

This Referencing Guide outlines ACOM's preferred method of referencing. While it is not mandatory that students follow this method, it is imperative that whatever method is chosen (e.g. Harvard Style) is followed consistently and accurately throughout the students work.

Foundational to academic writing is the adherence to a specific system of referencing according to the area of study one undertakes. The preferred method of referencing at ACOM is the Numeric-footnote system (***also known as Bibliography Style***). This style presents bibliographic citations information in footnotes through the body of the work with a Bibliography at the end.

Based on the work of Kate Turabian, this system has become the “gold standard” for referencing in the theology and biblical studies fields and we encourage all our students to become familiar with it and adopt it as their standard referencing system.

While this, or any referencing system, can be daunting to a new student, it is important to embrace the discipline of using it. ***This fact sheet is a summary of the key aspects of this system and will be a constant tool for you to use as you write.***

For those students who are undertaking higher levels of research, we recommend you purchase the complete guide (Kate L. Turabian's *Manual for Writers of Research Papers, Theses, and Dissertations (Chicago: University of Chicago Press, 2013)*) as a valuable source of assistance not only in referencing but writing as well.

How to use Footnotes and Bibliography

Footnotes

A footnote is a superscript number like this¹ that is used to notify the reader there is more information in the footnotes (or endnotes). There will then be a corresponding number below the body of the text on the page a footnote has been used, which you will tell your reader where your information came from (i.e. the source you have cited). ***Please see the Sample Essay with Footnotes and Bibliography.***

A footnote (or citation) can be inserted automatically in the majority of software programs (e.g. Microsoft Word) students use to write assignments. For directions on how to use this on your software use the Help function.

The following is a summary of the way you are to cite your sources in the Footnotes for the following instances;

- The first time a source is cited
- When you cite the same source immediately after the previous use
- You cite a source you have previously used.

The first time a source is cited.

This full version of the footnote is used the first time the source is cited and requires;

Authors Firstname & Surname, italicized full book title (Place of Publication: Publisher, date of Publication), page referred to.

For example:

1. Malcolm Gladwell, *The Tipping Point: How Little Things Can Make a Big Difference* (Boston: Little, Brown, 2000), 64–65.

You cite the same source immediately after the previous use

If your next footnote cites the same source that you have just used, you do not need to repeat the bibliographic information as it is acceptable to use *Ibid* which is from the Latin *ibidem*, meaning "in the same place". By using *Ibid* and the page number, you are indicating that you are continuing to use the same source as previously mentioned. If the same page number of the same source is used, then the page number of the second reference may be omitted (example 3). **Please note: *ibid* citation links to the citation that immediately precedes it.**

2. *Ibid.*, 75.
3. *Ibid.*

You cite a source previously used

If you cite a source you have already used (but you have cited other sources since its previous use) then you can reference your source in the following short hand manner. Please note the difference between this and the use of *ibid*. The format used for this short title is;

Author Surname, italicised short version of book title, page number.

For example:

4. Gladwell, *Tipping Point*, 71.

Bibliography

After citing your source in your essay, it is important that you include the source in your Bibliography at the end of your work. Your Bibliography should be the complete list of all source material you have used to write your essay. If you are familiar with Microsoft Word, you can use its in-built Bibliography / Citation system or use programs such as Endnote. Please see other Fact Sheets about both of these systems.

You are to cite sources in your Bibliography slightly differently to the way in which you do in your Footnotes. The general format is:

Author Surname, Author First name. *Italicised full book title*. Place of Publication: Publisher, Date of Publication.

For example;

Bibliography:

Gladwell, Malcolm. *The Tipping Point: How Little Things Can Make a Big Difference*. Boston: Little, Brown, 2000.

Compare this to the way Footnotes are written.

Footnote:

Malcolm Gladwell, *The Tipping Point: How Little Things Can Make a Big Difference* (Boston: Little, Brown, 2000), 64–65.

