



vose
Seminary

Guide to the Presentation of Essays

Incorporating Australian College of Theology
Guidelines for Essays

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Contents

1	Introduction	1
2	General Features	2
2.1	Essays and Written Assignments	2
2.1.1	Planning	2
2.1.2	Submission of written assignments	2
2.1.3	Rules for late submission of assignments	2
2.2	Plagiarism, collusion and cheating	3
2.3	Non-Discriminatory Language	3
2.4	Formal/Academic Language	4
3	Organisation	5
3.1	Assignment Cover Sheet	5
3.2	Abstract	5
3.3	The Essay	5
3.3.1	Introduction	5
3.3.2	Body	5
3.3.3	Conclusion	5
3.4	Select Bibliography or Reference List	6
4	Presentation	7
4.1	Careful Organisation	7
4.2	Hand written or Word-processed	7
4.3	Margins	7
4.4	Numbering	7
4.5	Proofreading	7
4.6	Acknowledgement of Sources of Quotations and Ideas	7
5	Quotations	8
5.1	Brief Quotations	8
5.2	Longer quotations	8
5.3	Quotations that include another quotation	8
5.4	Use of "Sic"	9
5.5	Changes in a Quotation	9
5.6	Names of Authors	9
5.7	Greek and Hebrew	10
5.8	Citing Scripture	10
5.8.1	Points to note when citing Scripture	10
5.8.2	Examples of Scripture quotations	11
5.8.3	Abbreviations of names of biblical books and other Jewish and Christian writings	11
5.8.4	Indicating translations	13
5.8.5	Including the Bible in the Bibliography	13

5.9	Citing books or sections of books	13
5.10	Citing Journals	13
5.11	Citing Electronic Sources	14
6	Notes (footnotes or endnotes)	15
6.1	Purpose	15
6.2	Form	15
6.2.1	Detached notes (endnotes)	15
6.2.2	Footnotes	15
6.2.3	Numbering	15
7	Acknowledgement of Sources	16
7.1	Purpose	16
7.2	Using the Work of Another Author	16
7.2.1	Quoting or referring to the work of another author	16
7.2.2	Material substantially from one or two sources	16
7.2.3	Full bibliographical details	16
7.3	Citations	16
7.4	Reference List or Select Bibliography	17
7.4.1	Reference list	17
7.4.2	Select bibliography	17
7.4.3	Assignment requirements	17
8	Note-Bibliography ('Footnote') Referencing Method using Turabian style	18
8.1	Citations	18
8.1.1	Details of the source	18
8.1.2	Same author and publication as the previous footnote	18
8.1.3	Same author and publication in a later footnote	18
8.1.4	Work referring to a second work or author	18
8.1.5	Other abbreviations	18
8.2	Bibliography / Reference List	19
8.2.1	Arrangement of entries	19
8.2.2	Details to be given	19
8.3	Examples of Citations and Bibliography	21
8.3.1	Book, single author	21
8.3.2	Book, two authors	21
8.3.3	Book, three authors	22
8.3.4	Book, more than three authors	22
8.3.5	Book, institutional author	22
8.3.6	Book, no author or editor given	23
8.3.7	Book, single editor	23
8.3.8	Book, two or three editors	23
8.3.9	Book, more than three editors	24
8.3.10	Book section: article or chapter in an edited work (multi-author)	24
8.3.11	Two or more articles by different authors from the same edited work	24
8.3.12	Translated work	25
8.3.13	A revised edition	25

8.3.14	Encyclopaedia or Dictionary article when author is known	25
8.3.15	Encyclopaedia article when author is not known and articles are arranged alphabetically.	26
8.3.16	Article in a lexicon or theological dictionary	27
8.3.17	Multi-volume works	28
8.3.18	Book in a series	30
8.3.19	Journal article	31
8.3.20	Journal article republished in a collected volume	31
8.3.21	Untitled book review in a journal	32
8.3.22	Titled book review in a journal	32
8.3.23	Article in a magazine	32
8.3.24	Unpublished thesis	33
8.3.25	Paper presented at a professional society or conference	33
8.3.26	Forthcoming book	33
8.3.27	CD-ROM reference and electronic books(with a corresponding print edition)	34
8.3.28	CD-ROM reference (without a known corresponding print edition and without a known author)	34
8.3.29	Citing of Electronic Sources: General Principles	35
8.3.30	Internet publication (with a print counterpart)	35
8.3.31	Online book review	35
8.3.32	Online publication (without a known print counterpart)	36
8.3.33	email communication	36
8.3.34	Weblog entries and comments	36
8.3.35	Published interview	37
8.3.36	Unpublished interview	37
8.3.37	Unpublished interview by writer of paper	37
8.3.38	Sound recording	38
8.3.39	Video recording	38
8.4	Common Errors with the Bibliography	38
8.4.1	Mixing of format	38
8.4.2	Numbering of references in bibliography	38
8.4.3	Bibliography not alphabetical	39
8.4.4	Using italics inappropriately	39
8.4.5	Omission of the place (city) name or use of country or state name instead.	39
8.4.6	Omission of the publisher's name	39
8.4.7	Citing name of editor(s) rather than author(s) of dictionary articles	39
8.4.8	Using <i>et al.</i> in bibliography	39
8.4.9	Initials or given names in the wrong place	39
8.4.10	Omission of page numbers for journal articles, dictionary/ encyclopaedia articles, and articles or chapter in an edited work	39
8.4.11	Including page numbers for books	40
8.4.12	Bible in the alphabetical listing	40
9	Select Annotated Bibliography	41
9.1	General Guides to the Writing of Assignments (and associated skills)	41
9.2	Style Guides, some with general comments on writing essays.	41
9.3	Other	42
	Appendix: Document History and Version Control Record	43

1 Introduction

Writing essays or other assignments is a significant part of your studies at Vose, irrespective of the level of study. As well as a way of learning through writing on a specific topic, essay writing develops skills needed in a wide range of ministry situations:

- Determining the question to be investigated and researched.
- Deciding what information you need to find and searching relevant sources of reliable information. Part of learning is discerning the relative value of a great variety of sources, both print and electronic, and hence knowing what kind of material is likely to be helpful.
- Organising material so as to present your information and argument clearly, with supporting evidence. This includes selecting what details are important and relevant for the length of the presentation and the audience (and so what to leave out).
- Learning to express what you read in your own words. Rephrasing, condensing and combining ideas is one way of self-checking that you have understood.
- Conforming to standards of written presentation that will enhance what you want to say. This includes sentence and paragraph structure, grammar and spelling, layout, and as required documentation of sources. Just as your lecturer assesses your assignment, so readers of your written material in future will be influenced by your presentation.
- Writing with integrity and honesty. (This is why you are required to give details of sources of your information and to identify whenever you quote somebody else.)

The Vose Seminary *Guide to the Presentation of Essays* seeks to help you in the writing of an essay, providing details of the technical aspects.

All written work is to conform to this *Guide* in presentation and style, including citations and bibliographies. It incorporates the "Guidelines for Essays" of the Australian College of Theology.

2 General Features

2.1 *Essays and Written Assignments*

2.1.1 Planning

It is expected that all essays and other written assignments will be submitted on or before the appropriate due date. Students should plan their work so as to ensure the completion of written work within the schedules prescribed.

2.1.2 Submission of written assignments

Students are required to submit an electronic copy of their assessments as a Personal Document File (pdf) attached to Moodle (not directly to the lecturer). It should have a file name in the following format: Surname_ACT/Vose ID number_ Unit code_ Assessment number – e.g. **surname_201012345_NT301_ass1.pdf**. The assignment numbers should match the assignment numbers below. Remember to include: i) a completed Vose Seminary Coversheet as the first page of the file, ii) the Essay Assessment Report, iii) an abstract (where required, if over 1500 words), and iii) a Bibliography of items used for the assignment.

2.1.3 Rules for late submission of assignments

Deferral of submission of assignments can only be granted by the lecturer in charge of the unit unless the lecturer has delegated the right of approval.

- A request for a deferred submission must be made *on or before the due date* of submission and in writing on the approved form (available at the Assignment Submission Box).
- Deferred submission will be granted for illness if a medical certificate is presented.
- Compassionate extensions will be granted where genuine emergency situations arise. [NOTE: Bad planning and normal work or pastoral responsibilities are not normally regarded as emergencies.]
- Submissions of applications for extensions are not accepted on Saturdays, Sundays or public holidays, however, submission of written work can be submitted via Moodle.

Work submitted after the due date will be penalised *unless prior application has been made on the "Application for Extension" form and permission is given:*

- If an application for extension has not been submitted and approved, 3% of the total possible marks for the assessment item will be deducted per calendar day, up to 14 days.
- Items submitted more than 14 calendar days late will be given a mark of 0%, however, it will be viewed as having been 'submitted'. It is an ACT requirement that in order to pass a unit, students must submit all assessment pieces. Failure to submit an assessment item will result in an automatic 'fail' for the unit.
- For VET units, if students wish to have competency recognised by submission after this period of 10 week days, payment of the standard RPL fee will apply.
- Failure to complete written assignments by the due date *may* exclude students from sitting examinations.

2.2 **Plagiarism, collusion and cheating**

In line with tertiary institutions throughout Australia, and following the policy and guidelines of the Australian College of Theology, Vose Seminary regards academic misconduct as a serious matter. The following is adapted from the *Australian College of Theology Undergraduate Handbook*.

Students are expected to acknowledge the source of their ideas and expressions used in their written work. To provide adequate documentation is not only an indication of academic honesty but also a courtesy enabling the marker to consult sources with ease. Deliberate failure to provide documentation may constitute plagiarism, which is subject to the charge of academic misconduct.

Plagiarism might be defined as the wilful reproduction or paraphrasing of substantial unacknowledged written passages in a student's work, or pretending that a scholar's ideas are the student's own. Students are required to acknowledge by use of footnotes, endnotes or in-text referencing, the origin of extracts, quotes and paraphrases contained in their work. Quotation marks are to be inserted around quoted material except where the quotation is more than two lines long when it is to be presented in a detached double-indented paragraph. (See further in §5.)

Unauthorised collaboration ("collusion"): Students are encouraged to discuss matters covered in units, but students ought not to assist other students in the writing of individual assignments, such as providing written material to be copied. However, a student may enlist the aid of another person to proof-read written work prior to submission.

An exception to this is where an assignment is specifically a group task. However, any material that comes from outside the group must be acknowledged in the usual way.

Re-submission of previously marked work: Material for assessment in one unit may not be submitted for assessment in any other unit of the award.

NOTE: If you have any doubts about what constitutes plagiarism or collusion please contact the unit co-ordinator or the lecturer or tutor.

Wilful academic misconduct may result in the student's exclusion from the award in which they are enrolled for a period of two years, the awarding of a fail grade for the whole unit of which the assessment is a part, or the awarding of 0% for the assessment with or without the opportunity to redeem the assignment. Students have a subsequent right of appeal. Details for the appeal process are in the *ACT Undergraduate Manual*, the *Student Handbook* (on website) and the *Vose General Policy Handbook*.¹

2.3 **Non-Discriminatory Language**

Vose is committed to the use of non-discriminatory language in all forms of communication. Students and staff should avoid the use of discriminatory language in units and in all other activities within the Seminary. This applies to both oral and written communication.

