Document & Referencing Style Guide

for the

Pacific Theological College

Version 1.6

2020

PTC, Suva, Fiji

Contents

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Introduction

As per PTC Faculty decision (29 September 2011), student documents produced for written work at the Pacific Theological College need to follow the 'author-date' style of referencing. This policy began to come into effect in the academic year 2012.

This document contains appropriate guidelines for academic writings at the Pacific Theological College (PTC). This includes information on document formatting, references and bibliographies. The first version appeared in January 2012; the current version was updated early in the academic year 2020. This updated version corrects a small number of errors and inconsistencies which users have helpfully pointed out. None of these changes are fundamental, which means that the last version (1.5, 2018) may also still be used.

The document spells out the details of this referencing style, as well as the general document style requirements for such student work. The style outlined here generally follows the details defined for the author-date system in the *Chicago Manual of Style* (16th edition, 2010), which means that bibliographic software like *Zotero* may be used for the production of documents (http://www.zotero.org), since this style ('Chicago B') is available in *Zotero*.

The requirement to use the 'author-date' style applies to all students in all academic award programmes at PTC. *An exception is the PhD programme*, where students are free to opt for the author-title system if they so wish. However, the author-date system is strongly recommended for PhD students as well, mainly because it is much easier to edit long documents that way.

It is worth pointing out, however, that the new system is (a) not very different from the previous 'note' system used when it comes to the bibliography, and (b) both easy to learn and to use. The specific form of the author-date system used, namely Chicago-B (16th edition), was chosen mainly for this very reason.

This document is not primarily designed to teach students how to present their assignments; rather, it is meant to function as a handbook for looking up details. Instruction on how to learn the techniques described in this document will be offered in each degree programme.

Getting all the formatting and referencing details right is difficult when you start out. Do not worry about that. What matters is not whether you are getting every single full stop and comma in the right place. To begin with, make sure that you have all relevant bibliographic information present, and try to be consistent. It is always important, though, to pay careful attention to detail. Good scholarship is never careless.

<div align="right">

Holger Szesnat
21 February 2020
(version 1.6)

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PTC Assignment Style Guide

Deidre Madden
(edited by Holger Szesnat)

The following guidelines apply to all written work submitted at PTC. For advice on formatting a thesis (BD, MTh, PhD), see the specific guidelines further below.

- The first page of every assignment should be a cover page listing the following information:
  - Name (including surname) of student
  - Course title
  - Full title of assignment as given by the lecturer
  - Lecturer's name / surname
  - Date of submission of the assignment
- The first page after the cover page should begin with the full title of the assignment.
- All pages must be properly numbered (1, 2, 3, etc.).
- Formatting of text:
  - 1.5 line spacing is to be used, except for footnotes and the bibliography, where single line spacing is used.
  - Page borders on all sides must not be less than 2.5cm or 1 inch.
  - A clear and readable font must be used, such as
    - Arial
    - Times New Roman
    - Palatino Linotype
  - A font point size of 12 should be selected.
  - If non-Latin characters like Greek or Hebrew are used, a unicode font like Cardo, or SBL Greek, or SBL Hebrew must be used. Proprietary fonts such as those provided by 'BibleWorks' are *not* permitted.
  - Greek or Hebrew may also be transliterated; if so, the schemes set out in the *SBL Handbook of Style* (Alexander et al. 1999) are to be used.
  - Further advice on using Greek and Hebrew may be obtained from the Department of Biblical Studies.
- Quotations must be placed in quotation marks (" ") and fully referenced (see the referencing style guide).
- Quotations exceeding two lines should be placed in a separate paragraph, block-style, indented about ten spaces from the left margin. When indented in this fashion, quotation marks may be omitted.
- The use of 'styles', available in all word-processing software, is strongly encouraged.
- Multi-page assignments do not have to be bound, but should be suitably fastened together (e.g. stapled).
- If notes are used, they must be footnotes, not endnotes. Only the first line of a footnote is indented (five spaces). Single spacing is used within notes. The font point size may be reduced to 10.
- In the bibliography, each source (book, journal article, etc.) is listed in a new paragraph, using a hanging paragraph style (the first line starts normally at

the left margin, and all subsequence line are indented by five spaces). Single spacing is used in the bibliography.

- The bibliography should always start on a new page.
- Abbreviations for journal titles, names for publishers, and so on, are to be avoided unless they are listed and defined above or below the bibliography.
- North American spelling conventions should be avoided since they are substantially different from other regional spelling conventions for English (for instance, not 'labor' but 'labour').
- If a word limit is indicated for the assignment, this generally does not include the title, table of contents, references, bibliography, and any appendices (bearing in mind that appendices are generally not graded).
- When referring to writers, interviewees, etc. in the text (not the references), it is useful to use the full name — first name(s) and surname(s) — when they are mentioned for the first time, and the surname only on subsequent occasions (however, for referencing conventions, see the section on referencing style). Titles, academic or otherwise, are usually omitted since it is virtually impossible to state correct titles for all sources, interviewees, and so on.

All assignments written at PTC should use the *PTC Cover Sheet for Written Work*, which is available on the PTC website: http://ptc.ac.fj/?page_id=1136

Specific Guidelines for the Presentation of a Thesis

Deidre Madden
(edited by Holger Szesnat)

The presentation of the final copy of the thesis should be of a high calibre: not only in content, but also in the way it is presented.

1 The Thesis Document

The thesis is normally divided into three main parts (front matter; text; back matter), each part comprising the following elements in sequence.

1.1 Front Matter

Title Page (page is counted but not numbered)
This page shows the full title in capital letters, the academic institution to which the work is submitted, the degree for which the work is submitted, the student's name, the month and year in which the work is submitted.

Abstract (page counted but not numbered)
This is a concise statement of the subject matter and any significant findings or conclusions drawn from those findings. The abstract is usually 200–300 words long.

Declaration (page counted but not numbered)
This is a statement by the author that no part of the work has been previously submitted for a degree or diploma in another institution without due acknowledgment. It also declares that the work has not used any material, heard or read, without proper acknowledgment of the source. The precise text is given in the general academic regulations section of the PTC Handbook (latest version).

Dedication (optional—page counted but not numbered)
Some writers like to add a dedication to someone important in their lives. This is not compulsory.

Table of Contents (page numbered in Roman numerals)
The table of contents (TOC) provides an overview of the chapters and their major divisions to the third level. Chapter numbers are in Arabic numerals (e.g. 1, 2, 3). Chapter titles are in lowercase letters except the initial letter of key words that are capitalized; titles may be in bold. Headings and sub-headings must precisely correspond with those in the text—which can be easily achieved by generating the TOC automatically by means of word-processing software. The relationship between major and minor divisions is shown by the use of appropriate indentation, which is already pre-set in the TOC styles.

Acknowledgements (optional—page numbered)
Recognition is given to those who had given guidance and assistance during the study and preparation of the project/thesis. Assistance may have come in a variety of forms—financial, academic, personal, etc. Permissions given for the use of particular materials (for example, art work) are acknowledged here.

Lists of Tables, Figures, Illustrations or Abbreviations (if any—page numbered)
These list tables, maps, figures, photos or any other illustrative materials that appear in the work. Each type of illustrative material is listed on its own page. The list of abbreviations begins with the abbreviation in the left margin followed by the full form on its right. Periodical titles are italicized.

1.2 The Text

Introduction (pages numbered in Arabic numerals starting at 1)
The introduction should be reasonably brief and may include:
- a clear statement of what the topic is about;
- a justification for the significance and relevance of the study;
- an outline of the organisation of the work and in what order;
- a statement of the limitations of the work.

Chapters (page numbers continue from the introduction)
This is the full text comprising chapters of the work with chapter titles, section headings and sub-headings appropriately positioned. One style of referencing system is used throughout.

Conclusion (page numbers continue from the final chapter)
Drawing together the whole work, the conclusion should succinctly restate the major developments in the chapters and highlight any significant findings or new perspectives drawn from the study.

1.3 Back Matter

Appendix/Appendices (page numbers continue from the conclusion)
This is for supplementary materials such as original data, very lengthy quotations, questionnaire samples, forms and documents that may be of secondary importance and too bulky and intrusive to include in the text.

Glossary (optional) (page numbers continue from the appendix)
This may be desirable if there are numerous (more than five) terms and concepts used which necessitate detailed definitions, especially specialist words and words in languages other than English. The items are listed alphabetically; where more than one language has been used, items are listed separately.

Bibliography (page numbers continue from the glossary)
The listing may include references consulted but not cited in the work.

2 Formatting

Page Set-up

Paper size: A4
Left margin: 1.5" or 3.5cm (to allow extra space for binding)
Right, top and bottom margins: 1" or 2.5cm
Header/Footer: 0.7" or 1.5cm
Pagination: 'Different first page' for all sections/chapters.

Paragraph Styles

Thesis title	Centred, bold and capitalized. Font: Arial 18. Use a colon to separate the main title from the sub-title (if any). Use manual line breaks to separate it into logical parts.
Heading 1 (chapter title)	Centred, bold and capitalized. Font: Arial 14. If two lines or longer, use manual line breaks to separate it into logical parts. Separate the main title from the sub-title (if any) with a colon. Space after is 18 pts. Double spaced; no hyphenation.
Heading 2 (major sections)	Divides the chapter into major sections. Centred and bold. Font: Times New Romans 14. Initial letter of key words is capitalized. Space before: 18 pts. Double spaced; no hyphenation. Keep with next.
Heading 3 (subsections)	A side-heading placed flush with the left margin, and bold. Font: Times New Romans 13. Initial letter of key words is capitalized. Right indent 7cm; single space. Space before is 18 pts, 12 pts after. No hyphenation. Keep with next.
Heading 4 (minor subsections)	A side-heading placed flush with the left margin, and italicized. Font: Times New Romans 12 pt. Initial letter of key words is capitalized. Right indent 7cm; single space. Space before and after is 12 pts. No hyphenation. Keep with next.
Normal (use for main text)	First line indent is 1cm. Font: Times New Romans 12 pt. Double spaced; justified. Use hyphenation where appropriate.
Footnote text	Font: Times New Romans 10 pt with 5pts space after. Hanging indent 0.5 cm. Single spaced. (Notes start again from 1 in each chapter. Notes should not be split between pages.)
Block quotations	Block quotes (more than 3 lines) are single spaced, justified, with a 1 cm indentation left and right. Space after is 12 pts.
Points	Hanging 1 cm. 1.5 line spacing; 12 pts after.
Bibliography	Font: Times New Romans 12 pt. Single spaced; justified. Hanging indent 1 cm. Space after is 12 pts.
TOC 1	Font: Times New Romans 13 pt, bold; 3 pts space before, 6 pts after; single space; hanging indent 1.5 cm; R indent 1 cm; keep with next; keep lines together; Tab: 15 cm, R; Leader…

TOC 2	Font: Times New Romans 12 pt; Indent 1.5 cm; not hanging; 6 pts space after; single space; not hanging; R indent 1 cm; keep lines together; Tab: 15 cm, R; Leader…
TOC 3	Font: Times New Romans 12 pt; Indent 2.5 cm; 6 pts after; single space; not hanging; R indent 1 cm; keep lines together; Tab: 15 cm, R; Leader…

Notes

- Titles and headings do not have final punctuation marks (the only exception is the question mark).
- Non-English words are italicised.
- Pagination: For Front Matter pages, lower case Roman numerals are positioned in the centre of the bottom margin. The Text and Back Matter pages are numbered in Arabic numerals placed at the top right hand corner except for the first page of major divisions such as chapters, conclusion, appendix and bibliography. Page numbers for these are positioned in the centre of the bottom margin.
- All of the styles, pagination, etc., are already included in the thesis template, available on the PTC website.

