



Handbook for the Artisans of Ansteorra: Participating in the Arts & Sciences in Ansteorra



Baroness Jehanne d'Avignon, O.L.
Kingdom Minister of Arts & Sciences
twinoak@cox-internet.com

The State of the Arts, a web page by the Laurels of Ansteorra:
<http://laurel.ansteorra.org/>

What is A&S? - *It has been said that the Arts are for beauty and the Sciences for use. Properly done, anything can be an art, or a science. Simply do, and do well, and all will be well.*

- The Known World Handbook.

The A&S Badge: Azure, a candle enflamed within an arch stooped argent.

Getting Into The Arts

Guilds - A guild is a group of SCA-folk who have a common interest in a particular medieval art (or science). Since guilds are a special-interest group devoted to a particular art, they can get together more often, hold specialty workshops, classes, field trips, etc. In many Kingdoms guilds are very defined. The guild would have to write a charter and formally submit it to the Kingdom and would be held accountable for reporting and maintaining the guild. Here in Ansteorra, a guild is not defined, though when one is formed they report to the local A&S officer while they are active. By doing this, guilds can be formed while there is interest and dissolved when the interest wanes, without a lot of paperwork at either end. If you decide to start a guild you do need to contact your local Arts & Sciences minister and fill them in on the basic information of your guild. You will then need to provide them with a monthly report of what your guild is doing so that they can complete their report. At this time, the Kingdom has a few kingdom-wide "guilds" that have online mailing lists. You can go to the Ansteorran web page to see a list of those groups (<http://lists.ansteorra.org/>).

Colleges/Symposiums - Every June there is an event called King's College, which is a Kingdom-level event devoted entirely to classes for the SCA. Additionally, alternating every other year with Laurel's Prize Tourney there is a Kingdom-level event called Fall Arts Symposium, which is also a classroom event. By attending these events you can learn a great deal about the SCA, medieval topics and medieval arts. Throughout the year it is also common for a group or region to hold a College. Sometimes these colleges may have a single theme to them. For example, there could be a Fiber Arts College devoted to spinning, dyeing, weaving, etc. In addition, at many events, if there are rooms available, will add classes to the event.

Teaching - If you really want to learn about an art form, try teaching it. At every College there are new teachers who are stepping up to share their knowledge. Once you are comfortable within the SCA arts community, I encourage you to teach what you know. It can be a great way to extend your knowledge and find others with similar interests.

Local Minister of Arts & Sciences (MoAS) - Holding the office can help you to begin to see what is going on in your group and what is happening in the region around you. For many, this is a good office to take to get your first “behind the scenes” look at the SCA. The MoAS is expected to promote and encourage the Arts & Sciences within their group. As a Minister of Arts & Sciences, you are not responsible for running all of the arts activities within your group, you are just responsible for reporting to a regional officer your groups A&S activities (guilds, classes, competitions, etc.). Typically the MoAS will also be called upon to run A&S competitions for their group. At this time a separate handbook is being developed specifically for A&S officers to help them run their office and run various forms of competitions. **SCA Corpora states** *“...The Minister of Arts and Sciences is responsible for fostering the study of period culture and technology, and of methods for producing historically accurate artifacts and performances. Duties include coordinating the efforts of kingdom officers in the field (regardless of whether or not the functions related to 'Arts' and 'Sciences' are combined in one job or kept separate); promoting the dissemination of accurate information about the fields under study; and assisting the Chronicler of the Society and the editors of the corporate publications in confirming the validity of research presented to the membership.”*

Laurels - The Crown of Ansteorra, upon consultation with the Order of the Laurel, will recognize an artisans for their great skill in the arts or sciences, willingness to teach, and using their abilities in support of the Kingdom of Ansteorra. Their title is “Master” or “Mistress”, and their insignia is a laurel wreath. I mention them in this section (getting into the arts) because they are a great resource. Talk to them! Send them an e-mail! Ask them questions! Many of them have been around since dirt was invented and they can point you to folks who have gone before you with your art form so that you don't have to reinvent the wheel. Having said this, I should also mention those who have an **Iris**. The Iris is a grant level award for artisans who typically have more than one art form, or are deeply involved in a particular art form and are also teaching these art forms. They can also be a great resource.

