the library for renewal.
A patron may have seven (7) materials checked out at a time.
Reference materials are not to be checked out.
Reserve materials may be checked out at the Circulation Desk. Two-hour reserve materials MUST not be taken out of the library.
Periodicals must be used in the library.
A photocopier is available in the library.
    All users are subject to copyright laws.
    Fees are $.10 per copy.
    There will be NO charging of copy fees.
Fines must be paid at the time materials are returned to the library.
Circulation collection--fines will be $.10 per day not to exceed $20.00 per material.
    Reserve materials--fines will be $1.00 per hour for hourly and $1.00 per day for overnight and daily reserves.
    Overdue materials should be brought to the attention of the staff, not placed in the book drop.
    Overdue materials must be returned and all fines paid before more materials may be checked out.
    Lost or damaged materials should be reported to the library staff for appropriate action. The general guideline for lost materials fees is as follows:
    Cost of replacement copy plus fines incurred up until it is reported and a $20 processing fee.
    All materials and fines should be cleared by the final exam week of each semester. Grades will not be reported to the student at the end of the semester if library fines or books are outstanding.
    Faculty must check out materials they wish to take out of the library. Faculty will be allowed to check out materials for one semester.
The library reserves the right to ban patrons from checking out materials.
COMMUNITY BORROWERS POLICY

The Overton Memorial Library extends many of its library privileges to community users. Community borrower cards are available for users. All community borrowers must present a current user card at the Circulation Desk to check out materials.

Individuals may qualify as community borrower:

- Who are 21 years or older and have permanent residence in the Shoals area.
- Residency must be verifiable by proper identification such as a driver’s license or other valid documents.

Privileges of community borrower card holders includes:

- In-house use of library material and facilities.
- Reference service, as time allows after first-priority service to Heritage Christian University faculty, staff, and students.

Maximum Amount of Items ............................................................. 7 items
(All items are subject to immediate recall)

<table>
<thead>
<tr>
<th>Type of Material</th>
<th>Loan Period</th>
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<tbody>
<tr>
<td>Main Collection</td>
<td>14 days</td>
</tr>
<tr>
<td>Audiovisuals</td>
<td>14 days</td>
</tr>
<tr>
<td>Heritage Marriage and Family Resource Center</td>
<td>14 days</td>
</tr>
<tr>
<td>Periodicals</td>
<td>Non-Circulating; Use in the building</td>
</tr>
<tr>
<td>Reference</td>
<td>Non-Circulating; Use in the building</td>
</tr>
<tr>
<td>Special/Museum</td>
<td>Non-Circulating; By appointment only</td>
</tr>
</tbody>
</table>

Regulations of use include:

- All patrons must adhere to the general policies of the library.
- Borrower’s cards must be presented at time of checking out materials.
- The borrowers themselves are responsible for any overdue fines, damages and replacement costs:
  - Overdue fines are 10 cents per day per item
  - Lost books are the cost of the book plus $20.00 processing fee
  - Lost AV materials are $40.00 each
- The borrower is responsible for observing the due date receipt received at the time of checking out.
• Renewals are only available if the item does not have an existing hold, recall, or outstanding fines.

• Interlibrary loans and online search requests are not a part of this policy and should be referred to a public library.

• All borrowers must recognize the responsibility of the university’s library to provide materials representing different viewpoints and diversity of appeal.

• When Overton Memorial Library is closed, patrons must use the book return located at the north entrance of the library. All items returned via the book drop after closing are accepted as returned on the day last opened.
University of North Alabama
Borrower Policy

Heritage Christian University extends many of its Library privileges to current students, faculty and staff of the University of North Alabama. Library cards are available according to the calendar year for Heritage Christian University. Individuals currently enrolled by the University of North Alabama with verifiable identification by driver’s license and current student/employee ID card may qualify.

Privileges of the Cardholder includes:
- In-house use of library materials and facilities; and
- Reference services, as time allows after first-priority service to HCU faculty, staff, and students.

Maximum Amount of Items ................................................................. 5 items
(All items are subject to immediate recall)

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<tr>
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<td>Special/Museum</td>
<td>Non-Circulating; By appointment only</td>
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Regulations of use include:
- All patrons must adhere to the general policies of the library.
- Borrower’s cards must be presented at time of checking out materials.
- The borrowers themselves are responsible for any overdue fines, damages and replacement costs:
  - Overdue fines are 10 cents per day per item
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• Renewals are only available if the item does not have an existing hold, recall, or outstanding fines.

• Interlibrary loans and online search requests are not a part of this policy and should be referred to a public library.

• All borrowers must recognize the responsibility of the university’s library to provide materials representing different viewpoints and diversity of appeal.

• When Overton Memorial Library is closed, patrons must use the book return located at the north entrance of the library. All items returned via the book drop after closing are accepted as returned on the day last opened.
SERVICES

The Overton Memorial Library houses a collection of materials for the use of the faculty, staff, and students of Heritage Christian University as well as community patrons. The library staff will assist you in ways that will facilitate your study and research. A number of services are offered to help in your studies.

LIBRARY CATALOG

The Overton Memorial Library catalog is available online. The address is http://hcu.mlasolutions.com/oasis/catalog/?installation=HCU. Two additional online sources are available at the library’s page, as well, Information Literacy and Library Information.

AUDIOVISUAL MATERIALS

The Overton Memorial Library has a large collection of DVDs, CDs, audiocassettes, and video tapes. Each collection offers a wide selection. DVDs, CDs and videos are housed in the area nearest the Bagents Family Research Center. The audiocassette collection is located in the Bagents Family Research Center. These materials are available for a two week check out period.

VERTICAL FILE

The vertical file contains pamphlets, newspaper clippings, and other brief informational materials arranged alphabetically by subject. These materials may NOT be checked out, however they may be photocopied. These materials are located in the filing cabinets located in the Bagents Family Research Center.

MICROFILM

The Overton Memorial Library has several periodicals and books on microfilm. Printing is an option on the microfilm reader/printer. The cost is $.10 per page.

ONLINE DATABASES OF INDEXES

The following databases are available through Heritage Christian University’s web site. These databases are available for currently enrolled students at Heritage Christian University. Currently enrolled students need to contact the library for user name and password.

ESBCO Discovery Service
ATLA Religion Database with ATLASerials
ATLASerials® (ATLAS®)
RESERVE MATERIALS
Faculty will at various times put materials on reserve. The materials will be obtained at the circulation desk. The materials will be available on a 2-hour, overnight, 2-day, or 7-day checkout system as requested by the faculty members. Two-hour reserved materials may not leave the library while they are checked out.

INTERLIBRARY LOANS
Materials not found in the Overton Memorial Library often may be obtained by interlibrary loan. The average waiting period between requesting and receiving material by interlibrary loan is two weeks. Many institutions charge a processing fee, most often in the $15-$25 range, for interlibrary loan requests. Students requesting interlibrary loans agree to cover all processing fees as well as any applicable return postage. Materials that must be returned to loaning institutions cannot be taken out of the Overton Memorial Library. Interlibrary loans and online search requests are not part of the OML community policy and should be referred to a public library.

PERIODICALS AND NEWSPAPERS
Current periodicals (magazines, journals) are arranged alphabetically by title in the general collection (050) of the Library. These materials may not be checked out. The Overton Memorial Library receives the following newspaper:
Times-Daily (Florence)
Newspapers are not kept beyond the current week.

