

# **Religion Programme**

University of Otago

## **STYLE GUIDE**

What follows are examples of the most common types of footnote entries. For any other types of citations not mentioned here, please consult *The Chicago Manual of Style*, 16<sup>th</sup> ed. Information about author, title, city and publisher is found on the title page of books, with the date and edition on the following page; the title, volume, number and date are found on the front cover of journals.

**1. Citation of a Book by a Single Author:**

Author's first name(s) followed by surname, *Title in Italics using Upper Case for all Important Words* (City of Publication: Publisher, date), page number(s) if applicable.

**Correct:** Hent De Vries, *Religion and Violence: Philosophical Perspectives from Kant to Derrida* (Baltimore: John Hopkins University Press, 2002), 14–15.

**Incorrect:** De Vries, Hent. *Religion and violence: philosophical perspectives from Kant to Derrida*, (Maryland: John Hopkins University Press, 2002), pp. 14–15

The incorrect entry makes the following common errors: lists the surname first; places a full stop rather than a comma after the author; does not capitalise all key words in the title; adds a comma after the title; lists a state rather than a city; adds pp. before page numbers; has no full stop at the end.

**NOTE: For Subsequent Citations of Any Source:** If you cite the same source later in your paper, simply list the author's [or editor's] surname, followed by an abbreviated title, followed by page number(s). Thus, subsequent citations of the De Vries source above would be as follows:

**Correct:** De Vries, *Religion and Violence*, 27.

**Incorrect:** Hent De Vries, p. 27

If you repeat the same citation *without any intervening sources*, use the abbreviation 'Ibid.' (from the Latin *ibidem*, meaning "in the same place"). You may do this even if the previous footnote was several pages earlier. If you are citing the same page number as in the previous footnote, simply write 'Ibid.' If you are citing the same source but a different page number, write 'Ibid.' followed by a comma and the page number. So, for example, if you cited De Vries, *Religion and Violence...*, 32–33, and your next footnote was from page 34 in this same work, your footnote would read:

Ibid., 34.

## 2. *Citation of a Book with Multiple Authors:*

Use the same format as above, but list each author's first name(s) and surname, followed by a comma, except before the last author mentioned.

**Correct:** Michael West, Graham Noble and Andrew Todd, *Living Theology* (London: Darton, Longman and Todd, 1999).

**Incorrect:** Michael West, Graham Noble, and Andrew Todd ...

**NOTE:** If a book has more than three authors, you may cite the first author listed, followed by a comma and 'et al.' (meaning "and others").

## 3. *Citation of a Chapter in an Edited Work:*

Author's first name(s) and surname, "Chapter Title in Double Quotation Marks," the word 'in' followed by *Book Title in Italics*, the abbreviation 'ed.' followed by editor(s)' first name(s) and surname (City: Publisher, year), then inclusive page numbers (if citing the chapter in general) or specific page number(s) being cited.

**Correct:** Peter Berger, "On the Obsolescence of the Concept of Honor," in *Revisions: Changing Perspectives in Moral Philosophy*, ed. Stanley Hauerwas and Alasdair MacIntyre (Notre Dame, IN: University of Notre Dame Press, 1983), 172–81.

**Incorrect:** Peter Berger, *On the Obsolescence of the Concept of Honor*, [or 'On the Obsolescence of the Concept of Honor',] in Stanley Hauerwas, and Alasdair MacIntyre, eds., *Revisions: changing perspectives in moral philosophy*, (Notre Dame: University of Notre Dame Press, 1983), pp 172–81.

**NOTE:** When citing a city of publication which is not well known, it is common to add a comma after the city and then an abbreviation of the state or province in which the particular city is located. In the above citation, the city of Notre Dame is in the state of Indiana, whose abbreviation is IN; cite state abbreviations using all caps, and do not use full stops if the state has two names (i.e., NJ not N.J. for New Jersey). Well-known cities such as New York, Sydney, Montreal, etc. do not require subsequent state/province abbreviations.

## 4. *Citation of a Multi-volume Work:*

(1) For one volume when there is a single author for all volumes:

Author's first name(s) followed by surname, *General Title*, vol. #, *Title of Specific Volume Being Cited* (City: Publisher, year), page number(s).

**Example:** Justo L. González, *The Story of Christianity*, vol. 2, *The Reformation to the Present Day* (San Francisco: Harper and Row Publishers, 1985), 231–5.