Please note the small but significant difference between the two, particularly the way the Author and the Publishers are referenced.

How to cite the Bible

(Information taken from *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed., 2013, sections 17.5.2, 19.5.2, and 24.6.1-4.)

When you refer to whole chapters/whole books of the Bible or Apocrypha in the text of your paper, spell out the names of the books; do not italicize or underline them.

Example: 2 Samuel 12 records the prophet Nathan's confrontation of King David.

Example: The identity of the author of the book of Hebrews is not certain.

Do I need to put the Bible in my Bibliography/Reference List?

No, you do not need to include the Bible in your bibliography/reference list.

When you are citing a particular passage of Scripture, include the abbreviated name of the book, the chapter number, and the verse number—never a page number. Chapter and verse are separated by a colon.

Example: 1 Cor. 13:4, 15:12-19

Example: Gn 1:1-2, 2:1-3; Jn 1:1-14

Note that Turabian includes two lists of abbreviations for books of the Bible: a traditional abbreviation list and a shorter abbreviation list. The list of abbreviations are provided at the end of this fact sheet. You may use either list, but be consistent throughout your paper.

Include the name of the version you are citing. You may either spell out the name of the version, at least in the first reference, or you may use abbreviations without preceding or internal punctuation. After the first citation you need to indicate the version only if you quote from another version.

Examples of intext parenthetical citation:	Examples of footnote or endnote:
(Gen. 12:1-3 [RSV]) – First use	1. Ps. 139:13-16 (NAB)
(Jn 3:16-17) – subsequent use where the version has not changed	2. Eph 6:10-17

The abbreviation for some common standard Bible Versions are as follows.

New International Version	NIV
Today's New International Version	TNIV
New American Standard Bible	NASB
Revised Standard Version	RSV
English Standard Version	ESV
New English Translation	NET
Amplified Bible	AMP
King James Version	KJV
New King James Version	NKJV
Message	MSG
New Living Translation	NLT
Good News Bible	GNB

How to cite various Sources

The following examples illustrate citations in both their Footnote versions (*numbered examples below*) and then Bibliography version (*not numbered*).

Book

One author

(Footnote version)

1. Malcolm Gladwell, *The Tipping Point: How Little Things Can Make a Big Difference* (Boston: Little, Brown, 2000), 64–65.
2. Gladwell, *Tipping Point*, 71.

(Bibliography version)

Gladwell, Malcolm. *The Tipping Point: How Little Things Can Make a Big Difference*. Boston: Little, Brown, 2000.

For the rest of this Fact Sheet, each example follows the example above: Footnote version (numbered) and Bibliography version (not numbered).

Two or more authors

1. Peter Morey and Amina Yaqin, *Framing Muslims: Stereotyping and Representation after 9/11* (Cambridge, MA: Harvard University Press, 2011), 52.
2. Morey and Yaqin, *Framing Muslims*, 60–61.

Morey, Peter, and Amina Yaqin. *Framing Muslims: Stereotyping and Representation after 9/11*. Cambridge, MA: Harvard University Press, 2011.

Note that the latter author in the Bibliography entry above is ordered First name then second name, while earlier listed authors are Surname, Firstname.

Four or more authors

For four or more authors we list all of the authors in the bibliography; however, in the footnote, list only the first author, followed by “et al.” (“and others”):

1. Jay M. Bernstein et al., *Art and Aesthetics after Adorno* (Berkeley: University of California Press, 2010), 276.
2. Bernstein et al., *Art and Aesthetics*, 18.

Bernstein, Jay M., Claudia Brodsky, Anthony J. Cascardi, Thierry de Duve, Aleš Erjavec, Robert Kaufman, and Fred Rush. *Art and Aesthetics after Adorno*. Berkeley: University of California Press, 2010.

Editor or translator instead of author

1. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.
2. Lattimore, *Iliad*, 24.