3 The Finished Product

The project or thesis, when placed on the PTC Library shelf, is a public document. It becomes available to both individuals and institutions for perusal. As such, it is vital that the work is of high quality, and that the standard of presentation and appearance of the document are professional. A careful check on style, mechanics and format is an essential last step before the project or thesis is submitted.

Prior to submission of the thesis, project or dissertation to the library, the candidate must sign a copyright declaration. The text of the copyright declaration is printed in the PTC Handbook (latest version; general academic regulations), and is also available from the office of the Academic Dean.

Academic Writing Style

Holger Szesnat

Academic writing style involves a specific choice of vocabulary and written expression. It is difficult to define, partly because there are different conventions in different fields of study, and partly because style always involves an element of personal, aesthetic preference. Nevertheless, one might argue that the following characteristics are typically present in academic writing:

- Academic language is formal, rather than colloquial.
- Academic writing should be precise, clear and concise: avoid 'waffling' as well as excessive repetition.
- Academic writing is centred on arguments, rather than claims: that is, claims must always argued for by providing evidence. Avoid stereotypes and unsubstantiated generalisations.
- Academic writing positions itself in the context of the broader scholarly debate, and engages with it. Be fair and accurate in how you portray the opinions of others.
- Academic language reflects the critical, evaluative nature of academic work. This does not mean, however, that one should insult or denigrate other writers or persons.

Generally, a student's academic writing style will tend to improve gradually, provided the student reads as much as possible (thus learning from examples), and with writing practice.

First and Third Person Perspectives

One specific point worth highlighting here is that there are two conventions in academic writing with regard to the use of the first person singular, which one might call third and first person perspectives. For any academic writing at PTC, students <u>are free to choose either convention, as long as this is done consistently</u>.

Third person perspective

Traditionally, academic writers have tended to avoid the use of the first person singular ('I'), in the interest of projecting an objective, detached perspective. To this end, the third person is used: instead of 'I', phrases such as 'The writer' or 'This paper / book / thesis' are used. For example: "The writer will argue that...".

Alternatively, the first person plural ('we') is used even if there is only one author, perhaps to create the impression of writing within an academic community. For example: "In this thesis we will argue that...".

First person perspective

During the past two or three decades, it has become more and more common in the humanities (including theology) to abandon the third person perspective, and to use the first person instead. In the field of theology, this is probably now the most common practice.

Further Reading

For further matters of academic writing style, see:

Barreto, Eric D., ed. 2015. *Writing Theologically: Foundations for Learning*. Minneapolis, MN: Fortress Press.

Bolton, Gillie, and Russell Delderfield, eds. 2014. *Reflective Practice: Writing and Professional Development*. 5th ed. London: SAGE.

Ede, Lisa S. 2017. *The Academic Writer: A Brief Rhetoric*. Boston, MA: Bedford / St. Martin's.

Jordan, R. R. 1999. *Academic Writing Course: Study Skills in English*. 3rd ed. Harlow: Longman.

Lester, James D., and James D. Lester Jr. 2015. *Writing Research Papers: A Complete Guide*. 15th ed., Global ed. Boston, MA: Pearson.

Oshima, Alice, and Ann Hogue. 1999. *Writing Academic English*. 3rd ed. White Plains, NY: Longman.

Ritter, R. M., ed. 2003. *The Oxford Style Manual*. Oxford: Oxford University Press.
[Note: this book combines two book previously published separately: *The Oxford Dictionary for Writers and Editors*, and *The Oxford Guide to Style*, both edited by R. M. Ritter.]

Swales, John M., and Christine B. Feak. 2004. *Academic Writing for Graduate Students: Essential Tasks and Skills*. Michigan Series in English for Academic & Professional Purposes. 2nd ed. Ann Arbor, MI: University of Michigan Press.

Taylor, Gordon. 2009. *A Student's Writing Guide: How to Plan and Write Successful Essays*. Cambridge: Cambridge University Press.

Waddingham, Anne, ed. 2014. *New Hart's Rules: The Oxford Style Guide*. 2nd ed. Oxford: Oxford University Press.

PTC Referencing Style Guide

Holger Szesnat

N.B.: examples given in this document are placed in a different font for easier identification. *This should not be done in any academic writing for PTC*.

1 Academic Writing and Referencing

The purpose of referencing is to facilitate a kind of dialogue between the writer or a document and (a) the sources used by the writer, and (b) the reader. References enable a reader to see where the writer has taken ideas, thoughts, quotations, etc. from. This provides the reader with some of the information necessary to assess the writers's essay, and to do further research by using the references as a starting point. At the same time, the writer uses references to give credit to the writers from whom particular thoughts, ideas, information, and so on are taken. In this way, scholarly tradition is honoured.

1.1 References

References to sources used in academic writing must be provided for:

- any direct quotations, and
- any indirect use of ideas, opinions, information, data, etc.

'Sources' include anything used in the course of research: books, journal articles, interviews, internet sources, Bible translations, maps, and so on.

In such references, and more generally, scholars are always referred to by their surname / family name (or equivalent), or, less common, their first name(s) and family name / surname. They are *never* referred to simply by their first name, even if the writer is a relative or friend of the author referred to. For example:

Both Prior (1993) and Mairara (2007) discuss elements of Pacific Island theologies by using the image of a coconut.

For the purpose of in-text parenthetical referencing, only the surname / family name is used (see section 3 below).

1.2. Referencing and Academic Work Habits

In order to ensure that you are able to make use of your reading for academic assignments when it comes to writing, remember to *record the bibliographic details of all documents you read as you read them* (see section 4 below for the kinds of bibliographic details you will need to record, and how). If there is any chance that you might want to make use of this source at a later point, write down all necessary bibliographic details immediately. If you are taking notes, put the complete bibliographic record for that item at the top. If you make photocopies of important texts, write the complete bibliographic record on the first page. Similarly, you are strongly advised to keep a paper copy of the front page of any electronic items cited in any written piece of work. Better still, keep the whole document, either as a printed

document, or as a PDF document.[1] Include the full URL and the date on which you accessed the Internet resource (see section 4.2.10 below). *Internet documents may change, the address might change, or the document might disappear from the web altogether, without notice*.

1.3 Plagiarism

Failure to provide references in academic writing, especially when such writings are produced in the context of work for academic award programmes such as a BD or MTh, constitutes plagiarism. Serious cases of plagiarism will result in the piece of work being returned for re-writing, or a 'failure' grade. Less serious cases may result in a grade reduction. See the PTC handbook for details on plagiarism.

1.4 Examples of Source Use

1.4.1 Direct Quotation

Quotations must be entirely accurate (word for word), and must be placed in quotation marks (" "). The quoted text itself is *not* placed in *italics*. If changes to the precise wording are made, they must be indicated: text that is omitted from a quotation is indicated by ellipsis dots, that is, three dots within square brackets: […]. If words are added within the quoted block of text, this is indicated by means of square brackets around the added word(s): [addition]. This includes corrections to faulty spelling or grammar in the original text that is quoted.

Example of a direct quotation together with an appropriate in-text reference
Tubanavou-Salabula maintains that "women's lives are most affected by logging" (1996, 63).

"In Bougainville[,] women suffer as they can no longer work in their gardens freely and they have been uprooted from their hereditary land […]. The most alarming part is that the land on which the Panguna Copper Mine is located was matrilineally owned. Women's rights as landowners were not respected or protected." (Tubanavau-Salabula 1996, 63)

1.4.2 Indirect Source Use

When an idea, thought, claim, data or argument are taken from a source, this is indicated, usually at the end of a sentence or paragraph.

Example of indirect source use together with an appropriate in-text reference
Papua New Guinea rainforest covers an area of 15 million hectares, potentially worth US$150 trillion (Tubanavou-Salabula 1996, 62).

2 Foundations of the Author-Date System

At PTC, we use the author-date[2] system of referencing, since it is easier to use than than the note[3] system. Once the author-date system has been learned, it is easy to read and understand texts using the note system as well.

The author-date system is used in many types of publications (natural sciences, social science, and humanities), and while there is some variation in the detail, the

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[1] PTC Computer Services staff members will assist anyone who wishes to learn how to do this.
[2] Also known as the Harvard system; or Chicago-B; or parenthetical in-text referencing.
[3] Also known as the Oxford system; or Chicago-A.

basic system is the same. *For academic writings at PTC, the details described in this document are to be used.* For any matters of format, style and types of sources not mentioned in this document, the author-date style as described in the *Chicago Manual of Style* (16th edition) is to be used (University of Chicago Press 2010).

In essence, the author-date system comprises two elements:

- Whether the case is direct quotations or indirect use, a source is listed in-text in parenthesis (brackets) by listing the author's surname, the date of publication, and the relevant page number(s); e.g. (Smith 2000, 41).
- The bibliography at the end of the written piece of work lists all sources used, which allows the reader to find the bibliographic details of, for instance "Smith 2000".

