

# Indigenous Bible College

## *Writer's Guide*

*Instructional Guide for Written Assignment*

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## Introduction

Writing that is effective is clear, concise, and audience sensitive. Higher education expects clearly documented arguments to be well written. In addition, the ‘packaging,’ or formatting of academic documents in universities and colleges must be uniform and visually predictable. The styles and standards adopted in this guide are intended to fulfill those purposes at Indigenous Bible College (IBC). This writing guide will also address plagiarism, the consequences of plagiarism, and how to avoid it. IBC values honesty and integrity and expects these values to be reflected in student course work.

Written assignments for courses at IBC should follow the 9<sup>th</sup> edition Modern Language Association (MLA) Handbook. A complete guide to MLA formatting can be found online at: [https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html) or in the *MLA Handbook* (9th ed.) which is available for checkout in the Learning Resource Center.

The purpose of this Writer’s Guide is to provide IBC students with the basics of MLA formatting and IBC standards.

## Basic Standards

- All papers for IBC courses should be computer-generated and follow the same basic standards.
- All papers of two or more pages should be either stapled or paper-clipped (according to the preference of the instructor).
- Papers *may* require using a title page. It is recommended that the student inquire of the instructor regarding their preference. In the case of a group project, list all names of the contributors, giving each name its own line in the header.

- If no title page is needed, the student's name, the name of the instructor, the name and number of the course, and the date the paper is turned in to the instructor should be printed in the upper left corner (in this order).
- The student is highly encouraged to use either a flash drive or a cloud-managed service, such as Google Drive or Dropbox, to save and keep their course documents.

## Plagiarism and Ethical Standards

### Plagiarism

Plagiarism is the usage of another's ideas or words without giving the proper documentation while presenting them as your own. At the very least, plagiarism is cheating, and at its worst, it is theft. All students at IBC are expected to demonstrate integrity and honesty in their coursework. It is important that:

- When you say you did the work yourself, you actually did it.
- When you rely on someone else's work, you cite it.
- When you use their words, you quote them openly and accurately, and you cite them.
- This includes notes from a class taken at IBC.

To avoid plagiarism, here is a simple checklist to follow, adapted from the University of Arizona Library from their webpage, "Avoid Plagiarism," and used with their permission (link below).

You must give credit whenever you:

- Use another person's ideas, thoughts, or opinions.
- Use any information that is not common knowledge.
- Quote or paraphrase another person's spoken or written words.

Here are a few resources on what plagiarism is and how to avoid it (Note: each of these

resources were used by permission from the perspective institutions):

- University of Arizona Library, Avoid Plagiarism:  
<https://new.library.arizona.edu/research/citing/plagiarism>
- Indiana University Bloomington and Indiana University Trustees, Plagiarism: What It Is And How To Recognize and Avoid it: <https://wts.indiana.edu/writing-guides/plagiarism.html>

### Indigenous Bible College Plagiarism Policy

IBC believes that honesty and integrity are the foundation for all we do in life, including our coursework (Col. 3:17). All students are responsible for their own work. Students who plagiarize will face the following consequences:

- *First offense:* the instructor may fail the student for the assignment or require a rewrite of the same assignment or require another assignment. The Academic Dean and the Dean of Students will be notified of the offense, and the student will be required to meet with each dean.
- *Second offense* while at IBC: the student will be immediately dismissed from class and receive a failing grade for the course in which he/she used plagiarized material. The Academic Dean and the Dean of Students will be notified of the offense, and the student will be required to meet with each dean.
- *Third offense* while at IBC: the student will be immediately dismissed from IBC by the Academic Dean and possibly receive failing grades for all of the courses he/she has taken that semester.

Students have the right to appeal to the Academic Dean and Administrative Team regarding an accusation of plagiarism by a faculty member. The decision of the Administrative Team will be final.

## Indigenous Bible College Artificial Intelligence Policy

IBC recognizes the powerful tool artificial intelligence (AI) can be--a tool for great blessing or for great harm. Like any tool, people must learn how to use AI appropriately and with great wisdom--which requires maturity. Due to the school's commitment to helping students learn how to think for themselves, any use of AI must first be approved by the instructor and any approved use of AI must be cited.