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

Editor or translator in addition to author

1. Jane Austen, *Persuasion: An Annotated Edition*, ed. Robert Morrison (Cambridge, MA: Belknap Press of Harvard University Press, 2011), 311–12.
2. Austen, *Persuasion*, 315.

Austen, Jane. *Persuasion: An Annotated Edition*. Edited by Robert Morrison. Cambridge, MA: Belknap Press of Harvard University Press, 2011.

Chapter or other part of a book

1. Ángeles Ramírez, “Muslim Women in the Spanish Press: The Persistence of Subaltern Images,” in *Muslim Women in War and Crisis: Representation and Reality*, ed. Faegheh Shirazi (Austin: University of Texas Press, 2010), 231.
2. Ramírez, “Muslim Women,” 239–40.

Ramírez, Ángeles. “Muslim Women in the Spanish Press: The Persistence of Subaltern Images.” In *Muslim Women in War and Crisis: Representation and Reality*, edited by Faegheh Shirazi, 227–44. Austin: University of Texas Press, 2010.

Preface, foreword, introduction, or similar part of a book

1. William Cronon, foreword to *The Republic of Nature*, by Mark Fiege (Seattle: University of Washington Press, 2012), ix.
2. Cronon, foreword, x–xi.

Cronon, William. Foreword to *The Republic of Nature*, by Mark Fiege, ix–xii. Seattle: University of Washington Press, 2012.

Book published electronically

Note: Due to the nature of the ever-changing world of online media, if you find that your source does not fit into one of these criteria then cite the source the best that you can. The aim is to provide your reader/marker with enough information to be able to locate the source on their own.

If a book is available in more than one format, cite the version you consulted. For books read in e-book format where no page number is provided, include the format type (e.g. Kindle) in place of the page number. For books consulted online, include an access date and a URL. If you consulted the book in a commercial database, you may give the name of the database instead of a URL. If no fixed page numbers are available, you can include a section title or a chapter or other number. Below are various examples of electronic publications and the various formats already mentioned in this Fact Sheet.

- Isabel Wilkerson, *The Warmth of Other Suns: The Epic Story of America’s Great Migration* (New York: Vintage, 2010), 183–84, Kindle.
- Wilkerson, *Warmth of Other Suns*, 401.
- Wilkerson, Isabel. *The Warmth of Other Suns: The Epic Story of America’s Great Migration*. New York: Vintage, 2010. Kindle.

- Philip B. Kurland and Ralph Lerner, eds., *The Founders’ Constitution* (Chicago: University of Chicago Press, 1987), chap. 10, doc. 19, accessed October 15, 2011, <http://press-pubs.uchicago.edu/founders/>.
- Kurland and Lerner, *Founders’ Constitution*.
- Kurland, Philip B., and Ralph Lerner, eds. *The Founders’ Constitution*. Chicago: University of Chicago Press, 1987. Accessed October 15, 2011. <http://press->

pubs.uchicago.edu/founders/.

- Joseph P. Quinlan, *The Last Economic Superpower: The Retreat of Globalization, the End of American Dominance, and What We Can Do about It* (New York: McGraw-Hill, 2010), 211. ATLA Religion Database with ATLASerials, EBSCOhost (accessed March 2, 2017). Quinlan, *Last Economic Superpower*, 88.
- Quinlan, Joseph P. *The Last Economic Superpower: The Retreat of Globalization, the End of American Dominance, and What We Can Do about It*. New York: McGraw-Hill, 2010. ATLA Religion Database with ATLASerials, EBSCOhost (accessed March 2, 2017).

Journal article

In a Footnote, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article. See examples of various formats.

Article in a print journal

- Alexandra Bogren, "Gender and Alcohol: The Swedish Press Debate," *Journal of Gender Studies* 20, no. 2 (June 2011): 156.
- Bogren, "Gender and Alcohol," 157.
- Bogren, Alexandra. "Gender and Alcohol: The Swedish Press Debate." *Journal of Gender Studies* 20, no. 2 (June 2011): 155–69.

