

Presenting your references and bibliography: a guide

(excerpt from *Undergraduate Handbook*)

Citations and references

- A *citation* is a reference to a book or article.
- A *quotation* is an extract from a book or article.

You need to provide a citation for every quotation of an author's exact words. In addition, you should also use a citation reference for a fact or an idea even if you are not quoting the author's exact words.

It is not difficult to write correct citations. There are a number of acceptable formats used in the field of Biblical Studies, and you will no doubt encounter many of them in your reading and research.

For student work, the Department has adopted **one particular style** however (identical to the former Sheffield Academic Press style), and expects you to **use this format exclusively** when composing your footnotes and bibliographies in your written work.

Credit will be given to work properly formatted; work not composed according to these standards may be returned to the student for reformatting before being marked.

Footnotes

For *books*, note

- (1) author's full initials (or, preferably, the form of name the author uses), no space between initials, but a space between last initial and surname and a comma after the surname;
- (2) full book title in italics, including any subtitle there might be and copying the use of capitals and punctuation exactly;
- (3) publication details all within brackets, in the order:
 - editor's name;
 - series name, comma and number in the series;
 - edition if not the first;
 - city of publication,

and country or state in addition if the city is not well-known, and if multiple cities are listed, give the one closest to you geographically;

publisher;

date of the edition you are quoting;

(4) page number prefaced by 'p.' for one page, 'pp.' for more than one. (Not all of these pieces of information apply to all books, of course.) Note that a colon always comes after the city of publication and that other pieces of information like series or editor should be followed by a semi-colon.

1A.D.H. Mayes, *The Old Testament in Sociological Perspective* (London: Marshall Pickering, 1989).

2A.B. Jones, *Matthew in History and Tradition: A Historio-Critical Investigation* (JSNTSup, 24; revised edn; Sheffield: JSOT Press, 1984), p. 123.

3James H. Charlesworth (ed.), *The Old Testament Pseudepigrapha. I. Apocalyptic Literature* (London: Darton, Longman & Todd, 1986).

4Sigmund Freud, 'Moses and Monotheism', in *The Origin of Religion* (ed. C. Jung; Pelican Freud Library, 13; Harmondsworth: Penguin, 1985), pp. 4-22.

5Colin Brown, 'The "Son of Man" Debate', *NTS* 12 (1970), pp. 121-38 (125)

6Brown, "'Son of Man'", p. 123.

7Jones, *Matthew*, pp. 12-25.

8Clines, David J.A. 'Teaching and Learning the Psalms Inductively, Or, Keeping Gunkel and Friends out of the Classroom' [<http://www.shef.ac.uk/uni/academic/A-C/biblst/DJACcurrres/TeachingPss.html>]. Revised 21 September 2001.

If the book is *edited* by someone rather than *written* by that person, use the form given for Charlesworth (left).

Note the convention that if there is more than one volume and the volume you are using has a subtitle of its own, the number of the volume is in Roman numerals and in Roman, not italic, script.

If there are **three editors or less**, list all three; if more than three, list only the first editor as indicated above and then follow the surname with *et al.* ('and others'), ending then with the comma before the title of the work.

If the work is **an article or chapter in a book**, use the form for Freud above; notice the use of 'in' before the book title to make clear the relation between the work itself (the article) and its location (the book).

If the work is **an article in a journal**, use the form for Brown (see footnote 5), and notice:

- (1) title of article in single quotes (not italics, which is for the names of books and journals);
- (2) name, or abbreviation of name, of journal in italic;
- (3) volume number of journal in Arabic numerals (even if in Roman on the title page of the journal);
- (4) year of the volume inside brackets;
- (5) full page numbers of the whole article;
- (6) number of page(s) specifically referred to by you at this point in brackets.

Note that when you are referring to **an article in an edited volume**, the credit should be given to the author of the article, not to the editor of the book (as in footnote 4); this includes Bible dictionaries and one-volume commentaries.

When citing **material from the internet**, you should follow the format in footnote 8: Author's Last Name, First Name. 'Title of Work' or title of page/site as appropriate. [Internet address (if you need to divide an address at the end of a line, do it after a 'slash' or before a 'dot')]. Date, if available (if not, give the date the material was consulted).

In subsequent footnote citations of the work, an abbreviated form of the information initially provided should be used (see footnotes 6 and 7 above). Eliminate all initials and use only the surname, followed by a comma; then give a short form of the title of the book or article, leaving out any initial 'A' or 'The'. The terms *ibid*, *idem*, and *supra* should not be used when re-citing a work.

Bibliography

At the end of the essay, a bibliography should be supplied, listing alphabetically the works consulted, according to the following form (note that the bibliographical citation simply references the complete work itself, and not the specific page numbers consulted at particular points, which you will have already indicated in the proper place using footnote citations). For articles, you should give the full page numbers of the whole article.

Bibliography

Brown, Colin, 'The "Son of Man" Debate', *NTS* 12 (1970), pp. 121-38.

Charlesworth, James H. (ed.), *The Old Testament Pseudepigrapha*. I. Apocalyptic Literature (London: Darton, Longman & Todd, 1986).

Clines, David J.A. 'Teaching and Learning the Psalms, Inductively, Or, Keeping Gunkel and Friends out of the Classroom' [<http://www.shef.ac.uk/uni/academic/A-C/biblst/DJACCurrres/TeachingPss.html>]. Revised 21 September 2001.

Freud, Sigmund, 'Moses and Monotheism', in *The Origin of Religion* (ed. C. Jung; Pelican Freud Library, 13; Harmondsworth: Penguin, 1985), pp. 4-22.

Jones, A.B., *Matthew in History and Tradition* (JSNTSup, 24; revised edn; Sheffield: JSOT Press, 1984).

Mayes, A.D.H., *The Old Testament in Sociological Perspective* (London: Marshall Pickering, 1989).

List your bibliographical items with the author's surname first (you can get your word processor to arrange them in alphabetical order); a footnote, on the other hand, is more like a sentence, where the reader expects the forenames before the surname.

The format otherwise follows that used for a first citation of a work in a footnote for both punctuation and the order of information presented. The edition of the Bible that you used need not be included in your bibliography.

Quotations

On the matter of including actual quotations from works cited (note carefully section 2.4 of the handbook on 'Plagiarism'), you should avoid any temptation to over-quote: an essay made up of a string of quotations would not be well-calculated to impress.

Often, all you need to do is to state your point in your own words and cite the relevant page numbers of the source(s) you are drawing on or using as support. But you might find that an author has put a particular point particularly well, and the occasional use of such judiciously chosen quotations can add considerably to your paper.

When quoting from a primary or secondary source, the following guidelines should be followed:

- 1) if the quote is two sentences or less or takes up three lines or less on the page you are typing, then write it into the paragraph directly and enclose it in single quotes, placing the final punctuation outside the final quote and then inserting the footnote superscript.
- 2) If the quote is three sentences or more or requires four lines or more to type into your paragraph, then single-space the quote and indent all of it, not using any quotes this time. After the final punctuation, insert the footnote superscript and place the bibliographical information in the footnote.

As a rule, do not import long quotations from the Bible into your essay (space is precious!). Quote a phrase, or even a sentence, where appropriate, but for the most part, simply refer to chapter and verse numbers.