### Ethical Standards

At IBC we are committed to the biblical mandate to love one another. This includes refraining from the use of demeaning terms in reference to those who may be different from us (e.g. a different culture, gender, ethnic background, theological position, or those who live in an ungodly manner). We must treat others with the same respect and dignity with which we desire to be treated.

Assignments that contain disrespectful or demeaning language in reference to other people will not be accepted at IBC. It will be up to the discretion of the instructor as to whether the student should receive a failing grade on that assignment or be required to rewrite the paper using acceptable terms. In either case, the Academic Dean will be notified of the offense.

## Page Layout

### Margins

All margins should be 1” on all sides. The proper adjustments should be made to meet MLA guidelines. Also, the paper should not be justified. All text should align on the left side of the page 1” from the left margin except the first line of each paragraph which should be indented a half inch from the left margin.

### Font

The font size should be set at 12 points. Times New Roman or Arial should be used.

### Spacing

The entire paper should be double-spaced. No extra space is needed between paragraphs. Lengthy quotations of 4 lines or more should be double-spaced with all lines indented a half inch from the left margin. The lengthy quote citation should be in parentheses after the last sentence punctuation mark.

### Page Numbers

Create a header in the upper right-hand corner that includes your last name followed by a space and then the page number. Number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin. The title page should not be numbered and does not count in the total number of pages required for the paper.

### Title Pages

MLA guidelines do not require a title page; however, check with your instructor to determine if they require a title page for your assignment. If a title page is required, all information on this page should be centered in the upper half of the page, double spaced, size 12 point font, and using the same style font as the rest of the paper. Titles should be no more than 12



words in length. Do not include a page number on the title page. This page should contain the following information in order:

- The title of your document
- Do not underline, italicize, or place your title in quotation marks. Write the title in Title Case (standard capitalization), not in all capital letters.
- Use quotation marks and/or italics when referring to other works in your title, just as you would in your text. For example, *Fear and Loathing in Las Vegas*, as Morality Play: Human Weariness in “After Apple Picking”.
- The name of the instructor
- The name and number of the course
- The name of the institution
- The student’s name
- The date the paper is turned in to the instructor

See an example of a title page on page 13 and an example of how to format an assignment that does not require a title page on page 14.

## Documentation

### In-Text Citation

All information in any paper that is not original must be documented (unless it is considered “common knowledge” meaning that it is found in numerous resources in that field). Failure to document one’s resources results in plagiarism (note the college’s policy on plagiarism in this Writer’s Guide).

MLA guidelines require documentation of resources to be included in the text of the document when a sentence uses a quotation or a paraphrase that is not the author’s original work

or is not common knowledge. When using the works of others, it is important to use parenthetical citations, where the relevant source information is added to the end of a sentence in parentheses before the period. This is called “in-text citation.” This style of documentation will follow a standard format that ensures that the author is giving the original source of the material credit for their work. The resource must also be listed in the Works Cited section of the paper.

The author’s name needs to be stated in the sentence or in the parentheses, while the page number is always represented in the parentheses.

**See these examples of in-text citations:**

- Brickner suggests that it is unknown how long Adam and Eve lasted in the Garden of Eden but that “we learn that at one point, something went terribly wrong” (17).
- Adam and Eve lived in the Garden of Eden for a length of time that is unknown but “we learn that at one point, something went terribly wrong” (Brickner 17).
- Brickner reflected on the Garden of Eden and not knowing how long Adam and Eve’s time in the garden lasted but that we know for certain that eventually things went south (17).

**The citation that should be found in the Works Cited page should look like this:**

- Brickner, Balfour. *Finding God in the Garden*. Boston, Little, Brown and Company, 2002.

**Bible - Version of the Bible**

The first time you paraphrase or quote from the Bible, identify which version of the Bible you used. You do not need to repeat the version name in subsequent references unless you change Bible versions.

Example of in-text indication of the Bible version used:

- The researchers consulted the Bible (King James Version) to provide items for the development of their religious values assessment.

### Bible - Citing Biblical Chapters and Verses

When referring to books of the Bible within the body of your paper:

- If you're referring to the book of the Bible as a whole, or a chapter of a book of the Bible (but without specific verses), use the full name of the book of the Bible.
  - Example: Genesis, Luke 4, Revelation 1-3
- If you're referring to a specific chapter and verse(s), abbreviate the name of the book of the Bible.
  - Example: Exod 2:1-3; Matt 13:12

*Note:* it isn't necessary to add a period after the abbreviated book name. Include a space between the book name and the chapter number, and include a colon between the chapter number and the verse(s).

