

Style Guide and Referencing Method for the School of Philosophy and Theology

1. PRESENTATION OF ASSIGNMENTS

1.1 LAYOUT OF ASSIGNMENT

- Assignments should be clearly written, word-processed or typed, double spaced and a left hand margin of 4 cm (to allow for comments). Typing enhances the appearance of your work. It also makes it easier to read.
- Use only one side of the paper.
- Number each page of the assignment.
- If your assignment is an essay, for instance, clearly indicate the full essay topic and its tasks as originally worded.

1.2 DUPLICATE COPY AND COVER SHEET

- Always make a duplicate copy of each assignment. This is meant to avoid the situation where, perchance, your assignment should get lost in transit.
- Each assignment requires a completed **Assignment Cover Sheet** (available from the student server, or www.nd.edu.au). The cover sheet contains a signed declaration that it is the student's own work that is being submitted and that ideas taken from other authors are indicated with footnotes. Words or passages taken from other sources are to be marked by the use of double quotation marks and appropriate referencing convention.

1.3 PLAGIARISM AND COLLUSION

- **Plagiarism** occurs when a student submits the work of another person or persons with the intention of having it assessed or accepted as his/her own work. Use of another author's work requires explicit acknowledgement. Failing to do so is dishonest and misleading. Students should familiarise themselves with the penalties applicable to plagiarism as outlined in the University **General Regulations**, especially subsections:
 - 8.2 Violation of academic integrity
 - 8.16 Penalties in matters of school discipline.
- **Collusion** is where students work in unauthorised collaboration on an assessment task where the work is intended to be that of the individual student. Students should familiarise themselves with the penalties applicable to collusion as outlined in the University **General Regulations**, especially subsections noted above.

1.4 SUBMISSION OF ASSIGNMENT, EXTENSIONS AND LATE ASSIGNMENTS

- A written request for an extension must be presented **five days prior to the original due date**. This request is given to the lecturer in charge of the unit.
- **No extension beyond one week (7 days) of the original date is allowed.**
- All late assessment items are subject to penalty.

2. METHOD FOR REFERENCING

2.1 INTRODUCTION

There are many styles of referencing. The two most common methods of providing references for an essay or written work are:

Author-date (the A-D, for example, the Harvard system). This is mainly used in the social sciences, e.g., Sociology, Education.

Footnote or **note-bibliography** (N-B, for instance, Oxford system). This is more often used in Arts and Humanities and hence in areas such as Scripture, Theology.

The School of Philosophy and Theology has adopted the **note-bibliography system** (ie, footnotes) as the recommended method of referencing.

If you are accustomed to using the **author-date** or Harvard system, it is quite acceptable to continue to employ that method while studying in the School of Philosophy and Theology.

It is crucial, however, regardless of the referencing style employed, that the style is **used correctly and consistently**.

The following pages offer basic information about the note-bibliography method of referencing needed for essays submitted in the study of units in Philosophy and Theology. There are various style manuals that provide greater detail on this topic. Three valuable resources are:

McIntosh, Lawrence D. *A style manual for the presentation of papers and theses in religion and theology*. Wagga Wagga, NSW: Centre for Information Studies, 1994.

Style manual for authors, editors and printers. 5th ed. Canberra, ACT: Australian Government Publishing Services, 1994.

Turabian, Kate L. *Manual for writers of terms papers, theses, and dissertations*. 6th ed. Chicago, IL: University of Chicago Press, 1996.

2.2 METHOD FOR REFERENCING

The two central points in this form of referencing are **quotations** and **footnotes**.

2.2.1 QUOTATIONS

When a direct quotation is included in the text of an essay, the quoted words should be indicated by double quotation marks. Everything between the double quote marks must be exactly as it appears in the work being quoted.

Extended quotations that occupy three lines or more (approx. 30-40 words), are not included in the general flow of the text but are presented as a block quotation – ie, the full quote is single-spaced, is indented from both margins, and does not require the use of quotation marks.

All quotations must be acknowledged by providing full citation details according to the conventions of the referencing style employed. Indirect quotation and paraphrasing of another author's thought does not require double quote marks but **must** be acknowledged in similar fashion to direct quotations.

2.2.2 FOOTNOTES

Footnotes are included at the 'foot' of the page and are indicated by the use of a superscript number in the text at that point where reference is made to a particular work. Generally, the superscript number will be placed at the end of a sentence – ie, following the stop. The footnote number may also follow quotations, parentheses and any punctuation mark (except a dash, which it precedes).

The text of footnotes should be single-spaced and numbered sequentially. Footnote numbers do not take the stop or any other form of punctuation.

Footnotes are used to acknowledge the contribution that the work and ideas of other author(s) has made to your research. Accurate and consistent use of footnotes also enables the reader of your work to check the original source from which you have drawn. This may be to evaluate the data, the validity of the argument or the pattern of reasoning used.

Footnotes can be a source of cross referencing because they enable an author to include material that may be helpful to the reader but is adjacent to the main line of thought in the text.

