

*Adelaide Theological Library*

**EXAMPLES OF CITATIONS FOR NOTES AND BIBLIOGRAPHIES  
USING CHICAGO STYLE**

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## INTRODUCTION

### Why a Style?

When writing a paper it is essential to provide the source of all quotations and summaries of the work of other scholars cited in order to:

- enable easy identification and/or follow up for readers of a paper;
- avoid plagiarism (a punishable offence of failure to acknowledge information sources).

Adopting a referencing style or system (conventions for detailing, setting out and punctuating references) helps to ensure consistency and accuracy.

### Presenting the Chicago Note-Bibliography Style

This guide presents some sample citations in the note-bibliography style employed by the University of Chicago Press. Chicago Style is used extensively by the humanities (literature, arts, history and theology) and is a recommended style of the Flinders University School of Theology and the Adelaide College of Divinity. The citations will be familiar to particularly undergraduate theology students, many being selected from current reading lists.

However, this guide is not intended to be an exhaustive listing of examples; clarification and further reference may be sought from the *Chicago Manual of Style*.<sup>1</sup>

### Elements of the Note-Bibliography Style

There are two elements to a note/bibliography style of citation: notes and bibliographies.

#### 1. Notes

The information sources cited in a paper are listed using numbered notes. A number is placed in the text at the end of each quotation or sentence that includes information to be cited. This number points to a note containing the required citation. Choose and use consistently one of the following ways to display notes:

*Footnotes*: printed at the bottom of a page—corresponding to reference numbers on that page

*Endnotes*: printed at the end of a paper—corresponding to reference numbers throughout the paper

An example of footnoting is displayed at the end of the second paragraph on this page. this guide.

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1. *The Chicago Manual of Style*, 15<sup>th</sup> ed. (Chicago: Univ. Chicago Press, 2003).

Other Chicago guidelines for the layout of notes require the writer to:

- indent the first line of each footnote/endnote
- include full documentation (all bibliographical details) in the first note citing a work; subsequent notes or references to the same work may be shortened
- use commas to link the different elements of a note
- enclose publication facts in brackets

## 2. *Bibliography*

A bibliography is a cumulative list of all the note entries given in a paper.<sup>2</sup> It is placed at the end of the paper. The list (arranged alphabetically by the last name of the authors) includes all the information (bibliographical details) included in the notes. However, alter the bibliography layout from that for the notes layout in the following ways:

- invert the names of the first author (family name is listed first). A 3-em dash may be substituted for the author's name for successive works by an author. (See the example under Edwards, Denis in the bibliography on page 17.)
- indent the second and following lines of each entry in the bibliography;
- separate the elements of a bibliography entry with full stops instead of commas;
- omit the brackets around the facts of publication.

Each of the examples in this guide will be listed twice in order to display the differences in the layout of entries for notes and bibliographies. A listing of all examples is provided as a sample bibliography at the end of the guide.

### **Citing From Electronic Sources**

Information gathered from an Internet site, an online database, or an email discussion list must be acknowledged. The most obvious difference between citations for conventional print works and those for Internet sources is the inclusion of an URL (uniform resource locator) and often an access date. It is also useful to refer to a hardcopy of the information (if this is cited with the electronic version) to enable alternative verification.

Characteristics to be aware of are:

*URL punctuation:* Include without line breaks if possible, or after a single slash (/)

*Online databases:* Cite a database file accession number, if given

*Publication details:* When possible include original facts of publication when citing electronic editions of older works

*Access dates:* Advisable only where corrections or alterations to content on the website are likely

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2. Sometimes a bibliography may include wider reading as well as works cited.

## BOOK EXAMPLES

### *Information (Bibliographic Details) to Include*

This is best located from the book in hand. Look at the title page (not the cover) and the verso (back) of the title page. You can also use the library catalogue, but make sure you refer to the record for the same edition of the book that you have cited.