SERVICES FOR PEOPLE WITH DISABILITIES
In compliance with the Americans with Disabilities Act (ADA), the library staff will make good faith efforts to accommodate reasonable requests for assistance in locating, accessing, and utilizing library resources, materials, and services.

INTERNET
The Internet provides a great assortment of information sources that can be culturally, professionally, and personally enlightening. The Internet is an unregulated network that also offers access to information and images outside the bounds of the university’s mission and the library’s collection development policies. The currency, accuracy, and reliability of Internet information sources vary greatly. It is the responsibility of the user to evaluate and determine the quality and value of the information found. The library assumes no responsibility for any damages, direct or indirect, resulting from the use of information obtained via the Internet. Users are requested to abide by the university’s policies and stay off of sites that are not appropriate. The library reserves the right to prohibit a patron from using the Internet.

HOW TO FIND A BOOK
Books are arranged on the shelves in numerical order according to the Dewey Decimal Classification System, which divides all books into the following ten classifications:
000-099 GENERALITIES: encyclopaedias, bibliographies

100-199 PHILOSOPHY: psychology, logic, ethics

200-299 RELIGION: Bible, church, theology
   210 Natural religion
   220 Bible
   230 Christian doctrinal theology
   240 Christianity, moral and devotional theology
   250 Christianity, pastoral, parochial, etc.
   260 Christianity, social and ecclesiastical theology
   270 History and geography of the Christian church
   280 Christian denominations and sects
   290 Other religions and comparative religion

300-399 SOCIAL SCIENCE: sociology, family, economics, law, education, criminal justice, political science

400-499 LANGUAGE: dictionaries, grammars, and readers in all languages

500-599 PURE SCIENCE: mathematics, astronomy, physics, chemistry, biology

600-699 TECHNOLOGY: human physiology, agriculture, business

700-799 THE ARTS: architecture, sculpture, painting, music

800-899 LITERATURE: poetry, drama, and essays in all languages

900-999 HISTORY: general geography, travel, histories of all countries and ages, biographies

The Dewey Decimal Classification number for any material is found in the library catalog. User-friendly instructions are on the computer screen. The words used as subjects are listed in the Library of Congress’ Subject Headings (described later).

GLOSSARY OF ABBREVIATED CALL NUMBERS

BKL  Booklets the accompany videos
CAS  Audio Cassettes
CD   Compact Disc Audio
CD-ROM Compact Disc Read Only Material
CRP  Current Periodicals
DVD  Digital Video Disc
DVDc Classes on DVD
LM   Lexicon Museum
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MF</td>
<td>Microfilm</td>
</tr>
<tr>
<td>MFC</td>
<td>Microfiche</td>
</tr>
<tr>
<td>PER</td>
<td>Bound Periodical</td>
</tr>
<tr>
<td>R</td>
<td>Reference</td>
</tr>
<tr>
<td>RAC</td>
<td>Coy D. Roper Rarities and Antiquities Collection</td>
</tr>
<tr>
<td>RWC</td>
<td>Joel Stephen William Reference Collection</td>
</tr>
<tr>
<td>TBC</td>
<td>Olie and Cynthia Tillery Bible Collection</td>
</tr>
<tr>
<td>VF</td>
<td>Vertical file</td>
</tr>
<tr>
<td>VFM</td>
<td>Vertical file in the Lexicon Museum</td>
</tr>
<tr>
<td>VT</td>
<td>Video Tape</td>
</tr>
</tbody>
</table>
Information Literacy Terms

Abstract is a brief summary or synopsis of an article’s major points.

Almanac is a publication that provides statistics, lists, figures, tables and specific facts in a variety of areas.

Analyze is to break down complex concepts into parts and then study how the parts are related to each other in making up the whole.

Article is a print source, usually published in a newspaper or journal, which provides current information and is generally written by an expert on its topic.

Atlas is a collection of geographical and historical information.

Attribution is the acknowledgement that something came from another source.

Author is the writer or originator of a book or article. An author search will yield books written by the name entered.

Bias is a viewpoint in which facts are presented with prejudice.

Bibliography is a listing of books or other kinds of resources available in a field.

Book is several sheets of written or printed paper fastened together between two covers.

Book Review is a summary of a book and the reviewer’s analysis of its contribution to the discipline.

Call Number helps you locate the item on a shelf. The call number identifies the subject of the book and the exact book. A call number has two parts: 1. The Dewey Decimal Classification System number identifies the subject of the book. 2. The cutter number identifies the author of the book.

Citation is the information identifying a specific book or article. It usually includes author, title, publisher, pages, and journal title for articles.

Citation Style (see STYLE MANUAL /STYLE GUIDE). HCU uses Society of Biblical Literature style.

Cite is to indicate a source of information or quoted material in a short, formal note.
Common Knowledge is information that is readily available from a number of sources, or so well-known that its sources do not have to be cited.

Conclusion of a scholarly article explains the major inferences that can be logically drawn from the study and outlines why the findings are important to the industry or the general population.

Concordance is an alphabetical list of the most pertinent words in a given text and a notation of where they might be found within that text.

Copyright is a law protecting the intellectual property of individuals, giving them exclusive rights over the distribution and reproduction of that material.

Creative thinking is the process of actively exploring possibilities, generating alternatives, keeping an open mind toward change, and combining ideas to create something new or to view old concepts in new ways.

Critical thinking is the mental process of conceptualizing, applying, analyzing, synthesizing, and evaluating information.

Database is an electronic collection of information records that can be searched. A database is usually an automated online file record for books and/or articles.

Dictionary is an alphabetical listing of words and is used for a quick search of a word or topic to find word meaning and pronunciation.

Directory is a collection of data organized in way that allows a user to access the information easily.

Discussion in an scholarly article is an explanation of the results that discusses any problems that arose that might have influenced the study’s results, presents any unexpected event or finding, and relates the results back to the original finding in the literature.

Encyclopedia is a collection of detailed articles on a wide range of subjects.

Endnotes are notes at the end of a paper acknowledging sources and providing additional references or information.

Essay is a group of paragraphs on a single subject.

Evaluate is to examine critically, given a specific set of criteria.

Facts are knowledge or information based on real, observable occurrences. Just because something is a fact does not mean it is not the result of original thought, analysis, or research. Facts can be considered intellectual property as well. If you locate a fact that is not widely known or readily found in several other places, you should cite the source.
**Fair Use** is the guidelines for deciding whether the use of a source is permissible or constitutes a copyright infringement.

**Festschrift** is a collection of essays in book form written in honor of someone who is usually a scholar. Festschriften is another spelling of the word.

**Fiction** is content based on imagination and not necessarily on fact.

**Focused research questions** are research questions designed to break down the main questions into more detailed questions directed to the specifics of the topic and purpose of the question.

**Footnotes** are notes at the bottom of each page of a paper acknowledging sources or providing additional references or information.

**Full-Text** is the entire work, usually an article, found on a website or through a database.

**General index** is an index that covers a broad range of topics in scholarly journals, popular magazines, and newspapers.

**Handbooks** are resources that provide concise data, usually in table or chart form on a specialized subject area, commonly used for finding current statistics, procedures, instructions, or specific information on a topic.

**Higher-order thinking** is the application of progressively more complex levels of thinking. Lower-order thinking skills include knowing or identifying facts; higher-order thinking includes analyzing, synthesizing, and evaluating complex information sets.

**Hypothesis** is a statement that a researcher will attempt to support with the results of a specifically designed study.