What is meant by discriminatory language is speaking or writing in a way that discriminates against, vilifies or denigrates individuals on the basis of their gender, age, colour, ethnicity or race, physical or mental ability, political or religious views, or which stereotypes groups in an adverse manner.

¹ Copies are available in the library.

This is not meant to preclude or inhibit legitimate academic debate on any issue; however the language used in such debate should be non-discriminatory and sensitive to these matters. Students should check written work prior to submission to ensure it is non-discriminatory in all respects.

The most common form of discriminatory language in academic work tends to be in the area of gender inclusiveness. In relation to avoiding gender-exclusive language, it is recommended that women be made more visible by avoiding an older linguistic usage in which "male-specific" and "male-identified" terms were used in a generic sense. The use of the word "man" should also be avoided in idioms and phrases when the speaker or author clearly intends to refer to both men and women. The same applies to pronouns such as "he" and "she", occupational nouns and job titles, and other titles and naming practices. Stereotyped images of women or men should also be avoided.

For a more detailed discussion of the use of non-discriminatory language see *ACT Undergraduate Manual*.

2.4 Formal/Academic Language

Traditionally, it has been expected that written assignments would be in a formal/academic language style. It is normal in this style to write in the third person rather than the first person. For example, "This essay will address the topic of..." rather than "In this essay I will talk about the topic of...". While this approach is starting to be relaxed, it is a good guideline to use formal language unless there is a reason not to.

Exceptions to the use of formal language include when an assignment specifically asks for a different style or for a personal reflection. If an assignment (such as a tutorial topic or seminar paper) includes both a written essay and an oral presentation, usually the written essay would be in formal language (unless otherwise stated), but the oral presentation may be less formal. A less formal style may also be more appropriate in some subject areas. If you are unsure what style of language is appropriate for a particular assignment, ask the lecturer what style they are expecting.

3 Organisation

An essay should consist of the following essential features, each beginning on a separate page.

3.1 **Assignment Cover Sheet**

The assignment cover sheet must be completed with all of the necessary details accurately stated.

3.2 **Abstract**

Any essay that is 1,500 words or longer must include an abstract of about 150 words. This should occupy the first page of the essay/paper and should be a piece of continuous prose, not numbered points.

The abstract should summarise the argument of the essay. It should not summarise the argument of the passage of Scripture or the work of another writer that is being examined in the essay. It should not be a repeat of the opening paragraph of the essay, nor should it be a “cut-and-paste job” from the essay. It is a separate and distinct piece of writing.

For a major research project or thesis (4,000 words or more) the abstract is to be about 300 words long.

3.3 **The Essay**

The essay should keep to the set length, within 10% variation. For example, a 3,000 word essay should be between 2,700 and 3,300 words. This count does not include the abstract, footnotes or the bibliography.

Each essay should reflect a discernable three-fold **organisation**:

3.3.1 **Introduction**

The Introduction should be brief. Its purpose is to state succinctly the issue(s) being investigated and to indicate how the investigation will proceed.

3.3.2 **Body**

The Body should develop the main argumentation of the essay, paragraph by paragraph, each paragraph being a unity. Each paragraph should be separated by a blank line. The first word of each paragraph may be indented a uniform distance from the margin, but this is not a requirement.

Headings generally enhance an essay, but should not be overdone, especially in shorter essays, e.g. of 1000 words or less.

3.3.3 **Conclusion**

The Conclusion should sum up the argument and indicate significant findings and their implications.

3.4 **Select Bibliography or Reference List**

Each essay should include a **Select Bibliography** or **Reference List** indicating the source of material of which the student has made use.²

It is expected that you will make use of a variety of resources available in the Library and electronically.

Reference works: many of these are dictionaries and encyclopaedias (the terms are often used interchangeably) which are excellent for presenting the significant aspects of a topic, current scholarly debate and bibliographies of significant works (up to the date of writing). These are essential resources.

Monographs: single author (occasionally more) on a single topic. Use “keywords” in the Library catalogue to track down works in the library and browse relevant shelves.

Articles in journals and multi-author works: it is expected that you will be using these in most assignments.

Journals vary in their detail. Make a habit of browsing the new journals display to become familiar with the riches available. Some journals contain articles suitable for foundation level units, while others are more technical. Most journal articles are peer-reviewed before publishing and so are far more reliable than self-published websites. Lecturers can give guidance as to which journals are likely to be most relevant to the unit being studied.

The electronic data bases, ATLA and RPL (links through Seminary website) have excellent search facilities, with many articles listed including electronic abstracts or full-texts.

Web sites: the Seminary web-pages provide links to several websites that are reliable. These should be used.

A “Google” search for a topic will lead to many sites of uncertain value and accuracy as anyone can set up a website, and even where a person’s name is given as author of the site, background, expertise and qualifications are often unstated. Wikipedia, while widely known, is to be used with extreme caution and any information must be checked independently. The Wikipedia site itself says: “Older articles tend to be more comprehensive and balanced, while newer articles more frequently contain significant misinformation, unencyclopedic content, or vandalism”.³

² See §7 for general principles, and §8 for details and examples of Note–Bibliography(Footnote) referencing.

³ “Wikipedia: About”, <http://en.wikipedia.org/wiki/Wikipedia:About> (accessed 18 June 2008).

4 Presentation

4.1 **Careful Organisation**

An essay should reveal clear thinking and careful organisation, for while the essay will be marked primarily on content, the format is important. The use of a standard format assists both the examiner and the student. Careful attention should be given to language, spelling, grammar and punctuation.

4.2 **Hand written or Word-processed**

The essay must be word-processed using **double spacing**.

4.3 **Margins**

Each page should have a left-hand margin of at least 3 cm and right-hand, upper and lower margins of at least 2 cm.

4.4 **Numbering**

All pages should be **numbered** consecutively at the **top** right hand corner.

4.5 **Proofreading**

After completion, the essay should be **proofread**. Correct **spelling** and **grammar** are essential features of good written communication. It is expected that dictionaries and/or a computer "spell-check" will be used before submitting the essay. It is also helpful if someone other than the author of the piece of work proofreads it for spelling and grammatical errors before it is submitted.

4.6 **Acknowledgement of Sources of Quotations and Ideas**

The essay should be in the student's own words. Where a quotation contributes to the argument and the student wishes to cite those words directly, the author's words should be quoted exactly. Quotation marks should be used for short quotations, while quotations of more than two lines should be in a separate double-indented paragraph. Where an author's argument is expressed in the student's own words, acknowledgement should be made and the source of the quotation clearly shown.⁴

As a general rule no more than 20% of the essay should be direct quotes.

⁴ See §5 for general principles and §8 for specific examples of referencing formats.

5 Quotations

5.1 *Brief Quotations*

Brief quotations, which are incorporated into the student's own sentence structure, should be marked off by quotation marks (" "), and acknowledged in a reference note.⁵ For example:

DeSilva argues that because the New Testament was written for a first century audience, "the more we immerse ourselves into that world and hear how the word called forth a faithful response in that world",⁶ the more able we are to apply that word in a way that is relevant for today.

5.2 *Longer quotations*

Longer quotations (more than two lines) should be detached and placed below the student's own text, set in *single spaced* type, a *font size one smaller* and *indented 1-1.5 cm* from each margin and *double-justified*.⁷ Do not use quotation marks for detached longer quotations. For example:

Black makes the following statement:

In the final analysis, by virtue of the Christian's intimate, redemptive fellowship with Christ, weakness is never merely human weakness but an opportunity to manifest God's power.⁸

5.3 *Quotations that include another quotation*

If a quotation includes (an)other quotation(s), then nested quotation marks are used alternating between double quotation marks (" ") and single quotation marks (' '). It is important to remember that whenever an "open quotation mark" is used, the matching "close quotation mark" also needs to be used. This requires care as sometimes there are multiple levels of nested quotations. For example:

In introducing his discussion on the environment into which Jesus came, DeSilva comments that "the word that Jesus brought was a 'word on target' for Jews in early-first-century Israel".⁹

⁵ See §8 for formats for the reference note.

⁶ David A. deSilva, *An Introduction to the New Testament* (Downers Grove: InterVarsity Press; Leicester: Apollos, 2004), 37.

⁷ "Double justified" is when the words are lined up evenly at both the left and right margins. If this format is chosen the word processor automatically adjusts the spacing within the line to make it fit. This is the format used for longer quotations. "Left justified" is when the words are lined up evenly at the left margin, but not at the right margin. This is the format that is used for the essay itself.

⁸ David Alan Black, *Paul, Apostle of Weakness* (American University Study Series 7, Theology & Religion; New York: Peter Lang, 1984), 245.

⁹ deSilva, Introduction, 37.

5.4 Use of “Sic”

Occasionally, a quotation will appear to have a word misspelled or wrongly used in the original. This is more common with older works where word usage has changed since the original work was written. The reader can be alerted to this by the insertion of *sic* (meaning “so”, “thus,” “in this manner”) in brackets. Note that *sic* is a complete word so should not be followed by a full stop. It should not be overused. For example:

If there was any metaphor within the range of the Greco-Asiatic world which could point to the life the career [*sic*] of the Apostle as we know him in this Epistle, it was that of the mystic Dionysiac triumph, purified and transmuted by the touch of Christian use, and lifted into a region infinitely higher than its own.¹⁰

5.5 Changes in a Quotation

Direct quotations must reproduce *exactly* not only the wording but the spelling, capitalisation and internal punctuation of the original. Exceptions to this are:

- Single and double quotation marks may be interchanged, especially where there are nested quotations.
- The initial letter may be changed to a capital or lowercase letter.
- Original note reference marks may be omitted in a short quotation.
- Note reference marks may be added.
- In a passage quoted from a modern book, journal or newspaper an obvious typographical error may be quietly corrected, but in a passage from an older work or from a manuscript source, any idiosyncrasy of spelling should be preserved.
- When a small change is required to fit a short quotation into a sentence in the current work this change should be included in square brackets []. This should be avoided as much as possible.

5.6 Names of Authors

In the body of your essay, when referring to another writer, generally use only their family name. Use initials or given names only when this is necessary to avoid confusion. Do not use titles such as Prof. or Dr. However full names, or at least initials, are included in bibliographical details.

¹⁰ G.G.Findlay, “St. Paul’s use of ΘΡΙΑΜΒΕΥΩ”, *The Expositor* 10 (1879), 420, cited in James I. H. McDonald, “Paul and the Preaching Ministry: A Reconsideration of 2 Cor 2:14-17 in its Context”, *Journal for Study of the New Testament* 17 (1983), 38.

5.7 *Greek and Hebrew*

Where used, Greek and Hebrew should *not* be transliterated.¹¹ Pointing of Hebrew is not necessary unless it is exegetically significant. The only time transliteration is acceptable is when it is in a direct quotation from a work that uses transliteration. For example:

John often employs similar Greek verbs in order to develop a contrast of themes. The Greek words *ginomai* (to become) and *eimi* (to be) have similar nuances, but John frequently uses them together to make a point. For instance, in 8:58 Jesus says (lit.), 'Before Abraham was [*ginomai*], I am [*eimi*].' The first verb suggests 'coming into being,' such as Abraham's birth; the second implies ongoing existence.¹²

However, if the topic was being discussed without using a direct quotation, the Greek characters would need to be used for the Greek words (and Hebrew characters for the Hebrew words if an Old Testament passage was being discussed).

