



Theology, Philosophy, & Religious Studies

REFERENCING GUIDE

(2021-22 Edition)

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REFERENCING ASSIGNMENTS

All your written assignments must be appropriately referenced, so that any reader can see clearly the sources of your information and ideas. If you do not do this, your work will be marked down, and may even be failed.

Do not be intimidated by this guide. It is here to help you. The contents may seem strange at first, but over time and with practise they will become second-nature.

This guide gives you the basic information you need for referencing your work. Feedback from your tutors will help you further develop your referencing skills hand-in-hand with your academic writing.

RULES

You are **REQUIRED** to use references to document any of the following:

- Direct quotation
- An indirect quotation or paraphrase
- An argument put forward by another writer
- The source from which you obtained any ideas or methods in the presentation of your essay
- The source from which you obtained factual information, unless that information is something of general knowledge (E.g. The attack on the twin towers in New York took place on ‘9/11’ – 11 Sept 2001; The Second Vatican Council, Vatican II, took place between 1962 and 1965 – these facts can reasonably be regarded as in the public domain, and need not be referenced).

IMPORTANT: Inadequate referencing may open you to charges of plagiarism. See the separate TPRS GUIDE TO UNDERSTANDING ACADEMIC MISCONDUCT.

ELEMENTS OF REFERENCING

There are two elements to full and correct referencing, and these are a bibliography and references:

1. Bibliography

This is placed at the end of your assignment and lists the books, journals and Internet sources you have used in your assignment. Details are given below.

2. References

You make them in the body of your assignment where you actually draw on these sources. It is not enough to cite a source in your Bibliography; you must reference it in all the places where you use it. Details are given below.

SYSTEMS OF REFERENCING

While there are many different ‘systems of referencing’ or ‘citation styles’ in academic use, they tend to be broadly divided into styles common to the **Humanities** and the **Sciences**.

The system used in Theology, Philosophy, and Religious Studies is the **Modern Humanities Research Association** style, typically known as **MHRA**. This system places all references in footnotes or endnotes.

The system that tends to be used in the Sciences is called the **Harvard** style. In this system the references are placed within the text after the quotation.

NOTE: We strongly recommend that you use the **MHRA** system. However, if you have learnt the **Harvard** system, and would prefer to use this, that is acceptable *but you will need to ensure that you meet subject-specific requirements for Theology, Philosophy & Religious Studies, which are made clear later in this guide.*

Referencing According to the MHRA Style

BIBLIOGRAPHY

All books or articles should be in **alphabetical order** according to the author’s surname.

Example: (Some of the books and articles you might come across are found below)

Bibliography

Bruce, Frederic F., *Apostle of the Free Spirit* (Leicester: Intervarsity Press, 1983).

Chryssides, George D., and Ron Geaves, *The Study of Religion: An Introduction to Key Ideas and Methods* (London: Continuum, 2007).

Crisp, Beth R., ‘Spirituality and Sexual Abuse: Issues and Dilemmas for Survivors’, in *Theology and Sexuality* 13, 3 (May 2007), pp. 301-14.

Descartes, René, *Meditations on First Philosophy*, 3rd edition, trans., Donald A. Cress (Hackett Publishing Company, 1993).

Hatcher, Brian A., ‘Bourgeois Vedānta: The Colonial Roots of Middle-Class Hinduism’, in *Journal of the American Academy of Religion*, 72, 2 (June 2007), pp. 298-323.

Keown, Damien, *Buddhism: A Very Short Introduction* (Oxford: OUP, 1996).

McGrath, Alister E., *Christian Theology: An Introduction*, 4th edition (Oxford: Blackwell, 2007).

McGrath, Alister E., ed., *The Christian Theology Reader*, 3rd edition (Oxford: Blackwell, 2007).

Nye, Malory, *Religion the Basics* (London: Taylor & Francis, 2003), e-book.

Plato, *Five Dialogues*, 2nd edition, trans., G. M. A. Grube (Cambridge: Hackett Publishing Company, 2002).

Townes, Emilie M., 'On Keeping Faith with the Center', in *Living Stones in the Household of God: The Legacy and Future of Black Theology*, ed. Linda E. Thomas (Minneapolis: Fortress, 2004), pp. 189-202.

NOTE: For the difference between referencing books and journals, see the QUICK GUIDE TO REFERENCING ASSIGNMENTS below.

NOTE: When there is more than one author, use the first author's name as above (surname followed by first name), followed by the other author(s) with their First Name then surname. So, for example, Michael Grant and John Hazel would read as:

Grant, Michael, and John Hazel, *Who's Who: Classical Mythology* (London: J. M. Dent, 1993).

