

Referencing Guide for Theology Students

One of BBI's preferred methods of referencing is Turabian/Chicago 15. Some courses will also allow you to use APA (in text referencing) so make sure you check this with your lecturer!

All examples here are given first in a formula version, then as an actual reference to a real book or article.

Bibliography

Standard book entry:

Last Name, Initial. *Title in Italics*. Publication Place: Company, Date.

Boadt, L. *Reading the Old Testament, An Introduction*. New York: Paulist Press, 1984.

Edited book entry:

Last Name, Initial. "Title of Chapter or Article." in *Title of Book in Italics*, ed. First Name Last Name, pages 1st-last of chap or article. Pub Place: Company, Date.

Fokkelman, J.P. "Genesis." In *The Literary Guide to the Bible*. Edited by Robert Alter and Frank Kermode, 36-55. Massachusetts: Harvard University Press, 1990.

Journal entry:

Last Name, Initial. "Title of Article." *Title of Journal in Italics* Issue #. Volume # (Date): pages 1st-last of article.

Claburn, Eugene W. "The Fiscal Basis of Josiah's Reforms." *Journal of Biblical Literature* 92.1 (1973): 11-22.

The Bibliography is double spaced, justified, indented on "hanging", and in alphabetical order. It also has a nice title that says "Bibliography" and is on its very own page (or pages).

Never ever use numbers, bullet points or funny outlining.

FAQ: Should I categorise my bibliography into journal entries, book entries, etc.?

Only if you are writing a post-graduate thesis and you have more than fifty entries in your bibliography. Do not do it as an undergraduate or for any essay less than twenty thousand words.

Footnotes

The first footnote for each source needs to look like this:

Book:

First Name Last Name, *Title in Italics* (Pub Place: Company, Date), page or pages used.
Laurence Boadt, *Reading the Old Testament: An Introduction*, (New York: Paulist Press, 1984), 33.

Edited Book:

First Name Last Name, "Title in Quotation Marks," in *Title in Italics*, ed. First Name Last Name, (Pub Place: Company, Date), page or pages used.

J.P. Fokkelman, "Genesis," in *The Literary Guide to the Bible*, ed. Robert Alter and Frank Kermode, (Massachusetts: Harvard University Press, 1990), 39.

Article:

First Name Last Name, "Title of Article in Quotation Marks," *Title of Journal in Italics* Vol. #. Iss. # (Date), page or pages used.

Eugene W. Claburn, "The Fiscal Basis of Josiah's Reforms," *Journal of Biblical Literature* 92.1 (1973), 15.

For all subsequent footnotes to a source, you don't have to put all this info. The best format is: Name, *Title*, Page number/s used.

Here is an example:

First footnote:

J.P. Fokkelman, "Genesis," in *The Literary Guide to the Bible*, ed. Robert Alter and Frank Kermode, (Massachusetts: Harvard University Press, 1990), 39.

Subsequent Footnotes:

Fokkelman, "Genesis," 35-37.

Please note that footnotes are in continuous consecutive order. This means that every single reference has its own individual number. Microsoft Word Referencing should be set up for this already, so don't change anything! If you do discover that Microsoft is doing something funny, you will need to work out how to fix it, or find someone to help. You would be amazed at what you can find out how to do with the Microsoft Office Suite by Googling it!

It is also useful to note that all footnote markers come after the punctuation.

Source: Breingan, L, *Beginning Theology: An Introduction for Students*, 78-84, Preston, VIC: Mosaic Press, 2013.