



BIBLIOGRAPHIES and FOOTNOTES

There are two main ways of referring to books and articles you have consulted:

- A bibliography, listing what you have read
- Footnotes providing references for the reader to investigate further

A. Bibliographies

Every essay, project, dissertation, and any other form of assessed coursework should include a bibliography. This should be at the end of your piece of work. It should contain a list of the books, articles and websites you have consulted and which, whether you agreed with them or not, have helped you to form your views. It is dishonest to list works you have not consulted or to leave out those you have used.

The simplest form of a bibliography is a single list, with authors listed in alphabetical order. However, it is often helpful to produce a differentiated list, separating different types of entry. These might be divided into primary and secondary sources, books and articles, commentaries and studies, written and visual materials, etc.

Bibliographies are expressed according to certain well-established conventions. These conventions are intended to provide anyone reading your bibliography with sufficient accurate information so that they can find any item they want as efficiently as possible.

The format of entries in your bibliography will differ according to whether the item is a book, article or website, whether there is more than one author, and where the article is found. In the case of books, additional factors have to be taken into account for series, multi-authored books, edited books (including Festschriften), translated works, later editions, etc. In the case of articles, it makes a difference whether they occur in a journal, an edited book, a reader or a dictionary. Websites and translations of the Bible also have their own conventions. You should make sure that you understand these conventions, and can reproduce them as necessary in your own bibliography.

1. Books

(i) Basic information

Bibliographies should contain the following basic information about books:

- Author's surname and first name or initials
- Title of book
- Place where book was published
- Name of publisher
- Date of publication

This information is normally supplied on the title page of any book. If anything you need is not available on the title page, you will normally find additional material on the back of the title page.



You should, however, resist the temptation to include all the information that you find on the title page or the back of the title page. You do not need to include things such as:

- publishing company
- name of printer
- copyright
- country of publication
- ISBN or ISSN numbers
- cataloguing data
- person to whom book is dedicated
- number of pages in the book
- paperback or hardback
- price

Note the following example:

Colwell, J.E., *Living the Christian Story: The Distinctiveness of Christian Ethics* (Edinburgh and New York: T & T Clark, 2001)

Note the following details:

- Author's surname followed by first name or initials (these can be in reverse order)
- Title of book in *italics* and the first letters of the main words capitalised
- Place of publication, publisher and date all in brackets
- Within the brackets, place of publication is followed by a colon
- Publisher's name is followed by a comma and the date of publication

You do not need to include the following information:

Edinburgh, Scotland: T&T Clark Publishing Company Ltd; A Continuum imprint; All rights reserved; First published 2001; ISBN 0 567 08790 5; Typeset by Fakenham Photosetting, Fakenham, Norfolk; Printed and bound in Great Britain by MPG Books, Bodmin.

You do not need to use tabs, strokes or other interruptions. You also do not normally need page numbers for books in a bibliography, since these will normally be supplied in footnotes.

Some kinds of books require additional information to be included in the Bibliography. Here are some examples you are likely to come across:

(ii) Additional information

(a) Multi-authored books

If a book has two authors, their names should be listed in the order in which they appear on the title page. Surname and first name or initials should be provided in the usual way. If a book has more than two authors, your bibliography can list it by the first-named author, and the rest can be indicated by 'et al'.

(b) Edited books

If a book is listed by its editor(s), the name of the editor(s) should be followed by '(ed.) or (eds.)' Here are two examples, the first edited by one person and the second by two editors:



Barton, J. (ed.), *The Biblical World*, 2 vols. (London and New York: Routledge, 2002)
Neusner, J. and Avery-Peck, A.J. (eds.), *The Blackwell Companion to Judaism* (Oxford: Blackwell, 2000)

A special type of edited book is the Festschrift, that is, a collection of essays celebrating a distinguished writer. There are two alternative conventions in such cases. The name of the person being honoured should be included either in a subtitle or at the beginning of the brackets. If the name is in the brackets, it should be preceded by the abbreviation FS (for Festschrift) and followed by a semi-colon. Here is an example of a book in honour of a former Spurgeon's' tutor:

Barton, J. and Reimer, D.J. (eds.), *After the Exile: Essays in Honour of Rex Mason* (Kampen: Kok Pharos, 1997)

Alternatively, this could be listed as:

Barton, J. and Reimer, D.J. (eds.), *After the Exile* (FS R. Mason; Kampen: Kok Pharos, 1997)

(c) Books in series

If a book occurs in a series, details of the series should be given as the first item in the brackets and followed by a semi-colon. The series title, which is often abbreviated, should be followed by a number where this is available. Here is an example of a commentary in the Abingdon NT series:

Boring, M.E., *1 Peter* (Abingdon New Testament Commentaries; Nashville, Tenn.: Abingdon, 1999)

Here is another example of a book in a series, but this time the series title, *Journal for the Study of the Old Testament, Supplement Series*, has been given its usual abbreviation, viz., JSOTS, and it is followed by the number in the series:

Williamson, P.R., *Abraham, Israel and the Nations: The Patriarchal Promise and its Covenantal Development in Genesis* (JSOTS 315; Sheffield: Sheffield Academic Press, 2000)

(d) Translated books

If a book has been translated from another language, this could be noted by the abbreviation ET (= English translation). This information is normally placed at the beginning of the brackets and followed by a semi-colon. It is helpful but not essential to include the name of the language from which the translation has been made, the date of the original work, and even less essential to include the name of the translator. For example:

Wildberger, H., *Isaiah 1-12: A Commentary* (ET from German original, 1980; Philadelphia: Fortress, 1991)

(e) Books in other languages

If a book which is being referred to is published in another language, the original title must be provided, with a translation in brackets.



Hiiemaa, Karin, *Südame kutsel: Eesti misjonärid Aafrikas* [On the Calling of the Heart: Estonian Missionaries in Africa] (Tallinn: Olion, 2000).

(f) Revised editions

You should indicate if the book is not the first edition. This information can be provided in one of two ways. Either put 'rev. ed.', '4th ed.', etc. immediately after the title (and before the brackets) or put the number of the revision in superscript after the date of publication. For example, either:

Bright, J., *History of Israel*, 3rd ed. (London: SCM, 1981)
or Bright, J., *History of Israel* (London: SCM, 1981³)

(g) Unpublished works

If the work is unpublished, such as a doctoral thesis, this should be indicated as follows:

Osgood, S.J., *Early Israelite Society and The Place of the Poor and Needy: Background to the Message of the Eighth Century Prophets*, 2 vols. (unpubl. Ph.D. thesis, University of Manchester, 1992)

2. Articles

Articles, wherever they are found, present an additional problem. This is for two reasons: because the author to whom you need to refer is the author of the article and not of the journal and because a distinction must be made between the title of the article and the title of the journal.

Most articles occur in journals, though you may well want to refer to an article in an edited book or a dictionary. The latter cases will be dealt with below. The convention for journal articles is illustrated by the following:

Parushev, Parush R., 'East and West: A Theological Conversation,' *Journal of European Baptist Studies*, Vol. 1, No.1 (2000), pp. 31-44

Note the following details:

- Author's surname followed by first name or initials is the author of the article
- Title of article is expressed in inverted commas in ordinary font (the usual UK convention is to use single quote marks)
- Title of journal in *italics* (this is often abbreviated, viz., *JSOT*), which is equivalent to the title of a book
- Volume number of journal is indicated by 'Vol.' and is followed (in brackets) by year of publication
- If there is an issue number as well as a volume number, then 'Vol.' would be followed by 'No.' as in the example above
- To avoid confusion with page numbers, it is best to quote them in full, as in the example above. Alternatively, in the case of a concluding page reference, you may include the last digit for numbers under 100 and the last two digits for numbers 100 and over. For example, the case above may be quoted as 109-26. However, you should avoid 109ff. (= p. 109 and at least 2 following pages) since the reader is often unclear how far the reference extends.