NOTE: When the text is from a collection of essays (e.g. an Anthology or a Reader), you MUST quote the actual essay you are drawing from and the book it is in and not simply the latter. For example:

Plato, *Ion*, in *Aesthetics: A Comprehensive Anthology*, eds., Steven M. Cahn and Aaron Meskin (Oxford: Blackwell Publishing, 2008).

NOTE: Sometimes this can be more complicated, as with, for example, *The Christian Theology Reader*, used by Theology students. Here the edited book gives each essay its own title, for example, 'Paul Tillich on the Method of Correlation.' However, in the BACK of the book there is a section titled 'Sources of Readings', where you will find the ACTUAL title of the source used. So, for example, the correct entry in your bibliography would be:

Tillich, Paul, *Systematic Theology*, vol. 1 (Chicago: Chicago University Press, 1951), in *The Christian Theology Reader*, 4th edition, ed., Alister E. McGrath (Oxford: Wiley-Blackwell, 2011).

NOTE: Where possible it is always preferable to locate and quote from the actual source. So rather than quote Plato from Steven M. Cahn's and Aaron Meskin's, *Aesthetics: A Comprehensive Anthology* as above, it would be better practice to use, for example:

Plato, *Ion*, vol. 1, trans., B. Jowett (Oxford: Clarendon Press, 1875).

Or again rather than quote Paul Tillich from Alister E. McGrath's *The Christian Theology Reader*, it would be better to locate and quote the actual source:

Tillich, Paul, *Systematic Theology*, vol. 1 (Chicago: Chicago University Press, 1951).

NOTE: In some of the examples above the abbreviations: ed., eds., trans., and vol. appear. The term ed. is short for ‘editor’; eds. short for ‘editors’; trans. short for ‘translator’; and vol. short for ‘volume.’ You MUST include these details where necessary.

NOTE: When including an electronic journal (e-journal) article in your bibliography, create your bibliography entry in the same order as for an article in a print journal, then add: the URL (web address); full stop; date you accessed the article; full stop.

PRIMARY AND SECONDARY SOURCES

Plato’s dialogue *Ion* and Paul Tillich’s *Systematic Theology* (used above) are both examples of what are called PRIMARY sources. Texts like this are primary because they are not caused by or based on any other text. They are therefore original and direct. A SECONDARY source, however, interprets and analyses a primary source (or sources), and is therefore wholly or partly ‘about’ the primary source. A secondary text is therefore caused by or based on another text.

An example of a primary source in THEOLOGY would be:

Pseudo-Dionysius, *The Complete Works*, trans., Colm Luibheid (New York: Paulist Press, 1987).

Whereas an example of secondary sources ABOUT this primary source would be:

Louth, Andrew, *The Origins of the Christian Mystical Tradition: From Plato to Denys*, 2nd edition (Oxford: Oxford University Press, 1981).

Turner, Denys, *The Darkness of God: Negativity in Christian Mysticism* (Cambridge: Cambridge University Press, 1995).

An example of a primary source in PHILOSOPHY would be:

Plato, *Symposium*, vol. 2, trans., B. Jowett (Oxford: Clarendon Press, 1875).

Whereas examples of secondary sources ABOUT this primary source would be:

Ficino, Marsilio, *Commentary on Plato’s Symposium on Love*, trans., Sears Jayne (Dallas: Spring Publications, 1985).

Strauss, Leo, *On Plato’s Symposium*, ed., Seth Benardete (Chicago: The University of Chicago Press, 2001).

An example of a primary source in RELIGIOUS STUDIES would be:

The Teachings of Buddha, trans., Bukkyo Dendo Kyokai (Tokio: Kosaido Printing

Co. Ltd, 1966).

Whereas examples of secondary sources ABOUT this primary source would be:

Keown, Damien, *Buddhism: A Very Short Introduction* (Oxford: Oxford University Press, 2013).

Rahula, Walpola Sri, *What the Buddha Taught* (Oxford: One World Publications, 1959).

WHAT ARE REFERENCES?

References are the mention or citation of the source of information that you are getting material from – usually a book, a journal article, or a website. This can take the form of an actual QUOTATION from the source, or any examples where you are PARAPHRASING the source. In either case you MUST reference (i.e. ‘refer’) to that source. With the MHRA system, the references are done through either FOOTNOTES or ENDNOTES.

Below are examples of how to QUOTE from a source, how to PARAPHRASE from a source, and how you actually REFERENCE that source in the form of a FOOTNOTE or ENDNOTE.