Footnotes may be used (for example, to express a tangential thought), but unlike the note system, the general function of footnotes in the author-date system is *not* to offer references. In the author-date system, references are given parenthetically in-text.

3 In-text Parenthetical Short References

Short references are provided in the body of the text, usually by means of placing the surname(s) of the author(s) or editor(s) in brackets, together with the date of publication, and the page reference.

The short reference must match the bibliographic details provided in the bibliography at the end of the document.

Example of an in-text reference
Rainforest in Papua New Guinea covers an area of 15 million hectares, potentially worth US$150 trillion (Tubanavou-Salabula 1996, 62).

Example of a corresponding entry in the bibliography
Tubanavau-Salabula, Losena, 1996. The effect of environmental degradation on women. *Pacific Journal of Theology* 15:62-64.

A page reference is always given (see first example below), either to a single page or a page range, *unless the reference is to the work as a whole*; see third example below.

Rainforest in Papua New Guinea covers an area of 15 million hectares, potentially worth US$150 trillion (Tubanavou-Salabula 1996, 62).

"Foreign investors end up with most of the wealth and the villagers lose their natural habitat, including the plants and water that have sustained their lives and been their cultural heritage." (Tubanavou-Salabula 1996, 62-63)

Tubanavou-Salabula (1996) briefly discusses the impact of the destruction of the environment in the Pacific Islands on women.

Whether a book has been written or edited makes no difference in respect of the format of the short reference. However, the bibliographic details given in the bibliography will clarify whether the source was authored or edited (see section 4 below).

The following subsections provide examples for different scenarios.

3.1 The Author is Not Mentioned in the Body of the Text

If the author is not mentioned in the text itself, the parenthetical reference contains the surname of the author, the date of publication, and the page reference. For example:

Papua New Guinea rainforest covers an area of 15 million hectares, potentially worth US$150 trillion (Tubanavou-Salabula 1996, 62).

If more than one source is referred to in such a manner, the parenthetical references are both listed, separated by a semicolon:

The image of coconut has been used at times to illustrate contextual Pacific Island approaches to theology (Prior 1993; Mairara 2007).

3.2 The Author is Mentioned in the Body of the Text

If the author is mentioned in the immediate context, the parenthetical reference contains only the date of publication and the page reference.

Tubanavou-Salabula maintains that "women's lives are most affected by logging" (1996, 63).

If more than one source is referred to in such a manner, the parenthetical reference to each immediately follows the name:

Both Prior (1993) and Mairara (2007) discuss elements of Pacific Island theologies by using the image of a coconut.

3.3 More Than One Author / Editor for the Same Work

If a particular work has been authored or edited by two or three writers, all surnames are given. If there are two authors, their names are linked with 'and' (*not* the ampersand, &). If there are three authors, a comma separates the first two, and 'and' is used to connect the third.

An interesting case is a collection of writings by Pacific Island women theologians recently published in Fiji (Johnson and Filimini-Tafaeono 2003).

We have an example of this in a classic conservative evangelical introduction to the Old Testament (LaSor, Hubbard, and Bush 1982).

If a particular work has been authored or edited by *more than three* writers, only the first is given in the parenthetical reference, and the abbreviated phrase "et al." is added (Latin *et alii*, "and others").

This is also discussed, in some detail, in the same book (Birch et al. 2005, 30-35).

Note that the bibliography will always list all authors (see also section 4.2.1). For example:

Birch, Bruce C., Walter Brueggemann, Terence E. Fretheim, and David L. Petersen. 2005. *A Theological Introduction to the Old Testament*. 2nd ed. Nashville: Abingdon Press.

3.4 A Note on Edited Works

Edited works which contain chapters or small sections that are clearly marked as having been written by a specific writer (usually not the editor) must be cited with reference to the particular author of that chapter.

Tuckett (2010) has recently explored the concept of the body of Christ as part of what some would call 'Paul's theology of unity'.

For advice on how to construct the corresponding entry in the bibliography, see section 4.2.3 below.

The only exception to this rule is if the entire collection is being referenced.

In a recent collection of essays, a number of scholars explore the theme of unity in the letters of Paul (Schlosser 2010).

3.5 More Than One Publication by the Same Author

If there is a need to refer to more than one publication by the same author within the same parenthetical reference, the surname is listed only once, and the dates of publication and page references (if applicable) follow, separated by a semicolon.

A number of his early explorations of Paul's letters to the Corinthians were published in a series of journal articles (Horsley 1976; 1977; 1979; 1980).

3.6 More Than One Work by the Same Author in the Same Year

Sometimes one may need to refer to more than one work published by the same author in the same year. If, the lower case letters 'a', 'b', 'c', etc. is added after the individual date.

In a series of short journal articles on non-canonical gospels, Foster discusses the Gospel of Peter (2007a), the Gospel of Philip (2007b), and the Protevangelium of James (2007c).

Corresponding entries in the bibliography
Foster, Paul. 2007a. "The Gospel of Peter." *Expository Times* 118 (7):318-325.
———. 2007b. "The Gospel of Philip." *Expository Times* 118 (9):417-427.
———. 2007c. "The Protevangelium of James." *Expository Times* 118 (12):573-582.

3.7 Different Authors with the Same Surname

Occasionally one may need to refer to sources by different authors who happen to have the same surname. In this case, the initials of the authors are used to distinguish them in the parenthetical reference.

(R. K. M. Smith 2003)
(W. D. Smith 1993)

Smith, Rhona K. M. 2003. *Textbook on International Human Rights*. Oxford: Oxford
      University Press.
Smith, W. D. 1993. *What Is Scripture? A Comparative Approach*. London: SCM.

3.8 Corporate Authorship

In some instances, a corporate body takes authorial responsibility for a particular work. In this case, use the full name of that body, or a suitably abbreviated version (using only the first few words of the body's name) to enable the reader to find the entry in the bibliography.

A recent study on voluntary death by a highly respected body within the Church of England is well worth studying in this respect (Board for Social Responsibility of the Church of England 2000).

A recent study on voluntary death by a highly respected body within the Church of England is well worth studying in this respect (Board for Social Responsibility 2000).

Corresponding entry in the bibliography
Board for Social Responsibility of the Church of England. 2000. *On Dying Well: A
      Contribution to the Euthanasia Debate.* GS Misc 600. 2nd ed. London: Church House
      Publishing, for the Board for Social Responsibility of the Church of England..

3.9 Secondary Sources

Sometimes one may want to refer to what an author says another writer has stated. For example, Writer A may summarise Writer B's argument, but while you want to say something about Writer B's point, you have only read Writer A. The principle of referencing is that you can only reference what you have consulted yourself. Therefore, you need to point out that what you say about Writer B is based solely on what Writer A has claimed.

Gustafson argued that ethicists have tended to ignore history (1972, p. 42; cited in Villa-Vicencio 1992, 51).

Or:

According to Villa-Vicencio, Gustafson argued that ethicists have tended to ignore history (Gustafson 1972, p. 42; cited in Villa-Vicencio 1992, 51).

If the text is question is actually a quotation from Writer B, reproduced in Writer A, you can use the same quotation, if you wish, and reference it accordingly. For example, in the following example 'White 1990' has been read by the writer of this paragraph, but not 'Rodgers 1976':

The 12th century professor and bishop, Peter Lombard, wrote about the sacraments that "some offer a remedy of sin, and confer helping grace, as baptism; […] others strengthen us

with grace and virtue, as the eucharist and ordination". (Rogers 1976, 85; cited in White 1990, 175-176).

In the bibliography, only 'White 1990' would be listed, since that is the source that was actually consulted.

If the quotation from the source read includes text from both that source and another (quoted within it), double quotation marks (" ") are used for the source actually read, and single quotation marks (' ') for the quotation within the quotation.

In his lecture, "Barth contended that infant baptism 'is necessarily clouded baptism' and that only adults capable of understanding the event should receive baptism". (White 1990:212, citing Barth 1948)

3.10 Repeated References to the Same Source

If the same source is referred to more than once, the guidelines above apply. In other words, if the first reference is to a book by John Smith, p. 120, and the next reference to p. 125 in the same book, the short in-text references are (Smith 2000, 120) and (Smith 2000, 125) respectively. By implication, if you wish to move a paragraph containing references to a different location in your document, this does not affect the style of your in-text reference.

"Ibid.", "op.cit.", and similar expressions are <u>not</u> used.

3.11 Internet Resources

In principle, Internet resources are cited like any printed resource.

However, Internet resources are frequently not paginated, though some use paragraph numbers. If there is neither pagination nor paragraph number, it follows that neither can be provided in references.

3.12 Historical Works

Since the Harvard style was developed primarily with the natural and social sciences in mind, historical works can look rather odd when referred to with this style, both in the reference and in the corresponding bibliographic entry.

For example, let us assume that we have used the following translation of Martin Luther's important work, *On the Bondage of the Will*:

Luther, Martin. 1823. *On the Bondage of the Will: To the Venerable Mister Erasmus of Rotterdam*. Translated by Edward Thomas Vaughan. London: T. Hamilton & T. Combe.

This is a 19th century English translation of a text by Martin Luther, published almost 300 years after it was originally issued (1525). The in-text reference would look like this: (Luther 1823). One has to admit that this looks slightly odd.

Some writers therefore prefer to place the original date in square brackets behind the date, both in the in-text reference and in the bibliographic item. For example: (Luther 1823 [1525]).

Luther, Martin. 1823 [1525]. *On the Bondage of the Will: To the Venerable Mister Erasmus of Rotterdam*. Translated by Edward Thomas Vaughan. London: T. Hamilton & T. Combe.

However, this is optional.

3.13 Mentioning the Title of a Source in a Sentence

Occasionally, a writer may wish to mention the title of a book (or other type of source) in the body of the essay or text one is writing. For example, I might want to write something like this:

In order to explore a way beyond the traditional model of Methodist theological education in Fiji, Jovili Meo's doctoral dissertation drew on Paulo Freire's seminal work, *Pedagogy of the Oppressed*.

Here, the title of Paulo Freire's book is mentioned in the sentence. Strictly speaking, this is not a matter of referencing under the author-date system, but of formatting: the title of the book is placed in italics.