Note also that the quotation above includes nested quotations and, in addition to using *italics* for non-English words, also uses *italics* for emphasis.

Students not familiar with Greek and/or Hebrew should refer to a word in the language only when you understand what is being said in the work you are referring to and its use is essential to the argument in your assignment. In that case transliteration may be used.

5.8 *Citing Scripture*

The same basic rules apply as for other quotations: use quotation marks (" ") for short quotations in the body of text. Longer quotations should be detached and placed below the student's own text. (See §§5.1, 5.2.)

5.8.1 *Points to note when citing Scripture*

References are given in Arabic numerals¹³ with a colon separating chapters and verses. A dash is used to divide verses that are continuous. A comma is used between verses that are not continuous but are in the same chapter, and a semi-colon between references. Examples: Mark 5:4; Matt 4:3-17; 1 Cor 1:2, 6, 9; Rom 5:2; 8:10.

Avoid the use of f. or ff. Cite specific verses.

If mention is made of a biblical book, or of a chapter in a biblical book (without specifying verses), use the full name of the book. If the reference includes both chapter and verse, then the abbreviation of the book title is to be used.

¹¹ "Transliteration" is when Greek or Hebrew characters are represented with English equivalents. They are usually in italics as it is standard practice to place any non-English word in italics.

¹² Gary M. Burge, *The NIV Application Commentary* (Grand Rapids: Zondervan, 2000), 54, emphasis original.

¹³ "Arabic numerals" are the numbers we are familiar with in every-day life: 0, 1, 2, 3 etc. Always use these when giving a Scripture reference. Do not use Roman numerals (I, IV, XII etc.) even if the edition of the Bible or some of the commentaries you are using do. The only time you use Roman numerals is in a direct quotation.

There is no need to give publishing information or page numbers for the Bible as these vary from translation to translation and edition to edition. Simply use the book name, chapter and verse references as these are consistent across translations and editions.

5.8.2 Examples of Scripture quotations

Whenever worshipping Christians repeated the Church's earliest confession of faith, "Jesus is Lord", they were: (1) implying that the Christ of faith was none other than the Jesus of history (Acts 2:34-36); (2) acknowledging the deity of Christ (John 20:28; Phil 2:6, 9-11); (3) admitting...

As Paul concluded his defence of his ministry in 2 Corinthians, he gave what appeared to be a summary of his paradigm for ministry:

He [Christ] is not weak in his dealings with you, but is powerful among you, for indeed he was crucified as a result of weakness, but lives as a result of God's power. So we also in our dealings with you, share in his weakness, but we will live with him as a result of God's power (2 Cor 13:3b-4).

In Acts 2:14-22 it is stated that "Peter, standing with the eleven, raised his voice and addressed them, 'Men of Judea ... this is what was spoken through the prophet Joel: "In the last days it will be, God declares, that I will pour out my Spirit upon all flesh ... everyone who calls on the name of the Lord will be saved." You that are Israelites, listen to what I have to say...'"

[Note the use of multiple levels of nested quotation marks.]

The situation Paul was facing when he wrote Galatians was...

In Romans 8 Paul discusses...

In Heb 1:5-14 the author argued that...

5.8.3 Abbreviations of names of biblical books and other Jewish and Christian writings

Most abbreviations have three or four letters and are not followed by a full-stop. Short names are spelled in full. Abbreviations are only used when the chapter and its verse follow (e.g. Genesis is the first book in the Bible and Gen 1:1 is the first verse).

The following abbreviations are taken from *The SBL Handbook of Style* (1999), 73-74.

Hebrew Bible / Old Testament

Gen	Genesis	Ps (pl: Pss)	Psalms
Exod	Exodus	Prov	Proverbs
Lev	Leviticus	Eccl (or Qoh)	Ecclesiastes or Qoheleth
Num	Numbers	Song (or Cant)	Song of Solomon or Song of Songs or Canticles
Deut	Deuteronomy		
Josh	Joshua	Isa	Isaiah
Judg	Judges	Jer	Jeremiah
Ruth	Ruth	Lam	Lamentations
1 Sam	1 Samuel	Ezek	Ezekiel
2 Sam	2 Samuel	Dan	Daniel
1 Kgdms	1 Kingdoms (LXX)	Hos	Hosea
2 Kgdms	2 Kingdoms (LXX)	Joel	Joel
1 Kgs	1 Kings	Amos	Amos
2 Kgs	2 Kings	Obad	Obadiah
3 Kgdms	3 Kingdoms (LXX)	Jonah	Jonah
4 Kgdms	4 Kingdoms (LXX)	Mic	Micah
1 Chr	1 Chronicles	Nah	Nahum
2 Chr	2 Chronicles	Hab	Habakkuk
Ezra	Ezra	Zeph	Zephaniah
Neh	Nehemiah	Hag	Haggai
Esth	Esther	Zech	Zechariah
Job	Job	Mal	Malachi

Greek/New Testament

Matt	Matthew	1 Tim	1 Timothy
Mark	Mark	2 Tim	2 Timothy
Luke	Luke	Titus	Titus
John	John	Phlm	Philemon
Acts	Acts	Heb	Hebrews
Rom	Romans	Jas	James
1 Cor	1 Corinthians	1 Pet	1 Peter
2 Cor	2 Corinthians	2 Pet	2 Peter
Gal	Galatians	1 John	1 John
Eph	Ephesians	2 John	2 John
Phil	Philippians	3 John	3 John
Col	Colossians	Jude	Jude
1 Thess	1 Thessalonians	Rev	Revelation
2 Thess	2 Thessalonians		

Apocrypha and Septuagint

Bar	Baruch	Jdt	Judith
Add Dan	Additions to Daniel	1 Macc	1 Maccabees
Pr Azar	Prayer of Azariah	2 Macc	2 Maccabees

Bel	Bel and the Dragon	3 Macc	3 Maccabees
Sg Three	Song of the Three Young Men	4 Macc	4 Maccabees
Sus	Susanna	Pr Man	Prayer of Manasseh
1 Esd	1 Esdras	Ps 151	Psalm 151
2 Esd	2 Esdras	Sir	Sirach/Ecclesiasticus
Add Esth	Additions to Esther	Tob	Tobit
Ep Jer	Epistle to Jeremiah	Wis	Wisdom of Solomon

The SBL Handbook of Style (1999), 74-84 also has standard abbreviations for the Old Testament Pseudepigrapha, the Dead Sea Scrolls and related texts, Jewish writers such as Philo and Josephus, Rabbinic Literature including the Mishnah and Talmud, New Testament Apocrypha and Pseudepigrapha, and the Apostolic Fathers.

5.8.4 Indicating translations

If all direct quotations in an essay come from one translation, it is not necessary to cite the translation. If quotations are from more than one translation, it may be indicated in the brackets with the reference (Eph 2:8 NRSV), (Eph 2:8 NIV). This would only be necessary if the translation affected the thought presented or the same quotation was given from more than one translation.

5.8.5 Including the Bible in the Bibliography

It is not necessary to list the Bible in the bibliography. A note *may* be made at the *end* of the bibliography that all Scripture references are from a particular translation, but this is not a requirement.

Example: All Scripture references quoted are from the *New Revised Standard Version*.

An exception is when an old (and usually out-of-print) version has been used to discuss the history of translation. This can be included in the bibliography.

5.9 Citing books or sections of books

As a general rule citations seek to give the name of the author, the title of the work, and its publication details.

Where reference is to a book by a single author, this is straightforward, providing name, *book title (and any subtitle)*, edition (if not the first), name of series (if in a series), place of publication, publisher, year of publication, and pages cited.

Where reference is to part of a book (an article, chapter, encyclopaedia article), you still cite the author, followed by title of the section, in *Title of book*, name of editor(s), publication details, page numbers.

For examples of citations of books or sections of books, including punctuation to use, see §§8.3.1-8.3.18.

5.10 Citing Journals

Principles for and examples of citing journals are given in §§8.3.19-8.3.23. Abbreviations for journal names should conform to those set out in a recognised style reference work such *The SBL Handbook of Style* (1999), 89-152.

5.11 Citing Electronic Sources

Similar principles apply for electronic sources as apply for printed material. That is, one is to give full details to enable identification of the author and source, including the date of accessing the site. Where known also give the date at which the material was last updated. Day and month, not just year are also relevant as electronic versions can be frequently updated. As the Internet evolves changes are inevitable.

See §§8.3.27-8.3.33 for examples for material on CD-ROMs and the internet. These can be adapted for other situations that may arise.

6 Notes (footnotes or endnotes)

6.1 Purpose

Notes (footnotes or endnotes) are used to fulfil three basic purposes. The following are the reasons *why* notes are used:

- To indicate the **source** of a quotation in the text.
- To provide **cross-referencing** to other parts of the text.
- To **amplify** material in the text, without interrupting the main argument. This may:
 - draw attention to details of special interest;
 - provide more detailed argument;
 - cite fuller authorities for points made in the text;
 - suggest sources for further research.

6.2 Form

Notes may take one of two forms, detached (endnotes) or footnotes. *The style adopted by Vose uses footnotes*, but explanation of the difference follows.

6.2.1 Detached notes (endnotes)

Detached notes (endnotes) are located at the conclusion of the essay, before the bibliography. In this case the notes are numbered consecutively through the essay.

6.2.2 Footnotes

Footnotes are located at the bottom of the page with which they are associated. In this case the numeration may **either** begin afresh on each page, *or* (preferred) continue through the entire essay. For a longer work such as a major project or thesis with multiple chapters, numbering should be recommenced for each chapter.

NOTE:

If notes are used, they should not exceed 25% of the prescribed essay length. Such longer treatments would be better relegated to an Appendix or Excursus at the end of the essay.

Many books use endnotes as they assume readers are not really interested in the notes and do not want to be interrupted by them. However, a person marking an essay *is* interested in the notes and it is much easier to keep track of them if they are on the same page, i.e., if they are footnotes rather than endnotes.

6.2.3 Numbering

Drawing attention to a note should appear as a **superscript** half a space above the line (this is done automatically with "Insert Footnote" in Microsoft Word). It is placed after the last relevant word. If there is punctuation present (e.g. comma, full-stop, quotation marks), then the superscript number is placed after the punctuation.

7 Acknowledgement of Sources

7.1 Purpose

The purpose of any system of citations and bibliographies is two-fold:

- To enable the *reader* to track down the sources of information, and to know who said what, when and where.
- To enable the *writer*, subsequently to refer to their sources, so enhancing future use of their effort.

Hence any method used should enable these purposes to be fulfilled as simply as possible.

7.2 Using the Work of Another Author

7.2.1 Quoting or referring to the work of another author

If an essay quotes or refers to the work of another author, the author and work should be acknowledged. Normally such acknowledgment will take the form of two entries:

- an entry in an acknowledgement directly linked with the text itself, including a footnote; and
- an entry in the Select Bibliography or Reference List.