QUOTATIONS AND PARAPHRASES

- Direct quotations less than three lines in length should be put in single speech-marks and just flow on in the text. For example:

Emilie Townes states that James Cone’s black theology ‘is one of the contemporary foundations for womanist theological reflection’¹ and that womanist thought is also influenced by evangelicalism, liberalism, neo-orthodoxy and liberation theologies.²

In this example, the reference to Townes’ work would follow the closing speech-mark. (The second part of the sentence paraphrases Townes’ argument, so this too needs a reference). See below for the references.

- Direct quotations of more than three lines should be **indented and single-spaced**. They do NOT need speech-marks. For example:

In her discussion of the importance of James Cone's work for womanist theology, Emilie Townes emphasizes the way in which Cone restates the prophetic words of W.E.B. du Bois, going on to sum up the effect of Cone's influence as follows:

Thus, Cone pushed womanist theological reflection to consider and reconsider the ways in which building an inter-structured theo-ethic requires patience, hard work, perseverance, and a relentless commitment to rigorous critical and analytical scholarship that addresses the general public, the religious communities and the academy.³

When indenting a longer quotation, the reference to the book is placed at the end of the quotation.

FOOTNOTES AND ENDNOTES

- Actual references are given by using either footnotes (at the bottom of each page) or end-notes (at the end of the assignment). You may choose which you prefer. They must be numbered and in sequential order (1, 2, 3 etc). Word-processing software allows you to insert footnotes/endnotes.
- As shown above, if you are quoting directly, the note number should be at the end of the full quotation.
- Where you are examining or restating (paraphrasing) an idea without a direct quotation, it is best practice to put the reference at the end of the relevant sentence, or at the end of the paragraph if the entire paragraph is drawn from the same source. (Footnote/endnote 2 is an example.)

The references 1-3 in the above examples on quotations would appear as in the following **examples**, either at the foot of each page (footnotes) or at the end of your essay, but before your bibliography (endnotes).

NOTE – First names are cited before surnames in footnotes & endnotes:

¹ Emilie M. Townes, 'On Keeping Faith with the Center', in *Living Stones in the Household of God: The Legacy and Future of Black Theology*, ed. Linda E. Thomas (Minneapolis: Fortress, 2004), pp. 189-202, p. 193.

² Townes, 'On Keeping Faith', p. 193.

³ Townes, 'On Keeping Faith', p. 193.

- These three references also illustrate the standard citation in notes where the source is cited for the first time (FN1) or for the second time (FNs2 & 3).

Some additional footnote / endnote **examples** follow:

- A book mentioned for the first time:

⁴ Damien Keown, *Buddhism: A Very Short Introduction* (Oxford: OUP, 1996), p. 17.

- When quoting a second time:

⁵ Keown, *Buddhism*, pp. 30-2.

- An article in a journal for the first time:

⁶ Brian A. Hatcher, 'Bourgeois Vedānta: The Colonial Roots of Middle-class Hinduism', in *Journal of the American Academy of Religion*, 72, 2 (June 2007), pp. 298-323: 299.

NOTE: The first page numbers show where the article is in the journal; after the colon is the page reference for your quotation.

- When quoting a second time:

⁷ Hatcher, 'Bourgeois Vedānta', p. 309.

- An article in a collection of essays:

⁸ Williams, Duane, 'Eckhart's Why and Heidegger's What: Beyond Subjectivistic Thought to Groundless Ground', in *Mystical Theology and Continental Philosophy: Interchange in the Wake of God*, eds. David Lewin, Simon D. Podmore, and Duane Williams (Oxon and New York: Routledge, 2017), pp. 147-163: 149-50.

- When quoting a second time:

⁹ Williams, 'Eckhart's Why and Heidegger's What', p. 151.

NOTE: When using ANY e-books and journals, you do not need to include the URL and date of access in your footnotes/endnotes – the entry in the bibliography is sufficient.

REFERENCING THE BIBLE

Students in Theology, Philosophy and Religious Studies often need to quote from the Bible. When doing so you do NOT need to give page numbers as with those examples above. All you need to provide are the name of the particular book (e.g. John), the chapter (e.g. 1), and the verse (e.g. 1). Note that if there is more than one verse, you place a hyphen between the range (e.g. 1-3). You should also use a colon between chapter and verse, and use Arabic not Roman numerals. If using a translation, you should also provide an abbreviation in brackets of the particular translation used (e.g. the New Revised Standard Version would be NRSV). So this source from the New Testament would appear in your footnote or endnote like this:

John 1:1-3 (NRSV).

NOTE: Although there are many translations of the Bible, for academic purposes it is standard practice to use the New Revised Standard Version (NRSV).

