<u>Quotations and Referencing</u>

The following guidelines outline the basic features of quoting and referencing in academic writing.

Short quotations should be included in the text without any change to font, spacing or typeface. Single inverted commas will be used for this. However, double inverted commas should be used for a quotation within a quotation. Longer quotations should be indented and reduced to single spacing, omitting inverted commas. Note the footnote reference number appears after the punctuation.

Examples of a short and a long quotation:

1. The *Concise Oxford Dictionary* defines myth as 'a purely fictitious narrative usually involving supernatural persons … and embodying popular ideas on natural phenomena'.[12] The question then arises as to the appropriateness of such a definition for the material found in Genesis 1-11.

2. In his book of that name, David Clines provides us with one of the most useful and comprehensive definitions of 'the theme of the Pentateuch' to be produced to date:

> The Theme of the Pentateuch is the partial fulfilment – which implies also the partial non-fulfilment – of the promise to or blessing of the patriarchs. The promise or blessing is both the divine initiative in a world where human initiatives always lead to disaster, and a re-affirmation of the primal divine intentions for man.[12]

While this is clearly an advance on previous attempts at definition of the theme of the Pentateuch, it should not be regarded as the word on the subject. There are a number of areas in which his definition needs some adjustment.

Footnoting Conventions

The referencing of quotations should take place in footnotes at the bottom of each page. The following conventions should be used in writing these footnotes.

The HTC style is a 'short-title system' of referring to modern literature, with references in footnotes. Initial references should be given in full, and subsequent references use author names with short titles, *not* **'op. cit.' or 'ibid'**. To reiterate:

- The first time you refer to a book in the footnotes you should use the full reference and the page number(s).
- For all subsequent citations you should use the author's surname and a suitably abbreviated form of the book title, followed by the page number.

Notice that titles of books or journals are in italics while titles of articles are in inverted commas; this is true within the main text of an essay as well as in footnotes and bibliography. Note also that the place of publication is followed by the publisher, then the date. Internet articles should also include the URL and the date on which the article was accessed by the student. When giving the name of a publisher, words such as 'The', 'Press', or 'Ltd' should be omitted unless they are necessary to avoid ambiguity (e.g. JSOT Press).

The following examples indicate the format used in the references:

Book

The first time a book is referenced it should appear like this footnote.[1] Then the second and subsequent times like this.[2]

Book with particular details

If it is in a series then it may be referenced as in this footnote.[3] If you need to specify a particular edition, then as this note.[4]

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[1] Gerald Lewis Bray, *God Has Spoken: A History of Christian Theology* (Wheaton: Crossway, 2014), 123.
[2] Bray, *God Has Spoken*, 124.
[3] G. C. Berkouwer, *The Person of Christ*, Studies in Dogmatics (Grand Rapids: Eerdmans, 1980), 123.
[4] Alister E. McGrath, *Christian Theology: An Introduction*, 2nd ed (Oxford, England: Blackwell, 1996).

Edited or reference book

If the book is an edited book then it will look like this example.[5] And if used subsequently as this note.[6] If referring to a particular article or chapter within an edited book, then do it as in this note.[7] If repeated, then.[8]

Article

An article is referenced as here.[9] And if used again.[10]

Internet

A radio podcast.[11] Second reference.[12] A blog post.[13] Subsequent reference.[14] An online encyclopaedia.[15] Repeated.[16]

Unpublished works

If you are referring to an unpublished work, make sure that it is an academically credible one, such as this PhD thesis.[17] If you refer to it again does so like this.[18] Another example is this conference paper by an established scholar.[19] Subsequently referenced as in this footnote.[20]