7.2.2 Material substantially from one or two sources

When another author's work is not specifically quoted or referred to, but nevertheless the material is substantially from one or two sources, it is important that the source(s) be acknowledged in a footnote.

7.2.3 Full bibliographical details

It is important to make sure that full bibliographical details of sources are recorded, including page numbers **at the time the information is collected**. This will avoid time-consuming work when the details are needed for the final essay.

Vose students enrolled in ACT units are able to download free the powerful **EndNote** bibliographic database software.¹⁴ This enables you to enter full bibliographic data *and* your notes at the time of your reading and then use the database in entering footnotes and compiling the bibliography. [Refer to the Seminary website, under "Resources".]

7.3 Citations

There are two possible approaches used for **citations**, i.e. acknowledgments directly linked with the text itself. You will meet both of these in your reading.

In the **Note-Bibliography ("Footnote")** system details of the literary source are shown as a footnote (at the bottom of the page) or an endnote (at the end of the chapter or end of the work. There is also commonly a reference list or select bibliography.

¹⁴ The latest version as at December 2008 is EndNote X2.

The **Author-Date ("In-Text")** system cites references in the text rather than using footnotes. It recognises that full publication details are given in the reference list or select bibliography and so in the body of the text only the author's surname and year of publication are given, with page numbers as needed.

In both approaches there is variety in style from publisher to publisher and journal to journal, but with much commonality. Usually a publisher will require a specific style.

Vose Seminary specifies the use of the Note-Bibliography system, using the "Turabian Bibliography" style available with EndNote.

Although EndNote produces notes and bibliographies automatically, the accuracy depends on the user entering data in the correct fields, and even then not all situations are covered. It is necessary for you to understand the principles used so that you can edit manually after the automatic compilation.

The examples given in this *Guide* follow the Turabian Style.¹⁵ It is expected that students will be consistent in their referencing system and style.

For a more detailed account of matters relating to referencing and bibliographic citation refer to one or more of the sources listed in the bibliography at the back of this *Guide*.

7.4 Reference List or Select Bibliography

7.4.1 Reference list

A **Reference List** is restricted to works actually cited in the assignment. It should include all works cited, each work listed only once in alphabetical order *by author*. It should be single spaced with a blank line between each entry.

7.4.2 Select bibliography

A **Select Bibliography** must include all works cited, but can also include other works read in preparation but not actually cited. Items are only included once alphabetically by author. It should be single spaced with a blank line between each entry.

7.4.3 Assignment requirements

The requirements for a given assignment regarding whether a *Select Bibliography* or a *Reference List* is required should be heeded. The appropriate heading should be used in the assignment to reflect the actual nature of the listing that is included.

¹⁵ EndNote X2 style "Turabian bibliography" is based on Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*, 7th edition, revised by John Grossman and Alice Bennett (Chicago: Chicago University Press, 2007). In comparison to the 6th edition (1996), the 7th edition (2007) has increased details on use and citation of web-based sources.

8 Note-Bibliography ('Footnote') Referencing Method using Turabian style

8.1 Citations

8.1.1 Details of the source

Details of the literary source are shown as a footnote (at the bottom of the page).¹⁶ A superscript (raised Arabic numeral) is used in the text and for the footnote. If at the end of a sentence, the superscript is placed after the full-stop. If you are unable to type superscripts, use square brackets, e.g. [1].¹⁷ Full bibliographic details are repeated in a bibliography or reference list.

e.g. ²⁰² Roland K Harrison, *Introduction to the Old Testament* (London: Tyndale, 1970), 201-225.

8.1.2 Same author and publication as the previous footnote

Where the *same author* and *publication* is referred to as in the *previous footnote*, the abbreviation *ibid.* (*ibid.* = *ibidem*, meaning "in the same place or work") may be used. If the reference is to the same source but a different page, it is given as follows:

e.g. ²⁰³ *ibid.*, 228.

8.1.3 Same author and publication in a later footnote

Where the *same author* and *publication* is referred to in a *later footnote*, then the author's name is given followed by an abbreviated title (e.g. RK Harrison, *Introduction*), with the page number(s).

The formerly common use in scholarly works of "*op.cit.*" (= *opera citato*, meaning "in the work cited") is to be avoided.

8.1.4 Work referring to a second work or author

Often a work you are using refers to a second work or author. Unless you actually make use of the second work, **do not** list it in the bibliography, but acknowledge the source in a note.

e.g. ²⁰⁴ Dominique Barthelemy (1953 and 1963) cited in Roland K. Harrison, *Introduction*, 234, n. 95.

8.1.5 Other abbreviations

Other abbreviations that may be used include:

et al. = *et alij*, meaning "and others". Used to refer to co-authors if more than two authors, e.g. Smith *et al.* (if two authors, give names in full). As an alternative "a.o." ("and others") may be used.

¹⁶ See §6.2.

¹⁷ This concession is a carry-over from the days of manual typewriters and should be avoided if at all possible. Word processors can produce superscripts.

idem = “the same” author. Used where the author is repeated, regardless of the source. [Note that “*ibid.*”(see above) refers to the same author and work, “*idem*” refers to the same author.]

loc. cit. = *loco citato*, meaning “in the place cited” was previously commonly used when a reference is made to the *same work and page* as a preceding, but not immediately preceding reference. Its use is now to be avoided.

s.v. = *sub voce*, meaning “under voice/utterance”. Used to refer to the specific item in a dictionary, encyclopaedia or lexicon.

8.2 Bibliography / Reference List

8.2.1 Arrangement of entries

- Arrange in alphabetical order by family name of *author*.
- Do not number.
- Place single author entries before multiple author entries, when both begin with the same name.

e.g. Hayes, John H., ...
Hayes, John H. and James M. Miller, ...

- When two or more entries begin with the same author arrange by year of publication, and use a long dash (3 em-dashes) instead of repeating the author’s name

e.g. Anderson, Bernhard W. 1955
———. 1964

- When an edited work is used:
 - list according to the author(s) or, if author(s) names are not given, according to the section(s) used;
 - if more than one section is used, also list the entire work under the editor(s)
- Where there is no known author, list according to title.
- Where there is no personal author, but there is an institutional author, list according to the institution.

8.2.2 Details to be given

Summary: The following details and recommended style are basic. Even with variations it is essential to include this information at all times.

Books: Author(s), *Title and (if any subtitle)* (Place: Publisher, Year).

Journal articles (print): Author, “Article Title”, *Journal Title* Volume Number (Year): pages.

Journal articles (online): Author, “Article Title”, *Journal Title* Volume Number (Date of publication). URL (accessed Date of Access).

Portion of edited work: Author, “Title of section used’, in *Book Title*, ed. Editor, pages.(Place: Publisher, Year).

Author and Editor:

List the family name first followed by given name(s) and/or initials, following details on the title page of the book or article (i.e., depends on whether only initials or given names are provided). When there are multiple authors/editors only the first author/editor is given with the family name first; the others are given with the family name last. Do not include given names for authors who always use only initials (e.g. T.S. Elliott, C.S. Lewis, H.G. Wells, J.K. Rowling). Do not include academic or professional qualifications or titles. For editor(s) include “ed.,” after the name or “eds.,” after the final name in the case of multiple editors.

Date:

Give the year of publication. In books this is usually given on the page following the title page. If the book has been revised, give publication date of the edition used, along with the edition number, e.g., 2nd ed. (... , 1972), rev. ed. (... , 1972) (see §8.3.13). If the book is a translation, give also the date of the original if known and/or the translator’s name (see §8.3.12).

Do not confuse reprint or impression date and publication date. If a book reads “Published 1963, Reprinted 1982”, cite 1963 as the date, unless the reprint has different pagination.

Title:

List book titles and journal names in italics. [If italics are not possible, underline them. ¹⁸]

Do not underline or italicise article, chapter, or section titles, but place in double inverted commas, “...”. Note that the words in italics are what appears on the front cover of the book or journal issue.

Place:

Give the city of publication, not state or country. Add state or country only if needed, e.g. “Cambridge, MA.” to distinguish from the English “Cambridge”. If more than one place is mentioned, cite only the first.

Publisher’s Name:

Cite the publisher, not the printer.

If more than one publisher, cite both (place: name; place: name).

Separate place and name with a colon.

In general omit words or phrases such as “Press”, “Publishing Company”, “Pty Ltd”, “and Bros”, “and Sons” etc. and Christian names. An exception is made in the case of university presses and wherever else ambiguity or awkwardness would result.

Use an ampersand (&) rather than “and” in a publisher’s name (e.g. T&T Clark; Hodder & Stoughton; Farrar, Straus & Giroux).

¹⁸ This concession is a carry-over from the days of the manual type-writer and should be avoided wherever possible in work submitted for assessment. Word processors can produce *italics*. It is, however, useful for handwritten material, especially when taking notes.

Journal Articles:

After journal title (italics or underlined if italics not available),¹⁹ give volume number (do not write "vol").

If the issue number is needed (only if page numbers are not continuous through the volume), then add after the volume number, e.g. 22, no. 2 = Vol. 22, No 2.

Place year in parenthesis, (1963).

Give page numbers. Do not write "pp.". Give first and last pages (do not use "ff."), e.g. 623-627.

8.3 Examples of Citations and Bibliography²⁰

When alternatives are given for the bibliography format, students must consistently use one format or another. There should not be a mixture of formats within the one bibliography.

8.3.1 Book, single author

First Citation	² Charles H. Talbert, <i>Reading John: A Literary and Theological Commentary on the Fourth Gospel and the Johannine Epistles</i> (New York: Crossroad, 1992), 127. ²¹
Subsequent Citations	⁸ Talbert, <i>Reading John</i> , 22.
Bibliography Alternatives	Talbert, Charles H. <i>Reading John: A Literary and Theological Commentary on the Fourth Gospel and the Johannine Epistles</i> . New York: Crossroad, 1992.
	Talbert, Charles H., <i>Reading John: A Literary and Theological Commentary on the Fourth Gospel and the Johannine Epistles</i> (New York: Crossroad, 1992).

8.3.2 Book, two authors

First Citation	⁴ James M. Robinson and Helmut Koester, <i>Trajectories through Early Christianity</i> (Philadelphia: Fortress, 1971), 237.
Subsequent	¹³ Robinson and Koester, <i>Trajectories</i> , 23.

¹⁹ See previous comment.

²⁰ The following sources have been used for examples: previous editions of this *Guide* (2003, 2006), Lawrence D. McIntosh, *A Style Manual for the Presentation of Papers and Theses in Religion and Theology* (Wagga Wagga: Centre for Information Studies, 1994), 81-101, *The SBL Handbook of Style for Ancient Near Eastern, Biblical, and Early Christian Studies* (Peabody: Hendrickson, 1999), 46-67, and Kate L. Turabian, *A Manual for Writers*, 7th ed., 133-215.

²¹ If there are joint publishers, the style is (Place: Publisher; other place: other publisher, year. E.g., David A. deSilva, *An Introduction to the New Testament* (Downers Grove: InterVarsity Press; Leicester: Apollon, 2004),

Citations	
Bibliography Alternatives	Robinson, James M., and Helmut Koester, <i>Trajectories through Early Christianity</i> . Philadelphia: Fortress, 1971.
	Robinson, James M., and Helmut Koester, <i>Trajectories through Early Christianity</i> (Philadelphia: Fortress, 1971).

