Referencing Guide (with 1pg summary to print on last page)

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 called Turabian (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 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 used 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:


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, but rather your footnote is 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. **Please note: *ibid* citation links to the citation that immediately precedes it.**

2. Ibid., 75.

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;

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

For example:


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.

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

**Bibliography:**

Compare this to the way Footnotes are written.

**Footnote:**

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

### 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)*

*(Bibliography version)*

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**


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


**Editor or translator instead of author**


**Editor or translator in addition to author**


**Chapter or other part of a book**


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

2. Cronon, foreword, x–xi.


**Book published electronically**

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 library or 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.


- Kurland and Lerner, *Founders’ Constitution*.

Journal article

In a note, 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


Article in an online journal

For a journal article consulted online, include an access date and a URL. For articles that include a DOI, form the URL by appending the DOI to http://dx.doi.org/ rather than using the URL in your address bar. The DOI for the article in the Brown example below is 10.1086/660696. If you consulted the article in a library or commercial database, you may give the name of the database instead. See examples of various formats.

– Brown, “Consequentialize This,” 761.

Magazine article


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.

- Bumiller and Shanker, “Pentagon Lifts Ban.”

Book review

- Mokyr, review of *Natural Experiments of History*, 752.

Thesis or dissertation

- Levin, “Let’s Talk about Sex,” 98.
Paper presented at a meeting or conference (or Facilitation)

- Adelman, Rachel. “‘Such Stuff as Dreams.’

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.

- Google, “Privacy Policy.”

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.

- Becker, “Is Capitalism in Crisis?”

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.


ACOM Specific Referencing

ACOM Hard Copy (Paper) Unit Material:
ACOM, Session #: Title of Session [if available], Title of Unit, (Sydney: Australian College of Ministries, date [year you are completing the unit]), page.

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.
Using Footnotes to clarify and expand on content

Footnotes can be used for more than citing references. Footnotes can 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 Books.

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
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.

<table>
<thead>
<tr>
<th>Footnote Full Version (1st use)</th>
<th>Footnote Short Version (subsequent use)</th>
<th>Bibliography Version</th>
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<tr>
<td><strong>Single Author</strong></td>
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<td><strong>Two or more Authors</strong></td>
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<td><strong>Editor instead of Author</strong></td>
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<td><strong>Chapter or other part of a book</strong></td>
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<td><strong>Book Published Electronically</strong></td>
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