Article in an online journal

For a journal article consulted online, include an access date and a URL.

- Andre van Oudtshoorn, "Love Child: The use of 2 Corinthians 13 beyond its original context and intent," *Crucible* (Online) 7, no. 2 (November, 2016): 7 (accessed March 2, 2017).
- Oudtshoorn, "Love Child", 7.
- Oudtshoorn, Andre van. "Love Child: The use of 2 Corinthians 13 beyond its original context and intent," *Crucible* (Online) 7, no. 2 (November 2016): 1-13. www.crucibleonline.net (accessed March 2, 2017).

When using the ACOM library (EBSCO) to access journals you can reference them as follows:

- Mark I. Wegener, "The Arrival of Jesus as a Politically Subversive Event According to Luke 1-2," *Currents In Theology and Mission* (Online) 44, no. 1 (January 2017):15 (accessed March 2, 2017).
- Wegener, "The Arrival of Jesus", 15.
- Wegener, Mark I. "The Arrival of Jesus as a Politically Subversive Event According to Luke 1-2." *Currents In Theology And Mission* (Online) 44, no. 1 (January 2017): 15-23. ATLA Religion Database with ATLASerials, EBSCOhost (accessed March 2, 2017).

Other electronic databases (for example, Academic OneFile; ProQuest) can be cited as follows:

- Anastacia Kurylo, “Linsanity: The Construction of (Asian) Identity in an Online New York Knicks Basketball Forum,” *China Media Research* 8, no. 4 (October 2012): 16, accessed March 9, 2013, Academic OneFile.
- Kurylo, “Linsanity,” 18–19.
- Kurylo, Anastacia. “Linsanity: The Construction of (Asian) Identity in an Online New York Knicks Basketball Forum.” *China Media Research* 8, no. 4 (October 2012): 15–28. Accessed March 9, 2013. Academic OneFile.

Magazine article

- Jill Lepore, “Dickens in Eden,” *New Yorker*, August 29, 2011, 52.
- Lepore, “Dickens in Eden,” 54–55.
- Lepore, Jill. “Dickens in Eden.” *New Yorker*, August 29, 2011.

Newspaper article

Newspaper articles may be cited in running text (“As Elisabeth Bumiller and Thom Shanker noted in a *New York Times* article on January 23, 2013, . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations.

- Elisabeth Bumiller and Thom Shanker, “Pentagon Lifts Ban on Women in Combat,” *New York Times*, January 23, 2013, accessed January 24, 2013, <http://www.nytimes.com/2013/01/24/us/pentagon-says-it-is-lifting-ban-on-women-in-combat.html>.
- Bumiller and Shanker, “Pentagon Lifts Ban.”
- Bumiller, Elisabeth, and Thom Shanker. “Pentagon Lifts Ban on Women in Combat.” *New York Times*, January 23, 2013. Accessed January 24, 2013. <http://www.nytimes.com/2013/01/24/us/pentagon-says-it-is-lifting-ban-on-women-in-combat.html>.

Book review

- Joel Mokyr, review of *Natural Experiments of History*, ed. Jared Diamond and James A. Robinson, *American Historical Review* (Online) 116, no. 3 (June 2011): 754, accessed December 9, 2011.
- Mokyr, review of *Natural Experiments of History*, 752.
- Mokyr, Joel. Review of *Natural Experiments of History*, edited by Jared Diamond and James A. Robinson. *American Historical Review* 116, no. 3 (June 2011): 752–55. ATLA Religion Database with ATLASerials, EBSCOhost (accessed December 9, 2011).

Thesis or dissertation

- Dana S. Levin, “Let’s Talk about Sex . . . Education: Exploring Youth Perspectives, Implicit Messages, and Unexamined Implications of Sex Education in Schools” (PhD diss., University of Michigan, 2010), 101–2.
- Levin, “Let’s Talk about Sex,” 98.
- Levin, Dana S. “Let’s Talk about Sex . . . Education: Exploring Youth Perspectives, Implicit Messages, and Unexamined Implications of Sex Education in Schools.” PhD diss., University of Michigan, 2010.