**Author/s &/or Editor/s:** full name/s spelled as they appear on the title page of the book

**Title:** full title including any subtitle in *italics* or underlined, with each main word capitalised

**Edition:** if not the first

**Series title:** if applicable [often not required at an undergraduate level]

**Publication facts:** city of publisher's main office: publisher, year of publication

**Page number/s:** if applicable

**Location information for electronic sources**

### One Author

#### Note for the first reference to a book (include complete details)

1. Denis Edwards, *Human Experience of God* (New York: Paulist Press, 1983), 17.

#### Note for a single work cited in the immediately preceding note

2. Ibid., 18.
- Ibid = Latin for *ibidem* "in the same place". It is used instead of the author's name & title of the work

#### Shortened note for a work already cited in a paper

8. Edwards, *Human Experience*, 17.

#### Bibliography

Edwards, Denis. *Human Experience of God*. New York: Paulist Press, 1983.

## Two or Three Authors

### Note

1. Bruce Malina and Richard L. Rohrbaugh, *Social-science Commentary on the Synoptic Gospels*, 2<sup>nd</sup> ed. (Minneapolis, Minn.: Fortress Press, 2003), 18-22.

- Authors' names are listed in the order found on the title page of the book
- Reference is made to the second edition.

### Bibliography

Malina, Bruce, and Richard L Rohrbaugh. *Social-science Commentary on the Synoptic Gospels*. 2<sup>nd</sup> ed. Minneapolis, Minn.: Fortress Press, 2003.

- Only the name of the first author is inverted in the bibliography entry
- Link names of two authors with “and” preceded by a comma

## More than Three Authors

### Note

1. Norman Habel et al., *Renewing Creation: Listening for the Groans and Hopes of the Earth: Lent 2004* ([Adelaide, S. Aust.]: South Australian Heads of Churches, 2003), 25.

- et al. = “and others” for works having more than three authors
- If the place of publication is known but not cited in the book, it may be included in [square] brackets

### Bibliography

Habel, Norman, et al. *Renewing Creation: Listening for the Groans and Hopes of the Earth: Lent 2004*. [Adelaide, S. Aust.]: South Australian Heads of Churches, 2003.  
or

Habel, Norman, Jan Trengove, Marie Turner, and Vikki Waller. *Renewing Creation: Listening for the Groans and Hopes of the Earth: Lent 2004*. [Adelaide, S. Aust.]: South Australian Heads of Churches, 2003.

## Classical and Medieval Authors

### Note

1. Josephus *Antiquities*, trans. Feldman 1.343.

- Abbreviations of names are acceptable (Josephus instead of Josephus, Flavius)
- No punctuation between author's name & title of the work
- Give credit to the modern editor/translator
- Numbers identifying the various parts of classical works (lines, paragraphs, sections) remain the same, regardless of the edition

### Bibliography

Josephus, Flavius. *Judean Antiquities 1–4*. Translated by Louis H. Feldman. Vol. 3, of *Flavius Josephus: Translation and Commentary*. Edited by Steve Mason. Leiden: Brill, 2000.

## PART OF A MULTIAUTHOR OR MULTIVOLUME WORK

### *Information to Include*

**Author/s:** full name/s spelled as they appear on title page of chapter or essay

**Title of the chapter or essay:** full title including any subtitle in “quotation marks”

**Title of book or work:** in *italics* or underlined

**Edition:** if other than the first edition

**Volume number:** if applicable and if citing a single volume of a multi-volume work

**Editor/s:** full name/s spelled as they appear on title page of the book

**Publication facts:** city of publisher’s main office: publisher, year of publication

**Page/s reference:** if applicable

### Contribution to a Multiauthor Work

#### Note

1. Danna Nolan Fewell, “Reading the Bible Ideologically: Feminist Criticism,” in *To Each its Own Meaning: An Introduction to Biblical Criticisms and their Application*, rev. and exp. ed., edited by Steven L. McKenzie and Stephen R. Haynes (Louisville, Ky.: Westminster John Knox Press, 1999), 269.

- page reference is given last, after the publication facts

#### Bibliography

Fewell, Danna Nolan. “Reading the Bible Ideologically: Feminist Criticism.” In *To Each its Own Meaning: An Introduction to Biblical Criticisms and their Application*. Rev. and exp. ed., edited by Steven L. McKenzie and Stephen R. Haynes, 268–82. Louisville, Ky.: Westminster John Knox Press, 1999.

- reference to the pagination of the whole article (to indicate length and aid location) follows the editor’s name.

## Chapter in a Multivolume Work

### Note

1. Walter Brueggemann, “The Book of *Exodus*: Introduction, Commentary, and Reflections,” in *The New Interpreter’s Bible* (Nashville: Abingdon Press, 1994), 1:882–3.