Refer to the Purdue Online Writing Lab: [MLA In-Text Citations: The Basics](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_in_text_citations_the_basics.html) webpage for more information on in-text citation rules:

[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_in\\_text\\_citations\\_the\\_basics.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_in_text_citations_the_basics.html).

Writing guides for MLA in-text citation guidelines are in our LRC collection. Ask the LRC Staff for assistance in finding these materials.

### Works Cited

All resources that are documented in the paper must be included in the works cited

section. Please note that the works cited section does not count as required pages for your assignment; however, still include page numbers throughout your paper, not including the title page if your assignment includes one. The MLA standardized format for this section should be followed. This section includes “Works Cited” as the title and should be centered and located 1” from the top of the page. Each entry begins 1” from the margin and is followed by a *hanging indentation* where the following line(s) are indented ½”. The list should be in **alphabetical order**. The purpose of the hanging indentation is to make the list easier to view in its correct order. The entire list should be double-spaced with no additional spaces between each entry. See an example of how to format a works cited page on page 15.

## Abbreviations

Condense citations as much as possible using abbreviations. The *MLA Handbook* (9th ed.) encourages users to adhere to the common scholarly abbreviations for both in-text citations and the works-cited page. See Appendix 1 of the *MLA Handbook* (9th ed.) for a list of scholarly abbreviations or refer to the Purdue Online Writing Lab: [MLA Abbreviations](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_abbreviations.html) webpage for more information on abbreviation rules:

[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_abbreviations.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_abbreviations.html)

## Time Designations

Remember to follow common trends in abbreviating time and location within citations. Month names longer than four letters used in journal and magazine citations should be abbreviated.

Examples: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec.

## MLA Date Format | Dates in the Works Cited & Main Text

In MLA Works Cited entries, publication dates are presented in the International format of day-month-year order. If the name of the month has five or more letters, abbreviate it to the first three.

Sometimes you just list the year (e.g. when citing a book), but if the source provides a more specific publication date, you should usually include it (e.g. when citing a journal article or web page). Occasionally you might even list the time of publication in addition to the date (e.g. when citing a timestamped online comment). Examples:

- 2017
- spring 2017
- Mar. 2017
- 5 Mar. 2017
- 5 Mar. 2017, 1:15 p.m.

Do not use ordinal numbers (e.g. “5th”) or commas within a date in the Works Cited list. Do not include a 0 before a single-digit date (e.g. “05”), even if your source does.

## Bibliography

A bibliography may also be required for some papers. While a Works Cited page records all resources that you documented (mentioned) in your paper, the bibliography records every resource that was used in completing the research for your paper. Check with your instructor to determine if they require a bibliography in addition to a Works Cited page for the assignment. The bibliography will have the same format as a Works Cited page with the title, “Bibliography” being the only difference.

Refer to these websites for more information on formatting a Works Cited page or a bibliography:

- <http://www.easybib.com>
- [https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_works\\_cited\\_page\\_basic\\_format.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_page_basic_format.html)

● The following research services are FREE and can be of use when citing and documenting references for your Works Cited page and/or bibliography. Note that you should always **double-check** your citations whenever you use sites that will generate citations for you as they are not always correct.

- Mendeley: <https://www.mendeley.com/>
- Citation Machine (MLA): <https://www.citationmachine.net/mla/cite-a-book>
- Zotero: <https://www.zotero.org>