Apprentice/Student/Patron - You can establish a relationship with a Laurel (student / apprentice / patron) for the purpose of training and guidance. Establishing a relationship with a Laurel is a very individual thing and you should make sure that you and the Laurel are very clear on each other's expectations. Typically, a Laurel takes a student in a temporary arrangement to see if things work out. If both are happy with the relationship, many times a student will then become an apprentice. There are many people in the Kingdom who seem to believe that becoming an apprentice gives them status. There is no rank associated with apprenticeship and it does not guarantee a peerage.

Research - This topic could be its own class, but in general the most common place to start is in books or journal articles. Websites can be good; they can also look great and still be completely inaccurate. This is where an Iris or Laurel may be helpful. Most have already done research on a particular topic, or have spent tons of money on rare books pertaining to their areas of expertise - ask if you can go to their house and “dig”. The Laurel web site has photos of Laurels and their areas of expertise. Most libraries, in addition to what they have on hand, will also do an inter-library-loan (ILL) to get you books from other libraries - you can ask the Reference Desk Librarian to assist you with ILL.

Awards of Ansteorra

Other than local awards, all arts awards come from the Crown of Ansteorra. If you feel that someone is deserving of an award, you can always send a letter to the Crown recommending the person for an award and stating their merits. If you live in a Barony, it is an expected courtesy to send a copy of your recommendation to the local nobility.

- **Local Award** - Any type of arts award created specifically for your group.
- **Thistle** - An AoA level award for a single art form.
- **Iris** - A grant level award usually given to acknowledge either a more advanced form of a single art form (including teaching the art form), or for more advanced forms of multiple arts. Generally an Iris-level artisan has begun teaching their art form and is a recognized artisan within their region.
- **Laurel** - A peerage level award given to acknowledge the peerage qualities of a person as well as exceptional talent. In other kingdoms it is common for a Laurel to be given for a single art form. Here in Ansteorra, Laurels can be made for a single art form or for a high level of expertise in multiple art forms.**

***There are many misconceptions about the Laurel Peerage, on the next page is a short article by Lady Despina de la Brasov from the Midrealm that I feel may help artisans understand this order a bit better.

Peerage - the Good, the Bad, the Possibilities, by Despina de la Brasov, Midrealm

This article comes from a post by Lady Despina to the Authentic_SCA newsgroup at Yahoo! Groups.

These are being posted as my opinions and ideas. I'm not saying that everyone has to subscribe to them. This is also not to encourage peer bashing or non-peer bashing, so please let's not go there.

Not all peers are bad. Not all peers are good. Peerage does not confer knowledge, nor does it take away knowledge. Peerage does not confer a usable brain; one can either have or lack such a thing with or without peerage. Peerage does not make one stuffy; one can be stuffy without peerage. Peerage can inflate the ego. Peerage can make one humble and awed. It is possible to be an ass before peerage. It is possible to become more of an ass after peerage. It is possible to realize upon peerage, that other people are looking at one and then clean up the asinine-ness in one's behavior in order to be a better example. It is also possible to realize all of this, not care, and not change. There are peers who should not be emulated. There are peers who should be emulated as closely as possible.

In short, the one thing that peers have in common is that they are all human - all have faults, all have flaws, and every one was a newbie at one time looking for a clue. Being a peer doesn't instantly make one a better person, smarter, more engaging, nor do one's jokes all become funny at that point. *grin* Not being a peer also doesn't make one a better person, smarter, more engaging, and one's jokes still aren't necessarily funny all the time. *grin*

Being a peer bestows responsibility - to one's kingdom, one's family, one's friends, one's household, and the society at large. Part of that responsibility is remembering that one is a peer and, no matter what one does, after one gets peerage, one is *always* identified as such. Anything that comes out of one's mouth from that point on, is going to be taken as gospel by someone. Any action that one takes from that point on, someone is going to be watching and will remember how they saw a peer act in that situation. Part of the responsibility is remembering that one was not always a peer and one is human. Not all peers take the responsibility seriously and it is a loss to themselves and the society (for all those they could have helped and won't because they are viewed as unapproachable in some manner). Those peers who do take the responsibility seriously should be applauded and thanked - often.

Everyone who enters the society has the possibility of becoming a peer. *everyone* Everyone within the society has peer-like qualities in them. How those qualities develop and manifest themselves is not only up to the individual, but also those around them; including the peers with whom they come into contact.

Peerage isn't a reward, it's recognition. It is not given, it is earned.