8.3.3 Book, three authors

First Citation	⁶ Paul J. Achtemeier, Joel B. Green and Marianne Meye Thompson, <i>Introducing the New Testament: Its Literature and Theology</i> (Grand Rapids: Eerdmans, 2001), 101.
Subsequent Citations	⁹ Achtemeier, Green and Thompson, <i>Introducing the New Testament</i> , 109.
Bibliography Alternatives	Achtemeier, Paul J., Joel B. Green, and Marianne Meye Thompson, <i>Introducing the New Testament: Its Literature and Theology</i> . Grand Rapids: Eerdmans, 2001.
	Achtemeier, Paul J., Joel B. Green and Marianne Meye Thompson, <i>Introducing the New Testament: Its Literature and Theology</i> (Grand Rapids: Eerdmans, 2001).

8.3.4 Book, more than three authors

First Citation	¹⁰ Bernard Brandon Scott et al., <i>Reading New Testament Greek</i> (Peabody: Hendrickson, 1993), 53.
Subsequent Citations	¹⁵ Scott et al., <i>Reading New Testament Greek</i> , 42.
Bibliography Alternatives	Scott, Bernard Brandon, Margaret Dean, Kristen Sparks, and Frances LaZar, <i>Reading New Testament Greek</i> . Peabody: Hendrickson, 1993.
	Scott, Bernard Brandon, Margaret Dean, Kristen Sparks, and Frances LaZar, <i>Reading New Testament Greek</i> (Peabody: Hendrickson, 1993).

8.3.5 Book, institutional author

First Citation	⁶ Baptist Union of WA, <i>Report from the Task Force Concerning the Ministry of Women</i> (Perth: BUWA, 1992), 12.
Subsequent Citations	⁹ BUWA, <i>Report from the Task Force</i> , 10.

Bibliography Alternatives	Baptist Union of WA, <i>Report from the Task Force Concerning the Ministry of Women</i> . Perth: BUWA, 1992.
	Baptist Union of WA, <i>Report from the Task Force Concerning the Ministry of Women</i> (Perth: BUWA, 1992).

8.3.6 Book, no author or editor given

First Citation	³ <i>The Lottery</i> (London: J. Watts, [1732]), 20-25.
Subsequent Citations	⁷ <i>The Lottery</i> , 15.
Bibliography Alternatives	<i>The Lottery</i> . London: J. Watts, [1732].
	<i>The Lottery</i> (London: J. Watts, [1732]).

Note: This is not uncommon with older books. The date in square brackets indicates it is the date it was published, but that the date is not printed in the book.

8.3.7 Book, single editor

First Citation	¹⁶ Jeffrey H. Tigay, ed., <i>Empirical Models for Biblical Criticism</i> (Philadelphia: University of Pennsylvania Press, 1985), 35.
Subsequent Citations	²³ Tigay, <i>Empirical Models</i> , 38.
Bibliography Alternatives	Tigay, Jeffrey H., ed., <i>Empirical Models for Biblical Criticism</i> . Philadelphia: University of Pennsylvania Press, 1985.
	Tigay, Jeffrey H., ed., <i>Empirical Models for Biblical Criticism</i> (Philadelphia: University of Pennsylvania Press, 1985).

8.3.8 Book, two or three editors

First Citation	⁴⁴ Robert A. Kraft and George W.E. Nickelsburg, eds., <i>Early Judaism and Its Modern Interpreters</i> (Philadelphia: Fortress, 1986), xii.
Subsequent Citations	⁴⁷ Kraft and Nickelsburg, <i>Early Judaism</i> , xii.
Bibliography Alternatives	Kraft, Robert A., and George W.E. Nickelsburg, eds., <i>Early Judaism and Its Modern Interpreters</i> . Philadelphia: Fortress, 1986.
	Kraft, Robert A., and George W.E. Nickelsburg, eds., <i>Early Judaism and Its Modern Interpreters</i> (Philadelphia: Fortress, 1986).

8.3.9 Book, more than three editors

First Citation	¹⁴ J.F. Oates et al., eds., <i>Checklists of Editions of Greek and Latin Papyri, Ostraca and Tablets</i> , 4 th ed. (Atlanta: Scholars Press, 1992), 10.
Subsequent Citations	¹⁷ Oates et.al., <i>Checklists</i> , 10.
Bibliography Alternatives	Oates, John F., William H. Willis, Roger S. Bagnall, and Klass A. Worp, eds., <i>Checklists of Editions of Greek and Latin Papyri, Ostraca and Tablets</i> . 4 th ed. Bulletin of the American Society of Papyrologists, Supplements 7. Atlanta: Scholars Press, 1992.
	Oates, John F., William H. Willis, Roger S. Bagnall, and Klass A. Worp, eds., <i>Checklists of Editions of Greek and Latin Papyri, Ostraca and Tablets</i> , 4 th ed. Bulletin of the American Society of Papyrologists, Supplements 7 (Atlanta: Scholars Press, 1992).

8.3.10 Book section: article or chapter in an edited work (multi-author)

First Citation	¹⁴ William Foxwell Albright, "The Old Testament and the Archaeology of Palestine" in <i>The Old Testament and Modern Study</i> , ed. H.H. Rowley (Oxford: Clarendon, 1951), 11-12.
Subsequent Citations	²³ Albright, "The Old Testament and the Archaeology of Palestine", 21. Note: If subsequent citations could be confused with another article by the same author, include the information concerning the editor. ²³ Albright, "The Old Testament and the Archaeology of Palestine" in Rowley, 21.
Bibliography Alternatives	Albright, William Foxwell, "The Old Testament and the Archaeology of Palestine". In <i>The Old Testament and Modern Study</i> , edited by H.H. Rowley, 1-26. Oxford: Clarendon, 1951.
	Albright, William Foxwell, "The Old Testament and the Archaeology of Palestine", in <i>The Old Testament and Modern Study</i> , edited by H.H. Rowley. (Oxford: Clarendon, 1951), 1-26.

8.3.11 Two or more articles by different authors from the same edited work

Each article is listed under the names of the authors of the articles as in §8.3.10. In this case however the work is also listed under the editor's name as in §§8.3.7, 8.3.8, 8.3.9. The arrangement is alphabetical by author/editor's name. If only one article is used, then follow §8.3.10, and do not list separately under the editor's name.

8.3.12 Translated work

First Citation	⁴ W. Egger, <i>How to Read the New Testament: An Introduction to Linguistic and Historical-Critical Methodology</i> , trans. P. Heinegg (Peabody: Hendrickson, 1996), 28.
Subsequent Citations	⁷ Egger, <i>How to Read</i> , 28.
Bibliography Alternatives	Egger, Wilhelm, <i>How to Read the New Testament: An Introduction to Linguistic and Historical-Critical Methodology</i> . Translated by P. Heinegg. Peabody: Hendrickson, 1996.
	Egger, Wilhelm, <i>How to Read the New Testament: An Introduction to Linguistic and Historical-Critical Methodology</i> (Peabody: Hendrickson, 1996; German orig. 1883).
	Egger, Wilhelm, <i>How to Read the New Testament: An Introduction to Linguistic and Historical-Critical Methodology</i> . Translated by P. Heinegg. (Peabody: Hendrickson, 1996).
	Egger, Wilhelm, <i>How to Read the New Testament: An Introduction to Linguistic and Historical-Critical Methodology</i> . (Peabody: Hendrickson, 1996; German orig. 1883).

8.3.13 A revised edition

First Citation	¹⁷ Robert H. Gundry, <i>A Survey of the New Testament</i> , 4 th ed. (Grand Rapids: Zondervan, 2003), 145.
Subsequent Citations	²⁴ Gundry, <i>A Survey of the New Testament</i> , 279.
Bibliography Alternatives	Gundry, Robert H., <i>A Survey of the New Testament</i> . 4 th ed. Grand Rapids: Zondervan, 2003.
	Gundry, Robert H., <i>A Survey of the New Testament</i> (4 th ed. Grand Rapids: Zondervan, 2003).

8.3.14 Encyclopaedia or Dictionary article when author is known

In many encyclopaedias the authors of individual articles are given at the end of the articles. Sometimes only initials are given with full names listed near the front of the encyclopaedia. It is important to name the author when this is known.

When the author is known follow the style used for an article or chapter in an edited work (multi-author) §8.3.10. You may delete the editors' names and publication details in the footnote.²²

First Citation	W.L. Liefeld, "Transfiguration", in <i>Dictionary of Jesus and the Gospels</i> , 837.
Subsequent Citations	Liefeld, "Transfiguration", 839.
Bibliography Alternatives	Liefeld, W.L., "Transfiguration", in <i>Dictionary of Jesus and the Gospels</i> , edited by Joel B. Green, Scot McKnight, and I.Howard Marshall, 834-841. Leicester: Inter-Varsity, 1992.
	Liefeld, W.L., "Transfiguration", in <i>Dictionary of Jesus and the Gospels</i> , ed., J.B. Green, S. McKnight, and I.H. Marshall (Leicester: Inter-Varsity, 1992), 834-841

8.3.15 Encyclopaedia article when author is not known and articles are arranged alphabetically.

This style uses "s.v." (= *sub voce*) and it is not necessary to include page numbers. However, if the citation is referring to a specific page within the article that should be given in the footnote.²³ Note also that online versions of encyclopaedias are regularly updated so you need to include access date.

First Citation alternatives	<i>The Oxford Dictionary of the Christian Church</i> , 3 rd ed., s.v. "Anabaptists", 56.
	F.L. Cross and E.A. Livingston, eds., <i>The Oxford Dictionary of the Christian Church</i> (3 rd ed.; London: Oxford University Press, 1997), s.v. "Anabaptists", 56
Subsequent Citations alternatives	<i>The Oxford Dictionary of the Christian Church</i> , "Anabaptists"
	Cross and Livingston, "Anabaptists"
Bibliography Alternatives	<i>The Oxford Dictionary of the Christian Church</i> . 3 rd ed.; London: Oxford University Press, 1997, s.v. "Anabaptists"
	Cross, F.L., and E.A. Livingston, eds., <i>The Oxford Dictionary of the Christian Church</i> . 3 rd ed.; London: Oxford University Press, 1997, s.v. 'Anabaptists'
	Cross, F.L., and E.A. Livingston, eds., <i>The Oxford Dictionary of the Christian Church</i> (3 rd ed.; London: Oxford University Press, 1997), s.v. 'Anabaptists', 55-56.

²² To enable EndNote to produce this result, data should be entered using the "Book Section" reference type, rather than "Encyclopaedia" or "Dictionary"; see next section.

²³ To enable EndNote to produce this result, data should be entered using the "Encyclopaedia" or "Dictionary" reference type. EndNote X2 has a glitch in that using the Turabian Bibliography style does not include details of the editors. Further, if the article had an "author" name entered, that is given instead.

8.3.16 Article in a lexicon or theological dictionary

In biblical studies several lexicons and theological dictionaries are commonly cited using abbreviations. Full details are given in the bibliography.