## Title Page Example

A Study of the Book of  
Romans

Dr. John Doe, Instructor

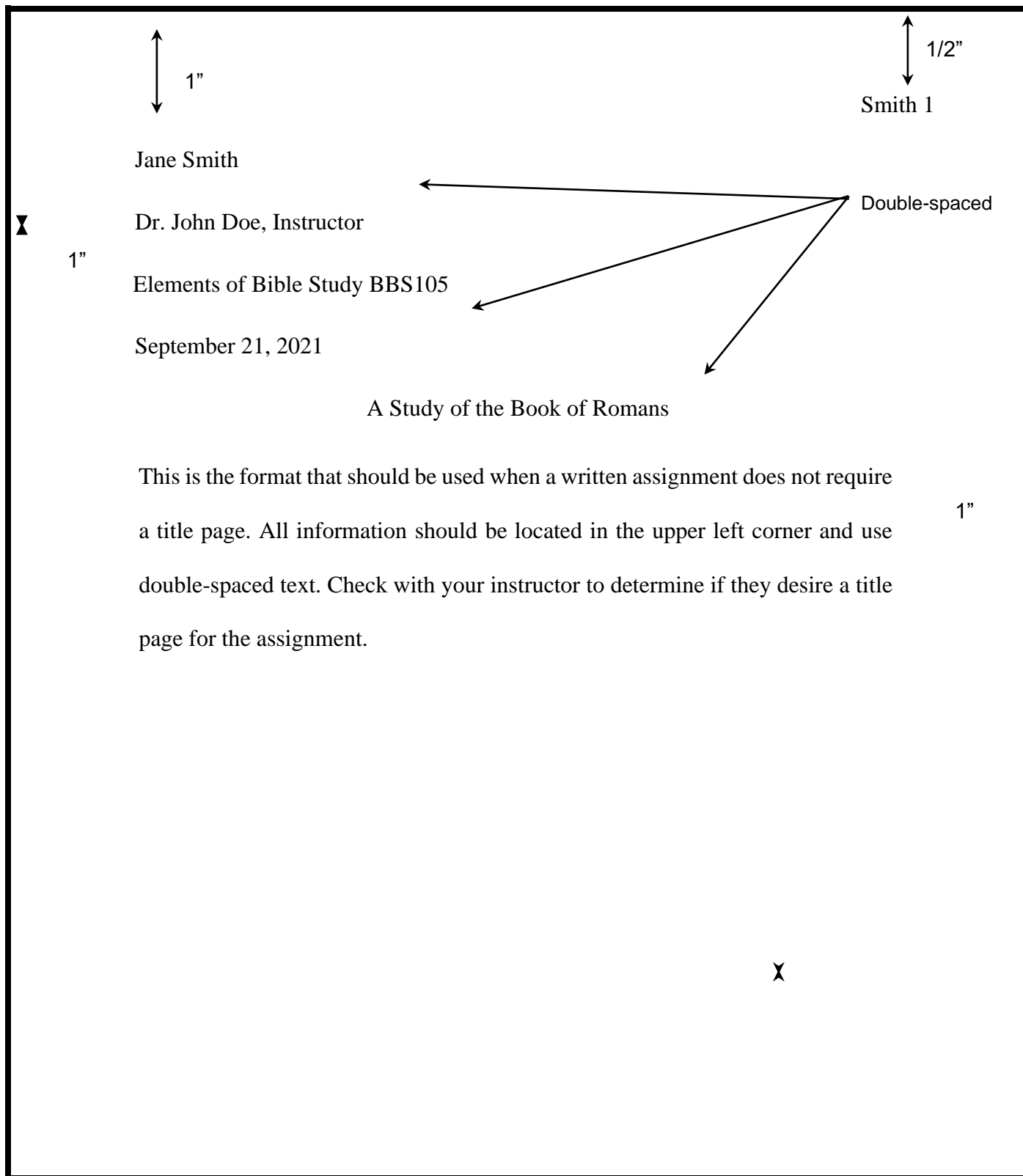
Elements of Bible Study  
BBS105

Indigenous Bible College

Jane Smith

September 21, 2021

### Paper Without Title Page Example





**Works Cited Page Example:**

The diagram shows a page titled "Works Cited" with the following elements and annotations:

- Top Margin:** A vertical double-headed arrow labeled "1" indicates a 1-inch margin from the top of the page to the title.
- Right Margin:** A vertical double-headed arrow labeled "1/2" indicates a 1/2-inch margin from the right edge of the page to the right side of the entries.
- Title:** The title "Works Cited" is centered at the top of the list.
- Spacing:** An arrow labeled "Double-spaced" points to the space between the title and the first entry.
- Left Margin:** A vertical double-headed arrow labeled "1" indicates a 1-inch margin from the left edge of the page to the left side of the entries.
- Right Margin:** A vertical double-headed arrow labeled "1" indicates a 1-inch margin from the right edge of the page to the right side of the entries.
- Annotations:**
  - "X" marks are placed at the top and bottom of the left and right margins to indicate measurement points.
  - "1/2" Hanging Indent" with an arrow points to the indentation of the first entry.
  - "Smith 12" is written in the top right corner of the page.