I can recognize someone as a peer because they (obviously) earned that rank. However, they must still earn my respect; *that* is never freely given.

One never knows who one might inspire to greatness or toss into the darkness with a single phrase, word, or look. A moment of your time could be solidify a lifetime commitment of service and learning in the SCA for someone else. Take the moment. It's worth it in the long run - to you, to the person with whom you are speaking, and to the society as a whole.

I often need to remind myself of this; I am not a peer and I don't pretend to be one; but I know that I can have an impact on people and I know that I am pointed to when certain subjects arise. Just as Bran learned, one needn't be a peer to inspire another person or gain a reputation for certain aspects of the game. Be yourself, have fun and enjoy the game. If you learn something along the way, good for you. If you teach someone something along the way, congratulations, that's even better. *grin* Knowledge, once acquired, can never be taken away; but it can be freely given. No one is unteachable.

Peerage is both a blessing and a curse. May you all receive all the peerages you earn and deserve.

Smiles,
Cu Drag,
Despina de la Brasov
Middle Kingdom

Kingdom Level Arts & Sciences Events

King's College - This is a classroom event where you can learn just about anything. There is no limit to the type of classes that may be offered. Typically there are “tracks” of class that run throughout the day, such as a track of costuming classes, or a track of calligraphy and illumination classes. It is very common for this event to include SCA-101 classes that are designed to help newcomers learn about the SCA, its awards, beginner costuming, etc. It is a great place to learn a lot about the middle ages, and the SCA, very quickly.

Venue: Typically indoors in a classroom setting, but occasionally outdoors for the “messy arts” (felting, dyeing, etc.)

Teachers: This event is open for submissions of class proposals (chosen by the deputy in charge and the Kingdom A&S officer) and is one of the proper venues available for new teachers (along with local colleges or classes). If you are interested in teaching, contact the King's College Deputy in March or April.

Handouts/Supplies: Typically most classes are free, but some do charge for copies and supplies.

Fall Arts Symposium (name due to change) - This is a brand new classroom event in Ansteorra (2003) and will only be held every other year (alternating with Laurels' Prize Tourney). There are more requirements for the classes for this event. Approximately fifty percent of the classes are taught by Laurels, and the remaining instructors are chosen from the rest of the Kingdom. For all of the classes at Fall Arts there is a requirement of breadth or depth to the class. In other words, this is the proper venue for a class that might take all day to complete (making a piece of stained glass). It is also the proper place for an in-depth class on the historical significance of various types or regalia in Merovingian society. It is not the proper venue for what we typically call “SCA-101” classes, such as a class on making a basic tunic. Additionally, this event is held approximately six weeks after King's College and could allow an instructor to present a class at King's College, give an assignment, and reconvene at Fall Arts to further their progress.

Venue: Typically indoors in a classroom setting, but occasionally outdoors for the “messy arts” (felting, dyeing, etc.)

Teachers: Approximately 50% Laurel-taught, the rest is open submission for classes (chosen by the deputy in charge and the Kingdom A&S officer)

Handouts/Supplies: Because of the in-depth nature of this event, many of the classes will include fees for copies or supplies

Kingdom Arts & Sciences Competition - This is a competition for static entries, research papers, and all types of performances. The top-score of the day is honored with a prize and those scoring a 40 or better receive a pilgrim medallion specific to that year's A&S event. Items "stand alone," which means that you cannot be present while the item is being judged, but commentary and scores from two Laurel judges are provided at the end of the day.

Venue: Indoor event.

Judges: Each item is judged by at least two Laurels who are usually accompanied by others who are learning to judge.

Documentation: Full documentation is required for this event. A summary page on top is nice for the guests, however the judges will be spending their time reading all of the documentation.