Paper presented at a meeting or conference (or Facilitation)

- Rachel Adelman, “ ‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition” (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009).
- Adelman, “Such Stuff as Dreams.”
- Adelman, Rachel. “ ‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition.” Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009.

Website

A citation to website content can often be limited to a mention in the text or in a note (“As of July 27, 2012, Google’s privacy policy had been updated to include . . .”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date and, if available, a date that the site was last modified.

- “Privacy Policy,” Google Policies & Principles, last modified July 27, 2012, accessed January 3, 2013, <http://www.google.com/policies/privacy/>.
- Google, “Privacy Policy.”
- Google. “Privacy Policy.” Google Policies & Principles. Last modified July 27, 2012. Accessed January 3, 2013. <http://www.google.com/policies/privacy/>.

Blog entry or comment

Blog entries or comments may be cited in running text (“In a comment posted to *The Becker-Posner Blog* on February 16, 2012, . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations.

- Gary Becker, “Is Capitalism in Crisis?,” *The Becker-Posner Blog*, February 12, 2012, accessed February 16, 2012, <http://www.becker-posner-blog.com/2012/02/is-capitalism-in-crisis-becker.html>.
- Becker, “Is Capitalism in Crisis?”
- Becker, Gary. “Is Capitalism in Crisis?” *The Becker-Posner Blog*, February 12, 2012. Accessed February 16, 2012. <http://www.becker-posner-blog.com/2012/02/is-capitalism-in-crisis-becker.html>.

E-mail or text message

E-mail and text messages may be cited in running text (“In a text message to the author on July 21, 2012, John Doe revealed . . .”) instead of in a note, and they are rarely listed in a bibliography. The following example shows the more formal version of a note.

- John Doe, e-mail message to author, July 21, 2012.

Comment posted on a social networking service

Like e-mail and text messages, comments posted on a social networking service may be cited in running text (“In a message posted to her Twitter account on August 25, 2011, . . .”) instead of in a note, and they are rarely listed in a bibliography. The following example shows the more formal version of a note.

- Sarah Palin, Twitter post, August 25, 2011 (10:23 p.m.), accessed September 4, 2011, <http://twitter.com/sarahpalinusa>.

ACOM Specific Referencing

ACOM On-line (Digital) Unit Material:

ACOM, Session #: Title of Session [if available], Title of Unit, (Sydney: Australian College of Ministries, date [year you are completing the unit], retrieved via online learning access, date taken from online learning site, page.

ACOM Facilitation quote or discussion:

Facilitator/Lecturer, Lecture delivered on [date], City, State: Unit Name.

Citing one Author when Quoted by Another

From time to time you may find an author quoting another person’s work in their text and you decide to quote that work in your own essay as well. In such a case you quote the primary source but note that it was found in a secondary reference. For example:

John Smith, “The Day the Sun Shined” *Priscilla Papers* 12.4 (2009): 23 as referenced in Bob Jones, *Poems on the Sun* (Grand Rapids: Eerdmans, 2009), 48.

Using Footnotes to clarify and expand on content

Footnotes can be used for more than citing references. Footnotes can be used to clarify and expand on aspects of the content of your work.

Clarification:

It is important to ensure that any terms or concepts we used in our writing are explained. In conversation we often make assumptions that people know exactly what we mean but in academic writing it is important to be clear what our definitions or assumptions are and what we have based them on. An example of the text of an essay and the accompanying clarify footnote could be;

For such an influential entity, in the 21st century Western Protestant Church¹ at least, Wisdom has been all but ignored and those who do have some level of awareness of it as a genre do not necessarily comprehend the full scope of what Wisdom Literature is.

1. The term '21st Western Protestant Church' is an all-encompassing term that this author uses to describe the wider church in nations such as Australia, the United States of America and the United Kingdom based on a combination of written and spoken evidence from a broad cross-section of churches this author has been exposed to over the past decade in pastoral ministry.