**Works Cited**

Celce-Murcia, et al. *Teaching Pronunciation: A Reference for Teachers of English to Speakers of Other Languages*. Cambridge, Cambridge University Press, 1996.

Kari, James, ed. *Tatl'ahwt'aenn Nenn' The Headwaters People's Country*. Fairbanks, Alaska Native Language Center, 1986.

Kennedy, X.J. and Dana Gioia. *Literature: An Introduction to Fiction, Poetry, and Drama*. 6th ed. HarperCollins College Publishers, 1995.

*Oxford Essential World Atlas*. New York, Oxford UP, 1996.

\*Note: there is no additional space between each entry.

## More on Works Cited Lists in MLA Format

Use the following format for all sources:

Author (last name, first name). Title. Title of Container \*(do not list the container for stand-alone books, e.g. novels), Contributor (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs URL or DOI\*\*). 2<sup>nd</sup> Container's Title, Contributor, Version, Number, Publisher, Publication date, Location, Date of Access (if applicable).

\* A **container** is where the source is found; for example, if you found an article in a journal, then the journal is the container; if you found an article on a website, the website is the container.

Sometimes sources will have two containers; for example, if you find an article in a journal and you find the journal on a database, the containers are the journal, and the second container is the database.

\*\*A DOI, or digital object identifier, is a series of digits and letters that leads to the location of an online source. Articles in journals are often assigned DOIs to ensure that the source is locatable even if the URL changes. If your source has a DOI, use that instead of a URL.

Imada, Adria L. "Transnational Hula as Colonial Culture." *The Journal of Pacific History*, vol. 46, no. 2, Sept. 2011, pp. 150-176. EBSCO, doi: 10.1080/00223344.2011.607260.

Tips:

- The source page numbers are to be written as p.7 or pp.1-3.
- Punctuation format for all citations: After the author, use a period. After the title, use a period. Everything else is strung together with commas. After the location (unless there is a Date of Access as a part of the citation), use a period.

- Titles: Italicize titles if the source is self-contained and independent. Titles of books, plays, films, periodicals, databases, and websites are italicized. Place titles in quotation marks if the source is part of a larger work. Articles, essays, chapters, poems, webpages, songs, and speeches are placed in quotation marks.

## Examples of Works Cited Sources

### Basic Book Format

The author's name or a book with a single author's name appears in last name, first name format. The basic form for a book citation is:

Last name, First name. *Title of Book*. City of Publication, Publisher, Publication Date.

### Unknown Author

*Oxford Essential World Atlas*. New York, Oxford UP, 1996.

### One Author

Bream, Alice. *Athabaskan Stories*. Salt Lake City, AMU Press, 1975.

### Two Authors

Gallagher, Susan and Roger Lundin. *Literature Through the Eyes of Faith*. New York, Harper & Row, 1989.

### Three or More Authors

List the first author, followed by et al. (et al means "and others" in Latin.)

McQuade, Donald, et al. *The Harper American Literature*. 2nd Compact Ed. New York, HarperCollins College Publishers, 1996.

## Two or More Books By the Same Author

List works alphabetically by title. [Remember to ignore articles like A, An and The] Provide the author's name in last name, first name format for the first entry only. For each subsequent entry by the same author, use three hyphens (---) and a period.

Palmer, William J. *Dickens and New Historicism*. St. Martin's, 1997.

---. *The Films of the Eighties: A Social History*. Southern Illinois UP, 1993.

## Editor

Kari, James, ed. *Tatł'ahwt'aenn Nenn' The Headwaters People's Country*. Fairbanks, Alaska Native Language Center, 1986.

## Edition Other Than the First

Kennedy, X.J. and Dana Gioia. *Literature: An Introduction to Fiction, Poetry, and Drama*. 6th ed. Harper Collins College Publishers, 1995.

## Work in an Anthology

Wilder, Thornton. "The Matchmaker." *The Harper American Literature*. Ed. McQuade, Donald, et al. New York, Harper Collins College Publishers, 1996. pp. 537- 601.