Rules: here are the rules from the January 2004 competition

- 1) Each entrant may enter one item in up to two categories. The three categories are: static arts and sciences, performing arts, and scholarly paper
- 2) Two entries in the same category are not permitted. For instance, you may enter one static item and one performance piece, but you may not enter two performance pieces or two static items.
- 3) Two entries are not mandatory
- 4) Entries must not have previously been shown in a Kingdom A&S competition.
- 5) Written documentation for static and performance pieces is required for this competition, please bring at least 3 copies of your written documentation.
- 6) The static, performance, and scholarly judging forms developed by the Laurels of Ansteorra will be used to judge this competition.
- 7) Performance pieces may not be longer than 10 minutes without prior approval of the MOAS.
- 8) Those submitting scholarly papers should identify the type of paper being submitted. The types of papers are: how to/instructional, persuasive/argumentative, and historical/expository
- 9) Please e-mail scholarly papers to the Kingdom A&S deputy 2 weeks prior to the event so that the judges have time to read the papers
- 10) Gulf Wars Champion's Battle and Gulf Wars Performance Battle - The top 25 entries from Ansteorra's Kingdom Arts & Sciences competition will be invited to Gulf War to compete in either the A&S static or performance "champions" competitions. Research entries will be included with static champions. Of those 25 chosen, there will be a minimum of three and a maximum of six chosen for the performance competition. If your static entry or research paper is chosen, you do not need to accompany your entry to the war.

Laurels Prize Tourney - The Laurels of Ansteorra believe that artisans who don't like to compete should also have a venue for display of their works and for constructive criticism. Laurel Prize Tourney is a body of work display of all of the various types of arts that a person has researched and attempted, or a display of a single art showing improvements and variations over time. Over the years, it has also become common for individual Laurels to host mini-competitions in a particular arts area, however this is not the main purpose for the event. Since it is unlikely that an artisan will produce enough new items to bring a new body of work annually, this event is held every other year, alternating with Fall Arts Symposium.

Venue: Most commonly indoors.

Judges: Although the items are not actually "judged" it is considered a working event for the Laurels, who are there to give constructive commentary.

Documentation: At least a 1 to 2 page summary sheet. Supporting documentation in a binder is never a bad idea.

Commentary: Laurels Prize Tourney was specifically designed as an event that was not a competition but solely for the benefit of artists who want good, in-depth commentary without competing for a score.

Other Types of Competitions Found Throughout the Kingdom

Popular Vote (Bean Count) - Good for getting everyone involved in the arts. Many times the "exciting" or "dazzling" piece will win, which may or may not be the most historically accurate or best quality item.

Venue: Usually outdoors under a tent.

Judges: Local populace, sometimes local nobles or other nobles (or Laurels) have "weighted beans." This means that their bean may count as 5, whereas the general populace beans count as 1. Most are untrained at judging.

Documentation: Most people won't read more than a page or so at an outdoor competition. This would be a good place for a summary sheet. Supporting documentation in a binder can also be laid out just in case. Many groups still do not require any documentation at this type of competition.

Commentary: rarely will you receive more than "nice notes" at this type of event. Occasionally an artist will get very inappropriate comments from a know-it-all who has few social skills (and usually doesn't sign their comments)

Body of Work - There are variations within this topic:

One form is based on *Depth* - A single art display showing improvement over time

Another is based on *Breadth* - A display of all of the various types of arts that a person has researched and attempted.

Venue: Can be used both indoors and outdoors, but is most commonly used at indoor events.

Judges: Can be display only for commentary (Laurels Prize Tourney), judged by prior winners (Steppes Artisan), local nobles, Laurels, Irises, or populace.

Documentation: At least a 1 to 2 page summary sheet. Supporting documentation in a binder is never a bad idea.

Commentary: Laurels Prize Tourney was specifically designed as an event that was not a competition but solely for the benefit of artists who want good in-depth commentary without competing. Commentary at other events can be sketchy.

Single Static Item

Venue: Can be done indoors or outdoors.

Judges: Laurels (Kingdom A&S Competition), Irises, local nobles, past winners, general populace (rare).

Documentation: Typically this is where full documentation is necessary. If it's outdoors, a single summary sheet may suffice.

Commentary: Best place for constructive criticism of a particular item (Kingdom A&S Competition). Danger of a person who has no training in judging to be over-critical or not know how to get their comments across.

Display Only

Venue: Can be done indoors or outdoors; usually done indoors and many times done in conjunction with a competition.

Judges: N/A

Documentation: Best if full documentation is present.

Commentary: Danger - artisans looking for commentary at this type of display are often frustrated. Those running a "display for commentary" A&S typically do not remember to recruit "judges" to make commentary and leave the works out for the general public to make notes. Usually these notes are tokens and generic nice comments without constructive criticism.

Bardic Competitions

Venue: Typically outdoors in the evening or at an indoor event in a corner or room.

Judges: Previous winner, local noble, sometimes a panel.

Documentation: Typically none required, sometimes a verbal description is requested, and sometimes formal documentation is requested. The current trend seems to be toward documentation.