2.3 METHOD OF REFERENCING WITH FOOTNOTES

The first mention of a work in a footnote must provide complete bibliographical details in full form. That entails mentioning the following

- Author(s) with full names, or editor(s) – (followed by a comma).
- Full title of the work in italics – (the title should be recorded as it appears on the title page of the book, with a colon separating title and subtitle).
- Volume number of a multi-volume work, edition (if not first edition), page number.
- Facts of publication which includes city, publisher and year of publication – (in parentheses). Note that the city is followed by a colon and publisher with a comma – eg, (Grand Rapids, MI: Eerdmans, 1985). If no date is given use “n.d.”
- End footnote with a full stop.
- For second and subsequent citations of the same work use a shortened form of reference as per the examples below.

EXAMPLES

2.3.1 First reference of a book with one author:

¹ Justin Taylor, *As it was written: an introduction to the Bible* (Mahwah, NJ: Paulist Press, 1997), 26.

Second and subsequent references to book with one author

² Taylor, *As it was written*, 49.

2.3.2 First reference to a book or work with two or three authors:

³ Anne Primavesi and Jennifer Henderson, *Our God has no favourites: a liberation theology of the eucharist* (Tunbridge Wells, UK: Burns & Oates, 1989), 89.

Second and subsequent references to book with two or three authors

⁴ Primavesi and Henderson, *Our God has no favourites*, 92.

2.3.3 First reference to a work with more than three authors. Either ‘and others’ or *et al* (from Latin *et al* meaning ‘and others’) may be used after the name of the first author:

⁵ Owen Flanagan, et al. *Identity, character, and morality: essays in moral psychology* (Cambridge, MA: MIT Press, 1990), 36.

2.3.4 First reference to an essay or chapter by an author cited in a book that is edited by another person:

⁶ Lisa Sowle Cahill, “AIDS, justice and the common good” in *Catholic ethicists on HIV/AIDS prevention*, ed. James F. Keenan (New York: Continuum, 2000), 285.

2.3.5 First reference to an entry in an encyclopaedia, dictionary or other reference work where the author’s name is not given. In this instance, the title entry is used.

⁷ “Rights,” in *A dictionary of Christian ethics*, ed. John Macquarrie (London: SCM Press, 1967), 300.

If initials are given for the entry, the name of the author is identified from the list of contributors and cited in the normal way:

⁸ G. Biemer, “Experience” in *Concise dictionary of Christian ethics*, ed. Bernhard Stoeckle (London: Burns & Oates, 1979), 94-95.

2.3.6 Reference to a revised, or revised and enlarged edition:

⁹ William C. Spohn, *What are they saying about scripture and ethics*, 2nd ed. (Mahwah, NJ: Paulist Press, 1995), 121.

2.3.7 Reference where the author is unknown:

¹⁰ Anonymous, *The cloud of unknowing* (n.d.), 23.

2.3.8 First reference to an article from a periodical or journal:

¹¹ James F. Keenan, "Towards an inclusive vision for moral theology. Part I: A look at the past," *Pacifica* 12, no. 3 (1999): 249.

Subsequent references:

¹² Keenan, "Towards an inclusive vision," 259.

2.3.9 Reference to a book review in a Periodical or Magazine:

¹³ Catherine M. LaCugna, review of *The promise of trinitarian theology*, by Colin E. Gunton, *Modern Theology* 9, no. 3 (1993): 308.

2.3.10 Reference from a newspaper article:

¹⁴ Hugh Mackay, "The rationale of being rational," *The West Australian*, 4 November, 2000, 19.

2.3.11 Reference from Theses or Dissertations:

¹⁵ M. Pina Ford, 'The natural law context of Thomas More's utopia' (PhD thesis, University of Western Australia, 2000), 59.

2.3.12 Reference from published interview:

¹⁶ John Carmody, "Techniques for troubles," interview by Rich Heffern, *Praying* no. 59 (March-April, 1994): 31.

2.3.13 Reference from unpublished interview or personal communication:

¹⁷ J. Smith, former hospital chief executive officer, "Justice and health care," interview by author, 25 August 1999, Perth, WA. Tape recording.

¹⁸ Mary Jones, telephone conversation with author, 12 July 1998.

2.3.14 Reference to other forms of non-print items:

¹⁹ *What are we going to do with the money?* 8 August, 1982, ABC Television. Video recording.

2.3.15 Reference from electronic documents:

²⁰ Peter Lockhart, *The Spirit, Christ and Worship*, <http://www.atf.org.au/papers/essays/spirit.asp> (accessed 22 March 2005).

2.3.16 Documents of Vatican II:

First reference to a Vatican document:

²¹ Vatican II Council, "*Lumen Gentium: Dogmatic Constitution on the Church*" (hereafter *LG*) in *The Documents of Vatican II*, ed. Walter M. Abbott (New York: Guild Press, 1966) 57.