## Chapter in a Book

Griffith, Kelley. "How to Analyze Drama." *Writing Essays About Literature*. 2nd ed. New York, Harcourt Brace Jovanovich, Pub., 1986.

Huntington, Sidney. "Anna". *Koyukuk: An Alaskan Native's Life Along the River. As told to Jim Rearden*. Anchorage, Alaska Northwest Books, 1993.

## The Bible

*Bible Title*. Edited by Editor's First and Last Name, Bible Version, Publisher, Year of Publication.

*Holy Bible*. New International Version, Zondervan Publishing House, 1984.

## Bible Commentary, One Author

Richards, Lawrence O. *The Teacher's Commentary*. Wheaton, Victor Books, 1987.

## Book in a Multi-Volume Work Naming the Series Editor (Bible Commentary Series)

Carson, D. A. "Matthew." Vol 8. Ed. Frank E. Gaebelein. *Expositor's Bible Commentary* 12 vols. Grand Rapids, Zondervan, 1984.

## Works Cited from the "Four Views on . . .," and "Five Views on . . ." (etc.) Series

Gleason, Randall C. *Four Views on the Warning Passages in Hebrews*. Ed. Herbert W. Bateman. Grand Rapids, Kregel Publications, 2007.

## Bible Dictionary, One Author

Unger, Merrill F. *Unger's Bible Dictionary*. Chicago, Moody Press, 1966.

## Bible Handbook, Multiple Writers, No Editor

Cohn-Sherbok, Dan. "The Hebrew Bible". *Zondervan Handbook to the Bible*. Grand Rapids, Zondervan Publishing House, 1999.

## Interview - Personal

Personal interviews refer to those interviews that you conduct yourself. List the interview by the name of the interviewee. Include the descriptor Personal interview and the date of the interview.

Smith, Jane. Personal interview. 19 May 2014.

### Interview - Published (Print or Broadcast)

List the interview by the full name of the interviewee. If the name of the interview is part of a larger work like a book, a television program, or a film series, place the title of the interview in quotation marks and place the title of the larger work in italics. If the interview appears as an independent title, italicize it. For books, include the author or editor name after the book title.

Note: If the interview from which you quote does not feature a title, add the descriptor, *Interview* by (unformatted) after the interviewee's name and before the interviewer's name.

Gaitskill, Mary. Interview with Charles Bock. *Mississippi Review*, vol. 27, no. 3, 1999, pp. 129-50.

Amis, Kingsley. "Mimic and Moralist." *Interviews with Britain's Angry Young Men*, By Dale Salwak, Borgo P, 1984.

### Interview - Published (Online-only)

List the interview by the name of the interviewee. If the interview has a title, place it in quotation marks. Cite the remainder of the entry as you would other exclusive web content. Place the name of the website in italics, give the publisher name (or sponsor), the publication date, and the URL.

Note: If the interview from which you quote does not feature a title, add the descriptor *Interview* by (unformatted) after the interviewee's name and before the interviewer's name.

Zinkievich, Craig. Interview by Gareth Von Kallenbach. *Skewed & Reviewed*, 27 Apr. 2009, [www.arcgames.com/en/games/star-trek-online/news/detail/1056940-skewed-%2526-reviewed-interviews-craig](http://www.arcgames.com/en/games/star-trek-online/news/detail/1056940-skewed-%2526-reviewed-interviews-craig). Accessed 15 May 2009.

## Speeches, Lectures, or other Oral Presentations (Including Conference Presentations)

Start with the speaker's name. Then, give the title of the speech (if any) in quotation marks. Follow with the title of the particular conference or meeting and then the name of the organization. Name the venue and its city (if the name of the city is not listed in the venue's name). Use the descriptor that appropriately expresses the type of presentation (e.g., Address, Lecture, Reading, Keynote Speech, Guest Lecture, Conference Presentation).

Stein, Bob. "Reading and Writing in the Digital Era." *Discovering Digital Dimensions, Computers and Writing Conference*, 23 May 2003, Union Club Hotel, West Lafayette, Keynote Address.