The principle of formatting titles of sources if they are mentioned in the text is that the same formatting style (i.e., italics for book titles) is employed that we use in the bibliographic referencing style (see section 4 below).

Please note that mentioning the title of a book or other source in the sentence does not replace the usual reference in round brackets. In the examples below the usual in-text references are therefore also given, where required.

Examples
The title of a book is placed in italics: One of the foundational texts in the critical paedagogy movement is Paulo Freire's seminal work, *Pedagogy of the Oppressed* (1970).

The title of a journal article is placed in inverted commas: In an article entitled "Oppressive and Liberative: a Zimbabwean Woman's Reflections on Ubuntu", Molly Manyonganise explores the connections between gender and a particular African philosophical concept and cultural practice (2015).

The title / name of a journal is placed in italics: Most of the older issues of the *Melanesian Journal of Theology* are now freely available online, namely at https://www.cltc.ac.pg/melanesian-journal-of-theology-mjt.

The title of an unpublished work, such as a dissertation, is placed in inverted commas: In her doctoral dissertation, "Public Theology, Core Values and Domestic Violence in Samoan Society", Mercy Ah Siu-Maliko develops a Samoan public theology to address gender-based violence (2015).

4 The Bibliography and the Corresponding Parenthetical Short References

At the end of the document, the bibliography lists all resources used for the writing of the document, including all those referred to by means of in-text references. It is particularly important that the bibliography is *accurate and complete*. For example, if you refer to (White 1990) in an in-text reference, but forget to list the details in the bibliography, your reader will have no idea what source you actually used.

Depending on what kind of source one lists in the bibliography, the details required change. The details for different types of sources (books, journal articles, websites, etc.) will be explained in the following section.

4.1. Source of Bibliographic Information

Bibliographic information for books may usually be found on the title page and its reverse (the copyright page). Use the author's name as given on the title page. *Do not use the book cover as a source of bibliographic information* since the title and the author's name may be different.

4.2 Style for Different Types of Sources

A number of guidelines apply to all or more than one type of source.

- Regardless of the type of source used, titles of works as well as the title of the book series (if any) are capitalized in what is known as *headline style*. This means that *the following are capitalized* (see the examples under 'books' below):
    - The first and last word of the title/subtitle;
    - All verbs, nouns, pronouns, adverbs, adjectives.
- However, *the following are not capitalized*:
    - The conjunctions *and, but, for, or, nor*;
    - The article, whether definite or indefinite (a, an, the);
    - All prepositions (to, with, for, etc.)
- List the full names and surnames (last names) are listed as given on the title page. If the title page lists only initials, use those.
- Distinguish carefully between book series title; book title; and book subtitle (see below).
- *Italics* are used only for book titles (and subtitles), and journal names.

4.2.1 Books

The basic format for books is as follows (note the use of *italics* for title and subtitle):

Surname, first name(s). Date of publication. *Title of book: subtitle of book.* Book series and volume number. Edition [if not the first]. Volume number [if part of a multi-volume work]. Place / city of publication: Publisher.

Basic example
Narsey, Wadan. 2006. *Just Living Wages for Fiji: Lifting Workers out of Poverty*. Suva: Vanuavou Publications.

More complex examples

Birch, Bruce C., Walter Brueggemann, Terence E. Fretheim, and David L. Petersen. 2005. *A Theological Introduction to the Old Testament.* 2nd ed. Nashville: Abingdon Press.

Enns, Elaine, and Ched Myers. 2009. *Ambassadors of Reconciliation. Vol. 2: Diverse Christian Practices of Restorative Justice and Peacemaking.* Maryknoll: Orbis Books.

Funk, Robert W. 1973. *A Beginning-Intermediate Grammar of Hellenistic Greek.* Sources for Biblical Study 2. 2nd ed. 3 vols. Missoula: Society of Biblical Literature.

Hauerwas, Stanley. 2006. *Matthew.* Brazos Theological Commentary on the Bible. London: SCM.

Hengel, Martin. 1977. *Crucifixion in the Ancient World and the Folly of the Message of the Cross.* Translated by J. Bowden. Philadelphia: Fortress Press.

Neusner, Jacob. 2002. *How the Talmud Works.* Brill Reference Library of Ancient Judaism 9. Leiden: Brill.

Wright, N. T. 1986. *The Epistles of Paul to the Colossians and to Philemon: An Introduction and Commentary.* Tyndale New Testament Commentaries. Leicester: Inter-Varsity Press.

In-text reference examples

(Narsey 2006) : refers to the source as a whole.

(Hauerwas 2006, 45) : refers to a specific page.

(Enns and Myers 2009, 80-84) : refers to a specific page range.

Further details

Single author / editor: list the surname first, then the first name(s) *as given on the title page* (see the example of Narsey 2006 above). If the author uses only initials instead of first names, use initials with a full stop after each initial (see Wright 1986 above).

More than one author / editor: use the names in the order in which they appear on the title page. *The ampersand (&) is not used.* For two authors, add 'and' between the authors' names; the second author or editor is listed beginning with the first name(s), then the surname (see Enns and Myers 2009 above). The same principle applies to listing works with more than two authors in the bibliography (see Birch et al. 2006 above).

Book series information is optional, though it must be uniform within a single document: either always provide it where a book offers this information (see Neusner 2002 above), or not at all. The same applies to volume numbers within a book series. *It may be easiest always to omit book series information, with the exception of Biblical Studies*, since book series information may be important to identify commentaries (see Hauerwas 2006 and Wright 1986 above).

If the book is a *translation* of a work originally written in another language, add the translator, if provided on the title page and / or copyright page (see Hengel 1977 above). Some works have been translated more than once, and the translations can be quite different.

The *place of publishing* is *always* a town or city, and not the county, state, or country. If more than one city is listed, use only the first.

Some books will list information about the *printer*, but this is *irrelevant*. What matters is the name of the publisher, and the city (place) of the publisher. However, English-language books printed between the 16th and early 19th century often have only the name of the printer, because the printer then functioned as the publisher as well. In this case, use the printer's name and place, or whatever similar information is offered on the title page. For example:

Winstanley, Gerrard. 1652. *The Law of Freedom in a Platform: Or, True Magistracy Restored.* London: Printed by J.M. for the author, and are to be sold by Giles Calvert at the black Spred-Eagle at the West End of Pauls.

Sharp, Granville. 1803. *Remarks on the Uses of the Definitive Article in the Greek Text of the New Testament.* 3rd ed. London: Sold by Vernor and Hood, etc.

If the *town or city* is easily confused with another town or city of the same name, you may wish to add the state or country (suitably abbreviated, if necessary) within which the town is located. This is particularly so for North-America, due to the size of the continent and the fact that town and city names are often used in more than one place. For example:

Cambridge, Mass.   Distinguishes Cambridge in Massachusetts from Cambridge, England.

Do not use abbreviations for publishers. There is no standardised system that works across all theological disciplines; therefore, if you get used to one system for writing, say, a practical theology essay, this will not necessarily work for a New Testament essay. Also, you are meant to communicate widely in your writing: using abbreviations limits accessibility. Think of it as courtesy to your readers. Therefore:

Not DLT, but Darton, Longman & Todd.
Not CUP, but Cambridge University Press.

Exceptions: if the publisher uses an abbreviation on the title page, please do the same. For example: SCM; SPCK.

Do *not* list legal-commercial company information for the publisher, even if that is given on the title page, such as 'Ltd.' (which means "private limited company").

Some books were written by one person, but compiled / edited by another (for example, because the author has died). This is usually indicated on the title page and/or the copyright page. In this case, the author is usually listed first, in the usual place, and the phrase "Edited by..." is added after the book title/subtitle. For example:

Brueggemann, Walter. 2006. *The Word That Redescribes the World: The Bible and Discipleship.* Edited by Patrick D. Miller. Minneapolis: Fortress Press.

Luhmann, Niklas. 2013. *Introduction to Systems Theory.* Edited by Dirk Baecker. Translated by Peter Gilgen. Cambridge: Polity.

Some books have unusual origins, and therefore present a challenge to any referencing system, including the modified Chicago-B system on which PTC's referencing style is based. In such a case, the system has to be adapted. For

example, the English edition and translation of "Dietrich Bonhoeffer's Works" (a multi-volume project published by Fortress Press) typically lists the following on the title page: (a) the editors of the (original) German edition, (b) the editors of the English edition, and (c) the translators. For the volume containing Bonhoeffer's famous book 'Discipleship', this could be represented as follows:

Bonhoeffer, Dietrich. 2005. *Discipleship*. Dietrich Bonhoeffer Works 4. Translated by Barbara Green and Reinhard Krauss. German edition edited by Martin Kuske and Ilse Tödt. English edition edited by Geffrey B. Kelly and John D. Godsey. Minneapolis: Fortress.

Note that the book series and volume information ("Dietrich Bonhoeffer Works 4.") in the example above may be omitted, as long as this is done consistently throughout the bibliography.

4.2.2 Edited Books

The bibliographic entry for an edited book is the same as that of books, except that the letters "ed." or "eds." are added after the name(s) of the editors (separated from the name by a comma).

Note that edited books are only referred to when (a) you wish to refer to the book as a whole, or (b) when the individual entries / chapters are not identified by the individual authors' names. *If the individual chapters / entries in an edited work are identified by author, they must be referenced as 'chapters in a book'* (see section 4.2.3).

The following is an example of an entry in the bibliography. Note that you would only do this if you wished to refer to the entire book / dictionary, rather than an individual entry / chapter.

Entry in a bibliography
Freedman, David Noel, ed. 1992. *The Anchor Bible Dictionary*. 6 vols. New York: Doubleday.
Wakefield, Gordon S., ed. 1983. *The Westminster Dictionary of Christian Spirituality*. Philadelphia: Westminster Press.

In-text referencing examples
(Wakefield 1983) : refers to the edited work as a whole.

The following edited work is an example of an edited work that does *not* identify individual entries by name; therefore, only the work as a whole can be listed, even for references to a specific page.

(Cross and Livingstone 2005, 402) : refers to a specific page.

Corresponding entry in a bibliography
Cross, F. L. and Elizabeth A. Livingstone, eds. 2005. *The Oxford Dictionary of the Christian Church*. 3rd ed. Oxford: Oxford University Press.

Note that in this example, the first author identifies only initials on the title page of this book, whereas the second author offers her first name and the middle initial.