First Citation	<p>² K. Dahn and W. Liefeld, "See, Vision, Eye", <i>NIDNTT</i> 3:511-521.</p> <p>⁴ H. Beyer, "διακονέω, διακονία, διάκονος", <i>TDNT</i> 2:81-93.</p> <p>⁵ C. Spicq, "βασιλεία, etc.", <i>TLNT</i> 1:256-271.</p> <p>¹¹ R.W.L. Moberly, "גמל", <i>NIDOTTE</i> 1:427-433</p> <p>¹⁴ <i>BDAG</i>, s.v. "τελέω"</p> <p>²⁴ <i>HALOT</i>, s.v. "גמל"</p>
Subsequent Citations	<p>¹⁹ Dahn and Liefeld, <i>NIDNTT</i> 3:515.</p> <p>²¹ Beyer, <i>TDNT</i> 2:87.</p> <p>²⁷ Spicq, <i>TLNT</i> 1:260.</p> <p>²⁶ Moberly, <i>NIDOTTE</i> 1:428.</p> <p>³¹ <i>BDAG</i>, s.v. "τελέω".</p>
Bibliography Alternatives	<p>Bauer, Walter, William Frederick Danker, W.F. Arndt, and F.W. Gingrich, <i>A Greek-English Lexicon of the New Testament and other Early Church Literature</i>. 3rd ed. Chicago: University of Chicago Press, 2000.</p> <p>Brown, Colin, ed., <i>New International Dictionary of New Testament Theology</i>. 4 vols. Grand Rapids: Zondervan, 1975-1985.</p> <p>Koehler, Ludwig and Walter Baumgartner, <i>Hebrew and Aramaic Lexicon of the Old Testament</i>. 5 vols. Leiden: Brill, 1994-2000.</p> <p>Kittel, G., and G. Friedrich, eds., <i>Theological Dictionary of the New Testament</i>. Translated by G.W. Bromiley. 10 vols. Grand Rapids: Eerdmans, 1964-1976.</p> <p>Koehler, Ludwig and Walter Baumgartner, <i>Hebrew and Aramaic Lexicon of the Old Testament</i>. 5 vols. Leiden: Brill, 1994-2000.</p> <p>Spicq, Ceslas, <i>Theological Lexicon of the New Testament</i>. Translated and edited by J.D. Ernest. 3 vols. Peabody: Hendrickson, 1994.</p> <p>VanGemeren, Willem A., ed., <i>New International Dictionary of Old Testament Theology and Exegesis</i>, 4 vols. Grand Rapids: Zondervan, 1997.</p>

	<p>Bauer, Walter, William Frederick Danker, W.F. Arndt, and F.W. Gingrich, <i>A Greek-English Lexicon of the New Testament and other Early Church Literature</i>. 3rd ed. (Chicago: University of Chicago Press, 2000).</p> <p>Brown, Colin, ed., <i>New International Dictionary of New Testament Theology</i>. 4 vols. (Grand Rapids: Zondervan, 1975-1985).</p> <p>Kittel, G., and G. Friedrich, ed., <i>Theological Dictionary of the New Testament</i>. Translated by G.W. Bromiley. 10 vols. (Grand Rapids: Eerdmans, 1964-1976).</p> <p>Koehler, Ludwig and Walter Baumgartner, <i>Hebrew and Aramaic Lexicon of the Old Testament</i>. 5 vols. (Leiden: Brill, 1994-2000).</p> <p>Spicq, Ceslas, <i>Theological Lexicon of the New Testament</i>. Translated and edited by J.D. Ernest. 3 vols. (Peabody: Hendrickson, 1994).</p> <p>VanGemeren, Willem A., ed., <i>New International Dictionary of Old Testament Theology and Exegesis</i>, 4 vols. (Grand Rapids: Zondervan, 1997).</p>
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Notes: Except for lexicons where the entries are commonly on a single page, for the discussion of a word or family of words, give the entire title and page range of the article.

For the discussion of a specific work in an article covering a large group of words, name just the word discussed and those pages on which it is discussed.

If only one article is used, cite the specific article in the bibliography, as in §§8.3.14 or 8.3.15.

If two or more articles are used, cite only the theological dictionary or lexicon in the bibliography.

8.3.17 Multi-volume works

First Citation	<p>⁴ T. Williams, <i>The Journal of Thomas Williams, Missionary in Fiji, 1840-1853</i> (Sydney: Angus & Robertson, 1931), 2: 498.</p> <p>⁵ A. Harnack, <i>History of Dogma</i>, transl. N. Buchanan, 2nd ed. (London: Williams & Norgate, 1895), 2: 128-129.</p> <p>⁶ W.M. Thackeray, <i>The Complete Works</i> (Boston, 1899), vol. 13, <i>The English Humorists of the Eighteenth Century</i>, 121-330.</p> <p>¹¹ E. Cochrane and J. Kirshner, eds., <i>The Renaissance</i>, vol. 5 of <i>University of Chicago Readings in Western Civilization</i>, ed. J.W. Boyer and J. Kirshner (Chicago: University of Chicago Press, 1986), 402.</p> <p>¹⁴ P. Ronsard, <i>Les Oeuvres de Pierre de Ronsard: Texte de 1587</i>, ed. I. Silver (Chicago: Chicago University Press, 1970), 8:55.</p> <p>¹⁸ G. Marcel, <i>The Mystery of Being</i>, vol. 2, <i>Faith and Reality</i> (Chicago: Henry Regnery, 1960), 19-20.</p>
Subsequent	⁷ Williams, <i>Journal</i> 2:496.

Citations	<p>⁹ Harnack, <i>History of Dogma</i>, 2:126.</p> <p>¹³ Ronsard, <i>Les Oeuvres de Pierre de Ronsard</i> 8:58.</p> <p>¹⁹ Marcel, <i>Faith and Reality</i>, 25.</p>
Bibliography Alternatives	<p>Each volume has the same author and title:</p> <p>Harnack, Adolf. <i>History of Dogma</i>. Translated by Neil Buchanan, 2 vols. 2nd ed. London: Williams & Norgate, 1895.</p> <p>Tillich, Paul, <i>Systematic Theology</i>, 3 vols. Chicago: University of Chicago Press, 1951-1963.</p> <p>Williams, Thomas. <i>The Journal of Thomas Williams, Missionary in Fiji, 1840-1853</i>. 2 vols. Sydney: Angus & Robertson, 1931.</p> <p>Volumes have the same author, but different titles:</p> <p>Marcel, Gabriel, <i>The Mystery of Being</i>, vol. 2, <i>Faith and Reality</i>. Chicago: University of Chicago Press, 1960.</p> <p>Ronsard, P., <i>Les Oeuvres de Pierre de Ronsard: Texte de 1587</i>, vol. 8, ed. I. Silver. Chicago: Chicago University Press, 1970.</p> <p>Thackeray, William Makepeace. <i>The Complete Works</i>, vol. 13, <i>The English Humorists of the Eighteenth Century</i>. Boston, 1899.</p> <p>Each volume has a different author and title, but there is an overall title and editors:</p> <p>Cochrane, Eric, and Julius Kirshner, eds., <i>The Renaissance</i>, vol. 5, <i>University of Chicago Readings in Western Civilization</i>, ed. J.W. Boyer and J. Kirshner. Chicago: University of Chicago Press, 1986.</p>

	<p>Each volume has the same author and title:</p> <p>Harnack, Adolf. <i>History of Dogma</i>. Translated by Neil Buchanan, 2 vols. 2nd ed. (London: Williams & Norgate, 1895).</p> <p>Tillich, Paul, <i>Systematic Theology</i>, 3 vols. (Chicago: University of Chicago Press, 1951-1963).</p> <p>Williams, Thomas. <i>The Journal of Thomas Williams, Missionary in Fiji, 1840-1853</i>. 2 vols. (Sydney: Angus & Robertson, 1931).</p> <p>Volumes have the same author, but different titles:</p> <p>Marcel, Gabriel, <i>The Mystery of Being</i>, vol. 2, <i>Faith and Reality</i> (Chicago: University of Chicago Press, 1960).</p> <p>Ronsard, P., <i>Les Oeuvres de Pierre de Ronsard: Texte de 1587</i>, vol. 8, ed. I. Silver (Chicago: Chicago University Press, 1970).</p> <p>Thackeray, William Makepeace, <i>The Complete Works</i>, vol. 13, <i>The English Humorists of the Eighteenth Century</i>. (Boston, 1899).</p> <p>Each volume has a different author and title, but there is an overall title and editors:</p> <p>Cochrane, Eric, and Julius Kirshner, eds., <i>The Renaissance</i>, vol. 5, <i>University of Chicago Readings in Western Civilization</i>, ed. J.W. Boyer and J. Kirshner. Chicago: University of Chicago Press, 1986.</p>
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Notes: The volumes may be all the work of one author and bear the same title; or they may be by one author and have different titles; or they may be by different authors and have different titles, with the entire work having an overall title and a general editor(s).

A reference to a multi-volume work as a whole should include the total number of volumes.

If the individual volumes have been issued in different years, the reference to the work as a whole must indicate that fact: e.g. 1951-1963.

When all the volumes in a multi-volume work were published in the same year, only one publication date is required. When the publication of a multi-volume work is not complete, give the date when the publication began followed by a hyphen: 1968-

Volume numbers are expressed in Arabic numerals even if they are expressed in Roman numerals in the work cited.

8.3.18 Book in a series

First Citation	⁴ P.C. Craigie, <i>Psalms 1-50</i> (Waco: Word, 1983), 130.
Subsequent Citations	⁷ Craigie, <i>Psalms 1-50</i> , 148.

Bibliography Alternatives	Craigie, P.C., <i>Psalms 1-50</i> . Word Biblical Commentary, 19; Waco: Word, 1983.
	Craigie, P.C., <i>Psalms 1-50</i> (Word Biblical Commentary, 19; Waco: Word, 1983).

8.3.19 Journal article

First Citation	⁸ L.J. Trinterud, "The Origins of Puritanism", <i>CH</i> 20 (1951): 42. ¹¹ Blake Leyerle, "John Chrysostom on the Gaze", <i>JECS</i> 1 (1993): 161.
Subsequent Citations	¹⁰ Trinterud, "Origins", 48. ¹⁴ Leyerlye, "Chrysostom", 161.
Bibliography	Trinterud, L.J., "The Origins of Puritanism". <i>Church History</i> 20 (1951): 37-57. Leyerle, Blake, "John Chrysostom on the Gaze". <i>Journal of Early Christian Studies</i> 1 (1993): 159-174.

Note: It is not necessary to include the issue number unless the journal volume is not paginated consecutively, when it is treated as a magazine.²⁴

Journal titles that are used frequently may be abbreviated in citations but *not* in the bibliography. Abbreviations must be standard abbreviations such as those found in *The SBL Handbook of Style* (Peabody: Hendrickson, 1999), 89-152.

8.3.20 Journal article republished in a collected volume

First Citation	² David Noel Freedman, "Pottery, Poetry, and Prophecy: An Essay on Biblical Poetry", <i>JBL</i> 96 (1977): 20; repr., in <i>Pottery, Poetry, and Prophecy: Studies in Early Hebrew Poetry</i> (Winona Lake: Eisenbrauns, 1980). or ² David Noel Freedman, "Pottery, Poetry, and Prophecy: An Essay on Biblical Poetry", in <i>Pottery, Poetry, and Prophecy: Studies in Early Hebrew Poetry</i> (Winona Lake: Eisenbrauns, 1980), 16; repr. from <i>JBL</i> 96 (1977).
Subsequent Citations	Freedman, "Pottery, Poetry, and Prophecy", 19.

