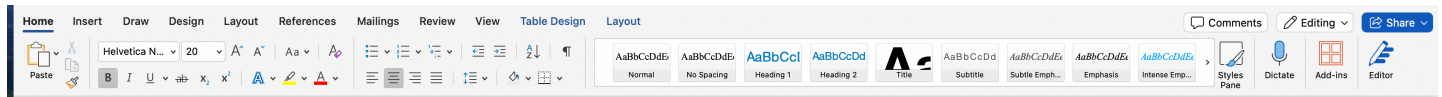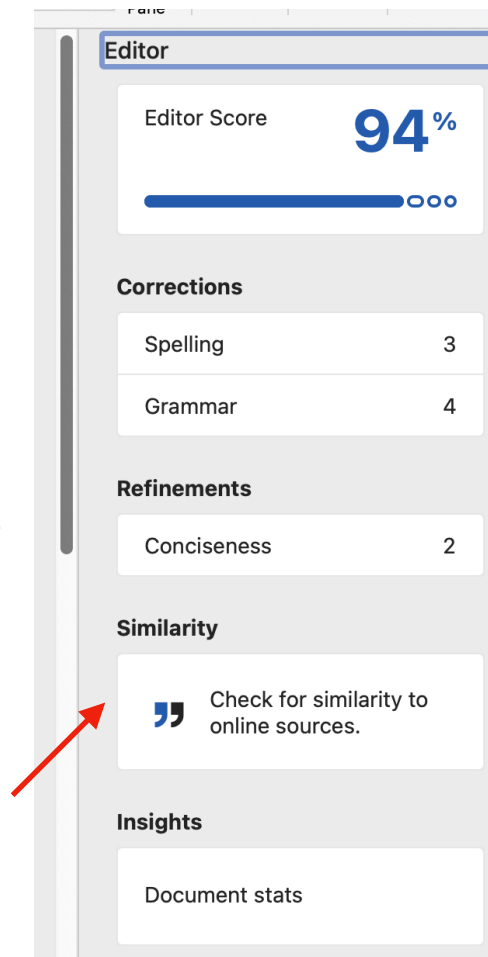If you are writing your assignments in Word, there are some great tools that can help you improve your writing, properly format references, and prevent plagiarism. At the top of your document is a toolbar. In the top at the right of the toolbar is a function titled "Editor". See below:

If you click on Editor, a drop-down menu appears. In that drop-down menu are tools for spelling, grammar, and a built-in plagiarism checker. If you click on the spelling, it will take you to where your paper needs correcting. The same with grammar.

Then, if you click on Similarity, word for word content from an external source will be underlined. This should alert you to the need to put that content in quotation marks and cite your source next to the word for word content. Other than Scripture, if it is word for word content, you also need to add a footnote with the full citation.

The great news is that if you click on the underlined content, a pop-up menu shows with the option to add the in-text citation for you. After that is done, you should choose "copy full citation", copy that, then go up to References in your top toolbar, click on add footnote, and once the footnote is added, paste the full reference in.

Pop-up menu after clicking on underlined content - see sample below.

Similarity checker   PREVIEW
Similar to online source

Without forgiveness there is no genuine peace. As all of us do wrong and hurt each other, we need to ask forgiveness as ...

Bible study: 'Forgive as the Lord forgave you' – Tearfund Learn
learn.tearfund.org   Powered by Bing

╋ **Add in-text citation**

▢ **Copy full citation**

More possible sources

⊘   • • •