**Index** is an alphabetical list at the end of a book telling on what page a particular subject, name, or scripture may be found.

**Information Literacy** is the ability to see when information is needed and to then acquire, evaluate and effectively use the needed information.

**Intellectual Property** is a product of the intellect, such as an expressed idea or concept that has commercial value.

**Interlibrary Loan** Materials that your college does not own may be borrowed from another library through interlibrary loan. This includes journal articles and books. Generally students are not charged to use this service. If your library does not own a title that you need for your research, ask your librarian about Interlibrary Loan.

**Inscription** is the general term for writings cut on stone or metal, the subject matter of epigraphy.

**Introduction** of a scholarly article is an explanation of why the authors have conducted the study or written the article and why the information is important.
**Journal** a collection of scholarly articles on one subject geared to the serious student.

**Keyword** is a word found within an online public access catalog record. The fields in which the word can be located are title, author, subject, and note.

**Lexicon** is a specialized dictionary that defines words from another language (Greek-English or Hebrew-English, for example) and usually gives references to where words are used (literary or biblical citations for example).

**Library Catalog or Library Database** is a list of the collection in the library.

**Literature review** is the section of a scholarly journal that comes after the introduction section and provides a brief overview of the relevant studies or articles that support or provide background information on the current study.

**Magazine** a collection of popular-level articles geared to a general audience.

**Main research question** is a broad research question, used to focus research appropriately for a topic and audience.

**Manual** is a resource that provides detailed and/or “how to” information on a highly specific topic.

**Methods** in a scholarly article is a detailed explanation of how the current study was conducted.

**Microfiche** is a clear plastic card, usually 4x6 inches, which holds the reduced images of many pages of text. A special reader is required to project the image so that it can be read. Your library may even provide the technology necessary to scan microfiche documents, which can then be saved, printed, or emailed.

**Microfilm** is a roll of black and white 35 mm film that holds the reduced images of several pages of text. A special reader is required to project the image so that it can be read. Your library may even provide the technology necessary to scan microfilm documents, which can then be saved, printed, or emailed.

**Microform** is a general term that encompasses both microfiche and microfilm. Microforms are used to preserve text and conserve space in the library. To enlarge the images, you must use a special reader, which the library provides.

**Monograph** is a specialized treatise on a single subject or branch of a subject.

**Multimedia** is information in a form other than or in addition to print.

**Natural point of view** is a viewpoint in which only the facts are presented without bias.

**Nonfiction** is information presented as fact.

**Notation** is the form of a citation; the system by which one refers to cited sources.
Note-taking is a technique that researchers use to organize and abbreviate highlighted or otherwise collected information.

Online catalog, sometimes called an OPAC, is the library's database that you use to search for items that the library owns. You may perform a variety of searches using the online catalog, including author, title, keyword, and subject searches. Academic libraries often have unique names for their online catalogs such as KentLINK, OSCAR, and ALICE.

Opinions are statements or judgments or beliefs, which may or may not be true.

Original is 1) not derived from anything else, new and unique; 2) markedly departing from previous practice; 3) the first, preceding all others in time; or 4) the source from which copies are made.

Paraphrase is a restatement of a text or passage in other words.

Peer Review (refereed) is when work is anonymously reviewed by peers. Peer-reviewed journal is considered to have the most reliable information because of its review process. Two or more researchers in the author's field read, edit, and check the article's facts before recommending the article to the editor for publication. Peer-reviewed journals are often referred to as scholarly journals.

Periodical is a newspaper, magazine, journal or other publication that is published at regular intervals (daily, weekly, monthly, quarterly or semiannually or annually).

Periodical Index is a subject or author index to articles in selected periodicals.

Plagiarism is any means, intended or otherwise, of presenting someone else's work as one's own, including undocumented quotations and paraphrases and work written or rewritten by someone else. (See information on the Plagiarism section.)

Problem solving is using a systematic process to find a solution to a question or issue.

Proposal is a document typically written to suggest a program or action.

Public Domain is the absence of copyright protection, thus belonging to the public, so that anyone may copy or borrow from it.

Purpose statement (or Thesis statement) is a sentence toward the beginning of an article that explicitly states the intent of the study or article.

Qualitative data are data that describe the characteristics of or observations about something.

Quantitative data are data that measure something.

Quotation is recording the exact words from another source.
Research is a process. It involves looking in several places, taking careful notes, asking questions, and sometimes dealing with a few false starts. Research can be hard work. It involves a lot of small steps. The information you find might range from one small detail that makes your paper better to the discovery of new information that eventually leads you with a career choice. You never know; the information you find today could change your life tomorrow.

Refereed (Peer reviewed) is when work is anonymously reviewed by peers.

Reference Collection is a mini-library within a larger library. It covers all the major subjects covered in the larger library, but it does so by means of resources such as dictionaries, handbooks, guides, and subject bibliographies.

Reference list is a complete listing of all citations in an article or book.

Reference source is a material from which information can be drawn.

Reserves This is an area of the library that holds course materials for professors who have requested them to be accessible to all of the students in his/her classes. Usually there is a time limit for checking out reserve items. This will vary among libraries.

Results in a scholarly article is the presentation of the results of the study in an objective, logical manner.

Review article is an article written for the sole purpose of discussing the previous literature available on a particular subject.

Scanning is moving quickly through material to see if it is needed.

Scholarly journals contain articles written by scholars or researchers and reflect current research in the field. Scholarly journals use a peer-review process.

Scope is the broadness or narrowness of a topic.

Search strategy is your plan for finding information in an online resource. It involves identifying your key terms, coming up with synonyms for those terms, and then deciding how to combine them in a search.

Self-plagiarism is copying material you have previously produced and passing it off as a new production. This can potentially violate copyright protection (if the plagiarized work has been published) and is banned by most academic policies. Self-plagiarism is prohibited at HCU unless permission is granted by the instructor.

Skimming is reading in a superficial or cursory manner to quickly determine the main idea in text by reading subheadings and the first sentences of sections and paragraphs.

Stacks refers to shelving areas in the library that hold the bulk of the library's materials.
**Style manual / Style guide** is an instructional publication that provides guidelines for writing mechanics and documentation format for research papers and theses. HCU uses Society of Biblical Literature style.

**Subject** is the principle theme or idea of a book or article. A subject search will yield materials that use that term in the subject field of the record.

**Subject headings** are specifically designed terms and phrases designed to organize library materials consistently. The Library of Congress is usually the source of the subject headings. Looking at the assigned subject headings can help you understand what the material is about. When you perform a subject search, you are searching for these preassigned subject headings. Unless you know the subject heading, you may want to search by keyword instead.

**Synthesize** is to combine thoughts from multiple sources to form a new concept.

**Table of Contents** is the listing of the titles of the chapters in a book. It is usually at the front of the book.

**Tertiary Sources** consist of information which is a distillation and collection of primary and secondary sources. Example: almanacs, chronologies, directories, fact books, guidebooks, indexes, abstracts, bibliographies, manuals and textbooks.

**Thesaurus** is a collection of synonyms, near-synonyms, antonyms (opposite words), phrases, and slang terms for words.

**Thesis statement (or Purpose statement)** is a sentence toward the beginning of an article that explicitly states the intent of the study or article.

**Title** is the inscribed name of a book or article. A title search will yield books having specified words in their titles.

**Title page** is the page of a book that lists the title, subtitle, author, and possibly the publisher and location of the publisher.