IMPORTANT: You should also note that many of the books in the Bible are cited in a standard abbreviated form. For example, if you were quoting from John as with above, it could appear in your reference as:

Jn 1:1-3 (NRSV).

If you were quoting from Psalms, it could appear in your reference as:

Ps 18:11 (NRSV).

NOTE: Please refer to the following list of abbreviations from the New Revised Standard Version of the Bible:

OLD TESTAMENT

Gen	Genesis	2 Chr	2 Chronicles	Dan	Daniel
Ex	Exodus	Ezra	Ezra	Hos	Hosea
Lev	Leviticus	Neh	Nehemiah	Joel	Joel
Num	Numbers	Esth	Esther	Am	Amos
Deut	Deuteronomy	Job	Job	Ob	Obadiah
Josh	Joshua	Ps	Psalms	Jon	Jonah
Judg	Judges	Prov	Proverbs	Mic	Micah
Ruth	Ruth	Eccl	Ecclesiastes	Nah	Nahum
1 Sam	1 Samuel	Song	Song of Solomon	Hab	Habakkuk
2 Sam	1 Samuel	Isa	Isaiah	Zeph	Zephaniah
1 Kings	1 Kings	Jer	Jeremiah	Hag	Haggai
2 Kings	2 Kings	Lam	Lamentations	Zech	Zechariah
1 Chr	1 Chronicles	Ezek	Ezekiel	Mal	Malachi

APOCRYPHAL / DEUTEROCANONICAL BOOKS

Tob	Tobit	Song of Thr	Prayer of Azariah and the Song of the Three Jews
Jdt	Judith	Sus	Susanna
Add Esth	Additions to Esther (Gk)	Bel	Bel and the Dragon
Wis	Wisdom	1 Macc	1 Maccabees
Sir	Sirach (Ecclesiasticus)	2 Macc	2 Maccabees
Bar	Baruch	3 Macc	3 Maccabees
1 Esd	1 Esdras	4 Macc	4 Maccabees
2 Esd	2 Esdras	Pr Man	Prayer of Manasseh
Let Jer	Letter of Jeremiah		

NEW TESTAMENT

Mt	Matthew	Eph	Ephesians	Heb	Hebrews
Mk	Mark	Phil	Philippians	Jas	James
Lk	Luke	Col	Colossians	1 Pet	1 Peter

Jn	John	1 Thess	1 Thessalonians	2 Pet	2 Peter
Acts	Acts of the Apostles	2 Thess	2 Thessalonians	1 Jn	1 John
Rom	Romans	1 Tim	1 Timothy	2 Jn	2 John
1 Cor	1 Corinthians	2 Tim	2 Timothy	3 Jn	3 John
2 Cor	2 Corinthians	Titus	Titus	Jude	Jude
Gal	Galatians	Philem	Philemon	Rev	Revelation

NOTE: It is standard practice to only use abbreviations when giving references, not when referring to a whole text within a normal sentence; e.g. ‘One of Paul’s aims in writing 1 Corinthians was to end factionalism in the believing community.’ This would then be followed by the reference:

1 Cor 3:1-9

NOTE: In a list of biblical references, it is also standard practice to cite texts in their canonical order. Also, use semicolons to divide verses in different chapters or books (e.g. Mt 7:2; 8:15, 17-22), and use commas to divide verses within a chapter (e.g. Mk 6:1, 3, 11).

REFERENCING OTHER SACRED TEXTS

Students of World Religions often need to quote from and reference other sacred texts. If you are referencing from the Quran, you first write Quran, followed by the Surah (i.e. chapter) and then the Ayaat (i.e. verse or verses). Thus a reference to the Quran might look as follows:

Quran, 26: 1-5

If you wish you may also give the title of the Surah you are quoting. So the example from above would then read:

Quran, The Poets, 26: 1-5

NOTE: For guidance on how to reference other sacred texts, such as, the Hindu *Vedas*, Buddhist *Sutras*, or the Sikh *Guru Granth Sahib*, please see your tutors.

NOTE: For guidance on how to reference FIELD STUDY please see your tutors.

REFERENCING CLASSIC SOURCES

When referencing classic sources, such as Plato and Aristotle, or Milton and Shakespeare, as with Bible quotations you do NOT need to give page numbers. However, the difference with classic texts is that they are often organised using what are called ‘line numbers’ that are marked in the margin of the text. You should refer to these line numbers in your reference. Thus if you were quoting from Plato, you would provide the author, the dialogue, the translation if necessary, and the line number or range of line numbers. For example:

Plato, *The Republic*, trans. B. Jowett, 595-599.