²⁴ See section 7.3.23.

Bibliography Alternatives	David Noel Freedman, "Pottery, Poetry, and Prophecy: An Essay on Biblical Poetry", <i>Journal of Biblical Literature</i> 96 (1977): 5-26. Reprint in <i>Pottery, Poetry, and Prophecy: Studies in Early Hebrew Poetry</i> , 1-22. Winona Lake: Eisenbrauns, 1980.
	or
	David Noel Freedman, "Pottery, Poetry, and Prophecy: An Essay on Biblical Poetry". In <i>Pottery, Poetry, and Prophecy: Studies in Early Hebrew Poetry</i> , 1-22. Winona Lake: Eisenbrauns, 1980. Reprint from <i>Journal of Biblical Literature</i> 96 (1977): 5-26.

Note: The format chosen depends on whether it was the original article or the reprinted article that was primarily accessed. Page numbers in the citation are given in the version primarily accessed.

8.3.21 Untitled book review in a journal

First Citation	⁶ Howard M. Teeple, review of <i>Introduction to the New Testament</i> , by A. Robert and A. Feuillet, <i>JBR</i> 34 (1966): 368-370.
Subsequent Citations	⁹ Teeple, review of Robert and Feuillet, 369
Bibliography	Teeple, Howard M. Review of <i>Introduction to the New Testament</i> , by A. Robert and A. Feuillet, <i>Journal of Bible and Religion</i> 34 (1966):368-370.

8.3.22 Titled book review in a journal

First Citation	⁸ Jaroslav Pelikan, "The Things That You're Liable to Read in the Bible" (review of <i>The Anchor Bible Dictionary</i> by David Noel Freedman, ed.), <i>New York Times Review of Books</i> , December 20, 1992, 3.
Subsequent Citations	Pelikan, review of Freedman, 3.
Bibliography	Pelikan, Jaroslav, "The Things That You're Liable to Read in the Bible" (review of <i>The Anchor Bible Dictionary</i> by David Noel Freedman, ed.). <i>New York Times Review of Books</i> , December 20, 1992, 3.

Note: Titled book reviews should be cited as normal journal articles or magazine articles but with a parenthetical explanation after the title (placed in brackets).

8.3.23 Article in a magazine

First Citation	⁹ Anthony J. Saldarini, "Babatha's Story", <i>BAR</i> 24, no.2 (March/April 1998): 28-33, 36-37, 72-74.
Subsequent	¹⁸ Saldarini, "Babatha's Story", 29.

Citations	
Bibliography	Saldarini, Anthony J., "Babatha's Story". <i>Biblical Archaeology Review</i> 24. no. 2 (March/April 1998): 28-33, 36-37, 72-74.

Note: The difference between a magazine article and a journal article is that magazines do not generally continue page numbers through a volume, but rather recommence numbering with each issue, so the issue number needs to be included.

8.3.24 Unpublished thesis

First Citation	²¹ Lee E. Klosinski, "Meals in Mark" (Unpublished Ph.D. diss., The Claremont Graduate School, 1988), 22-44.
Subsequent Citations	²⁸ Klosinski, "Meals", 23.
Bibliography Alternatives	Klosinski, Lee E., "Meals in Mark". Unpublished Ph.D. diss., The Claremont Graduate School, 1988.
	Klosinski, Lee E., "Meals in Mark" (Unpublished Ph.D. diss., The Claremont Graduate School, 1988).

8.3.25 Paper presented at a professional society or conference

First Citation	¹² Susan Niditch, "Oral Culture and Written Documents" (paper presented at the annual meeting of the New England Region of the SBL, Worcester. Mass., 25 March 1994), 13-17.
Subsequent Citations	¹⁴ Niditch, "Oral Culture", 14.
Bibliography Alternatives	Niditch, Susan, "Oral Culture and Written Documents". Paper presented at the annual meeting of the New England Region of the SBL, Worcester. Mass., 25 March 1994.

8.3.26 Forthcoming book

First Citation	²¹ John E. Hartley, <i>Genesis</i> (Peabody: Hendrickson, forthcoming).
Subsequent Citations	²³ Hartley, <i>Genesis</i> , n.p.
Bibliography Alternatives	²⁸ Hartley, John. E. <i>Genesis</i> . New International Biblical Commentary of the Old Testament 1. Peabody: Hendrickson, forthcoming.

	Hartley, John. E., <i>Genesis</i> (New International Biblical Commentary of the Old Testament 1; Peabody: Hendrickson, forthcoming).
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8.3.27 CD-ROM reference and electronic books(with a corresponding print edition)

First Citation	<p>¹⁶ Duane F. Watson, "False Apostle", n.p. <i>ABD on CD-ROM</i>. CD-ROM Version 2.0c. 1995, 1996</p> <p>¹⁷ R.L. Harris, G.L. Archer and B.K. Waltke, n.p. <i>TWOT</i>. CD-ROM, <i>Bibleworks 5.0</i>.</p> <p>¹⁸ Thomas H. Davenport and John C. Beck, <i>The Attention Economy</i> (Cambridge, MA: Harvard Business School Press, 2001), TK3 Reader e-book.</p>
Subsequent Citations	<p>¹⁹ Watson, "False Apostles", n.p.</p> <p>²⁰ Harris, Archer, Waltke, n.p.</p> <p>²¹ Davenport and Beck, <i>Attention Economy</i>, 24.</p>
Bibliography Alternatives	<p>Watson, Duane F. "False Apostle". <i>The Anchor Bible Dictionary on CD-ROM</i>. Logos Library System Version 2.0c. 1995, 1996. Printed ed.: David Noel Freedman, ed. <i>Anchor Bible Dictionary</i>. 6 vols. New York: Doubleday, 1992.</p> <p>Harris, R.L., G.L. Archer Jr., and B.K. Waltke (eds), <i>The Theological Wordbook of the Old Testament</i>. in M.S. Bushell and M.D. Tan, <i>Bibleworks for Windows 5.0</i> [CD-ROM] (Norfolk: Bibleworks LLC, 2001). Printed ed.: Harris, R.L., G.L. Archer Jr., and B.K. Waltke, eds., <i>The Theological Wordbook of the Old Testament</i>. Chicago: Moody: 1980.</p> <p>Watson, Duane F. 'False Apostle'. <i>The Anchor Bible Dictionary on CD-ROM</i>. Logos Library System Version 2.0c. 1995, 1996 [CD-ROM]. Printed ed.: David Noel Freedman, ed. <i>Anchor Bible Dictionary</i>. 6 vols. (New York: Doubleday, 1992).</p> <p>Harris, R.L., G.L. Archer Jr., and B.K. Waltke (eds), <i>The Theological Wordbook of the Old Testament</i>. in M.S. Bushell and M.D. Tan, <i>Bibleworks for Windows 5.0</i> [CD-ROM] (Norfolk: Bibleworks LLC, 2001). Printed ed.: Harris, R.L., G.L. Archer Jr., and B.K. Waltke, eds., <i>The Theological Wordbook of the Old Testament</i> (Chicago: Moody: 1980).</p>

Note: It is very common for older material to be reproduced on CD-ROM. It is essential that full details be given for material reproduced on CD-ROM, not only the details of the CD-ROM itself. This may require a search of the CD-ROM to find copyright/original details.

8.3.28 CD-ROM reference (without a known corresponding print edition and without a known author)

First Citation	³ "Women's poetry and feminist poetry". <i>The Columbia Granger's World of Poetry on</i>
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	CD-ROM. (New York: Colombia University Press, 1991).
Subsequent Citations	⁸ “Women’s poetry and feminist poetry”, 1991, n.p.
Bibliography Alternatives	“Women’s poetry and feminist poetry”. <i>The Columbia Granger’s World of Poetry on CD-ROM</i> . New York: Colombia University Press, 1991.
	‘Women’s poetry and feminist poetry’. <i>The Columbia Granger’s World of Poetry on CD-ROM</i> . (New York: Colombia University Press, 1991).

Note: For a CD-ROM that has an author but no known print edition, list under author as for one that has an author but without the additional information regarding the print edition.

8.3.29 Citing of Electronic Sources: General Principles

Many online sources are cited similar to print sources, so include author, title, date, etc. At the end of the citation, add the URL and date you accessed the material.

Other sources, e.g., institutional or personal web sites, electronic mailing lists, blogs, are unique to the medium and are considered “informally published”. Give us much information as possible, but always include the URL and date you accessed the material. If there is no named author, give the name of the owner of the site. Following are some examples.²⁵

Note: URL addresses are never hyphenated at the end of a line. If they are longer than one line and must be divided, they should be divided before the “dot” at the end of a line.

8.3.30 Internet publication (with a print counterpart)

First Citation	⁴ Charles Truehart, ‘Welcome to the Next Church’ <i>Atlantic Monthly</i> 278 (August 1996). http://www.theatlantic.com/atlantic/issues/96aug/nxtchrch/nxtchrch.htm (accessed 5 May 1997)
Subsequent Citations	⁷ Truehart, “Next Church”, 37.
Bibliography	Truehart, Charles, “Welcome to the Next Church”. <i>Atlantic Monthly</i> 278 (August 1996): 37-58. http://www.theatlantic.com/atlantic/issues/96aug/nxtchrch/nxtchrch.htm . (accessed 5 May 1997).

8.3.31 Online book review

First Citation	¹⁸ A.J. Everson, review of <i>Isaiah: A Commentary</i> by B.S. Childs, <i>Reviews of Biblical Literature</i> 2002 http://www.bookreviews.org/Reviews/o664221432.html . Accessed 2 April 2002.
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²⁵ See further, Turabian, *Manual* (7th ed.), §17.7.

Subsequent Citations	²⁰ Everson, 2002, n.p.
Bibliography	Everson, A.J., Review of <i>Isaiah: A Commentary</i> by B.S. Childs (OT Library; Louisville: Westminster / John Knos, 2001), <i>Reviews of Biblical Literature 2002</i> http://www.bookreviews.org/Reviews/o664221432.html . Accessed 2 April 2002.

8.3.32 Online publication (without a known print counterpart)

First Citation	⁵ Matthew Thomas Farrell, "History of the Discovery of Thomas and Comments on the Text". http://www.miseri.edu/davies/thomas/farrell.htm . (accessed 5 May 1997). ⁶ Vose Seminary, "Vose Mission", http://www.vose.wa.edu.au/view/about-us/vose-mission/ (accessed 8 April, 2009).
Subsequent Citations	⁷ Farrell, "History of the Discovery of Thomas". ⁸ Vose Seminary, "Vose Mission".
Bibliography	Farrell, Matthew Thomas, "History of the Discovery of Thomas and Comments on the Text". http://www.miseri.edu/davies/thomas/farrell.htm . (accessed 5 May 1997). Vose Seminary. "Vose Mission". http://www.vose.wa.edu.au/view/about-us/vose-mission/ (accessed 8 April, 2009).