**Truncation** is a technique that allows you to search for various word endings and spellings simultaneously. Ex: preach* = preach, preaching, preacher, preachers, preaches

**Verso** is the back title page of a book, with the book’s copyright date located on the page.

**Vertical Files** consist of loose leaf materials arranged alphabetically by subject. Files are stored in filing cabinets and are not able to be checked out. These files generally consist of pamphlets, bulletin articles, newspaper clippings, sermon outlines, and illustrations.

**Verifiable** describes information that is based on facts that can be shown to be true or documented by several credible sources.
Hierarchy of Research Resources

Scripture
This is the ultimate primary source for religious research.

Referenced Journal Articles
These articles are research-based and peer-reviewed. Journal articles may be more “timely” than books due to quicker publication processes.

Scholarly Books and Handbooks
These books (and essays found in scholarly handbooks) present material that is research-based and peer-reviewed.

Specialized Dictionaries and Encyclopedias
These resources have usually undergone a higher level of scrutiny than popular publications.

Popular Books
These books voice only the opinion of their authors. The information may be helpful, but these should not be considered “equal” to more scholarly publications.

Book Reviews and Essays from Popular Publications
These materials should be viewed as supplemental sources for the purpose of locating more scholarly resources because they voice the opinions of their authors. Editing may only pertain to the mechanics of writing rather than the content of the publications.

Broad, General Information
(e.g., dictionaries, encyclopedia, magazines, newspapers, Wikipedia, and other general internet sources)
These sources may not have a place in a “scholarly writing project” other than as a vehicle that helps the author determine an area of interest.
Online Databases

A database is an electronic collection of information, usually an automated online file record for books and/or articles. The OML Catalog and ATLA Religion Database with ATLASerials are two examples. Some databases are limited to a specific subject area while others cover a variety of subjects. Databases allow for basic and advanced searching, and they lead to citations and/or abstracts and/or full text articles that usually come from journals or newspapers. Some databases allow searches to be limited to scholarly journals; however, not all information from databases can be considered scholarly because popular magazines such as *Time* are also indexed in some databases.

The following databases are now available through Heritage Christian University’s web site. These databases are available for currently enrolled students at Heritage Christian University. Contact the library for user name and password.

**ATLA Religion Database with Full Text ATLASerials**

The ATLA Religion Database® (ATLA RDB®) is the premier index to journal articles, book reviews, and collections of essays in all fields of religion, with coverage from 1949 and retrospective indexing for some journal issues as far back as the nineteenth century. Journals are selected for inclusion according to their scholarly merit and scope. The fact that many publishers solicit the inclusion of their journals in ATLA RDB is indicative of the stature it has achieved in the community of religion scholars.

Total number of records: 1.82 million+, including the following:
- 598,000+ journal article records
- 250,600+ essay records from 18,000+ multi-author works
- 551,900+ book review records of 282,800+ books
- 1,713 journal title records, 552 of which are currently indexed

Type of records: bibliographic records of scholarship representing major religions, faiths, denominations, and languages

Coverage areas: Bible, archaeology, and antiquities; human culture and society; church history, missions, and ecumenism; pastoral ministry; world religions and religious studies; theology, philosophy, and ethics

**ATLASerials® (ATLAS®)** is an online full-text collection of major religion and theology journals used by libraries, librarians, religion scholars, theologians, and clergy.

Total number of records: 364,100+ Total number of journal titles: 190
Type of records: electronic collection of journals plus bibliographic citations, featuring PDFs, with searchable texts of articles and reviews

**Religion and Philosophy Collection**
This is a comprehensive database covering topics such as world religions, major denominations, biblical studies, religious history, epistemology, political philosophy, philosophy of language, moral philosophy, and the history of philosophy. The database references more than 300 full-text journals and unparalleled coverage of those subject areas listed above.

**Academic Search Premier**
This scholarly resource contains indexing and abstracts for more than 8,500 journals, with full text for more than 4,600 of those titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles. *Academic Search™ Premier* provides unmatched full-text coverage in biology, chemistry, engineering, physics, psychology, religion & theology, etc.

**Restoration Serials Index (RSI)**
The *Restoration Serials Index* is an index of articles from 72 journals, magazines, and other periodicals related to the Stone-Campbell Restoration Movement. The index lists author, title, publication, volume, issue, date, and up to four related subjects. No full text articles are available on this database.

**Alabama Virtual Library**
The Alabama Virtual Library provides all students, teachers, and citizens of the State of Alabama with online access to essential library and information resources. It is primarily a group of online databases that have magazine, journal, and newspaper articles for research. Databases include Academic Search Premier, Oxford English Dictionary, and Expanded Academic ASAP. [www.avl.lib.al.us/](http://www.avl.lib.al.us/)

**PsycINFO**
PsycINFO is an abstract database that provides systematic coverage of the psychological literature from the 1800s to the present. Available on the Internet, you must see the librarian to gain access to this database.
Citations

What is a citation?
A citation is the way you tell your readers that certain material in your work came from another source. It also gives your readers the information necessary to find that source again.

Why should I cite sources?
• Giving credit to the original author by citing sources is the only way to use other people’s work without plagiarizing. But there are a number of other reasons to cite sources:
  • Citations are extremely helpful to anyone who wants to find out more about your ideas and where they came from.
  • Not all sources are good or right – your own ideas may often be more accurate or interesting than those of your sources. Proper citation will keep you from taking the rap for someone else’s bad ideas.
  • Citing sources shows the amount of research you’ve done.
  • Citing sources strengthens your work by lending outside support to your ideas.

When do I need to cite?
• Whenever you borrow words or ideas, you need to acknowledge their source.
• The following situations almost always require citation:
  ➢ Whenever you use quotes
  ➢ Whenever you paraphrase
  ➢ Whenever you use an idea that someone else has already expressed
  ➢ Whenever you make specific reference to the work of another
  ➢ Whenever someone else’s work has been critical in developing your own ideas

How do I cite sources?
This depends on what type of work you are writing, how you are using the borrowed material, and the expectations of your instructor.

First, you have to think about how you want to identify your sources. If your sources are very important to your ideas, you should mention the author and work in a sentence that introduces your citation. If, however, you are only citing the source to make a minor point, you may consider using parenthetical references, footnotes, or endnotes.

There are also different forms of citation for different disciplines. For example, when you cite sources in a psychology paper you would probably use a different form of citation than you might in a paper for an English class.
Heritage Christian University uses the Society of Biblical Literature style as its form with footnotes being used rather than parenthetical references or endnotes.

Finally, you should always consult your instructor to determine the form of citation appropriate for your paper. You can save a lot of time and energy simply by asking “How should I cite my sources?” or “What style of citation should I use?” before you begin writing.

**Identifying Sources in the Body of Your Paper**

The first time you cite a source, it is almost always a good idea to mention its author(s), title, and genre (book, article, or internet page, etc.). If the source is central to your work, you may want to introduce it in a separate sentence or two, summarizing its importance and main ideas. But often you can just tag this information onto the beginning or end of a sentence. For example, the following sentence puts information about the author and work before the quotation:

> Milan Kundera, in his book *The Art of the Novel*, suggests that “if the novel should really disappear, it will do so not because it has exhausted its powers but because it exists in a world grown alien to it.”

You may also want to describe the authors if they are not famous, or if you have reason to believe your reader does not know them. You should say whether they are economic analysts, artists, physicists, etc. If you do not know anything about the authors, and cannot find any information, it is best to say where you found the source and why you believe it is credible and worth citing. For example,

> In an essay presented at an Asian Studies conference held at Duke University, Sheldon Garon analyzes the relation of state, labor-unions, and small businesses in Japan between the 1950s and 1980s.