## For Electronic Sources, Periodicals, eBooks and Other Sources

See information below retrieved from Purdue OWL on Citing Electronic Resources:

[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_works\\_cited\\_electronic\\_sources.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_electronic_sources.html)

- Author and/or editor names (if available); last names first.
- "Article name in quotation marks."
- *Title of the website, project, or book in italics.*
- Any version numbers available, including editions (ed.), revisions, posting dates, volumes (vol.), or issue numbers (no.).
- Publisher information, including the publisher name and publishing date.
- Take note of any page numbers (p. or pp.) or paragraph numbers (par. or pars.).
- DOI (if available), otherwise a URL (with the https://) or permalink.

- Date you accessed the material (Date Accessed). While not required, saving this information is highly recommended, especially when dealing with pages that change frequently or do not have a visible copyright date.

Use the following format:

Author. "Title." *Title of Container (self-contained if book)*, Contributor (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs and/or URL, DOI or permalink). *2nd container's title*, Contributor, Version, Number, Publisher, Publication date, Location (DOI or URL), and Date of Access (if applicable).

### Examples:

“Arizona Seeks to Honor Native Americans.” *Indian Life*, vol. 38, no. 6, May 2018, p. 7.

<https://search-ebSCOhost-com.ezproxy1.library.arizona.edu/login.aspx?direct=true&db=asn&AN=129882687&site=ehost-live>. Date of Access 21 January 2021.

Liverpool, Loyal. “Counting Penguins.” *New Scientist*, vol. 249, no. 3316, Jan. 2021, p. 49.

*EBSCOhost*, doi:10.1016/s0262-4079(21)00022-1. Date of Access 21 January, 2021.

### For Artificial Intelligence (AI)

See information below retrieved from the MLA style website:

<https://style.mla.org/citing-generative-ai/>

MLA’s standardized criteria for citing sources recommends the following for generative AI.

- Cite a generative AI tool whenever you paraphrase, quote, or incorporate into your own work any content (whether text, image, data, or other) that was created by it.



- Acknowledge all functional uses of the tool (like editing your prose or translating words) in a note, your text, or another suitable location.
- Take care to double check the secondary sources it cites.

## AI Works Cited

Author - This remains blank as MLA encourages you not to cite AI as an author.

Title of Source - Describe what was generated by the AI tool. This may involve including information about the prompt in the Title of Source element if you have not done so in the text.

Title of Container - Use the title of container element to name the AI tool (e.g., Chat GPT)

Version - Name the specific version of the AI tool used. e.g., ChatGPT 3.5

Publisher - Name the company that made the tool.

Date - Give the date the content was created.

Location - Give the general URL for the tool.

*ChatGPT* currently doesn't have a built-in feature to create a unique URL to the conversation.

However, an outside tool like the Chrome extension *ShareGPT* can generate such a link. If you use that type of outside tool, include the unique URL that the tool generates instead of the general URL.

*DALL-E* allows users to download the AI-generated images they create or generate a publicly available URL that leads to an image. If you choose to create a shareable link for an image you generate with *DALL-E* (or other similar AI image generators), include that unique URL that leads to the image instead of the general URL.

**Examples:**

For AI quoting text:

Quoted in Your Writing

When asked for the theme of the Biblical *Book of John*, *ChatGPT* provided the following reflection on this gospel from the New Testament, “the divinity of Jesus Christ and the importance of faith in Him as the Son of God for eternal life. It emphasizes the miraculous signs and teachings of Jesus, inviting readers to believe in Him as the Savior and experience spiritual rebirth” (“In 50 words or less”).

**Example**

“In 50 words or less, what is the theme of the Biblical *Book of John*” prompt. *ChatGPT*, 3 Aug. version, OpenAI, 20 Sep. 2023, chat.openai.com/chat.

For AI paraphrasing text:

The screenshot shows a chat window titled "Default (GPT-3.5)". The user's prompt, marked with a green "EG" icon, is: "In 50 words or less, what is the theme of the Biblical Book of John". The AI's response, marked with the OpenAI logo icon, is: "The theme of the Biblical Book of John is the divinity of Jesus Christ and the importance of faith in Him as the Son of God for eternal life. It emphasizes the miraculous signs and teachings of Jesus, inviting readers to believe in Him as the Savior and experience spiritual rebirth." The response includes copy, like, and comment icons. At the bottom right is a "Regenerate" button. At the bottom left is a "Send a message" input field with a right arrow. At the very bottom, a disclaimer reads: "Free Research Preview. ChatGPT may produce inaccurate information about people, places, or facts. ChatGPT August 3 Version".