4.2.3 Chapters in a Book and Entries in a Dictionary or Encyclopedia

If an individual chapter / entry in an edited work is identified by author, it must be referenced individually, and not as a simple page reference in the edited volume as a whole.

In addition to all the bibliographic details required for the edited book in which the chapter is printer, you will also need the author's name; the chapter title (in quotation marks); and the page range for the chapter. The title of the book is preceded by "In". Therefore, the item is listed as follows (note the use of *italics* for the book title, not the title of the chapter):

Author's surname, first name(s). Date of publication. "Title of chapter: subtitle of chapter." In *Title of edited work: subtitle*, volume [if more than one], edited by First name(s) of editor, Surname of editor(s), page range. Place of publication: Publisher.

Examples for entries in a bibliography

Carter, Warren. 2010. "Paul and the Roman Empire: Recent Perspectives." In *Paul Unbound: Other Perspectives on the Apostle*, edited by Mark Douglas Given, 7-26. Peabody: Hendrickson Publishers.

Hunn, Debbie. 2010. "Debating the Faithfulness of Jesus Christ in Twentieth Century Scholarship." In *The Faith of Jesus Christ: Exegetical, Biblical, and Theological Studies*, edited by Michael F. Bird and Preston M. Sprinkle, 15-31. Peabody: Hendrickson Publishers

Viviano, Pauline A. 1999. "Source criticism." In *To Each Its Wwn Meaning: An Introduction to Biblical Criticisms and Their Application*, rev. ed., edited by Steven L. McKenzie and Stephen R. Haynes, 35-57. Louisville, KY: Westminster John Knox Press.

Wall, Robert W. 1992. "Conscience." In *Anchor Bible Dictionary*, vol. 1, edited by David Noel Freedman, 1128-1130. New York: Doubleday.

In-text referencing example

The in-text parenthetical reference is to the author who wrote the chapter, not the editor of the work.

(Hunn 2010) : refers to the chapter as a whole.
(Carter 2010, 9) : refers to a specific page in the chapter.

4.2.4 Journal Articles

Articles in journals are listed in the following style (note the use of *italics*):

Author's surname, first name(s). Date of publication. "Title of article: Subtitle." *Journal title* Volume (Issue number): Page range.

Stritecky, Jolene Marie. 2001. "Israel, America, and the Ancestors: Narratives of Spiritual Warfare in a Pentecostal Denomination in Solomon Islands." *Journal of Ritual Studies* 15 (2):62-78.

The volume number usually covers all issues published during a particular period of 12 months. Most journals use issue numbers rather than the month of publication; those that use the latter usually also have an issue number. Always use the issue number unless none is given.

Most journals may appear twice, three times, or even monthly (*Expository Times*), which is why the issue number is important.

Some journals appear only once a year, in which case the (non-existing) issue number is omitted.

Porter, Stanley E., and Andrew W. Pitts. 2008. "Paul's Bible, his Education and his Access to the Scriptures of Israel." *Journal of Greco-Roman Christianity and Judaism* 5:9-41.

Some journals do not use the distinction of volume and issue: each issue is numbered consecutively. For example:

Gifford, Paul. 1986. "The Sola Scriptura Ideal: The Almost Normative Status of a Purely Contingent Theological Tradition." *Journal of Theology for Southern Africa* 57:43-56.

Do not use abbreviations for journal names. There is no standardized system that works across all theological disciplines; therefore, if you get used to one system for writing, say, a practical theology essay, this will not necessarily work for a New Testament essay. Therefore:

Not JSNT, but Journal for the Study of the New Testament.
Not RTL, but Revue Théologique de Louvain.

For electronically published journals, see the section on "electronic resources" below.

4.2.5 Newspaper Articles

In principle, newspaper articles follow the style of journal articles. However, since newspapers often do not have volume or issue numbers, or use them in inconsistent ways, the date is used instead. The page number(s) follows at the end.

Silaitoga, Serafina. 2011. "Alarm over Jesus Claims." *Fiji Times*, 30 April, 7.
Williamson, H. G. M. 2006. "James Barr: Radical Academic Whose Incisive Critiques Challenged the Orthodoxies of Biblical Theology." *The Guardian*, 8 November, 38.

4.2.6 Unpublished Documents

The title / subtitle of the unpublished document appears in quotation marks. If you have any information about the context in which this document appeared, indicate this after the title.

Frei, Hans W. 1974. "Scripture as Realistic Narrative: Karl Barth as Critic of Historical Criticism." Unpublished lecture manuscript.
Hanks, Tom. 1992. "Clobber Texts in the Bible?" Unpublished paper presented at the Annual Meeting of the Society of Biblical Literature.

Yoder, John Howard. 1978. "The Limits of Obedience to Caesar." Unpublished document for the General Conference Mennonite Commission on Home Ministries' Study on whether denominational agencies should support their employees' tax objection.

4.2.7 Dissertations and theses

A dissertation or thesis is, in principle, an unpublished document, and listing it is therefore similar to the case of such unpublished documents. Information about the degree for which the dissertation or thesis was submitted is included, as is the name of the degree-granting institution. A Masters-level work is usually called a 'thesis', whereas a doctoral level work tends to be called 'dissertation'; however, this is not universally so.

Ashley, Edith Margaret. 2000. "Women in Luke's Gospel." M.Phil. thesis, University of Sydney.

Meo, Jovili I. 1989. "Developing a Liberation Education Model for the Methodist Theological College in the Fiji Islands." Ed.D. diss., Vanderbilt University.

4.2.8 Interviews

Published interviews are listed according to the type of publication they appeared in (journal article; chapter in a book; etc.).

Brueggemann, Walter. 2002. "The Gospel vs. Scripture? Biblical Theology and the Debate About Rites of Blessing: An Interview with Walter Brueggemann." By Julie A. Wortman. *The Witness* 85 (10): 24-26.

Foucault, Michel. 1984. "Politics and Ethics: An Interview." By Paul Rabinow, Charles Taylor, Matin Jay, Richard Rorty and Leo Lowenthal. Translated by Catherine Porter. In *The Foucault Reader*, edited by Paul Rabinow, 372-380. New York: Pantheon Books.

Unpublished interviews are treated as unpublished material, and begin with the name of the person(s) interviewed, followed by the interviewer and the date on which the interview was conducted.

Smith, John. 2010. "Interview." By Mary A. Meyer, 15 December.

4.2.9 Non-textual Media

In principle, non-textual media such as films can and should also be referenced, where appropriate. It is important that the bibliographic entry makes it clear what kind of source this is (a film? a voice recording? art work?; etc.).

Since the basic format of the bibliography is designed for textual sources, it may require some creative alterations to make this work for non-textual sources. When this has to be done, care should be taken that consistency is maintained within a particular document (e.g., a thesis or dissertation).

For films / movies / documentaries, the director or producer may be used in place of the 'author' designation, and this is indicated in round brackets after the name. The film's distributor may be understood as the 'publisher'; this, too, is indicated.

Till, Eric (Director). 2003. *Luther: Rebel—Genius—Liberator*. Film (DVD). London: Metrodome (distributor).

4.2.10 Internet Resources and Other Electronic Resources

The basic principle of referencing Internet-based resources is to list bibliographic information along the same lines as for printed resources (see above). This must include the *name(s) of the author*; the *title of the resource*; and the *date of publication*. Due to the unique nature of the Internet, however, special considerations apply:

- In addition to the normal bibliographic information for printed documents, the *URL (the web address)*, or, for electronic books and journal articles, the *DOI* must be given (if provided by the publisher).[4] The URL always begins with "http://" and the DOI is always preceded by "doi:".[5]
- Listing the *date of access* to the resource is optional, though it is strongly encouraged, and the examples below will always provide it.[6]
- If a *'last modified' indicator* is given for an updated document, this should also be listed, unless this is the only date available, in which case it is used as the date of publication.

Web pages and websites

Web pages and websites[7] that are not part of a book or journal are listed like unpublished documents, with the additional details outlined above.

Cox, Derek. 2006. "How to Identify When Your Students Are Using Websites to Plagiarise: The Problem of 'Mouse-Click' Plagiarism." Accessed 20 March 2008. http://escalate.ac.uk/resources/webplagiarism
Wansbrough, Henry. 2005. "Passion, Death & Resurrection." Accessed 4 May 2009. http://users.ox.ac.uk/~sben0056//passiondeathresurrection.htm

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[4] URL = Universal Resource Locator; DOI = Digital Object Identifier. Typing the URL or DOI in the address bar of a web browser will take the viewer to the electronic resource.

[5] The transfer protocol HTTP is now the virtually exclusive protocol used for Internet resources. Older alternatives such as gopher hardly exist anymore.

[6] The *Chicago Manual of Style* in its 16th edition (§14.7) offers the view that the date of publication is of limited value since earlier versions of a document may not necessarily be found later, due to the unstable nature of the Internet: electronic texts can change easily and frequently, without notice. One could argue against this that this advice is based on two incorrect assumptions: firstly, by using the internet archive (www.archive.org), many websites may be recovered in an earlier state; secondly, even if the earlier version is not recoverable, citing the date of access may protect an author from being accused of citing incorrectly if a later version has replaced the earlier one.

[7] *Web pages* are single online documents. *Websites* are collections of online documents and other resources. Note the spelling (i.e. lack of space) in the word 'website'.

Journal article accessed from Internet source
Many print journals additionally appear online. In this case, they are listed like ordinary print journals, together with the URL or DOI, and the date of access.

Lelwica, Michelle, Emma Hoglund, and Jenna McNallie. 2009. "Spreading the Religion of Thinness from California to Calcutta: A Critical Feminist Postcolonial Analysis." *Journal for Feminist Studies in Religion* 25 (1):19-41. Accessed 15 March 2011. doi: 10.1353/jfs.0.0065

Schroepfer, Helen Daley. 2008. "Pursuing the Enemies of Freedom: Religion in the Persuasive Rhetoric of the Bush Administration." *Political Theology* 9 (1):27-45. Accessed 10 May 2009. http://www.politicaltheology.com/PT/article/view/4489

Electronic Journals
Some journals are published exclusively online. They often do not have issue numbers, and frequently do not offer page numbers either.