(2) When there are different authors or editors and different volume titles, with the entire work having an overall title and general editor(s):

Author(s)' or editor(s)' first name(s) followed by surname, [and 'ed.' if the volume is edited], *Specific Volume being Cited*, vol. #, *Overall Title*, 'ed.' followed by editor(s)' first name and surname (City: Publisher, year), page number(s). In the example below, Cochrane and Kirshner are the authors of vol. 5.

**Example:** Eric Cochrane and Julius Kirshner, *The Renaissance*, vol. 5, *University of Chicago Readings in Western Civilization*, ed. John W. Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 402.

(3) If the individual volumes have been published in different years:

H.T. Swedenberg, ed., *The Works of John Dryden*, 8 vols. (Berkeley and Los Angeles: University of California Press, 1956–62).

(4) If the publication of all volumes is not complete, list the date when publication began followed by a hyphen:

\*Mary Smith, ed., *The Rise and Fall of Religion in New Zealand* (Dunedin: Broadview Press, 2001–).

(5) To cite pages within a single volume if all volumes in a multi-volume work have the same title:

\*Joe Blow, *The Evolution of Religions in Postmodernity* (London: Folly Press, 1998–2003), 4:33.

## 5. *Citation of a Book in a Series:*

First name(s) followed by surname, *Title of Book*, *Title of Series*, 'ed.' First name(s) and surnames of series editor(s) (City: Publisher, year), page #s.

**Example:** Jeff Astley, *Ordinary Theology: Looking, Listening and Learning in Theology*, Explorations in Practical, Pastoral and Empirical Theology, ed. Leslie J. Francis and Jeff Astley (Hants, UK: Ashgate, 2002), 178–79.

#### 6. *Citation of an Edition Other than the First:*

Author's first name(s) and surname, *Title in Italics*, 2<sup>nd</sup> [3<sup>rd</sup>, etc.] ed. (City: Publisher, year), page #s.

**Example:** Robert Grant, with David Tracy, *A Short History of the Interpretation of the Bible*, 2<sup>nd</sup> ed. (Philadelphia: Fortress Press, 1984), 251.

**Or**, when a work has been revised:

Gordon D. Kaufman, *An Essay on Theological Method*, rev. ed. (Missoula, MT: Scholar's Press, 1979), 33.

#### 7. *Citation of a Journal Article:*

Author's first name(s) followed by surname, "Title of Article in Double Quotation Marks," *Title of Journal in Italics* followed by volume (vol.), number (no.) (Month or Season [e.g., Winter] and year): page numbers (inclusive if referring to article in general, or specific page number(s) being cited).

**Correct:** William Werpehowski, "Command and History in the Ethics of Karl Barth," *Journal of Religious Ethics* 9 (Fall 1981): 298–320.

**Incorrect:** William Werpehowski. 'Command and History in the Ethics of Karl Barth'. *Journal of Religious Ethics*, 1981, pp. 298–320.

*\*Not a real source.*

**NOTE:** Where a specific volume and number are provided, they can be cited as

vol. 37, no. 4                      *or*                      37:4

#### 8. *Citation of Magazine and Newspaper Articles:*

(a) *Magazine:*

First name(s) followed by surname, "Title of Article," *Magazine*, day month year, page #(s).

**Example:** \*Faith Longing, "The Bush Doctrine and the Religious Right," *Newsweek*, 15 April 2005, 24.

(b) *Newspaper or Newsletter:*

First name(s) followed by surname, "Title of Article," *Newspaper*, day month year, section number (and/or letter in uppercase), page #(s).

**Example:** \*Don Brash, "Celebrating my Presbyterian Roots," *New Zealand Herald*, 10 February 2005, B, 32.

### 9. *Citation of Articles in Encyclopedias, Dictionaries and Commentaries:*

It is not required to include city and publisher for encyclopedias and dictionaries, though this is acceptable. (See the first two examples below for both options.) It should be noted that some dictionaries and encyclopedias publish under a "continuous revision" policy, which means that they do not provide an edition number. When this information is supplied, it should be cited; otherwise the date of publication suffices. When an article is signed, use the author's name and cite the article title in double quotation marks, as with a book chapter or journal article. If only the author's initials are given (usually at the end of the article), the list of authors in the front matter should provide the full name. The Latin abbreviation "s.v." (*sub verbo*, "under the word") can be used rather than page numbers in dictionary and encyclopedia entries, though page numbers and full publication data are required for Commentary articles.