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[5] *Always Reforming: Explorations in Systematic Theology*, ed. A. T. B. McGowan (Leicester: Apollos, 2006).
[6] McGowan, *Always Reforming*.
[7] Richard Gaffin, 'Union with Christ: Some Biblical and Theological Reflections', in *Always Reforming: Explorations in Systematic Theology*, ed. A. T. B. McGowan (Leicester: Apollos, 2006), 275.
[8] Gaffin, 'Union with Christ', 276.
[9] Stephen Holmes, 'One Eternal God: Father, Son and Holy Spirit', *Scottish Bulletin of Evangelical Theology*, 32.1 (2014), 30.
[10] Holmes, 'One Eternal God', 31.
[11] Melvyn Bragg, 'Prayer, In Our Time - BBC Radio 4', 1999 <http://www.bbc.co.uk/programmes/p005465m> [accessed 8 June 2016].
[12] Bragg, 'Prayer'.
[13] Wayne A. Grudem, 'The Offices of Christ: Prophet, Priest and King (Outline)', *The Spiritual Life Network*, 2007 <http://life.biblechurch.org/slifejom/nurturing-publications/1909-the-offices-of-christ-prophet-priest-and-king-outline-by-wayne-grudem.html> [accessed 13 November 2014].
[14] Grudem, 'Offices of Christ'.
[15] C. Stephen Evans, 'Moral Arguments for the Existence of God', in *The Stanford Encyclopedia of Philosophy*, ed. Edward N. Zalta, Winter 2016 (Metaphysics Research Lab, Stanford University, 2016) <https://plato.stanford.edu/archives/win2016/entries/moral-arguments-god/> [accessed 12 January 2017].
[16] Evans, 'Moral Argument'.
[17] Michael Preciado, *The Compatibility of Guidance Control and Reformed Theology* (UHI/Aberdeen: PhD, 2017), 123.
[18] Preciado, *Guidance Control*, 124.
[19] Bruce McCormack, 'That He May Have Mercy Upon All: Karl Barth and the Problem of Universalism' (presented at the Karl Barth Conference, Princeton Seminary: unpublished, 2007).
[20] McCormack, 'Mercy Upon All'.

e-books

Wherever possible with e-books the same conventions should be used. However, when an e-book reader does not provide page numbers, use chapter numbers and section numbers to identify locations within the book as an alternative.

Classic texts

With some classic works that appear in many published forms, e.g. Calvin's *Institutes of the Christian Religion* or Athanasius' *On the Incarnation*, it is useful to use a chapter, section, paragraph form in place of page numbers, so that the reference can be found in any edition, e.g.[21]

Bible

When citing a verse of Scripture there are several ways to go about it, e.g. Gen 3:1-3 or Gen. 3.1-3; Rom. 6.1-23 or Rom 6:1-23. In citing whole chapters you should not abbreviate the biblical book, e.g. Genesis 5–10 or Romans 9–11. **Do not** use *your own invented style* like Ch. 8 v4 or similar constructions.

Bibliography

At the end of the essay a list of all the books and articles *used* in the writing of the essay and especially those referred to in the body of the essay should be provided.

A bibliography is laid out in the alphabetical order of the authors' surnames (see the example below). Also where journal articles or chapters/articles within an edited volume are referred to, you give the page range of the article.

Berkouwer, G. C., *The Person of Christ*, Studies in Dogmatics (Grand Rapids: Eerdmans, 1980).

Bragg, Melvyn, 'Prayer, In Our Time - BBC Radio 4', 1999 <http://www.bbc.co.uk/programmes/p005465m> [accessed 8 June 2016].

Bray, Gerald Lewis, *God Has Spoken: A History of Christian Theology* (Wheaton: Crossway, 2014).

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[21] John Calvin, *Institutes of the Christian Religion*, ed. Ford Lewis Battles (Philadelphia: Westminster, 1960), 4.17.3.

Calvin, John, *Institutes of the Christian Religion*, ed. Ford Lewis Battles
(Philadelphia: Westminster, 1960).

Evans, C. Stephen, 'Moral Arguments for the Existence of God', in *The Stanford
Encyclopedia of Philosophy*, ed. Edward N. Zalta, Winter 2016 (Metaphysics
Research Lab, Stanford University, 2016)
<https://plato.stanford.edu/archives/win2016/entries/moral-arguments-god/>
[accessed 12 January 2017].

Gaffin, Richard, 'Union with Christ: Some Biblical and Theological Reflections', in
Always Reforming: Explorations in Systematic Theology, ed. A. T. B.
McGowan (Leicester: Apollos, 2006), 271–288.

Grudem, Wayne A., 'The Offices of Christ: Prophet, Priest and King (Outline)', *The
Spiritual Life Network*, 2007 <http://life.biblechurch.org/slifejom/nurturing-
publications/1909-the-offices-of-christ-prophet-priest-and-king-outline-by-
wayne-grudem.html> [accessed 13 November 2014].

Holmes, Stephen, 'One Eternal God: Father, Son and Holy Spirit', *Scottish Bulletin of
Evangelical Theology*, 32 (2014), 28–39.

McCormack, Bruce, 'That He May Have Mercy Upon All: Karl Barth and the Problem
of Universalism' (presented at the Karl Barth Conference, Princeton
Seminary: unpublished, 2007).

McGowan, A. T. B., ed., *Always Reforming: Explorations in Systematic Theology*
(Leicester: Apollos, 2006).

McGrath, Alister E., *Christian Theology: An Introduction*, 2nd ed (Oxford, England:
Blackwell, 1996).

Preciado, Michael, *The Compatibility of Guidance Control and Reformed Theology*
(UHI/Aberdeen: PhD, 2017).