If you have already introduced the author and work from which you are citing, and you are obviously referring to the same work, you probably don’t need to mention them again. However, if you have cited other sources and then go back to one you had cited earlier, it is a good idea to mention at least the author’s name again (and the work if you have referred to more than one by this author) to avoid confusion.
Anatomy of a Citation

Citations serve as pointers to where the searcher may locate cited sources. Citations list the essential bibliographical information useful to finding or identifying the full text used in research. The specific way in which that essential bibliographic information is written in a citation depends on the style manual being used. Always check the style manual to be sure that your citations are formatted correctly. Below are some examples and what is needed for each kind of source used.

**Book:**

- Author
- Title
- Place
- Publisher
- Date of publication
- Pages

Last Name, First Name. *Title of Book*. Place of publication: Publisher’s Name, Date of Publication. Pages used for paper.


**Journal article:**

- Author
- Title of article
- Journal name
- Volume number
- Year of publication
- Pages

Last Name, First Name. “Title of the Article.” *Title of Journal* Volume of journal (date of issue): Page number(s) of article.


Essay (Article) in an Edited Volume:

- Author of article
- Title of article
- Book title
- Name of editor
- Place of publication
- Publisher
- Date of publication

Last Name, First Name. “Title of Essay.” Pages in Book Title. Edited by Name of Editor. Place of Publication: Publisher, Date of Publication.


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The following is an example of how an article citation looks on the ATLA Religion Database ATLA Serials:

- **What went on in Jael’s tent? the collocation of vt kshw bšmykh [unpointed Hebrew characters] in Judges 4,18**
  
  Full Text Available By: Chisholm, Robert B, Jr.

  Source: SJOT, 24 no 1 2010, p 143-144. Publication Type: Article

  Subjects: Jael (Biblical character); Bible. Judges 1-16; Bible. Old Testament --Language, style; Sex in the Bible; Peer reviewed

  Database: ATLA Religion Database with ATLASerials

  Add to folder Relevant: 

  PDF Full Text

---

Parts of the above Citation:

Author or Authors
- Chisholm, Robert B. Jr.

Title of the Article
- What went on in Jael’s tent? The collocation of vt kshw bšmykh [unpointed Hebrew characters] in Judges 4,18
Footnotes

Footnotes are notes placed at the bottom of the page of which the source is used. They cite references or comment on a designated part of the text above it. For example, say you want to add an interesting comment to a sentence you have written, but the comment is not directly related to the argument of your paragraph. In this case, you could add the symbol for a footnote. Then, at the bottom of the page you could reprint the symbol and insert your comment. Here is an example:

This is an illustration of a footnote.¹ The number “1” at the end of the sentence corresponds to the note below. See how it fits in the body of the text?

¹ At the bottom of the page you can insert your comments about the sentence preceding the footnote.

When your reader comes across the footnote in the main text of your paper, he or she could look down at your comments right away, or else continue reading the paragraph and read your comments at the end. Because this makes it convenient for your reader, most citation styles require that you use either footnotes or endnotes in your paper. Some, however, allow you to make parenthetical references (author, date) in the body of your work.

Footnotes are not just for interesting comments, however. Sometimes, they simply refer to relevant sources. In other words, they let your reader know where certain material came from, or where they can look for other sources on the subject.

To decide whether you should cite your sources in footnotes or in the body of your paper, you should ask your instructor.

Where does the little footnote mark go?

Whenever possible, put the footnote at the end of a sentence, immediately following the period or whatever punctuation mark completes that sentence. Skip two spaces after the footnote before you begin the next sentence. If you must include the footnote in the middle of a sentence for the sake of clarity, or because the sentence has more than one
footnote (try to avoid this!), try to put it at the end of the most relevant phrase, after a comma or other punctuation mark. Otherwise, put it right at the end of the most relevant word. If the footnote is not at the end of a sentence, skip only one space after it.

**What’s the difference between Footnotes and Endnotes?**

The only real difference is placement – footnotes appear at the bottom of the relevant page, while endnotes all appear at the very end of your document. If your notes are very important, footnotes are more likely to get your reader’s attention. Endnotes, on the other hand, are less intrusive and will not interrupt the flow of your paper.

**If I cite sources in the footnotes (or endnotes), how’s that different from a bibliography?**

In footnotes or endnotes, you are citing sources that are directly relevant to specific passages in your paper. In a bibliography, you are citing all of the sources that you researched, whether they relate to any specific part of your paper or not. So your bibliography might contain “extra” sources which you read, but did not specifically cite in your paper. Also, citations in footnotes or endnotes will always have page numbers, referring to the specific passages relevant to that part of your paper, while citations in bibliographies may have none (if you read an entire book, for example, you would not have to list specific page numbers in your bibliography. If you quoted the book, however, you would have to mention the page numbers in your notes).

**Example for EBSCO Footnote**


NOTE: Breaks in URLs should occur after a colon, a slash or double slash, or the symbol @, but before a period or other punctuation or symbols. Never use a hyphen unless it is actually part of the address.
Bibliographies

A bibliography is a list of all of the sources you have used in the process of researching your work. Like citations, bibliography entries must align with the specified style manual. In general, a bibliography should include:

- the authors’ names
- the titles of the works
- the names and locations of the companies that published your copies of the sources
- the dates your copies were published
- relevant page numbers (optional)

Different kinds of sources, such as magazine articles and chapters in multi-author volumes, may require more specific information to help your reader locate the material.

Essential things you need for bibliographical data are listed below

**Book:**

- Author
- Title
- Place of publication
- Publisher
- Date of publication
- Pages

Last Name, First Name. *Title of Book.* Place of publication: Publisher’s Name, Date of Publication. Pages used for paper.


**Journal article:**

- Author
- Title of article
- Journal name
- Volume number
- Year of publication
- Pages

Last Name, First Name. “Title of the Article.” *Title of Journal* Volume of journal, (number or date of issue): Page number(s) of article.

**Essay (Article) in an Edited Volume:**

Author of article
Title of article
Book title
Name of editor
Place of publication
Publisher
Date of publication

Last Name, First Name. “Title of Essay.” Pages in *Book Title*. Edited by Name of Editor.
Place of Publication: Publisher, Date of Publication.


**Example for EBSCO Bibliography:**


NOTE: The order is day first, only when the periodical requires it, and only when citing an online source that is also found in print (7.3.13).

Spell out the entire name of the month—no abbreviations.

Ok, so what’s an *Annotated* Bibliography?

An annotated bibliography is the same as a bibliography with one important difference: in an annotated bibliography, the bibliographic information is followed by a brief description of the content, quality, and usefulness of the source.

**What are “works cited” and “works consulted” pages?**

Sometimes you may be asked to include these – especially if you have used a parenthetical style of citation. A “works cited” page is a list of all the works from which you have borrowed material. Your reader may find this more convenient than footnotes or endnotes because he or she will not have to wade through all of the comments and other information in order to see the sources from which you drew your material. A “works consulted” page is a complement to a “works cited” page, listing all of the works you read in preparation for your paper, whether they were useful or not.
Isn’t a “works consulted” page the same as a “bibliography” then?