#### **Examples:**

"Proselyte," *The New Bible Dictionary*, 24<sup>th</sup> ed., 1978, s.v.

OR

Colin Brown, "Telos," *The New International Dictionary of New Testament Theology*, vol. 2, ed. Colin Brown (Grand Rapids, MI: Zondervan, 1976), 372.

Edward Bailey, "Implicit Religion," *A New Dictionary of Religions*, ed. John Hinnells (Oxford: Blackwells, 1995), 234–5.

\*Not a real source.

Brand Blanshard, "Wisdom," *The Encyclopedia of Philosophy*, vol. 8 (New York: Macmillan and Free Press, 1967), 322–4.

Susan Niditch, "Genesis," *Women's Bible Commentary: Expanded Edition with Apocrypha*, ed. Carol A. Newsom and Sharon H. Ringe (Louisville, KY: Westminster/John Knox Press, 1998), 13–29.

**NOTE:** When there is no author, in subsequent citations list the title and abbreviated source; e.g., a subsequent entry for the first reference above would be:

"Proselyte," *New Bible Dictionary*.

#### 10. *Citation of a Translated Work:*

First name(s) and surname, *Title*, ['ed.' + names, if any,] 'trans. by' First and Last Names of Translator (City: Publisher, year), page number(s).

**Example:** Karl Barth, *Ethics*, ed. Dietrich Braun, trans. by Geoffrey W. Bromiley (New York: Seabury, 1981), 23–24.

#### 11. *Citation of a Book Review:*

First name(s) and surname of reviewer, "Title of Review in Double Quotation Marks, if Any," 'review of' *Title of Book Being Reviewed*, 'by' First and Last Names of Author(s), *Title of Publication in which Review is Published* vol. and/or number (date): page #s.

**Example:** Marie Fortune, "Violating the Pastoral Relation," review of *Sex in the Parish*, by Karen Lebacqz and Ronald G. Barton, *Christianity and Crisis* 51:16–17 (18 November 1991): 367–8.

**Example:** Rusiate Tuidrakula, review of *Vanua: Towards a Theology of the Land*, by Ilaitia Sevati Tuwere, *Pacific Journal of Theology* II:29 (2003): 92–94.

**NOTE:** The 'II:29' in the above entry indicates that this is the 29<sup>th</sup> issue in the second *series* of this journal.

#### 12. *Citation of a Reference taken from a Secondary Source:*

(1) If you cite a publication which you found cited in another work (secondary source), you must so indicate in your footnote, providing information for *both* sources – i.e., you must not pretend you have read the article or book which you have only found cited in another source. Normally you would list the cited source first (Example 1 below), but if it is more important for the purposes of

your paper to stress the fact that the secondary source's author has cited this material, you will use the form in Example 2 below.

**Example 1:** R.G. Lienhardt, *Divinity and Experience: The Religion of the Dinka* (Oxford: Clarendon Press, 1961), 35–42, cited in Elizabeth Isichei, *A History of Christianity in Africa: From Antiquity to the Present* (London: SPCK, 1995), 75.

**Example 2:** Elizabeth Isichei, *A History of Christianity in Africa: From Antiquity to the Present* (London: SPCK, 1995), 75, citing R.G. Lienhardt, *Divinity and Experience: The Religion of the Dinka* (Oxford: Clarendon Press, 1961), 35–42.

(2) Cite material written by your lecturer in a Coursebook (used primarily in Distance courses) as follows:

**Example:** Lydia Johnson, "How Are Worship and the Arts Related?," in *PASX 209/309: Coursebook* (Dunedin: University of Otago, 2006), 29.

**NOTE:** Students should not cite reading extracts in Course Readers from the Reader, but from the original source.

### 13. *Citation of Unpublished Sources:*

There are many kinds of unpublished materials which you may need to reference in your essays or research papers. These may include materials such as correspondence, speeches, papers presented at conferences or other public forums, surveys or questionnaires, sermons, theses and dissertations. Here are general rules followed by examples:

(1) Where there is a known author and title, use the established format, but put titles in double quotation marks, not in italics as with a book. (Theses and dissertations have a special format; see Example 5.)