Commentary: Typically only given at competitions where documentation is requested, since there is a judging form where comments can be made. Usually 2 panels of judges are used for this so that as one panel of judges is making constructive comments, the other panel can be watching a performance.

Research Papers

Venue: Indoors, occasionally (rarely) outdoors.

Judges: Laurels and occasionally Irises.

Documentation: Included in the paper.

Commentary: Typically sent in ahead of the event, giving the judge plenty of time to write feedback. Most recently we have seen a trend towards “Supported Research Papers” where the paper accompanies a display of what has been researched.

Wacky Competitions

This can be anything under the sun. Some examples include: Iron Chef competition, Siege Cooking competition, new arts pentathlon (learn 5 new arts at an event and compete with your results), unfinished project competition, on-site embroidery competition, cheapest clothes competition (created the best medieval clothes for the least amount of money), beverage tasting competition, etc.

Entering Competitions

Presentation

Items that are entered should be clean and well organized.

If it is a body of work, it is generally better to place out a few quality items.

Find out what your venue will be before hand. If it will be outdoors, make sure that your entry is windproof and won't melt in the heat.

Bring along supporting items to make your display nice. Anything added to the display should be in keeping with your entry. For example, if you were entering a piece of embroidery you might want to set it up on a pedestal and place some of your period materials (silk thread, linen, etc.) nearby. Please, liberal sprinklings of potpourri are unnecessary.

Documentation

The purpose of documentation is to provide information on what they did in period, what you did, and the reasons for the differences. With this information a trained judge, whose specialty is not your field, should be able to give you good constructive criticism of the piece. There are several articles on the Laurels' "State of the Arts" web page that can help you with writing your documentation (<http://laurel.ansteorra.org/ALWDocumentation.htm>).

Arts Résumés

Writing down (or taking photos of) what you do as you research and create items helps document both process and the piece. If something goes wrong, you'll probably be able to figure out where and not have to recreate the whole wheel. If you decide to enter the piece later, your documentation will be almost done. Also, if anyone else wants to know how you did it, you can show them. Some artisans have started keeping online diaries of works in progress. It is also a great way to share what you're doing with others, and even get advice if you encounter problems.

Being Judged & Judging

Being Judged

If you are entering a judged competition, it is assumed that you are looking for constructive comments and not just compliments. Most non-Laurel judges have had a limited time practicing judging others. At many competitions you will see a Laurel/Iris pair judging together for training. Many, but not all, of the Laurels spend a lot of time practicing the art of writing effective commentary with constructive criticism (we calibrate on fake entries at our retreats). Good commentary should give you suggestions on how to improve your piece, ask you questions on why and how you did things the way you did (usually an indication that your documentation is somehow lacking), or suggest where you can go next or how to take your work up to the next level.

You do need to have a bit of a thick skin to be judged. There is always someone out there who doesn't know how to judge and will say something inappropriate. There are also judges out there with different philosophies on how things should be done. It is very hard to put comments into writing, if you do not understand commentary that you've received, seek out the judge and talk to them. Please be sure that you are not in an emotional state when you do this and remember that they are human and make mistakes too.

Judging Others

Good judging both acknowledges the good aspects of a piece of work and offers concrete, constructive ways to improve the piece. Good judging can also ask questions to help the artist extend their work to the net level. Many times we start off by suggesting the "sandwich" method of judging to make sure that you are judging reasonably. A "sandwich" means "put a specific constructive comment between two positive comments about the piece." When writing comments, be sure that your writing is legible and make sure to sign the judging form and provide contact information in case the artisan has questions. Please don't ever write anything

down that you wouldn't say to the artist if they were sitting in front of you. Also, for many art forms there can be more than one school of thought and the artist may not agree with your comments.

Pitfalls

Unfortunately, like any group activity, there are things that can go wrong. Below are some of the common problems and pitfalls that are seen in the SCA. It is my sincerest hope that you never run into these things while doing what you love to do in the SCA.

The "Yeah-Buts" - Many times when you are asked to show someone how to do something they will begin to argue with you about every point that you make. Usually that is when you begin to wonder why on earth they even asked if they are going to debate everything that you say. Unfortunately, what usually happens in situations like this is that the person is then avoided so that the situation doesn't arise again. There are some other alternatives: 1) You can stop the conversation and ask them very politely, "excuse me, but you asked me how to do something and are now debating every point with me, why are you doing this?" Many times they do not even realize what they are doing and without pointing it out to them they may never notice that there is a problem (and are wondering why no one will talk to them). 2) You can politely excuse yourself from the situation and yet point out the difficulty by saying "Excuse me, but it seems that we have different philosophies on how this is done, perhaps you might like to talk with someone else who does this art form and may be better able to assist you and answer your questions."