- In a note entry both volume and cited page numbers are given at the end of the citation, following the publication details

### Bibliography

Brueggemann, Walter. “The Book of *Exodus*: Introduction, Commentary, and Reflections.” In *The New Interpreter’s Bible*. 1:675–981. Nashville: Abingdon Press, 1994.

- *The New Interpreter’s Bible* is a general title of a multivolume work, rather than an individual volume title. In this case the volume number and pagination follows the general title and precedes the publication details. (For placement of a volume number when an individual volume title is included in an entry, see the entry for “Classical and Medieval Authors”.

## Electronic Edition of an Older Work

### Note

1. Tertullian, *To His Wife*, ANF bk. I, chap. III.

- Note may be abbreviated, given its classical source
- Reference is to the electronic version of a work also available in a print format
- Provide as much information as possible in lieu of conventional pagination

### Bibliography

Tertullian. *To His Wife*. In *The Fathers of the Third Century*. Vol. 4, of *The Ante-Nicene Fathers*. Edited by Alexander Roberts and James Donaldson. Christian Classics Ethereal Library at Calvin College, 1999. [http://www.ccel.org/fathers2/ANF-04/anf04-12.htm#P706\\_173914](http://www.ccel.org/fathers2/ANF-04/anf04-12.htm#P706_173914)



## PERIODICAL EXAMPLES

### *Information to Include*

**Author/s name:** full name as it appears with the article

**Title of the article:** full title including any subtitle in quotation marks

**Title of periodical:** in *italics* or underlined

**Issue information:** volume, issue number, date

**Page/s reference**

**Database name &/or location information**

### Article in a Periodical

#### Note

1. Marie Turner, "Creation Theology of Wisdom 1-2," *Compass: A Review of Topical Theology* 34 (summer 2000): 3-7.

- Volume number follows the periodical title without intervening punctuation
- Season names are not capitalised in date information; months of the year are capitalised

#### Bibliography

Turner, Marie. "Creation Theology of Wisdom 1-2." *Compass: A Review of Topical Theology* 34 (summer 2000): 3-7.

### Book Review in a Periodical

#### Note

7. Duncan Reid, review of *Jesus the Wisdom of God: An Ecological Theology*, by Denis Edwards, *Pacifica* 8, no. 3 (October 1995): 354.

- When the issue number is given, it follows the volume number, separated by a comma and preceded by no.
- The issue number may be omitted if pagination is continuous throughout a volume or when a season or month precedes the year.

#### Bibliography

Reid, Duncan. Review of *Jesus the Wisdom of God: An Ecological Theology*, by Denis Edwards. *Pacifica* 8, no. 3 (October 1995): 354-6.

## Book Review in an Electronic Journal on the World Wide Web

### Note

1. Denis Edwards, review of *The Raging Hearth: Spirit in the Household of God*, by Nancy M. Victorin-Vangerud. *The Australian Theological Book Reviewer* (August 2003), <http://www.atbr.openbook.com.au/August%202003/VictorinVangerud/VictorinVangerud.pdf> 1

- Where an URL extends over more than one line, a break can be made after a /

### Bibliography

Edwards, Denis. Review of *The Raging Hearth: Spirit in the Household of God*, by Nancy M. Victorin-Vangerud. *The Australian Theological Book Reviewer* (August 2003), <http://www.atbr.openbook.com.au/August%202003/VictorinVangerud/VictorinVangerud.pdf> 1

## Article from an Online Database of a Commercial Supplier

### Note

1. Charles W. Mueller, and Elaine McDuff, "Clergy-Congregation Mismatches and Clergy Job Satisfaction," *Journal for the Scientific Study of Religion* 43, no. 2 (June 2004): 261. Religion and Philosophy Collection (Ebsco), AN 13044077.

- Religion and Philosophy Collection (Ebsco) = database name and supplier
- AN 13044077 = database file accession number. It is embedded in the URL address, but sometimes also found and more easily identified within the article.

### Bibliography

Mueller, Charles W., and Elaine McDuff. "Clergy-Congregation Mismatches and Clergy Job Satisfaction." *Journal for the Scientific Study of Religion* 43, no. 2 (June 2004): 261-73. Religion and Philosophy Collection (Ebsco), AN 13044077.