Subsequent references are abbreviated:

²² *LG*, 67.

2.3.17 **Scriptural References:**

References to passages from the Bible should provide details of the particular book (abbreviated), the chapter (followed by a colon), and the verse(s). The citation is given in parentheses in the main text of the essay. When there is no specific reference, the book is cited in full.

Eg, “The mysteries of the kingdom of God are revealed to you” (Lk 8:10).

Eg, Paul refers of the fruit of the Spirit in Galatians 5.

Eg, The fruit of the Spirit, according to Paul, includes the character traits demonstrated by Jesus such as love, joy, and peace (Gal 5).

NB: quotations from the biblical text are **NOT** italicised.

2.3.18 **Scriptural Abbreviations (used without a full stop):**

OT:	Gn	Ex	Lev	Dt	Josh	Judg	Ruth	1 Sam	2 Sam	1 Ki
	2 Ki	1 Chr	2 Chr	Ezr	Neh	Est	Job	Ps	Pr	Ecc
	SS	Isa	Jer	Lam	Ez	Dan	Hos	Joel	Am	Ob
	Jon	Mic	Nah	Hab	Zep	Hag	Zec	Mal		
Deuterocanonical:	1 Esd	2 Esd	Tob	Jth	Wis	Sir	Bar	1 Mac		
	2 Mac									
NT:	Mt	Mk	Lk	Jn	Acts	Rom	1 Cor	2 Cor	Gal	Eph
	Php	Col	1 Th	2 Th	1 Tm	2 Tm	Titus	Phm	Heb	Jas
	1 Pet	2 Pet	1 Jn	2 Jn	3 Jn	Jude	Rev			

3. **BIBLIOGRAPHY**

- A bibliography is included as a separate page at the end of your essay. It provides a complete list of all works in your footnotes together with items consulted in the preparation of the essay but not cited.
- Items in a bibliography are listed in alphabetical order of the first author’s family name. The bibliographical list is not numbered.
- There are subtle but noticeable differences in the format of a bibliographical entry compared to that used for footnotes.
 - The author’s name is recorded in reverse order in a bibliography (eg, Smith, Tom); footnotes have the name in ordinary order (eg, Tom Smith).
 - Full stops are used to separate authors and titles in a bibliography where commas are used in footnotes.
 - Publication details of books are not enclosed within parentheses in a bibliography as they are for footnotes.

- Page numbers are not included in a bibliographical entry for a book. However, inclusive pages must be included for a chapter in a multi-authored work or an article from a journal, dictionary and/or encyclopaedia.
- Use “em” dashes (—) to indicate that the same author was responsible for a second or subsequent reference.
- Bibliographical entries use single line-spacing with an extra line between entries. The entry should be formed using a hanging indent such that the second and subsequent lines of a entry are indented from the left margin.

Bibliography

Anonymous. *The Cloud of Unknowing* (n.d.).

Biemer, G. “Experience” in *Concise dictionary of Christian ethics*. ed. Bernhard Stoeckle, 94-95. London: Burns & Oates, 1979.

Cahill, Lisa S. “AIDS, justice and the common good” in *Catholic ethicists on HIV/AIDS prevention*. ed. James F. Keenan, 282-293. New York: Continuum, 2000.

Carmody, John. “Techniques for troubles.” Interview by Rich Heffern. *Praying* no. 59 (March-April, 1994): 28-34.

Flanagan, O. et al. *Identity, character, and morality: essays in moral psychology*. Cambridge, MA: MIT Press, 1990.

Ford, M.Pina. “The natural law context of Thomas More’s utopia.” PhD thesis, University of Western Australia, 2000.

Keenan, James F. ‘Towards an inclusive vision for moral theology. Part I: A look at the past.’ *Pacifica*, 12:3 (1999): 249-263.

LaCugna, Catherine M. Review of *The promise of trinitarian theology*, by Colin E. Gunton. *Modern Theology* 9, no. 3 (1993): 307-309.

Lockhart, Peter. *The Spirit, Christ and Worship*. <http://www.atf.org.au/papers/essays/spirit.asp> (accessed 22 March 2005).

Mackay, Hugh. ‘The rationale of being rational.’ *The West Australian*, 4 November, 2000, 19.

Primavesi, Anne, and Jennifer Henderson. *Our God has no favourites: a liberation theology of the eucharist*. Tunbridge Wells, England: Burns & Oates, 1989.

Smith, J. “Justice and Health Care,” interview by author, 25 August 1999, Perth, WA. Tape recording.

Spohn, William C. *What are they saying about scripture and ethics*. 2nd. ed. Mahwah, NJ: Paulist Press, 1995.

Taylor, Justin. *As it was written: an introduction to the Bible*. Mahwah, NJ: Paulist Press, 1987.

Vatican II Council, “*Lumen Gentium: Dogmatic constitution on the Church.*’ In *The Documents of Vatican II*. ed. Walter M. Abbott, 14-101. New York: Guild Press, 1966.