Vermeulen, Karolien. 2010. "Eeny Meeny Miny Moe: Who Is the Craftiest to Go?" *Journal of Hebrew Scriptures* 10. Accessed 18 December 2010. http://www.arts.ualberta.ca/JHS/Articles/article_142.pdf

Electronic Books, Edited Books, and Chapters in Books
Electronic books, edited books, and chapters in books reproduced on the Internet follow the same bibliographic style as those of their printed versions, with the addition of URL/DOI, date of access, and, where applicable, a 'last revised / updated' date.

Church of England Working Group. 2003. *Guidelines for the Professional Conduct of the Clergy.* London: Church House Publishing. Accessed 4 January 2010. http://www.churchofengland.org/media/1168846/guidelines%20for%20the%20profess ional%20conduct%20of%20the%20clergy.pdf

Guardiola-Sáenz, Leticia A., and Frank M. Yamada. 2010. "Culture and Identity." In *The Peoples' Companion to the Bible*, edited by Curtiss Paul DeYoung, Wilda C. Gafney, Leticia Guardiola-Sáenz, George E. Tinker and Frank Yamada, 3-9. Minneapolis: Fortress Press. Accessed 2 February 2011. http://www.augsburgfortress.org/media/downloads/0800697022Chapter1.pdf

Hale, Charles R., ed. 2008. *Engaging Contradictions: Theory, Politics, and Methods of Activist Scholarship, Global, Area, and International Archive*. Berkeley: University of California Press. Accessed 10 April 2011. http://repositories.cdlib.org/gaia/gaia_books/6

Some scholars make their work available electronically on their websites, and some universities do the same for their teaching and research staff. In this case, the print details are given, and the URL is added together with the date of accessing the resource.

Taylor, Joan E., and Shimon Gibson. 2008. "Roads and Passes Round Qumran." *Palestine Exploration Quarterly* 140 (3):225-227. Accessed 11 May 2009. http://kcl.academia.edu/JoanTaylor/Papers/90224/Roads_and_Passes_Round_Qumran

4.2.11 Missing Information in Sources

In some cases, you may find that some parts of the bibliographic data that you need for the bibliography is not given by a particular source. This is particularly so for older works (19th century and earlier) and with some kinds of internet resources. In the latter case, missing information should make you think twice about the reliability of that resource.

No author / editor

If neither author nor editor information is given, use the institution that publishes the resources.

University of Chicago Press. 2010. *The Chicago Manual of Style*.16th ed. Chicago: University
      of Chicago Press.
World Council of Churches. 1982. *Baptism, Eucharist, and Ministry*. Faith and Order Paper
      111. Geneva: World Council of Churches

If no institution is associated with the publication, the missing author is omitted, and the title of the work is listed first, followed by the date.

*Speaking for Ourselves: Members of African Independent Churches Report on Their Pilot
      Study of the History and Theology of Their Churches*. 1985. Braamfontein: Institute
      for Contextual Theology.

In such a case, in-text parenthetical references may be abbreviated, as long as the first word is included to enable the reader to find it in the bibliography (ignoring any leading article); for example: (Speaking for Ourselves 1985, 5).

No date

If no date of publication is given, the abbreviation s.a. (Latin *sine anno*, "without date") is used instead. If the date may be guessed (for example, if the preface is dated, but the book is not), the guessed date may be added in square brackets (with a question mark) or used instead of s.a.:

Institute for Contextual Theology. s.a. [1987?] *Contextual Theology for Groups: 1st Module*.
      Johannesburg: Institute for Contextual Theology.
*The Book of Common Prayer: And Administration of the Sacraments, and Other Rites and
      Ceremonies of the Church, According to the Use of the United Church of England,
      Together with the Psalter or Psalms of David, Pointed as They Are to Be Sung or Said
      in Churches, and the Form or Manner of Making, Ordaining and Consecrating of
      Bishops, Priests and Deacons.* s.a. Cambridge: Cambridge University Press.

No publisher / place of publication

Occasionally it may not be possible to identify the publisher or place of publication for a book. This applies particularly to what is known as 'grey literature', such as leaflets. In such a case, the abbreviations s.n. (Latin, *sine nomine*, "without name") and / or s.l. (Latin *sine loco*, "without place") may be used.

Christian Aid. 2011. *Working Together: Ten Bible Studies Inspired by the Millennium
      Development Goals (MDGS).* s.l.: Christian Aid.
Swanson, David. 2010. *War Is a Lie*. s.l.: s.n.

Information such as place and publisher not found on the document, but traced from other sources, should be placed in square brackets, with a question mark.

Dow, Sterling. 1969. *Conventions in Editing: A Suggested Reformulation of the Leiden System*, Greek, Roman and Byzantine Scholarly Aids 2. s.l. [Durham, NC?]: Duke University.

4.3 Sort order for the Bibliography

The bibliography is *not* numbered, but <u>sorted alphabetically</u>.

4.3.1 Primary criteria

The bibliography is primarily sorted alphabetically, using the author's / editor's surname (or, if more than one author / editor is involved, using the surname of the first author / editor). If there is no author / editor and the title has to be used as the first element listed (see 4.2.11 above), alphabetical sorting ignores any leading article (a, an, the). The type of publication, such as book, edited book, chapter in a book, journal article, etc., does not matter as far as sorting is concerned. For example:

Aageson, James W., 1993. *Written Also for Our Sake: Paul and the Art of Biblical Interpretation.* Louisville, KY: Westminster/John Knox Press.

The Book of Common Prayer: And Administration of the Sacraments, and Other Rites and Ceremonies of the Church, According to the Use of the United Church of England, Together with the Psalter or Psalms of David, Pointed as They Are to Be Sung or Said in Churches, and the Form or Manner of Making, Ordaining and Consecrating of Bishops, Priests and Deacons. s.a. Cambridge: Cambridge University Press.

Lambrecht, Jan, 2000. "Paul's Logic in Romans 3:29-30." *Journal of Biblical Literature* 119 (3):526-528.

Taylor, Joan E., and Shimon Gibson. 2008. "Roads and Passes Round Qumran." *Palestine Exploration Quarterly* 140 (3):225-227. Accessed 11 May 2009. http://kcl.academia.edu/JoanTaylor/Papers/90224/Roads_and_Passes_Round_Qumran

University of Chicago Press. 2010. *The Chicago Manual of Style*.16th ed. Chicago: University of Chicago Press.

Zamel, Vivian, and Ruth Spack, eds. 1998. *Negotiating Academic Literacies: Teaching and Learning across Languages and Cultures*. Mahwah, NJ: Lawrence Erlbaum.

4.3.2 More than one source by the same author

If *more than one source by the same author* is listed, the following rules are observed:

Three em-dashes are used to replace repeated names for authors. For example:

Barr, Kevin J. 1990. *Poverty in Fiji*. Suva: Fiji Forum for Justice, Peace, and the Integrity of Creation.

———. 1998. *Blessed Are the Poor.* Suva: Fiji Council of Churches.

———. 2002. *Racism and Discrimination: Scandal and Division in Our Human Family.* Suva: ECREA—Ecumenical Centre for Research, Education, and Advocacy.

This is only done if the name is exactly the same. Therefore, em-dashes are not used in the following example:

Fraenkel, Jon, Stewart Firth, and Brij V. Lal. 2009. *The 2006 Military Takeover in Fiji: A Coup to End All Coups?* Acton: ANU Press.

Lal, Brij V. 1992. *Broken Waves: A History of the Fiji Islands in the Twentieth Century.* Pacific Islands Monograph Series 11. Honolulu: University of Hawaii Press.

Lal, Brij V., and Michael Pretes. 2001. *Coup: Reflections on the Political Crisis in Fiji.* Canberra: Pandanus Books, Research School Pacific and Asian Studies, The Australian National University.

Sources by the same author are sorted by date, starting with the oldest; for instance:

Tuwere, Ilaitia S. 2001. "Indigenous People's Struggle for Land and Identity." *Pacific Journal of Theology* 25:39-50.

———. 2002. *Vanua: Towards a Fijian Theology of Place*. Suva: Institute of Pacific Studies; Auckland: College of St John the Evangelist.

If the list includes two or more sources by the same author published in the same year, they are differentiated by *adding lower-case letters to the date of publication*, starting with "a"; for example:

Dunn, James D. G. 1970a. *Baptism in the Holy Spirit: A Re-Examination of the New Testament Teaching on the Gift of the spirit in Relation to Pentecostalism Today.* London: SCM.

———. 1970b. "The Messianic Secret in Mark." *Tyndale Bulletin* 21:92-117.

The corresponding in-text parenthetical short references would be (Dunn 1970a) and (Dunn 1970b) respectively.

If a source is authored or edited by more than one author, it is listed after the sources of the first author as a single author, regardless of the date.

West, Gerald O., 2002. "Indigenous Exegesis: Exploring the Interface between Missionary Methods and the Rhetorical Rhythms of Africa: Locating Local Reading Resources in the Academy." *Neotestamentica* 36 (1-2):147-162.

West, Gerald O. & Musa W. Dube Shomanah, eds., 2000. *The Bible in Africa: Transactions, Trajectories, and Trends.* Leiden Brill.

5 Referring to the Scriptures

5.1 Abbreviations for References to the Scriptures

When making reference to texts from scripture, it is common to use abbreviations. Do not make up your own abbreviations; rather, follow a system in common use, and do this consistently throughout the document. We recommend the one provided in the *Handbook of Style* of the Society of Biblical Literature (Alexander et al. 1999); see **Appendix A**.

Note that "abbreviations for the Hebrew Bible/Old Testament, New Testament, Apocrypha, and Septuagint titles do not require a period and are not italicized" (Alexander et al. 1999, p. 73)

Therefore:
Rev, not Rev.
Ezra, not *Ezra*

5.2 Format of References to the Scriptures

The format of such references should follow general practice as well; once again: do not make up your own. We recommend this simple system:

'Book' [space] chapter [colon] verse(s)

Gen 6:1
Mark 3:1-6
Rev 7:53 - 8:11

Le Mon et al. make a useful comment on matters of style in this regard (2004, 1):

> "If a biblical book is the first word of the sentence, do not abbreviate the title. Also, when referring to the book as a whole or a person with the same name as a biblical book, do not abbreviate.
>
> **Right**:
> Revelation 3 begins with the letter to the church in Sardis.
> We know little about the historical Habakkuk.
>
> **Wrong**:
> Rev 3 begins with the letter to the church in Sardis.
> We know little about the historical Hab. "

5.3 Indication of Versions of the Scriptures

Regardless of which version (translation) you are using, you should always indicate which one(s) you have used. You can either list these versions like a normal book, or at the end of the bibliography in this fashion (adapt as required):

All Bible quotations are from the *New Revised Standard Version*.