AI paraphrasing:

### Paraphrased in Your Writing

The Book of John thematically follows the life and divinity of Jesus Christ and the eternal importance of putting faith in Him. It also highlights and reveals Jesus’s miraculous works and many of his powerful teachings. John’s gospel provides clarity for how a person can come to believe in Jesus as Lord and Savior, resulting in salvation. (“In 50 words or less”).

### Example

“In 50 words or less, what is the theme of the Biblical *Book of John*” prompt. *ChatGPT*, 3 Aug. version, OpenAI, 20 Sep. 2023, chat.openai.com/chat.

### AI In-Text Citation

See information below retrieved from the Grammarly website:

[https://www.grammarly.com/blog/ai-citations-mla/?fbclid=IwAR0Z7SghEbjQC\\_gfGI\\_mjoleuQ-NjmCWg1xWN\\_W-t\\_9MbRnID-sz5BBHA0](https://www.grammarly.com/blog/ai-citations-mla/?fbclid=IwAR0Z7SghEbjQC_gfGI_mjoleuQ-NjmCWg1xWN_W-t_9MbRnID-sz5BBHA0)

An in-text or parenthetical citation is to be placed after the related sentence, clause or paragraph that contains the information being cited but before the final punctuation mark. When an in-text citation relates to AI, use the prompt description shortened to the first phrase.

### Examples:

For examples of AI In-Text Citations see above Quoted in Your Writing and the Paraphrased in Your Writing examples.

## Resources Used for this Instructional Guide

*Adapted with permission from:*

### **Clark Library, University of Portland**

In-text citation/MLA format. “How to Cite: Common Sources, Biblical Sources.”

[https://libguides.up.edu/mla/common/biblical\\_sources](https://libguides.up.edu/mla/common/biblical_sources), Date of Access 4 Feb. 2022.

### **EasyBib Chegg service**

Citation Guides/ MLA format. “How to Cite the Bible in MLA.” *EasyBib Chegg Service*,

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### **Scribbr**

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### **University of Arizona Libraries**

“Avoid Plagiarism.” *University of Arizona Libraries*, 2 Aug. 2018,

<https://new.library.arizona.edu/research/citing/plagiarism>.

### **Indiana University Bloomington and Indiana University Trustees**

“Plagiarism: What It Is and How to Recognize and Avoid It.” *Writing Tutorial Services*,

<https://wts.indiana.edu/writing-guides/plagiarism.html>.

### **The Writing Lab & OWL at Purdue University**

Purdue Writing Lab. “General Format.” *Purdue Writing Lab*,

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a\_formatting\_lists.html

Purdue Writing Lab. "MLA Formatting and Style Guide: FAQs." *Purdue Writing Lab*,

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Purdue Writing Lab. "MLA Style Introduction." *Purdue Writing Lab*,

[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html).

Purdue Writing Lab. "MLA Works Cited: Abbreviations." *Purdue Writing Lab*,

[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_abbreviations.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_abbreviations.html)

Purdue Writing Lab. "MLA Works Cited Page: Basic Format." *Purdue Writing Lab*,

[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_works\\_cited\\_page\\_basic\\_format.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_page_basic_format.html).

Purdue Writing Lab. "MLA Works Cited: Electronic Sources ." *Purdue Writing Lab*,

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## **Indigenous Bible College Acknowledgement Policy**

All papers that were helped by third parties (whether human or otherwise) need to give credit to those "assistants" in an Acknowledgements section (in the last page of the paper). This includes human proofreaders or editors and technological help, such as Grammarly or ChatGPT.

See the example on the next page:

### Acknowledgments Example:

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↓ Smith 16

Double-spaced

1/2" Hanging Indent X

I acknowledge the proofreading help I received from Joan Nelson and Peter Tsosie as well as the use of Grammarly in completing this paper. In addition, my instructor, Casey Lang, provided insight and valuable instruction on the content of my paper. I also consulted the IBC Writer's Guide and the MLA handbook to be sure my formatting was accurate. Finally, for the images that are inserted in the paper I asked AI to design

1" ←

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X