(2) Where possible, include the most specific information about the source (e.g., a Collection within a library, a venue for a conference), followed by more general information (institution, city, state or country where helpful), followed by dates, and finally by page numbers if applicable.

(3) Where dates are unknown, write 'n.d.' Where page numbers are important but unknown, write 'n.p.' [This applies in the case of published materials as well, where some pages may be missing, or in very old publications where a date may not be indicated.]



(4) If no authorship can be established, begin with a title; if no author or title is provided, begin with a description of the document (e.g., 'Letter,' 'Address,' 'Paper presented'). If authorship or other data is in doubt, place in brackets (see Example 3).

**Example 1:** Rangi Nicholson, "Theological Perspectives on the Revitalisation of the Maori Language," Paper presented at the Theology in Oceania Conference, St. Margaret's College, Dunedin, New Zealand, 18 November 1996, n.p.

**Example 2:** \*Nazmul Sharif, Address, Dunedin Inter-faith Forum, Clubs and Societies Building, University of Otago, Dunedin, New Zealand, 1 October 2001.

**Example 3:** \*Martin Luther King, Letter to [Andrew Young], 30 June 1967, Durrett Collection, Special Collections, Joseph Regenstein Library, University of Chicago, Chicago.

**Example 4:** \*Malcolm McNeal, "The Coming Wrath of God," Sermon preached at Knox Presbyterian Church, [1 January] 1888, Special Collections, Hocken Library, University of Otago, Dunedin.

**Example 5:** Sandra Landis Gogel, "A Grammar of Old Hebrew" (Ph.D. diss., University of Chicago, 1985), 46–50.

**Example 6:** \*"Survey of Dunedin Teenagers' Attitudes to Adherents of Major Religions Represented in New Zealand," March-June 2005, in the author's possession, 5–6.

#### 14. *Citation of Interviews:*

(1) If the interview appears in published form or on radio or television, you must include the following: first and last names of person interviewed, "Title, if any, of interview," the words 'interviewed by' followed by interviewer's first and last names, *Medium in which Interview Appeared*, editor or translator, if any, followed by relevant publication data.

**Example 1:** \*Desmond Tutu, "The Challenge of AIDs for Christians in South Africa," interview by Thulani Maluleke, *Journal of Constructive Theology* 10/2 (December 2004): 46–49.

**Example 2:** \*Brian Tamaki, interview by Kim Hill, *Face to Face*, Television New Zealand, Channel 1, 4 September 2004.

(2) If you as the author interview someone for your paper, cite the interview as follows: first name(s) and surname of person being interviewed, 'interview by author,' type of interview (e.g., 'tape recording', 'telephone'), city (and country if needed), date.

**Example:** \*Jane Doe, interview by author, telephone, Melbourne, Australia, 31 March 2005.

\*Not a real source.

### 15. *Citation of Internet References:*

The Theology and Religious Studies Department discourages students from over-reliance on internet sources. Unless web articles come from respected academic e-journals, or, for theology students, official denominational or ecumenical websites, they can be of dubious value. Students should critically evaluate any website source as you would a book or journal article. Helpful sources which discuss domain name suffixes and explain why they are not always a reliable guide are:

<http://www.vts.rdn.ac.uk/tutorial/religion/index.htm>  
<http://www.vts.rdn.ac.uk/>

The format for citing a website source is as follows: First name(s) and surname of author [where available], document title [where available], *Online Journal/Source* followed by volume and number, date of internet publication, section and/or page number (where available), <URL> (date you accessed the reference). Example 2 below cites a source which does not provide section headings or page numbers.

**Example 1:** Yash Tandon, "The Ethical Implications of Globalization," *Echoes* 17, December 2000, Sec. 4, 2,  
 <<http://www.wcc-coe.org/wcc/jpc/echoes-18.08.html>> (21 March 2001).

**Example 2:** Anantanand Rambachan, "The Co-Existence of Violence and Non-Violence in Hinduism," *Current Dialogue* 39, June 2002,  
 <<http://www.wcc-coe.org/wcc/wjatinterreligious/cd39-05.html>> (26 October 2002).