Or:

Bible references are to the *New Revised Standard Version* (NRSV), *New International Version* (NIV), or *Revised English Bible* (REB), as indicated in the text of the essay.

6 Use of Wikipedia

Wikipedia (English version at http://en.wikipedia.org) is an unusual kind of encyclopedia: it is written by its users. In contrast to a traditional encyclopedia like the *Encyclopedia Brittanica*, it is not produced by experts in the field chosen by the editors. That does not mean, of course, that it is all nonsense, but one should not rely on it.

Therefore, Wikipedia material **can only be used as a springboard** for further research. As such, it may be listed in the bibliography, but it may not be used as 'evidence'. In other words, **you cannot refer to it as evidence or quote it**.

If you do list a Wikipedia item in the bibliography because it was part of your background reading, you must indicate not just the date of accessing the site, but also the **precise version of the article**. To view the version number, click on the site's 'permanent link' feature (usually in a menu to the left).

Let's take the article on Jesus Christ as an example:
http://en.wikipedia.org/wiki/Jesus_Christ as a URL is NOT correct.

Rather, use this URL: http://en.wikipedia.org/w/index.php?title=Jesus&oldid=100658737 (or whatever else was generated by the 'permanent link' feature).

So, for example, I could list the entry on Jesus I viewed at a particular time as follows:

Wikipedia Contributors, 2006. "Jesus." *Wikipedia*. Accessed 2 October 2006.
        http://en.wikipedia.org/w/index.php?title=Jesus&oldid=79007356

An **exception** to the rule on using Wikipedia material as 'evidence' is audiovisual material on Wikipedia, which links to public domain files on Wikimedia Commons (http://commons.wikimedia.org). This material may be used for the purpose of illustrations. For example, you could use and refer to the photo of Michelangelo's Pietà, or the recording of Handel's *Messiah* as given here:

Handel, G. F. (composer). S.a. "Messiah, Part 2, No. 44, Chorus: Halleluja" Performed by the
        MIT Choir. Accessed 10 August 2007.
        http://commons.wikimedia.org/w/index.php?title=Image:Handel_-_messiah_-
        _44_hallelujah.ogg&oldid=5519609
Michelangelo. S.a. "Pietà." St. Peter's Basilica, the Vatican. (Photo: Stanislav Traykov).
        Accessed 10 August 2007.
        http://commons.wikimedia.org/w/index.php?title=Image:Michelangelo%27s_Pieta_54
        50.jpg&oldid=5489520

7 Works cited in the Assignment & Referencing Style Guide

Alexander, Patrick H., et al. eds., 1999. *The SBL Handbook of Style: for Ancient Near
        Eastern, Biblical, and Early Christian Studies.* Peabody: Hendrickson.
LeMon, J. M., Nogalski, M. G., Nogalski, J. D., Steibel, S. G. & West, D. M. 2004.
        "Student Supplement for the SBL Handbook of Style." Accessed 13 January
        2009. http://www.sbl-site.org/assets/pdfs/SBLHS_SS92804_Revised_ed.pdf
University of Chicago Press. 2010. *The Chicago Manual of Style.*16th ed. Chicago:
        University of Chicago Press.

Appendix A: Abbreviations for 'Books' of the Bible

Holger Szesnat

The following abbreviations are based on the *SBL Handbook of Style* (Alexander et al. 1999, 73-74). In the list below, *items printed in italics* are either alternative names for a book (e.g. Qoheleth instead of Ecclesiastes) or the variant naming conventions specific to the Septuagint (e.g. 4 Kingdoms instead of 2 Kings); this is done for clarification. This does *not* mean, however, that they should be put in italics in documents produced for written work at PTC.

Hebrew Bible / Septuagint / Apocrypha / Deuterocanonical Writings

Gen	Genesis	Hos	Hosea
Exod	Exodus	Joel	Joel
Lev	Leviticus	Amos	Amos
Num	Numbers	Obad	Obadiah
Deut	Deuteronomy	Jonah	Jonah
Josh	Joshua	Mic	Micah
Judg	Judges	Nah	Nahum
Ruth	Ruth	Hab	Habakkuk
1 Sam	1 Samuel	Zeph	Zephaniah
2 Sam	2 Samuel	Hag	Haggai
1 Kgdms	*1 Kingdoms (LXX)*	Zech	Zechariah
2 Kgdms	*2 Kingdoms (LXX)*	Mal	Malachi
1 Kgs	1 Kings		
2 Kgs	2 Kings	Bar	Baruch
3 Kgdms	*3 Kingdoms (LXX)*	Add Dan	Additions to Daniel
4 Kgdms	*4 Kingdoms (LXX)*	Pr Azar	Prayer of Azariah
1 Chr	1 Chronicles	Bel	Bel and the Dragon
2 Chr	2 Chronicles	Sg Three	Song of the Three Young Men
Ezra	Ezra	Sus	Susanna
Neh	Nehemiah	1 Esd	1 Esdras
Esth	Esther	2 Esd	2 Esdras
Job	Job	Add Esth	Additions to Esther
Ps/Pss	Psalms	Ep Jer	Epistle of Jeremiah
Prov	Proverbs	Jdt	Judith
Eccl	Ecclesiastes	1 Macc	1 Maccabees
Qoh	*Qoheleth*	2 Macc	2 Maccabees
Song	Song of Songs	3 Macc	3 Maccabees
Cant	*Canticles*	4 Macc	4 Maccabees
Isa	Isaiah	Pr Man	Prayer of Manasseh
Jer	Jeremiah	Ps 151	Psalm 151
Lam	Lamentations	Sir	Sirach / Ecclesiasticus
Ezek	Ezekiel	Tob	Tobit
Dan	Daniel	Wis	Wisdom of Solomon

New Testament

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

Appendix B: Common Abbreviations and Designation of Years

Holger Szesnat

1 Common Abbrevations

Abbreviation	Meaning / explanation
c. / ca.	approximately, about (from Latin *circa*, "approximately"). Used with numbers, especially years, where the exact year is uncertain. For example: "ca. 200 CE"
cf.	compare / see (from Latin *confer*, "compare")
ch. / chp.	chapter
diss.	dissertation
e.g.	for example; for instance (Latin *exempli gratia*, "for [the sake of] example)
et al.	and others (Latin *et alii*, "and others")
etc.	and so on; and so forth (Latin *et cetera*, "and the rest")
i.e.	that is; that is to say (Latin *id est*, "that is")
n.b.	take note (Latin *nota bene*, "note well")
v.	verse
vv.	verses

2 Designation of Years

Two systems are common and may be used, though they should not be mixed in the same document. Each system uses different abbreviations to refer to the two epochs marked in the Gregorian calendar, now widely used, which separates two epochs: before the supposed year of the birth of Christ, and after. *There is no year 0*.

3.1 BC / AD

- BC (or B.C.) stands for "Before Christ". For example: "587 BC"; "eighth century BC".
- AD (or A.D.) stands for the shortened Latin phrase *Anno Domini*, "in the year of the Lord". For example: "AD 70"; "second century AD".
- Note that when used with year numbers, BC follows the number, whereas AD precedes the number.

3.2 BCE / CE

- BCE stands for "Before the Common Era", which is equivalent to BC. For example: "587 BCE"; "eighth century BCE".

- BC stands for "Common Era", which is equivalent to AD. For example: "70 CE"; "second century CE".
- Note that when used with numbers, both BCE and CE follow the number.

Appendix C: Annotated Sample Texts with References and Bibliography

Holger Szesnat

The following table offers *selected paragraphs* from an essay to illustrate referencing. It is not an essay itself: individual paragraphs do not necessarily follow each other: the purpose is not to provide an example of essay writing, but of appropriate referencing. <u>The text has been annotated with comments in the right column</u>, which has also been set in a different font.

In this short paper, I wish to highlight a few matters of concern in relation to the interpretation of the Book of Revelation in the context of the contemporary environmental crisis, a topic that has recently engaged Biblical scholars (e.g. Bauckham 2008; Bredin 2009; Rossing 2002; 2008).	This is an introductory paragraph to an essay which sets out its purpose as well as the first step in the argument. The references offered are to four sources. No page reference is given because at this point, the whole of each article / chapter is being referred to.
What matters to John the Seer in his guidance to the 'seven churches' (Rev 1-3) is to resist the temptation to play it safe, the temptation to conform, adapt, and compromise with 'this world': that is, to conform to the empire. "Come out of her, my people", proclaims and demands the divine voice (Rev 18:4, NRSV): come out of Babylon, that is, in the language of the contemporary apocalypticists: Rome (Cory 2006, 8). In this, as Pablo Richard argues (1995, 77), the Book of Revelation re-reads the Exodus narrative, no longer in Egypt but, in mythological terms, in the heart of Rome. 'Do not be tempted to fall in line with the demands of the emperor and his empire!', is the message of Revelation. In this sense, as Barbara Rossing put it, this "book is not so much about the end of the world as about the end of Rome" (2002, 189), because of its context: the Roman empire.	This paragraph sets out an argument in which both references to the Scriptures and to scholarly literature are offered. Reference to the Book of Revelation, indicating the translation used (see bibliography). References to two sources used, with page reference. Reference for quotation.
Therefore, as Rossing suggests (2002, 182), a clearer English translation of Rev 12:12 would be something like "Alas, earth and sea! For the devil has come down to you with great wrath…". This is parallel to the woeful	A later reference to a previously used source. Note that the first name is omitted, but the parenthetical reference takes the same format.

exclamation of the kings and merchants of the world in Rev 18 (cf. Rev 13:17), who lament their fate, for they collaborated with, and made great profit from their alliance with Babylon. As Bauckham (1998:338-383; cf. Perry 2007) has shown in a detailed study of Rev 18, the kind of goods outlined at length in Rev 18 are *luxury goods* used by the Roman elite (see also Koester 2008 on the aspect of slavery). John the Seer, in this vision, sees the ancient trade in luxury goods which benefits the elite and the rich merchants whilst impoverishing the poor as self-evidently abhorrent in God's view (see also Fernández 1997; Callahan 1999). Lament is called for because Satan is now being fought on earth, bringing destruction, death and suffering. It is not that God is responsible for this suffering; it is not God that brings destruction to earth: it is simply that in this book, present suffering is seen in mythological terms as the fight between good and evil that takes place on earth, for this is the time "for destroying those who destroy the earth" (Rev 11:18, NRSV). Earth, which is (in the present age) captive to empire, captive to Rome, captive to 'the destroyers of earth', is lamented. "Heaven has already become a 'Satan-free zone' […], but Earth is still help captive until Rev. 20.3" (Rossing 2002:185, citing Smith 2000).

