Using Sources Responsibly

Presentation adapted from the Harvard College Writing Program’s *Harvard Guide to Using Sources*

Mallory Stark and Leslie Burmeister

December 2019
Why is this important?

The “Ongoing Conversation”

When you use sources in your work (text, exhibits), you are presenting someone else’s ideas to make an argument. You are joining an “ongoing conversation” – it is important to be clear what is your work and what is not.
Integrating Sources

Make clear for the reader which arguments and ideas are your own and which come from outside sources.

Use sources to advance your own arguments, not as substitutes for original thought.

Each source should be included for a reason.

Frameworks, theories, and ideas presented in class should be considered outside sources and attributed to the source/author mentioned in class. If no name was mentioned, the professor should be attributed.
Paraphrasing and Quoting

Be succinct when summarizing a source.
Use your own words to restate ideas.
Provide the reason you are including a source.
Cite the source even when summarizing or paraphrasing.
Quote sparingly.
Integrating Tips

**Introduce** source material before including it.

**Signal phrases** are **helpful cues** to the reader that what follows is someone else’s work or ideas:

- Porter *argues*…
- Nohria *observes*…
- Amabile *notes*…
- Christensen *confirms*…
- Sandel *contends*…
- Mankiw *suggests*…
- Merton *claims*…
- Moss *emphasizes*…

**Discuss/analyze** the source material after inclusion.
Available on the library website.

Don’t stress the details too much – making a good faith effort goes a long way.

When in doubt, always cite.
Citation Tool: Zotero

Make it easier on yourself.
Keep track of source material as you go along (especially in your notes).
Get help

Harvard Guide to Using Sources

SAS: Coaching for Effective Writing

Writing Support
Coaching for effective writing

Writing

Coaching for Effective Writing (CEW) is a resource provided and managed by MBA Student & Academic Services. CEW helps students meet the standards for satisfactory written performance in the MBA Program.

- In the Required Curriculum, the CEW helps students develop skills for writing compelling, persuasive case-based arguments under timed conditions.
- In the Elective Curriculum, the CEW helps students improve performance on case-based exams, and to develop skills for writing persuasive evidence-based research reports and position papers.

Writing Coaches do not provide exams-related writing samples and do not edit papers. Rather, they provide feedback on the organization, argument, and expression of student writing.

Contact Us

If you are concerned about your case-based writing skills, contact MBA Student & Academic Services, 617-495-6087, sas@hbs.edu. Individual coaching sessions then can be scheduled through a referral to an approved Writing Coach.
Contact Baker Library

infoservices@hbs.edu
617-495-6040
https://www.library.hbs.edu/Ask-Us
Thank you.

Questions?