8.3.33 email communication

First Citation	²⁸ Evelyn Ashley, email message to Brian Harris, Mike Parsons and David Cohen , 27 June 2008 (accessed 4 July 2008).
Subsequent Citations	³⁴ Ashley, email.
Bibliography	Ashley, Evelyn, email message to Brian Harris, Mike Parsons and David Cohen , 27 June 2008 (accessed 4 July 2008).

8.3.34 Weblog entries and comments

To cite a blog posted by the author of the site, follow §8.3.32. Include author's name and date of posting, as well as the date you accessed.

To cite a comment posted by someone other than the author of the site. If the comment author's name is incomplete or a pseudonym, add *pseud.* In brackets after the posted name.

First Citation	⁵ Ellis Taylor, comment on “When Legalism Masquerades as Holiness”, Backyard Missionary, entry posted 6 April 2009, http://www.backyardmissionary.com/2009/03/when-legalism-masquerades-as-holiness.html#comment-267870 (accessed 8 April 2009)
Subsequent citations	Taylor, comment
Bibliography	Taylor, Ellis. Comment on “When Legalism Masquerades as Holiness”, Backyard Missionary, entry posted 6 April 2009, http://www.backyardmissionary.com/2009/03/when-legalism-masquerades-as-holiness.html#comment-267870 (accessed 8 April 2009).

8.3.35 Published interview

First Citation	¹⁰ John Fowles, ‘A Conversation with John Fowles’, Interviewed by Robert Foulke (Lyme Regis, 3 April 1984), <i>Salmagundi</i> , nos. 68-69 (fall 1985-winter 1986): 370.
Subsequent Citations	¹⁵ Fowles, 1985-1986, 381.
Bibliography	Fowles, John, ‘A Conversation with John Fowles’. Interviewed by Robert Foulke (Lyme Regis, 3 April 1984). <i>Salmagundi</i> , nos. 68-69 (fall 1985-winter 1986): 367-384.

8.3.36 Unpublished interview

First Citation	⁵ Benjamin Spock, interview by Milton J.E. Senn, 20 November 1974, interview 67A, transcript, Senn Oral History Collection, National Library of Medicine, Bethesda, Md.
Subsequent Citations	⁹ Spock, 1974, n.p.
Bibliography	Spock, Benjamin, Interview by Milton J.E. Senn, 20 November 1974, Interview 67A, transcript, Senn Oral History Collection, National Library of Medicine, Methesda, Md.

8.3.37 Unpublished interview by writer of paper

First Citation	¹⁷ Mayor Harold Washington of Chicago, interview by author, 23 September 1985, Chicago, tape recording, Chicago Historical Society, Chicago.
Subsequent Citations	²¹ Washington, 1985, n.p.

Bibliography	Washington, Harold, mayor of Chicago, Interview by author, 23 September 1985, Chicago. Tape recording. Chicago Historical Society, Chicago.
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8.3.38 Sound recording

First Citation	¹⁰ Norman Mailer, <i>The Naked and the Dead</i> , excerpts read by the author, Caedmon CP619, 1983, cassette.
Subsequent Citations	¹⁵ Mailer, 1983, n.p.
Bibliography	Mailer, Norman, <i>The Naked and the Dead</i> . Excerpts read by the author. Caedmon CP619, 1983, Cassette.

8.3.39 Video recording

First Citation	¹⁴ Itzak Perlman: <i>In My Case Music</i> , prod. and dir. Tony DeNonno, 10 min., DeNonno Pix, 1985, videocassette.
Subsequent Citations	¹⁸ Perlman, 1985, n.p.
Bibliography	Perlman, Itzak, <i>Itzak Perlman: In My Case Music</i> . Produced and directed by Tony DeNonno. 10 min. DeNonno Pix, 1985. Videocassette.

Note: For both **Sound** and **Video Recordings** the Author, *Title*, producer, director, production company, length of recording, date and recording format (cassette, videocassette, CD, DVD, MP3 etc) need to be included as appropriate.

8.4 Common Errors with the Bibliography

8.4.1 Mixing of format

The **most common error** is to use the bibliography format for the Author-Date ("In-Text") Method (where year follows author) when the Note-Bibliography ("Footnote") Method has been used for referencing in the essay itself. The format of the bibliography *must match* the format of the referencing in the text of the essay.

8.4.2 Numbering of references in bibliography

Many students conclude that numbering the entries highlights how many references they have used, but this is not the case. *Do not number the entries!*

8.4.3 Bibliography not alphabetical

This seems to be basic but it can get tricky when there are works with institutional authors or no known author. If there is an institutional author, list under the first letter of the institution. If there is no author, list under the first letter of the title.

8.4.4 Using italics inappropriately

With books in a series (especially Bible commentary series) it is common to mistake the title of the series for the book title. The *Title of the Book* is in italics, the Title of the Series is not.

e.g. Craigie, Peter C. *Psalms 1-50*. Word Biblical Commentary, 19. Waco: Word, 1983.

With journal articles it is common to mistake the title of the article for the name of the journal. The *Name of the Journal* goes in italics, the 'Title of the Article' goes in single quotation marks.

e.g. Trinterud, L.J., "The Origins of Puritanism", *Church History* 20 (1951): 37-57.

8.4.5 Omission of the place (city) name or use of country or state name instead.

It is not uncommon for the city name to be omitted or replaced with the country name. State and country names are only used to differentiate a city that has the same name as a well-known city.

e.g. "Cambridge, MA." to distinguish from the English "Cambridge".

Some older works do not have the place name printed in them. In this case insert "n.p." ("no place" stated) in the bibliographical entry where the city name would normally be.

8.4.6 Omission of the publisher's name

If the publisher's name is known, it must be included. Some older works do not have the publisher's name printed in them. In this case insert "n.p." ("no publisher" stated) in the bibliographical entry where the publisher's name would normally be.

8.4.7 Citing name of editor(s) rather than author(s) of dictionary articles

If the author of a Dictionary article is listed either at the end of the article or in a table at the front or back of the dictionary, then the article is listed separately under the name of the author of the article and cited by author name.

8.4.8 Using *et al.* in bibliography

In the bibliography, list the authors or editors in full.

8.4.9 Initials or given names in the wrong place

In the bibliography the first author listed is listed with their surname/family name first and then their initials or given names second to facilitate alphabetising the bibliography. Subsequent names are given in their natural order, which is usually with the surname/family name last.

8.4.10 Omission of page numbers for journal articles, dictionary/encyclopaedia articles, and articles or chapter in an edited work

In the bibliography the page numbers of the *entire article* are listed, not just the pages from which you have quoted.

8.4.11 Including page numbers for books

Within an essay, book page numbers are referenced, but not within a bibliography. Only the book as a whole is referenced. **Exceptions** to this are Dictionary articles and a chapter in a book where the chapters have been contributed by different authors. In these cases the page numbers for the whole article or chapter are given in the bibliography.

8.4.12 Bible in the alphabetical listing

If all quotations from the Bible are from one version this may be noted at the end of the bibliography, but it is not included alphabetically in the bibliography. An exception is where an old (and usually out-of-print) edition has been used to highlight the history of translation.

9 Select Annotated Bibliography²⁶

9.1 **General Guides to the Writing of Assignments (and associated skills)**

Fairbairn, Gavin J. and Christopher Winch. *Reading, Writing and Reasoning: A Guide for Students*. 2nd ed. Buckingham: Open University Press, 1996.

This work arose from the writers' experience of students who were articulate in class but did not successfully convey their ideas in writing. As the title states the book seeks to assist students in developing skills in reading, writing and reasoning.

Kelly, Gabrielle. *English for Theology: A Resource for Teachers and Students*. Dominican Series, 1. Hindmarsh, SA: ATF Press, 2004.

A resource workbook for the development of English language skills in theology and related disciplines. While designed for students from language backgrounds other than English, the book can assist all students in academic reading and writing skills.

Roberts, Sharon and David Muir. *The Distance Learner: A Travel Guide for Christians Studying Theology*. Bramcote: St John's Extension Studies, 1994.

A practical book, clearly written (with cartoons), covering a range of learning and writing skills. Not only relevant for distance students!

For students undertaking projects and beginning research, see below: K. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*. 7th ed.

For more advanced purposes:

Rumsey, Sally. *How to Find Information: A Guide for Researchers*. 2nd ed. Maidenhead: Open University Press, 2008.

An excellent guide on finding relevant information and evaluating relevance and quality, including finding most up to date information.

9.2 **Style Guides, some with general comments on writing essays.**

Alexander, Patrick H., John F. Kutsko, James D. Ernest, Shirley A. Decker-Lukce and David L. Petersen, eds. *The SBL Handbook of Style for Ancient Near Eastern, Biblical, and Early Christian Studies*. Peabody: Hendrickson, 1999.

Very comprehensive, including detailed lists of common abbreviations (useful also when you are reading other works).

²⁶ All of the works listed here are in the Vose Library.

A "Student Supplement for *The SBL Handbook of Style*" (Sept 2004) is available (PDF) at http://www.sbl-site.org/assets/pdfs/SBLHS_SS92804_Revised_ed.pdf. Provides guidelines for writing of essays, along with how to avoid common mistakes.

Clines, David J.A. *The Sheffield Manual for Authors and Editors in Biblical Studies*. Sheffield: Sheffield Academic Press, 1977.

Similar in purpose to the *SBL Handbook*.

McIntosh, Lawrence D. *A Style Manual for the Presentation of Papers and Theses in Religion and Theology*. Wagga Wagga: Centre for Information Studies, 1994

A useful book for explaining principles behind various methods. As well as being Australian, it is a good guide to both US and British practices.

Style Manual: For Authors, Editors and Printers. 6th ed. N.p.: John Wiley & Sons Australia, 2002.

This edition was prepared for the Commonwealth Department of Finance and Administration by Snooks & Co. It comprehensively covers all matters relating to "preparing publications for both screen-based and print-based delivery in [an] evolving environment" (p. 1). This includes "writing and editing", describing, with examples, currently accepted Australian practices in grammar, spelling and punctuation, as well as technical aspects.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 7th ed. Chicago: University of Chicago Press, 2007.

This work has been a standard guide in North America since the first edition in 1937. It is the basis of the "Turabian bibliography" style in EndNote.

Part I (pp. 1-130) is an excellent resource on "Research and Writing: from Planning to Production".

[University of Chicago. *The Chicago Manual of Style*. 13th ed. Chicago: University of Chicago Press, 1982.

Technicalities of another common style, similar to Turabian. There is now a 15th ed. (2003), whose recommendations are followed in Turabian 7th.]

9.3 Other

Schwertner, Siegfried M. *IATG²: International Abkürzungsverzeichnis für Theologie und Grenzgebiete. International Glossary of Abbreviations for Theology and Related Subjects*. 2nd ed. Berlin & New York: Walter de Gruyter, 1992.

Trying to track down what that abbreviation is? Here are suggested abbreviations of periodicals, serials, dictionaries and source works for approximately 7,500 titles.

Appendix: Document History and Version Control Record

Document Title:

Source Documents:

Date of Next Review:

Version Number	Version Date
1.00	2003
2.00	July 2006
3.00	July 2008
3.01	Dec 2008
3.02	April 2009
3.03	20/06/2013
3.04	09/01/2015