The following are not required for journal articles:

- Place of publication
- Editor(s) of journal
- Name of publisher

(a) Articles in edited books

In the case of an article that forms a chapter in an edited book such as a collection of essays, you need to distinguish between the name of the editor(s) of the book and the name of the author and between the title of the book and the title of the article. The normal format is as follows:

M. Twaddle, 'Christian Missions and Third World States', in Hansen, H.B. and Twaddle, M. (eds.), *Christian missionaries and the State in the Third World* (Oxford: James Currey; Athens, OH: Ohio UP, 2002), pp. 1-16.

Note the following additional details:

- Author of the article is given first
- This is followed by the name of the article in inverted commas (as for journal articles)
- This is followed by 'in' and the basic details of the book (as for books)
- Page numbers of the article, with the abbreviation p(p).

(b) Articles in readers

In the case of an article in a reader containing extracts from a variety of authors, it is sufficient to give a brief title for the extract, as quoted in the book to which you are referring, followed by the usual details for an edited book, e.g.,

St. Anselm, from the *Proslogion*, in Gunton, C.E., et al (eds.), *The Practice of Theology: A Reader* (London: SCM, 2001), pp. 329-331.

(c) Dictionary articles

You will often want to refer to articles in dictionaries. In such cases, you should include the name of the author of the article (which sometimes can only be found by comparing the initials at the end of an article with the full list of contributors) and not just the name of the dictionary. It is not necessary to include the name of the dictionary editor.

The format in this case is as follows:

McMickle, M.A., 'Preaching from the Pentateuch', in *Dictionary of the Old Testament: Pentateuch* (Downers Grove, Ill. / Leicester: IVP, 2003), pp. 637-643.

3. Bibles

Bibles do not normally need to be listed in bibliographies. However, if you do wish to include a specific version you have made special use of, it is normally sufficient to quote the name of the version itself, either in full or in its usual abbreviation, e.g., New Revised Standard Version (or NRSV), New International Version Study Bible (or NIV Study Bible).



4. Websites

There is as yet no standard way of referring to material from the internet. However, you should provide the address of any website address you have used, including titles of any subsidiary pages, and you should always give the date you accessed the website. If the information is available on the website, you should also provide details of author, date and page numbers, as for books or articles. CD-ROMs should be quoted in the same way as websites.

For example, if you want to quote a text from the biblical world, the reference for a website containing Aristotle's works would be:

<http://www.fordham.edu/halsall/ancient/asbook07.html>.

If you wish to quote from the Babylonian creation myth, the reference for a similar website would be:

<http://alexm.here.ru/mirrors/www.enteract.com/jwalz/Eliade/055.html>

In all cases, you should include the date you accessed the site, viz., 'accessed 27 May 2003'.

B. Footnotes

1. General

Footnotes may be used for various purposes, e.g.:

- to provide references to quotations or statements you have used;
- to qualify a statement made in your text;
- to provide cross-references to another part of your text;
- to direct the reader to sources of further information.

In every case, the information in footnotes should enable the reader to find specific pages or passages that you have referred to. Footnotes should be marked by a footnote number in superscript, normally at the end of a sentence. They should be numbered consecutively within each chapter. They should also be single-spaced.

On the first occasion when a work is cited, full details should be provided as in bibliography, followed by relevant page numbers. For subsequent references, the author's name and a short title are sufficient. In the case of articles, the author of the article and either a short version of the article title or an abbreviated journal title, together with volume number and year, are sufficient.

However, by contrast with the bibliography, the sequence used for an author's name in footnotes is first name or initial(s) first, followed by surname.

For example:

D. Instone-Brewer, '1 Corinthians 7 in the Light of the Jewish, Greek and Aramaic Marriage and Divorce Papyri', *Tyndale Bulletin*, Vol. 52 (2001), pp. 225-243.

For footnotes referring to quotations which have been translated from another language, the bibliographical information should end by a note (author's translation).