Pablo Richard, in his liberation-critical commentary on Revelation, argues rightly that one should not speak of these 'plagues' in Revelation as "natural" disasters (1995, 86):

> In earthquakes and hurricanes the poor lose their flimsy houses because they are poor and cannot build better ones; plagues, such as cholera and tuberculosis, fall primarily on the poor who are malnourished […]. Hence the plagues of the trumpets and bowls in Revelation refer not to 'natural diasters', but to the agonies of history that the empire itself causes.

"Cf." is used to indicate that the text may be compared as offering something similar.

Similarly, "see also" is used to refer to a source that offers something on a related matter.

Note the addition of the Bible translation used for this quotation.

As the elision dots in square brackets indicate, a part of the text quoted has been omitted. The quoted text includes a reference to a source *cited* by the original writer which was not seen by the essay writer.

A lengthy quotation is indented. In this case, quotation marks may be omitted.

Bibliography

Bauckham, Richard. 1998. *The Climax of Prophecy: Studies on the Book of Revelation*. Edinburgh: T. & T. Clark.

———. 2008. "Creation's Praise of God in the Book of Revelation." *Biblical Theology Bulletin* 38 (2): 55-63.

Bredin, Mark. 2009. "Ecological Crisis and Plagues (Revelation 11:6)." *Biblical Theology Bulletin* 39 (1):26-38.

Callahan, Allen Dwight. 1999. "Apocalypse as Critique of Political Economy: Some Notes on Revelation 18." *Horizons in Biblical Theology* 21 (1):46-65.

Cory, Catherine A. 2006. *The Book of Revelation*. The New Collegeville Bible Commentary: New Testament 12. Collegeville: Liturgical Press.

Fernández, Dagoberto Ramírez. 1997. "The Judgment of God on the Multinationals: Revelation 18." In *Subversive Scriptures: Revolutionary Readings of the Christian Bible in Latin America*, edited by Leif E. Vaage, 75-100. Valley Forge: Trinity Press International.

Koester, Craig R. 2008. "Roman Slave Trade and the Critique of Babylon in Revelation 18." *Catholic Biblical Quarterly* 70 (4):766-786.

Perry, Peter S. 2007. "Critiquing the Excess of Empire: A Synkrisis of John of Patmos and Dio of Prusa." *Journal for the Study of the New Testament* 29 (4):473-496.

Richard, Pablo. 1995. *Apocalypse: A People's Commentary on the Book of Revelation*. The Bible & Liberation Series. Maryknoll: Orbis Books.

Rossing, Barbara R. 2002. "Alas for Earth! Lament and Resistance in Revelation 12." In *The Earth Story in the New Testament*, edited by Norman C. Habel and Vicky Balabanski, 180-192. Sheffield: Sheffield Academic Press.

———. 2008. "'Hastening the Day' When the Earth Will Burn: Global Warming, 2

Peter, and the Book of Revelation." In *The Bible in the Public Square: Reading the Signs of the Times*, edited by Cynthia Briggs Kittredge, Ellen Bradshaw Aitken and Jonathan A. Draper, 25-38. Minneapolis: Fortress Press.

Scripture quotations are taken from the *New Revised Standard Version*, Anglicized Edition (NRSV), or the *Revised English Bible* (REB), as indicated in the text.

Bible versions used in the paper are indicated.

Appendix D: Referencing — a short overview

Holger Szesnat

This document summarises the lengthier presentation of the author-date style given in the PTC Referencing Style Guide in a handy three-page document.

Examples are given in a different font for the sake of clarity.

1 Introduction

All work submitted for assessment must be properly referenced, using the author-date system. The principle of this system is that

- the author's surname, the date (year) of publication and the page reference are given parenthetically in the text, e.g. "(Smith 2004, 100)"; and
- a bibliography is appended at the end of the assignment, including
  - all works quoted or referred to, as well as
  - all works that formed part of the background reading undertaken.

2 Parenthetical In-Text Short References

In-text references usually include the surname of the author together with the date of the publication and the page reference. For example:

… as was recently demonstrated again (Tuwere 2002, 22-25).

Or:

Tuwere (2000, 22-25) has shown that…

3 Compiling the Bibliography

The bibliography offers the necessary bibliographic details for material used and enables your reader to find this material easily and effectively. The bibliography is sorted alphabetically by author. Each item is listed on a separate line/paragraph, using a hanging indent, as in the examples below. Works by the same author should be displayed in chronological order, earliest first. Headline-style capitalization is used for titles.

There is no need to separate the sources into groups like books, journal articles, etc.: the examples below do this only to indicate what kind of source they are so that one can quickly find the kind of referencing style needed.

Books (including edited books)
Aulén, Gustaf. 1931. *Christus Victor: An Historical Study of the Three Main Types of the Idea of the Atonement*. London: SPCK.
Barrow, Simon & Jonathan Bartley, eds. 2005. *Consuming Passion: Why the Killing of Jesus Really Matters*. London: Darton, Longman & Todd.
Barr, Kevin J. 1990. *Poverty in Fiji*. Suva: Fiji Forum for Justice, Peace, and the Integrity of Creation.
———. 2002. *Racism and Discrimination: Scandal and Division in Our Human Family*. Suva: ECREA—Ecumenical Centre for Research, Education, and Advocacy.

Birch, Bruce C., Walter Brueggemann, Terence E. Fretheim, and David L. Petersen. 2005. *A Theological Introduction to the Old Testament.* 2nd ed. Nashville: Abingdon Press.

Dunn, James D. G. 1992. *Jesus's Call to Discipleship*. Understanding Jesus Today. Cambridge: Cambridge University Press.

Hunt, Stephen, ed. 2001. *Christian Millenarianism: From the Early Church to Waco.* London: Hurst.

Malina, Bruce J., and Richard L. Rohrbaugh. 2003. *Social Science Commentary on the Synoptic Gospels*. 2nd ed. Minneapolis: Fortress Press.

Chapters in edited books

Blomberg, Craig L. 1992. "Form Criticism." In *Dictionary of Jesus and the Gospels*, edited by Joel B. Green, Scot McKnight, and I. Howard Marshall, 243-250. Downers Grove: Intervarsity Press.

Zuckert, Catherine H. 2002. "Hermeneutics in Practice: Gadamer on Ancient Philosophy." In *The Cambridge Companion to Gadamer*, edited by Robert J. Dostal, 201-224. Cambridge: Cambridge University Press.

Journal articles

Gunton, Colin E. 1990. "Using and Being Used: Scripture and Systematic Theology." *Theology Today* 47 (3):248-259.

Smith, Mark S. 1988. "Setting and Rhetoric in Psalm 23." *Journal for the Study of the Old Testament* 41:61-88.

Newspaper articles

Silaitoga, Serafina. 2011. "Alarm over Jesus Claims." *Fiji Times*, 30 April, 7.

Watts, Susan, and Tom Wilkie. 1992. "How the universe began." *The Independent*, 24 April, 1.

Dissertations and Theses

Ashley, Edith Margaret. 2000. "Women in Luke's Gospel." MPhil thesis, University of Sydney.

Schilling, Timothy Peter. 2003. "Conflict in the Catholic Hierarchy: A Study of Coping Strategies in the Hunthausen Affair, with Preferential Attention to Discursive Strategies." PhD dissertation, Universiteit Utrecht.

Internet sources

Brown, Francis, Edward Robinson, S. R. Driver, Charles A. Briggs, and Wilhelm Gesenius. 1906. *A Hebrew and English Lexicon of the Old Testament, with an Appendix Containing the Biblical Aramaic*. Boston: Houghton Mifflin. Accessed 7 June 2010. http://www.archive.org/details/hebrewenglishlex00browuoft

Eagleton, Terry. 2003. "Pedants and Partisans." *The Guardian* (February 22). Accessed 25 February 2003. http://books.guardian.co.uk/review/story/0,12084,899641,00.html

Girard, René. 2004. "On Mel Gibson's *The Passion of the Christ*." *Anthropoetics* 10 (1). Accessed 30 July 2007. http://www.anthropoetics.ucla.edu/ap1001/RGGibson.htm

Lindbeck, George. 1986. "Barth and Textuality." *Theology Today* 43(3), 361-376. Accessed 29 March 2004. http://theologytoday.ptsem.edu/oct1986/v43-3-article5.htm

Vassiliadis, Petros. 1998. "Pneumatological Ecclesiology." Accessed 7 June 2005. http://users.auth.gr/~pv/Pneumatological%20Ecclesiology.htm

Žižek, Slavoj. 2006. "The Ignorance of Chicken, or, Who Believes What Today?" (Audio file for download). Accessed 26 April 2009. http://www.uchicago.edu/research/jnl-crit-inq/media/zizek_lecture_128K.mp3

Bible Versions

Bible translations may be listed like any other book; however, given the prominence of the Scriptures, it is preferable to list the version(s) you have used at the end of the bibliography. For example:

All Bible quotations are from the *New Revised Standard Version*, Anglicized edition.

Or:

Bible references are to the *New International Version* (NIV) or *New Revised Standard Version* (NRSV), as indicated in the text of the essay.

4 References to the Scriptures

When referring to a particular text from the Scriptures, a simple standardised format is used; for example:

'Book' [space] Chapter [colon] Verse(s)

For example:

Genesis 6:1 or Gen 6:1
Philippians 3:1–2 or Phil 3:1–2
John 7:53 – 8:11

If you wish to abbreviate your references to 'books' of the Bible, you need to use a standardised system that clearly identifies the text you are referring to, such as the one outlined in the PTC Referencing Guide.