## OTHER EXAMPLES

### CD-ROM

#### Note

1. Mark Hewitt, "Christ Child through a Window," in *Exploring Australian Spirituality: A Resource Package*, by Jennie Teasdale (Adelaide, S. Aust.: Flinders University and Adelaide College of Divinity, Centre for Theology, Science and Culture, 2000), CD-ROM.

- Indicate the medium consulted (e.g., CD-ROM, Video.)

#### Bibliography

Hewitt, Mark. "Christ Child through a Window." In *Exploring Australian Spirituality: A Resource Package*, by Jennie Teasdale. Adelaide, S. Aust.: Flinders University and Adelaide College of Divinity, Centre for Theology, Science and Culture, 2000. CD-ROM.

### Thesis

#### Note

1. Anna Lamb Grant-Henderson, "In Defence of an Inclusive Community Exegesis in Isaiah 56–66" (Ph.D. diss., Flinders University of South Australia, 1997).

- The thesis title is treated as an article (enclosed in quotation marks)
- The level of dissertation (Ph.D.) and awarding institution are treated as publication facts and enclosed in brackets in the note citation.

#### Bibliography

Grant-Henderson, Anna Lamb. "In Defence of an Inclusive Community Exegesis in Isaiah 56-66." Ph.D. diss., Flinders University of South Australia, 1997.

## Radio/Television Transcripts Online

### Note

1. Rowan Williams, "Communion Divided," transcript of interview with John Humphreys, *The Religion Report*, Radio National (October 22, 2003), <http://www.abc.net.au/rn/talks/8.30/relrpt/stories/s972445.htm>

### Bibliography

Williams, Rowan. "Communion Divided." Transcript of interview with John Humphreys, *The Religion Report*. Radio National, October 22, 2003, <http://www.abc.net.au/rn/talks/8.30/relrpt/stories/s972445.htm>

## PERSONAL COMMUNICATIONS AND MAILING LISTS

References to conversations (face-to-face, or by telephone, or by email) are usually given in a note. Do not include a person's email address. No entry is required in a bibliography.

The postings to electronic mailing lists are often archived on the Internet. It is important to include the URL and the date of posting for accurate and useful referencing. No entry in the bibliography is required.

### *Information to Include*

**Author's name:** if available

**Subject of message:** if available in "quotation marks

**Title of list/site**

**Date message sent**

**List web site:** URL

### Note

1. Mark Goodacre, "Peter in Matthew," email to Synoptic-L: Synoptic Gospels mailing list, February 23, 2003, <http://groups.yahoo.com/group/synoptic-l/message/9061>

2. Andrew Dutney, telephone conversation with the author on October 5, 2003.

## HOW TO CITE FROM THE BIBLE

### Versions

The New Revised Standard Version is the standard biblical text recommended by the Theology faculty of Flinders University.

Be aware that the authors of some commentaries (eg. Berit Olam and Sacra Pagina Series) present their own translations. Credit for a specific reference to one of these translations should be given to the particular author/translator.

### Books of the Bible

Books of the Bible are generally abbreviated (see list below). Do not abbreviate the name of the book when:

- a) beginning a sentence

**Genesis 2 contains the second creation account.**

- b) referring to an entire book

**The Gospel of Mark offers several different endings.**

- c) citing an entire chapter or series of chapters

**Numerous efforts have been made to discern the structure in Genesis 1-11.**

### Suggested Abbreviations of Biblical and Apocryphal Books

*(The New Oxford Annotated Bible. New York: Oxford Univ. Press, 1991, xxvii.)*

Gen	Esth	Am	Tob	Mt	Titus
Ex	Job	Ob	Jdt	Mk	Phlem
Lev	Ps	Jon	Add Esth	Lk	Heb
Num	Prov	Mic	Wis	Jn	Jas
Deut	Ecc1	Nah	Sir	Acts	1-2 Pet
Josh	Song	Hab	Bar	Rom	1-2-3 Jn
Judg	Isa	Zeph	1-2 Esd	1-2 Cor	Jude
Ruth	Jer	Hag	Let Jer	Gal	Rev
1-2 Sam	Lam	Zech	Song of Thr	Eph	
1-2 Kings	Ezek	Mal	Sus	Phil	
1-2 Chr	Dan		Bel	Col	
Ezra	Hos		1-2-3-4 Macc	1-2 Thess	
Neh	Joel		Pr Man	1-2 Tim	