2. Bible references

If you wish to refer to a passage from the Bible in your footnote, you should use a standard abbreviation for the book followed by arabic (not roman) numerals for the chapter and verse. The simplest format is to separate chapter and verse numbers by a colon, e.g.,

2 Cor. 5:13-15 or Isa. 53:10.

Standard lists of abbreviations for books of the Bible can be found in all major Bible and theological dictionaries. Whichever system you use, make sure the reader can distinguish John from Jonah and Joel or 1 Samuel (1 Sa., preferably 1 Sam.) from Isaiah (Isa.).

3. Newspapers and manuscripts

References to newspapers should be placed in footnotes, as follows:

Baptist Times, 10 April 2006, p. 6.

References to manuscript material should be cited according to the conventions of the relevant archive.

4. Abbreviations in footnotes

There are a number of standard abbreviations frequently found in footnotes.

ibid. (= 'in the same place') may be used when you are referring to the same work in two or more **consecutive** footnotes, followed by relevant page numbers;

cf. (= 'compare') may be used to indicate some kind of source of further information;

pass. or *passim* (= 'everywhere') may be used when you wish to refer to a major theme or numerous passages in the same book;

op. cit. (= 'work previously cited') should normally be avoided, as its use is often confusing. It is much better to use an author's name and short title if you want to refer to a source several times.

C. Abbreviations

Any thesis, dissertation or extended essay will usually use a number of abbreviations. These should be listed on a separate page after the Contents page, and should include all abbreviations used in your text and footnotes.

For common sources of information such as journals and reference works, you should simply point the reader to lists of standard abbreviations to be found in places such as the *Elenchus Bibliographicus Biblicus* or in Bible dictionaries such as the *Anchor Bible Dictionary* or the IVP Dictionaries. These lists include standard abbreviations of biblical books. Your list need therefore include only some more specialist works that you have used frequently.

D. Quotations

You may sometimes wish to reproduce another writer's exact words by means of quotation. This is legitimate so long as you observe these rules and guidelines:



1. Quotations should always be 100% exact. If you omit part of the phrase you quote, replace it by (...). Your own remarks regarding a quotation should also be added in brackets.
2. There are two ways of using quotations. Shorter quotations, normally not more than two lines long, should be contained in the body of your material but marked out by means of quotation marks. An example would be a simple statement such as, 'Of all the biblical genres of literature, narrative may be described as the central, foundational, and all-encompassing genre of the Bible'.¹ Longer quotations, however, such as those which are more than three lines long, should be put in a separate indented paragraph, without the use of quotation marks. All quotations should contain a reference to the author and the source, usually in a footnote.
3. Quotations should not be too long or too frequent. Your essay is meant to be the expression of your own views, not a string of quotations from other people. For a typical piece of course-work a quotation should not normally exceed five lines, nor should quotations form more than five per cent of the whole essay.
4. However, quotations can be effective if they:
 - provide a definition, perhaps at the start of a discussion.
 - provide a typical example of the view you are discussing. You might say, 'Recently, many scholars have recognised that Paul is not so much attacking legalism as nationalism. For example, Dunn says, "...." ...'
 - offer a memorable way of expressing a particular viewpoint, so that you might say, 'In the words of G. M. Styler: "Given Mark, it is easy to see why Matthew was written; given Matthew, it is hard to see why Mark was needed."'² (Note that single quote marks usually come first, and that any quotation within a quotation is normally enclosed in double quote marks)

E. Further information

You will find further guidance on matters of reference, style and formatting in places such as:

- *MHRA style book*, 5th ed. (London: Modern Humanities Research Association, 1996)
- Turabian, K.L., *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. (Chicago and London: University of Chicago, 1996)
- Alexander, P.H., et al (eds.), *The SBL Handbook of Style* (Peabody, MA: Hendrickson, 1999)

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¹ S. Greidanus, *The Modern Preacher and the Ancient Text: Interpreting and Preaching Biblical Literature* (Leicester: IVP, 1988), p. 188.

² Bellinzoni, A.J., *The Two-source Hypothesis: A Critical Appraisal* (Macon, Ga.: Mercer Univ. Press, 1985), p. 73.