**NOTES:** (1) It is important to include the date you accessed the material from the website, so you must keep accurate records as you do your research. Since websites are frequently updated and revised, this date enables both you and your lecturers to ascertain the specific link you used to find your information. (2) It is important to cite the entire URL (so, for example, "wikipedia.org" is not an adequate reference). (3) References to journal articles which are also available in print should be referenced in the normal way, rather than from the electronic version.

### **16. Biblical Citations:**

References to biblical books without chapter or without chapter and verse should give the full title of the book, not an abbreviated title. Citations of biblical books with chapter or chapter and verse should be abbreviated, unless they occur at the start of a sentence. Abbreviations should follow the following pattern: Jer 31:29 (abbreviated title, chapter, colon, verse). When several abbreviated biblical citations occur in a list, each reference should be separated by a semi-colon: e.g., Jer 31:29; Ezek 18:2.

Correct: Deuteronomy is the fifth book of the Pentateuch.  
Deuteronomy 28:20 is an important text.  
Divine retribution is threatened in Deut 28:20.  
Divine retribution is threatened in Deut 28.  
"The LORD will make pestilence cling to you" (Deut 28:20 NJPS).

Incorrect: Deut is the fifth book of the Pentateuch.  
Deut 28:20 is an important text.  
Divine retribution is threatened in Deuteronomy 28:20.  
Divine retribution is threatened in Deut 28.  
"The LORD will make pestilence cling to you" (Deuteronomy 28:20 NJPS).

### **Abbreviated Titles for Biblical Books**

This list follows the order and contents of *The Holy Bible containing the Old and New Testaments: New Revised Standard Version: Catholic Edition* (Nashville, TN: Catholic Bible Press, 1993).

#### ***Old Testament:***

Gen	Genesis
Exod	Exodus

Lev	Leviticus
Num	Numbers
Deut	Deuteronomy
Josh	Joshua
Judg	Judges
Ruth	Ruth
1 Sam	1 Samuel
= 1 Kgdms	1 Kingdoms (LXX)
2 Sam	2 Samuel
= 2 Kgdms	2 Kingdoms (LXX)
1 Kgs	1 Kings
= 3 Kgdms	3 Kingdoms (LXX)
2 Kgs	2 Kings
= 4 Kgdms	4 Kingdoms (LXX)
1 Chr	1 Chronicles
2 Chr	2 Chronicles
Ezra	Ezra
Neh	Nehemiah
Tob	Tobit
Jdt	Judith
Esth	Esther
1 Macc	1 Maccabees
2 Macc	2 Maccabees
Job	Job
Ps/Pss	Psalms
Prov	Proverbs
Eccl	Ecclesiastes
<b>or</b> Qoh	Qoheleth
Song	Song of Solomon
<b>or</b> Cant	Canticles
Wis	Wisdom of Solomon
Sir	Sirach (Ecclesiasticus)
Isa	Isaiah
Jer	Jeremiah
Lam	Lamentations
Bar	Baruch
Ezek	Ezekiel
Dan	Daniel
Hos	Hosea
Joel	Joel
Amos	Amos
Jonah	Jonah
Mic	Micah

Nah	Nahum
Hab	Habakkuk
Zeph	Zephaniah
Hag	Haggai
Zech	Zechariah
Mal	Malachi

References to the Additions to Daniel may either give the chapter and verse numbers according to the book of Daniel as a whole, as presented, for example, in the Catholic edition of the NRSV, or give the verse numbers within the particular addition in question, following the translation in *The Holy Bible containing the Old and New Testaments with the Apocryphal/Deuterocanonical Books: New Revised Standard Version* (London: Collins, 1989). The abbreviations for the Additions to Daniel are as follows:

Pr Azar	Prayer of Azariah
Bel	Bel and the Dragon
Sg Three	Song of the Three Young Men
Sus	Susanna

***New Testament:***

Matt	Matthew
Mark	Mark
Luke	Luke
John	John
Acts	Acts
Rom	Romans
1 Cor	1 Corinthians
2 Cor	2 Corinthians
Gal	Galatians
Eph	Ephesians
Phil	Philippians
Col	Colossians
1 Thess	1 Thessalonians
2 Thess	2 Thessalonians
1 Tim	1 Timothy
2 Tim	2 Timothy
Titus	Titus
Phlm	Philemon
Heb	Hebrews
Jas	James
1 Pet	1 Peter

2 Pet	2 Peter
1 John	1 John
2 John	2 John
3 John	3 John
Jude	Jude
Rev	Revelation

#### D. Bibliography Formatting: Chicago Style

A bibliography is an alphabetical listing (by author's surname, or title where there is no author) of the works you have cited in your paper, and appears on a separate page at the end of your paper. It may also be termed 'Works Cited.' It is important that you include *only* those sources you have cited in your footnotes you may *not* pad your bibliography with works you have not actually used in hopes of sounding impressive to your lecturers!