Well, yes. The title is different because “works consulted” pages are meant to complement “works cited” pages, and bibliographies may list other relevant sources in addition to those mentioned in footnotes or endnotes. Choosing to title your bibliography “Works Consulted” or “Selected Bibliography” may help specify the relevance of the sources listed.
Critically Analyzing Information Sources

INTRODUCTION

You can begin evaluating a physical information source (a book or an article for instance) even before you have the physical item in hand. Appraise a source by first examining the bibliographic citation. The bibliographic citation is the written description of a book, journal article, essay, or some other published material that appears in a catalog, index or database. Bibliographic citations characteristically have three main components: an author, a title, and publication information. These components can help you determine the usefulness of this source for your paper. (In the same way, you can appraise an internet site by examining the home page carefully.)

INITIAL APPRAISAL

Author

What are the author's credentials--institutional affiliation (where he or she works), educational background, past writings, or experience? Is the book or article written on a topic in the author's area of expertise? You can use the various Who's Who publications for the U.S. and other countries and for specific subjects and the biographical information located in the publication itself to help determine the author's affiliation and credentials. Has your instructor mentioned this author? Have you seen the author's name cited in other sources or bibliographies? Respected authors are cited frequently by other scholars. For this reason, always note those names that appear in many different sources.

Is the author associated with a reputable institution or organization? What are the basic values or goals of the organization or institution?

Date of Publication

When was the source published? This date is often located on the face of the title page below the name of the publisher. If it is not there, look for the copyright date on the reverse of the title page. On internet pages, the date of the last revision is usually at the bottom of the home page, sometimes every page.

Is the source current or out-of-date for your topic? Topic areas of continuing and rapid development, such as the sciences, demand more current information. On the other hand, topics in the humanities often require material that was written many years ago. At the other extreme, some news sources on the internet now note the hour and minute that articles are posted on their site.

Edition or Revision

Is this a first edition of this publication or not? Further editions indicate a source has been revised and updated to reflect changes in knowledge, include omissions, and
harmonize with its intended reader's needs. Also, many printings or editions may indicate that the work has become a standard source in the area and is reliable. If you are using an internet source, do the pages indicate revision dates?

Publisher

Note the publisher. If the source is published by a university press, it is likely to be scholarly. Although the fact that the publisher is reputable does not necessarily guarantee quality, it does show that the publisher may have high regard for the source being published.

Title of Journal

Is this a scholarly or a popular journal? This distinction is important because it indicates different levels of complexity in conveying ideas.

CONTENT ANALYSIS

Having made an initial appraisal, you should now examine the body of the source. Read the preface to determine the author's intentions for the book. Scan the table of contents and the index to get a broad overview of the material it covers. Note whether bibliographies are included. Read the chapters that specifically address your topic. Scanning the table of contents of a journal or magazine issue is also useful. As with books, the presence and quality of a bibliography at the end of the article may reflect the care with which the authors have prepared their work.

Intended Audience

What type of audience is the author addressing? Is the publication aimed at a specialized or a general audience? Is this source too elementary, too technical, too advanced, or just right for your needs?

Objective Reasoning

Is the information presented fact, opinion, or propaganda? It is not always easy to separate fact from opinion. Facts can usually be verified; opinions, though they may be based on factual information, evolve from the interpretation of facts. Skilled writers can make you think their interpretations are facts.

Does the information appear to be valid and well-researched, or is it questionable and unsupported by evidence? Assumptions should be reasonable. Note errors or omissions. Are the ideas and arguments advanced more or less in line with other works you have read on the same topic? The more radically an author departs from the views of others in the same field, the more carefully and critically you should scrutinize his or her ideas. Is the author's point of view objective and impartial? Is the language free of emotion-arousing words and bias?

Coverage

Does the work update other sources, substantiate other materials you have read, or add new information? Does it extensively or marginally cover your topic? You should explore enough sources to obtain a variety of viewpoints.

Is the material primary or secondary in nature? Primary sources are the raw material of the research process. Secondary sources are based on primary sources. For example, if you were researching Konrad Adenauer's role in rebuilding West Germany after World War II, Adenauer's own writings would be one of many primary sources.
available on this topic. Others might include relevant government documents and contemporary German newspaper articles. Scholars use this primary material to help generate historical interpretations—a secondary source. Books, encyclopedia articles, and scholarly journal articles about Adenauer's role are considered secondary sources. In the sciences, journal articles and conference proceedings written by experimenters reporting the results of their research are primary documents. Choose both primary and secondary sources when you have the opportunity.

Writing Style
Is the publication organized logically? Are the main points clearly presented? Do you find the text easy to read, or is it stilted or choppy? Is the author's argument repetitive?

Evaluative Reviews
Locate critical reviews of books in a reviewing source, such as Book Review Index, Book Review Digest, OR Periodical Abstracts. Is the review positive? Is the book under review considered a valuable contribution to the field? Does the reviewer mention other books that might be better? If so, locate these sources for more information on your topic.

Do the various reviewers agree on the value or attributes of the book or has it aroused controversy among the critics?

For internet sites, consider consulting one of the evaluation and reviewing sources on the internet.

Learning how to determine the relevance and authority of a given resource for your research is one of the core skills of the research process. For more assistance with the research process, consult your instructor or a reference librarian.

Used by permission
Olin Research Library, Research & Learning Services, Cornell University, Ithaca NY 14853
http://www.library.cornell.edu/olinuris/ref/research/skill26.htm
Scholarly Periodicals vs. Popular Periodicals

http://www.library.vanderbilt.edu/peabody/tutorials/scholarlyfree/

Many students have trouble distinguishing between scholarly sources and popular sources in their research. Often, below the graduate level, students form the habit of using light popular treatments of a topic for essays and school projects. Also, the worldly ideas about relativism and inclusiveness have influenced Christians more than we realize—we think sometimes that it is bad to make any distinction between scholarly work and non-scholarly. The only valid distinction, many students believe, is between works that are biblical and ones that are not. This leads to problems with papers, with grades, and with the overall quality of education that students receive.

- **Scholarly sources** are written by specialists in the field.  
  **Popular sources** are written by pastors and evangelists, who, due to the nature of their ministry, are generalists.

- **Scholarly sources** consider the topic fairly and objectively and most often from an academic perspective.  
  **Popular sources** can be either devotional (encouraging Christian to live for Christ) or polemical (advocating the author’s point of view using rhetoric rather than reason). Either way the popular source covers a topic very lightly.

- **Scholarly sources** include documentation (footnotes or endnotes).  
  **Popular sources** normally do not bother with such matters.

- **Scholarly sources** consider a matter in some detail.  
  **Popular sources** offer a quick overview of the matter.

- **Scholarly sources** use language that is at least somewhat formal and objective. The goal is precision in expressing the exact truth of a matter.  
  **Popular sources** use language that is friendly, familiar, and makes an appeal to the reader. Precision and formality are not important.

- **Scholarly sources** often look “plain” in terms of the page layout, book cover, etc. since they focus on the ideas themselves.  
  **Popular sources** often use creative fonts, sidebars, colorful bindings etc., to appeal to the eye and draw the reader in.
Popular sources are not necessarily “bad” in terms of their intended purpose. In fact, the best popular sources are written by pastors or by specialists who have done the hard work of scholarly reading and research, and who have taken solid information and “distilled it down” so as to make it appeal to laymen.

