

Theology Programme
Referencing Guide for Undergraduate Theology Students (30/09/22)

When writing essays or assignments, it is important to acknowledge the sources you have used—this is called referencing. Providing references tells your reader where the information you used to write your essay or assignment comes from. Referencing distinguishes writing based on *scholarly research* from fiction, journalism, and opinion pieces.

Different disciplines use different styles of referencing. In Theology, we use **footnotes**. They are placed at the bottom of the page. Footnotes are used in combination with a **bibliography**. The bibliography comes at the end of your work. The bibliography lists the sources you have used in preparing your essay. An essay or research paper must be properly documented. If you do not acknowledge your sources, your grade may be penalized. You may also be open to the charge of plagiarising. Plagiarising indicates academic dishonesty.

The Theology Programme follows the referencing rules laid out in the *Chicago Manual of Style*, 16th ed. (Chicago: University of Chicago Press, 2010.) The following pages give basic information about how to format your references correctly.

How to cite secondary sources:

- **Books**—sole and multi-authored monographs (A monograph is a book written by the same author or authors).

Footnote reference:

Author's first name(s) followed by surname, *Title in Italics using Upper Case for all Important Words* (City of Publication: Publisher, date), page number(s) if applicable.

Christopher R.J. Holmes, *Hearing and Doing: The Speeches in Acts and the Essence of Christianity* (Waco, TX: Baylor University Press, 2022).

Bibliography entry:

Last name, first name. *Title of Book*. City of publication: Publisher, year.

Holmes, Christopher R.J. *Hearing and Doing: The Speeches in Acts and the Essence of Christianity*. Waco, TX: Baylor University Press, 2022.

NOTE: For Subsequent Citations of Any Source: If you cite the same source later in your paper, simply list the author's [or editor's] surname, followed by an abbreviated title, followed by page number(s). Thus, subsequent citations of the Holmes source above would be as follows:

Holmes, *Hearing and Doing*, 27.

- **Citation of a Book with Multiple Authors:**

Use the same format as above, but list each author's first name(s) and surname, followed by a comma, except before the last author mentioned.

Footnote reference:

Matthew Croasmun and Miroslav Volf, *The Hunger for Home: Food & Meals in the Gospel of Luke* (Waco, TX: Baylor University Press, 2022).

Bibliography entry:

List all of the authors. You only need to invert the first and second name of the first author.

Croasmun, Matthew, and Miroslav Volf. *The Hunger for Home: Food & Meals in the Gospel of Luke*. Waco, TX: Baylor University Press, 2022.

Subsequent citation:

Croasmun and Volf, *Hunger for Home*, 102.

➤ **Books – edited volumes (edited volumes are volume that have chapters by different authors)**

When the chapters are written by different scholars and the book is compiled by an editor, it is called an edited volume. Edited volumes can look like monographs, but they are a bit different. In your footnote, reference the relevant chapter(s) (including its author and the specific page number your information has come from).

Footnote:

First name Last name of author of chapter, ‘Title of Chapter’, in *Title of Book*, ed. Name of Editor/s (City/town of publication: Publisher, year of publication), page/s your information has come from.

Brian Moloughney, ‘Pictures of Panyu: Images of China from the Canton Villages Mission’, in *Early New Zealand Photography: Images and Essays*, ed. Angela Wanhalla and Erika Wolf (Dunedin: University of Otago Press, 2011), 123.

In your bibliography, list the chapter under its author’s name and list the entire page range of the chapter. If more than one chapter is relevant, in your bibliography you should list each chapter you have referenced in your footnotes, and also list the entire book under the editor’s name.

Bibliography:

Last name, First name. ‘Title of Chapter’. In *Title of Book*, edited by Name of Editor/s. City/town of publication: Publisher, year of publication, page range of chapter.

Moloughney, Brian. 'Pictures of Panyu: Images of China from the Canton Villages Mission'. In *Early New Zealand Photography: Images and Essays*, edited by Angela Wanhalla and Erika Wolf. Dunedin: University of Otago Press, 2011, 122–27.

To cite the whole edited collection: Wanhalla, Angela and Erika Wolf (eds). *Early New Zealand Photography: Images and Essays*. Dunedin: University of Otago Press, 2011.

Subsequent citation:

Moloughney, 'Pictures of Panyu', in *New Zealand Photography*, 125.

➤ **E-books**

Often you will access books and book chapters through the e-copy via the library catalogue. Nonetheless, reference the text as you would a physical copy of the book, unless the book only appears in an electronic version. If no fixed page numbers are available in the e-book, state the chapter.

➤ **Journal Articles**

A scholarly journal is a periodical publication containing articles by academic experts/scholars. Articles tend to be more specific, detailed, and specialized than books and book chapters in edited volumes. As the journal itself is the publication, its title is italicised, while the title of the article should be put within quotation marks, like a chapter in an edited volume.

Footnote:

First name Last name, 'Title of Article', *Title of Journal*, volume number, issue number (year of publication): page(s) your information has come from.

Michelle Sanchez, 'Orr and Kant: An Analysis of the Intellectual Encounter behind "The Christian Worldview"', *Scottish Journal of Theology* 74 (May 2021): 103–122.

Bibliography:

Last name, First name. 'Title of Article'. *Title of Journal*, volume, issue (year): page range of entire article.

Sanchez, Michelle. 'Orr and Kant: An Analysis of the Intellectual Encounter behind "The Christian Worldview"'. *Scottish Journal of Theology*, vol. 74, no. 2 (2021): 103–121.

Subsequent citation:

Sanchez, 'Orr and Kant', 105.

NOTE: Although journal articles are accessed online, the internet address (URL) is not included in footnotes.

➤ **Further Relevant Links:**

-for further detailed information on referencing and style, see the Theology Programme's Style Guide. This Guide is intended primarily for Postgraduate Students:

<https://www.otago.ac.nz/theology/otago121075..pdf>