I Don't Like/Agree With My Competition Results - There are many versions of this and I hope that it never happens to you, but if it does, please have a thick skin and talk with an artist who has entered a lot of competitions (or a Laurel) before you give up on competitions.

- 1) *Ignorant Judge* - Unless you are competing at Kingdom A&S competition there is no guarantee that your judge has had any form of training on judging. Common mistakes of the ignorant judge include: bad comments with no good comments, no signature, illegible comments, no constructive criticism, a score with no comments whatsoever, and I'm sure there are others. If you encounter this, public tantrums or weeping will not fix the problem. Vent privately, calm down, take time to get to a reasonable level and review the judging form again. You can take the judging form to a Laurel and ask them what they think of the comments. In most cases there is nothing left to be done and you fall on your own thick skin, blow it off, and move on. Most artists do not create art to win a competition they create art for the sake of the process. In the grand scheme of things, how important is this?
- 2) *Did Not Realize That Competition Was Not For You* - Some artists enter competitions expecting only positive comments and are devastated when given constructive criticism on how to improve the item or where to go from here. In most cases this is an artist who was not adequately prepared (because this class didn't exist yet) for their first competition. There are some folks out there who are very uncomfortable with competition. Thankfully we live in a Kingdom that allows for that and provides non-competitive venues for constructive comments (Laurels' Prize Tourney). The judges in standard competitions are expecting you to be there for the sake of constructive criticism.

Peer Fear - Yes, that's what it's called. It's so common that it's been given a name. You know, the Laurels have achieved their rank because they have a passion for the arts. It's not enough for them to just make fabulous things. They want to share their knowledge with others through teaching, traveling, working with apprentices, judging, etc. They thrive on talking with others about their arts. It saddens many Laurels to know that by wearing their medallion they might become unapproachable, when that is absolutely the last thing that they want to happen. So, the next time you are wondering about whether or not you want to talk with a Laurel about their art forms - GO FOR IT!

A really great way to approach the Laurels if this is uncomfortable for you is to go up to an "Ask a Laurel Table". The Laurels at the table are specifically there because they want to talk to you. You can also ask a friend to introduce you.

I Disagree With The Teacher - If you have studied an art form for a while and then take a class on that art form there are times when you may have found information that an instructor has not seen. They may be very new to the art form and are teaching for the very first time. Please remember that it is impolite to interrupt a class and challenge a teacher on what they are teaching. It can intimidate a teacher and make an entire classroom full of people feel very uncomfortable. If you have alternative knowledge, the best thing to do is to wait until the class is over and speak with the teacher privately about your sources.

Plagiarism - Since many A&S competitions require documentation, it is good to understand what plagiarism is and how to avoid it.

"Plagiarism is passing off a source's information, ideas, or words as your own by omitting to cite them - an act of lying, cheating, and stealing. *Plagiarus* means kidnapper, in Latin, because in antiquity *plagiarii* were pirates who sometimes stole children: when you plagiarize, as several commentators have observed, you steal the brain child of another. But since you also claim that it's your own brainchild, and use it to get credit for work you haven't really done, you also lie and cheat. You cheat your source of fair recognition for his or her efforts..." (Gordon Harvey, "Misuse of Sources". *Writing with Sources: A Guide for Harvard Students*. © 1995. <http://www.fas.harvard.edu/~expos/sources/chap3.html>. Accessed 3 March 2004.)

Whenever you write documentation, you will very likely be utilizing the ideas and words of others, often scholarly authorities or medieval authors. It is important that you acknowledge the sources from which you have learned. To avoid plagiarism and correctly assign credit to your sources, you can directly quote materials (giving full bibliographic information in a footnote of some type and your bibliography) or you can paraphrase by carefully rewriting the source's statement(s) (still giving full bibliographic information in a footnote of some type and your bibliography).

What must be cited with full acknowledgement to the owner/originator of text or ideas?

- Direct quotes
- Paraphrases
- Ideas you gathered from others
- Facts which are not common knowledge that many people would know