If you try to get by in your paper using light, easy reading produced by popular writers, you will do two things:

1) You will write a shallow paper that won’t be well supported and which won’t get a good grade.
2) You will deny yourself the opportunity to explore deeply the truth in the area of your topic—thus, you will have only “warmed over hash” to give the people to whom you minister. If you do the deeper reading required of a good paper, you will be able, years later, to recall what you’ve learned and to make it simple, clear and relevant to the people who will hear you preach and teach.

Seek out and use the best scholarly sources for your paper (even though they are often less “fun” to read and less “interesting” than the popular book). You owe it to yourself and to the people you minister to, both now and in coming years, to do the hard scholarly work now while you are in seminary.

Dr. C. Fred Smith and Dr. Leo Percer
Liberty Theological Seminary
2005
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Scholarly periodicals
Called journals
Written by experts
Reviews by experts
Peer-review process
Authoritative
Sold generally by the publisher
Lists author’s credentials
Abstract
Biography
Footnotes
Bibliography
Specialized vocabulary
Longer in length

Popular periodicals
Called magazines
Flashy advertisements
Sold at newsstands and checkout counters
Newspapers are considered popular periodicals
Brief articles, usually 1-5 pages
Trade papers are considered popular periodicals.

Sections of a Scholarly Article

A scholarly article generally contains the following:

- Abstract.
- Introduction
- Literature review
- Methods
- Results
- Discussion
- Conclusions
- References

If many or all of the above are not in a article then the article is more than likely not scholarly. Most of the time faculty wants scholarly articles read and cited.
How to Evaluate a Website

Questions to ask to help evaluate a website:

- Who is the author?
- What academic credentials does he/she have relative to this topic?
- What is the author’s experience related to the topic?
- What other kind(s) of credential(s) does the author have (such as a license or certificate)?
- What is the author’s affiliation?
- What else has the author published?
- Is the author well-known in the field?
- Is the site sponsored by a reputable and stable organization?
- What is the sponsor’s philosophy?
- Is the sponsor suitable to address this topic?
- Do others recognize this organization?
- Does this organization have any particular bias?
- Does the author provide a bibliography?
- Is the bibliography up to date?
- Did the author prepare this information as a part of his or her professional duties, or does the author have some other relationship with the sponsor?
- Is contact information given?
- If the site is from another country, is it valid for the purpose of your research?

Notes to remember to help evaluate a website:

- Reliable Internet resources include postings by government agencies, articles by recognized scholars in a given field of study, and information gained from academic sites (e.g., a professor's class notes).
- A full-text journal article read from the web is still a journal article. The form in which it was read is irrelevant.
- Anonymous articles are always treated as unreliable resources.
Primary Sources and Secondary Sources

Primary sources are original, uninterpreted information. Such sources are generally written as first-hand accounts or direct evidence. Often they are memoirs, autobiographies, or oral histories. They can be found in various formats: diaries, correspondence, film, or emails, to name a few.

Examples:
- Bible
- Memoirs
- Diaries
- Autobiographies
- Interviews with people
- Letters
- E-mails
- Memos
- Listservs
- Blogs
- Discussion threads
- Meetings and minutes to meetings
- Surveys
- Government documents

Secondary sources interpret, analyze or summarize. These sources provide commentary upon, or analysis of, events, ideas, or primary sources.

Examples:
- Commentary on the Gospel of John
- Review articles from scholarly journals
- Scientific reports
- Conference papers and proceedings
- Handbooks
- Databases
- Newspaper articles that analyze events
- Dictionaries and encyclopedias
- Magazine articles
- Multimedia that has been edited
Quoting Material

Quoting is taking the exact words from an original source. You should quote material when you believe the way the original author expresses an idea is the most effective means of communicating the point you want to make. If you want to borrow an idea from an author, but do not need his or her exact words, you should try paraphrasing instead of quoting.

- **How often should I quote?**
  Quote as infrequently as possible. You never want your essay to become a series of connected quotations, because that leaves little room for your own ideas. Most of the time, paraphrasing and summarizing your sources is sufficient. (But remember that you still have to cite them!) If you think it’s important to quote something, an excellent rule of thumb is that for every line you quote, you should have at least two lines analyzing it.

- **How do I incorporate quotations in my paper?**
  Most of the time, you can just identify a source and quote from it. Sometimes, however, you will need to modify the words or format of the quotation in order to fit in your paper. Whenever you change the original words of your source, you must indicate that you have done so. Otherwise, you would be claiming the original author used words that he or she did not use. But be careful not to change too many words! You could accidentally change the meaning of the quotation, and falsely claim the author said something he or she did not.

  For example, let’s say you want to quote from the following passage in an essay called “United Shareholders of America” by Jacob Weisberg:

  “The citizen-investor serves his fellow citizens badly by his inclination to withdraw from the community. He tends to serve himself badly as well. He does so by focusing his pursuit of happiness on something that very seldom makes people happy in the way they expect it to.”

  When you quote, you generally want to be as concise as possible. Keep only the material that is strictly relevant to your own ideas. So here you would not want to quote the middle sentence, since it is repeated again in the more informative last sentence. However, just skipping it would not work – the final sentence would not make sense without it. So, you have to change the wording a little bit. In order to do so, you will need to use some editing symbols. Your quotation might end up looking like this:
In his essay, “United Shareholders of America,” Jacob Weisberg insists that “The citizen-investor serves his fellow citizens badly by his inclination to withdraw from the community. He tends to serve himself badly. . . by focusing his pursuit of happiness on something that very seldom makes people happy in the way they expect it to.”

The ellipses (. . .) indicate that you have skipped over some words in order to condense the passage. But even this version is still a bit lengthy – there is something else you can do to make it even more concise. Try changing the last sentence from

“He tends to serve himself badly. . . by focusing his pursuit of happiness on something that very seldom makes people happy in the way they expect it to.”

to

“He tends to serve himself badly. . . by focusing his pursuit of happiness on [money].”

The brackets around the word [money] indicate that you have substituted that word for other words the author used. To make a substitution this important, however, you had better be sure that “money” is what the final phrase meant – if the author intentionally left it ambiguous, you would be significantly altering his meaning. That would make you guilty of fraudulent attribution. In this case, however, the paragraph following the one quoted explains that the author is referring to money, so it is okay.

As a general rule, it is okay to make minor grammatical and stylistic changes to make the quoted material fit in your paper, but it is not okay to significantly alter the structure of the material or its content.

- **Quoting within Quotes**
  When you have “embedded quotes,” or quotations within quotations, you should switch from the normal quotation marks (“ ”) to *single* quotation marks (‘ ’) to show the difference. For example, if an original passage by John Archer reads:

   The Mountain Coyote has been described as a “wily” and “single-minded” predator by zoologist Ima Warner.

Your quotation might look like this:

   As John Archer explains, “The Mountain Coyote has been described as a ‘wily’ and ‘single-minded’ predator by zoologist Ima Warner.”

Note the double quotes surrounding the entire quotation, and the single quotes around the words quoted in the original.