Expanding content

It is important to communicate that you have a complete understanding of your area of study and the issues that surround your topic. In addition, it is advantageous to ensure your assessor is aware of the breadth of your reading and understanding on the topic.

Footnotes can be helpful to expand on an issue or an idea to show that you have read widely and have a full comprehension without exceeding your word count unnecessarily. An example of the text of an essay and the accompanying expanding footnote could be;

Irrespective of the relationship between Jesus and Wisdom, there is undoubtedly a pervasive influence of Wisdom Literature on Jesus the man and his ministry. This would have included the Biblical Wisdom Literature as defined by the scope of this essay as well as other Wisdom influences found in the Hebrew Bible and the Deuterocanonical Books¹.

1. The Deuterocanonical Books that would have been well known during the life of Jesus would have included the accepted books of Ecclesiasticus (or Sirach) and the Wisdom of Solomon as well as the Wisdom of Jesus Ben Sira. These books have been shown to influence Jesus teaching greatly. One example of such influence is found in the famous "Come to me all who are weary and burdened and I will give you rest" passage of Matthew 11:28-30 which is clearly influenced by Sirach 24:19 and 51:23-27 as stated in Hagner (1993), 323

Quick Referencing Guide

This 1 page summary of the Reference Fact Sheet is designed for you to print and use as a Quick Reference Guide for the most common forms of referencing. For more details please refer back to entire Guide. The table below shows the Full Version (Footnote 1st use), Short Version (subsequent uses) and Bibliography Version of each reference.

Footnote Full Version (1 st use)	Footnote Short Version (subsequent use)	Bibliography Version
Single Author		
Malcolm Gladwell, <i>The Tipping Point: How Little Things Can Make a Big Difference</i> (Boston: Little, Brown, 2000), 64–65.	Gladwell, <i>Tipping Point</i> , 71.	Gladwell, Malcolm. <i>The Tipping Point: How Little Things Can Make a Big Difference</i> . Boston: Little, Brown, 2000.
Two or more Authors		
Peter Morey and Amina Yaqin, <i>Framing Muslims: Stereotyping and Representation after 9/11</i> (Cambridge, MA: Harvard University Press, 2011), 52.	Morey and Yaqin, <i>Framing Muslims</i> , 60–61.	Morey, Peter, and Amina Yaqin. <i>Framing Muslims: Stereotyping and Representation after 9/11</i> . Cambridge, MA: Harvard University Press, 2011.
Editor instead of Author		
Richmond Lattimore, trans., <i>The Iliad of Homer</i> (Chicago: University of Chicago Press, 1951), 91–92.	Lattimore, <i>Iliad</i> , 24.	Lattimore, Richmond, trans. <i>The Iliad of Homer</i> . Chicago: University of Chicago Press, 1951.
Chapter or other part of a book		
Ángeles Ramírez, “Muslim Women in the Spanish Press: The Persistence of Subaltern Images,” in <i>Muslim Women in War and Crisis: Representation and Reality</i> , ed. Faegheh Shirazi (Austin: University of Texas Press, 2010), 231.	Ramírez, “Muslim Women,” 239–40.	Ramírez, Ángeles. “Muslim Women in the Spanish Press: The Persistence of Subaltern Images.” In <i>Muslim Women in War and Crisis: Representation and Reality</i> , edited by Faegheh Shirazi, 227–44. Austin: University of Texas Press, 2010.
Book Published Electronically		
Isabel Wilkerson, <i>The Warmth of Other Suns: The Epic Story of America’s Great Migration</i> (New York: Vintage, 2010), 183–84, Kindle	Wilkerson, <i>Warmth of Other Suns</i> , 401.	Wilkerson, Isabel. <i>The Warmth of Other Suns: The Epic Story of America’s Great Migration</i> . New York: Vintage, 2010. Kindle.