NOTE: Do not mistake the translator for the author. With the example above, Plato is the author, while Jowett is the translator.

The same system of line numbers rather than page numbers can also be used with later classic texts, for example, Milton or Shakespeare:

John Milton, *Paradise Lost*, Book III, 105-107

A QUICK GUIDE TO REFERENCING ASSIGNMENTS

If using an electronic version of this guide: Simply input the relevant information for your reference. You can copy and paste it from here to your essay! **Change the words only. Do not** alter the punctuation.

Book Reference

Bibliography

Surname, First name, *Title* (Location: Publishers, year).

Footnote/Endnote

First name Surname, *Title* (Location: Publishers, year), p(p). page number(s).

Footnote/Endnote (repeated reference)

Surname, *short title*, p(p). page number(s).

Edited Book Reference

Bibliography

Surname, First name, 'Title', in *Title of Book*, eds. name & name (Location: Publishers, year), pp. pages of the chapter.

Footnote/Endnote

First name Surname, 'Title' in *Title of Book*, eds. name & name (Location: Publishers, year), pp. pages of chapter: page(s) of reference

Footnote/Endnote (repeated reference)

Surname, 'title', p(s). page(s) of reference.

Journal Reference

Bibliography

Surname, First name, 'Title', in *Journal title*, vol.#, issue.# (Month year), pp. page range of source.

Footnote/Endnote

First name Surname, 'Title', in *Journal Title*, vol.#, issue.# (Month year), pp. page range: page of reference.

Footnote/Endnote (repeated reference)
Surname, 'short title', p. page.

Quick Guide created by Sally Goodwin – a graduate of Liverpool Hope University.

Referencing Documents from the Internet

E-books and academic e-journals available through the Sheppard-Worlock Library are referenced in the same way as print versions of these sources. This section of the guide concerns sources you find through internet searches.

REFERENCES AND WEBLIOGRAPHY

References to web-based sources are given in footnotes/endnotes as with any other referenced material. In a web-based reference you **MUST** identify the author and the title of the material used as with a book or article, but also include the URL (Universal Resource Locator or website address).

You **MUST** also include these sources in your bibliography, or list them in a separate 'weblibliography' at the end of your bibliography.

Information should be given in the following order:

Author's name
Title of item
Title of complete work/resource
Publication details (volume, issue, date, page span if paginated)
Full address (Universal Resource Locator (URL)) or DOI of the resource
(in angle brackets)
Date at which the resource was consulted (in square brackets)
Location of passage cited (in parentheses)

For example:

Els Jongeneel, 'Art and Divine Order in the Divina Commedia',
Literature and Theology, 21 (2007), 131-45 <<http://dx.doi.org/10.1093/litthe/frm008>>

Richard Lee, 'The Rebirth of Inherited Memories', *MHRA Working Papers in the Humanities*, 4 (2009), 18-24 <<http://www.mhra.org.uk/ojs/index.php/wph/article/viewFile/73/70>> [accessed 1 May 2012]

Steve Sohmer, 'The Lunar Calendar of Shakespeare's *King Lear*',
Early Modern Literary Studies, 5.2 (1999) <<http://purl.oclc.org/emls/05-2/sohmlear.htm>> [accessed 28 January 2000] (para. 3 of 24)

USING GOOGLE BOOKS

Where you use a Google Book this MUST be shown in BOTH the reference and the bibliography. You must NOT pass off Google Books as library-based research, as these are different mediums.

NOTE: It is not acceptable to research via Google Books alone. A good bibliography will include a range of sources from the library and from the internet.

REFERENCING KINDLE BOOKS

When referencing from a KINDLE version of a book, the same information must be given as with a printed book. However, it must be clear that a KINDLE version was used. This means that the reference must state that it is a KINDLE E-BOOK and the LOCATION number must be used instead of a page number. For example, reference to a traditional printed book would look like this:

Gregory A. Barker and Stephen E. Gregg, *Jesus Beyond Christianity: The Classic Texts* (Oxford: Oxford University Press, 2010), p. 2.

Whereas the same source as a KINDLE reference would look like this:

Gregory A. Barker and Stephen E. Gregg, *Jesus Beyond Christianity: The Classic Texts* (Oxford: Oxford University Press, 2010), Kindle E-Book, Location 16.

Referencing Documents from CD-ROMs or DVD

References to material published on CD or DVD should follow the same format as that used for Books and chapters or articles in books, but with the addition at the end of the phrase '[on CD]', '[on DVD]', etc., as appropriate. For example:

'World War II', in *Encarta* (Seattle: Microsoft, 1999), [on CD-ROM].