- **How do I include long quotes in my paper?**
  The exact formatting requirements for long quotations differ depending on the citation style. In general, however, if you are quoting more than 3 lines of material, you should do the following:
• Change the font to one noticeably smaller (in a document that is mostly 12 point font, you should use a 10 point font, for example)
• Double indent the quotation – that means adjusting the left and right margins so that they are about one inch smaller than the main body of your paper.
• If you have this option in your word-processor, “left-justify” the text. That means make it so that each line begins in the same place, creating a straight line on the left side of the quotation, while the right side is jagged.
• Do NOT use quotation marks for the entire quotation – the graphic changes you have made already (changing the font, double indenting, etc.) are enough to indicate that the material is quoted. For quotations within that quotation, use normal quotation marks, not single ones.
• You might want to skip 1.5 times the line-spacing you are using in the document before you begin the quotation and after it. This is optional and depends on the style preferred by your instructor.
Plagiarism

Many people think of plagiarism as copying another’s work, or borrowing someone else’s original ideas. But terms like “copying” and “borrowing” can disguise the seriousness of the offense:

According to the Merriam-Webster OnLine Dictionary, to “plagiarize” means

• to steal and pass off (the ideas or words of another) as one's own
• to use (another's production) without crediting the source
• to commit literary theft
• to present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else’s work and lying about it afterward.

But can words and ideas really be stolen? According to U.S. law, the answer is yes. In the United States and many other countries, the expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some media (such as a book or a computer file).

All of the following are considered plagiarism:

• turning in someone else’s work as your own
• copying words or ideas from someone else without giving credit
• failing to put a quotation in quotation marks
• giving incorrect information about the source of a quotation
• changing words but copying the sentence structure of a source without giving credit
• copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (See our section on “fair use” rules.)

Attention! Changing the words of an original source is not sufficient to prevent plagiarism. If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its context or presentation, you have still plagiarized.

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.
Types of Plagiarism

Anyone who has written or graded a paper knows that plagiarism is not always a black-and-white issue. The boundary between plagiarism and research is often unclear. Learning to recognize the various forms of plagiarism, especially the more ambiguous ones, is an important step in the fight to prevent it.

Sources not cited

“The Ghost Writer”
   The writer turns in another’s work, word-for-word, as his or her own.

“The Photocopy”
   The writer copies significant portions of text straight from a single source, without alteration.

“The Potluck Paper”
   The writer tries to disguise plagiarism by copying from several different sources, tweaking the sentences to make them fit together while retaining most of the original phrasing.

“The Poor Disguise”
   Although the writer has retained the essential content of the source, he or she has altered the paper’s appearance slightly by changing key words and phrases.

“The Labor of Laziness”
   The writer takes the time to paraphrase most of the paper from other sources and make it all fit together, instead of spending the same effort on original work.

“The Self-Stealer”
   The writer “borrows” generously from his or her previous work, violating policies concerning the expectation of originality adopted by most academic institutions.

Sources Cited (but still plagiarized!)

“The Forgotten Footnote”
   The writer mentions an author’s name for a source, but neglects to include specific information on the location of the material referenced. This often masks other forms of plagiarism by obscuring source locations.

“The Misinformer”
   The writer provides inaccurate information regarding the sources, making it impossible to find them.

“The Too-Perfect Paraphrase”
   The writer properly cites a source, but neglects to put in quotation marks text that has been copied word-for-word, or close to it. Although attributing the basic ideas to the source, the writer is falsely claiming original presentation and interpretation of the information.

“The Resourceful Citer”
The writer properly cites all sources, paraphrasing and using quotations appropriately. The catch? The paper contains almost no original work! It is sometimes difficult to spot this form of plagiarism because it looks like any other well-researched document.

“The Perfect Crime”

Well, we all know it doesn’t exist. In this case, the writer properly quotes and cites sources in some places, but goes on to paraphrase other arguments from those sources without citation. This way, the writer tries to pass off the paraphrased material as his or her own analysis of the cited material.
20 Most Common Grammar Mistakes

- Missing comma after an introductory element
- Vague pronoun reference
- Missing comma in a compound sentence
- Wrong word
- Missing comma(s) with a nonrestrictive element
- Wrong or missing verb ending
- Wrong or missing preposition
- Comma splice
- Missing or misplaced possessive apostrophe
- Unnecessary shift in tense
- Unnecessary shift in pronoun
- Sentence fragment
- Wrong tense or verb form
- Lack of subject-verb agreement
- Missing comma in a series
- Lack of agreement between pronoun and antecedent
- Unnecessary comma(s) with a restrictive element
- Fused sentence (also known as a run-on sentence)
- Misplaced or dangling modifier
- Its/It’s confusion

Helpful books


Student Supplement for The SBL Handbook of Style

http://www.sbl-site.org/assets/pdfs/SBLHSrevised2_09.pdf

http://www.sbl-site.org/assets/pdfs/sblhs_ss92804_revised_ed.pdf

You would be wise to print off these PDF files and add them to this work. The supplement will be helpful as you prepare SBL style papers. It includes how to avoid common mistakes when writing papers and how to format correctly using the SBL style. Samples are also included.
Copyright and Its Laws

Works created by a person or group of persons is owned by them. Copyright is the ownership of that work. The work can include books, articles, musical scores, lyrics, and films. The owners (creators) can then sell the rights to publishers and other companies, usually for a profit. Thus, the publisher becomes the owner.

Laws are created by the United States government to protect the creators of the works. These laws are broad, extensive, and often ambiguous. Laws are frequently challenged and change over the course of time.

Works that you create are yours, and you should be proud of the work you do. You would not be inclined to have someone take your work and state that he or she created it, refusing to give you credit for it. The same goes for everyone else. The person who put time, effort, and energy into the product should be given credit.

Copyright generally deals with the limits imposed on the reproduction of a work, the manner in which a work can be reproduced, and the legal treatment of the work (e.g., sold for profit). Generally, materials cannot be put into a new format (e.g., print to digital) without permission from the owner. All permission needs to be in writing when dealing with copyright.

“Fair Use” practice allows educators and librarians opportunities to copy materials for educational use. This is why educators can make copies of materials and give to students. There are, however, restrictions to this as well. Again, how much of the work is being copied, how the material is “packaged” and either sold or given to the student, and how often the piece of work is used is all regulated. No more than one article out of any given issue of a journal can be used for any one class. Materials cannot be packaged into a “book” form and sold for profit. Teachers are not to use the same work repeatedly for a class.
US Copyright Law seems to be in a state of major confusion. It will always be the policy of Heritage Christian University to comply fully with the law. Until the courts bring clarification to the application of existing laws, the policy of Heritage Christian University is as follows:

1. Do not post copyright protected material in any electronic form for student access.

2. Do not create “print packs” of copyright protected material for student access. NOTE: This restriction applies even if the “packs” are made available free or on non-profit basis.

3. Do not copy or require the copying of the same specific articles term after term.

4. Use copyright protected electronic materials (video, digital material, etc.) only in the classroom setting, unless you secure permission for use over the internet.

5. Assign copyright protected reading to students only if they meet one of the following conditions:
   - The material is available to students online (ATLAS, EBSCO, etc).
   - HCU holds permission from the copyright holder to copy the material for classroom use.
   - Students can purchase the material.
   - OML can legally make the material available as requested by individual students.
   - NOTE: It appears that current law excludes transmission of copyright protected material by electronic means. Library staff will, as allowed by law, copy and mail individually requested materials to students.

6. Alternatives that will assist in compliance with the statements above include:
   a. The teacher presents a summary of key articles to the class.
   b. Individual students, respectively, present a summary of key articles to the class. (e.g., each key article is assigned to only one student who reviews and reports to the class.)
   c. Expand the use of textbooks.
   d. Give preference (in assignments) to articles available through ATLAS.

We acknowledge that these recommendations will change instructional procedures for some of you. We acknowledge that this will be inconvenient. However, we are unable to identify a policy that allows unrestricted use of copyright protected material, even for educational purposes.

For further information: http://librarycopyright.net/digitalslider
Bibliography