If your bibliography is extensive, you may classify it in sections – for example, printed works and unpublished sources. A very large bibliography may also be divided into books, articles, and internet sources, or primary and secondary sources, though this would not likely be necessary for undergraduate papers. Remember to list *complete bibliographic data* during your note-taking phase, in a separate computer file, on index cards, or in a separate notebook.

A bibliographic entry includes the same material as that found in footnotes, in much the same order, with a few exceptions. Because the bibliography is arranged in alphabetical order, each entry with an author begins with the *surname*, rather than the first name as in footnotes. When a source has more than one author, only the *first* author's name is listed with the surname first. Other major changes have mainly to do with punctuation: full stops rather than commas are used at the end of each main part, as you will see in the examples below. Publication data is no longer contained in parentheses (except for the date in journal articles). Page numbers are listed only when the entry is part of a main work – such as an article in a journal or a chapter in a book – and must be inclusive.

A note on alphabetizing: Common abbreviations in names, such as 'Mc' or 'St' should be alphabetized as they appear when abbreviated, not as they would appear when spelled out (not 'Mac' or 'Saint'). Surnames starting with 'De' or 'Da' or 'La' should be alphabetized beginning with those names ('St. Denis, Ruth' not 'Denis, Ruth St.'), and any lower-case designations should be retained ('de Kooning, Willem' not 'De Kooning, Willem'). The same applies for hyphenated names ('Campbell-Bannerman, Henry' not 'Campbell, Henry Bannerman'). Where the author is commonly known by two surnames, follow the preference of

the author ('Schüssler Fiorenza, Elisabeth,' not 'Fiorenza, Elisabeth Schüssler'). Persons known by a religious name should be alphabetized by that name ('Theresa, Sister').

Each bibliography entry is single-spaced, with one extra line between each entry. The first line of each entry is flush with the left margin, and any subsequent lines are indented five spaces. (You may wish to look for a *format command* in your word-processing programme to simplify this; for example, in Word Perfect it is 'Format-Paragraph-Hanging Indent'.) In a succession of works by the same author, the name is provided for the first entry only, and an 8-space underline (the underscore key) ending with a full stop takes its place in subsequent entries. These subsequent entries are arranged alphabetically according to the first name of the title (omitting articles such as 'A' or 'The'). If this author co-authored or co-edited another work which you are including, you must repeat the author's name at the end of the list, not continue with the underscore. Examples are provided below:

Russell, Letty. *Authority in Feminist Theology: Household of Freedom*. Philadelphia: Westminster Press, 1987.

\_\_\_\_\_, ed. *Liberating Word: A Guide to Non-sexist Interpretation of the Bible*. Philadelphia: Westminster Press, 1976.

Russell, Letty, and Shannon Clarkson, eds. *Dictionary of Feminist Theologies*. Louisville, KY: Westminster/John Knox Press, 1996.

We now provide examples of bibliography entries for all footnote samples cited in the previous section.

**1. A Book by a Single Author:**

De Vries, Hent. *Religion and Violence: Philosophical Perspectives from Kant to Derrida*. Baltimore: John Hopkins University Press, 2002.

**2. A Book with Multiple Authors:**

West, Michael, Graham Noble and Andrew Todd. *Living Theology*. London: Darton, Longman and Todd, 1999.

**3. A Chapter in an Edited Work:**

Berger, Peter. "On the Obsolescence of the Concept of Honor." In *Revisions*:

*Changing Perspectives in Moral Philosophy*, ed. Stanley Hauerwas and Alasdair MacIntyre, 172-81. Notre Dame, IN: University of Notre Dame Press, 1983.

**4. A Multi-volume Work:**

- (i) *For one volume when there is only one author for all volumes:*

González, Justo L. *The Story of Christianity. Vol. 2, The Reformation to the Present Day*. San Francisco: Harper and Row Publishers, 1985.

- (ii) *When there are different authors or editors for each volume title, with the entire work having an overall title and general editor(s):*

Cochrane, Eric, and Julius Kirshner. *The Renaissance*, Vol. 5. *University of Chicago Readings in Western Civilization*, ed. John W. Boyer and Julius Kirshner. Chicago: University of Chicago Press, 1986.

**5. A Book in a Series:**

Astley, Jeff. *Ordinary Theology: Looking, Listening and Learning in Theology. Explorations in Practical, Pastoral and Empirical Theology*, ed. Leslie J. Francis and Jeff Astley. Hants, UK: Ashgate, 2002.

**6. An Edition Other than the First:**

Grant, Robert, with David Tracy. *A Short History of the Interpretation of the Bible*. 2<sup>nd</sup> ed. Philadelphia: Fortress Press, 1984.

Kaufman, Gordon D. *An Essay on Theological Method*. Rev. ed. Missoula, MT: Scholar's Press, 1979.

**7. A Journal Article:**

Werpehowski, William. "Command and History in the Ethics of Karl Barth." *Journal of Religious Ethics* 9 (Fall 1981): 298-320.

**8. Magazine and Newspaper Articles:**

- (i) *Magazine:*

Longing, Faith. "The Bush Doctrine and the Religious Right." *Newsweek*, 15 April 2005, 24.



(ii) *Newspaper or Newsletter:*

Brash, Don. "Celebrating my Presbyterian Roots." *New Zealand Herald*, 10 February 2005, B, 32.

**9. *Articles in Encyclopedias, Dictionaries and Commentaries:***

"Proselyte." *The New Bible Dictionary*. 24<sup>th</sup> ed. 1978, s.v.

Bailey, Edward. "Implicit Religion." *A New Dictionary of Religions*, ed. John Hinnells. Oxford: Blackwells, 1995, 234–5.

Blanshard, Brand. "Wisdom." *The Encyclopedia of Philosophy*. Vol. 8. New York: Macmillan and Free Press, 1967, 322–4.

Brown, Colin. "Telos." *The New International Dictionary of New Testament Theology*, Vol. 2, ed. Colin Brown. Grand Rapids, MI: Zondervan, 1976, 372.

Niditch, Susan. "Genesis." *Women's Bible Commentary: Expanded Edition with Apocrypha*, ed. Carol A. Newsom and Sharon H. Ringe. Louisville, KY: Westminster/John Knox Press, 1998, 13–29.

**10. *A Translated Work:***

Barth, Karl. *Ethics*. Ed. Dietrich Braun. Translated by Geoffrey W. Bromiley. New York: Seabury, 1981.

**11. *A Book Review:***

Fortune, Marie. "Violating the Pastoral Relation." Review of *Sex in the Parish*, by Karen Lebacqz and Ronald G. Barton. In *Christianity and Crisis* 51:16-17 (18 November 1991): 367–8.

Tuidrakula, Rusiate. Review of *Vanua: Towards a Theology of the Land*, by Ilaitia Sevati Tuwere. In *Pacific Journal of Theology* II:29 (2003): 92–94.

**12. *Citation Taken from a Secondary Source:***

Lienhardt, R.G. *Divinity and Experience: The Religion of the Dinka*. Oxford: Clarendon Press, 1961, 35–42. Cited in Elizabeth Isichei, *A History of Christianity in Africa: From Antiquity to the Present*. London: SPCK, 1995.

Johnson, Lydia. "How Are Worship and the Arts Related?" Cited in *PASX209/309: Coursebook*, 29. Dunedin: University of Otago, 2006.

**13. Unpublished Sources:**

*Conference Paper/Presentation:*

Nicholson, Rangi. "Theological Perspectives on the Revitalisation of the Maori Language." Paper presented at the Theology in Oceania Conference. St. Margaret's College, Dunedin, New Zealand. 18 November, 1996.

*Speech:*

Sharif, Nazmul. Address, Dunedin Inter-faith Forum. Clubs and Societies Building, University of Otago, Dunedin, New Zealand. 1 October 2001.

*Letter:*

King, Martin Luther. Letter to [Andrew Young], 30 June 1967. Durrett Collection, Special Collections, Joseph Regenstein Library, University of Chicago, Chicago.

*Sermon:*

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