## Punctuation & Spacing of Abbreviated Biblical References

- Enclose within parentheses
- Use Roman, not italic type
- Never include the page number of a Bible version

(Gen 1:5)	a colon between chapter and verse with no space before or after the colon
(Gen 1:5-10)	a hyphen (no spacing) between consecutive verses of the same chapter
(Ex 4–5)	an en dash (Ctrl+Num -) between consecutive material covering more than once chapter
(Eph 2:5, 8, 10)	a comma and space between disconnected verses of the same chapter
(Mk 8:31; 9:31; 10:33-34)	a semicolon and space to separate disconnected chapters of the same book
(Mk 2:1-12; Mt 9:1-8; Lk 5:17-26)	a semicolon and space to separate references to two or more books of the Bible
(v 3)	a single verse, where the book and chapter has already been cited within the paragraph
(vv 3-4)	multiple verses, where the book and chapter has already been cited within the paragraph

## Citing Quotations

A quotation of less than fifty words should be run into the text. Surround the quotation with quotation marks. If additional reference is made within the paragraph to the same biblical book and/or chapter, it is permissible to further abbreviate the citation.

**By introducing Phoebe as “a deacon of the church at Cenchreae” (Rom 16:1) Paul communicates the importance of her role; she is probably the bearer of the letter to the Roman community. Paul then lists nine other women in his greetings (vv 3-15). One of these is Prisca (v 4), who with her husband Aquila is mentioned in several other biblical accounts (Acts 18:2-3, 18, 26; 1 Cor 16-19; 2 Tim 4:19), an indication of her significance in the early Christian communities.**

A quotation of fifty words or more should be extracted with space above and below it. It is also helpful to reduce the text size of the quotation by 1 point if possible, and/or indent the quotation. Omit opening and closing quotation marks. Place the biblical citation within parenthesis after the last word of the passage, but before the full stop.

**In the beginning when God created the heavens and the earth, the earth was a formless void and darkness covered the face of the deep, while a wind from God swept over the face of the waters. Then God said, “Let there be light”; and there was light. And God saw that the light was good; and God separated the light from the darkness (Gen 1:1-4).**

## Bibliography

- Brueggemann, Walter. "The Book of *Exodus*: Introduction, Commentary, and Reflections." In *The New Interpreter's Bible*. 1: 675–981. Nashville: Abingdon Press, 1994.
- The Chicago Manual of Style*. 15<sup>th</sup> ed. Chicago: Univ. Chicago Press, 2003.
- Edwards, Denis. *Human Experience of God*. New York: Paulist Press, 1983.
- . Review of *The Raging Hearth: Spirit in the Household of God*, by Nancy M. Victorin-Vangerud. *The Australian Theological Book Reviewer* (August 2003), <http://www.atbr.openbook.com.au/August%202003/VictorinVangerud/VictorinVangerud.pdf> 1
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- Hewitt, Mark. "Christ Child through a Window." In *Exploring Australian Spirituality: A Resource Package*, by Jennie Teasdale. Adelaide, S. Aust.: Flinders University and Adelaide College of Divinity, Centre for Theology, Science and Culture, 2000. CD-ROM.
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- Mueller, Charles W., and Elaine McDuff. "Clergy-Congregation Mismatches and Clergy Job Satisfaction." *Journal for the Scientific Study of Religion* 43, no. 2 (June 2004): 261-73. Religion and Philosophy Collection (Ebsco), AN 13044077.
- Reid, Duncan. Review of *Jesus the Wisdom of God: an Ecological Theology*, by Denis Edwards. *Pacifica* 8, no. 3 (October 1995): 354–6.
- Tertullian. *To His Wife*. In *The Fathers of the Third Century*. Vol. 4, of *The Ante-Nicene Fathers*. Edited by Alexander Roberts and James Donaldson. Christian Classics Ethereal Library at Calvin College, 1999. [http://www.ccel.org/fathers2/ANF-04/anf04-12.htm#P706\\_173914](http://www.ccel.org/fathers2/ANF-04/anf04-12.htm#P706_173914)
- Turner, Marie. "Creation Theology of Wisdom 1-2." *Compass: A Review of Topical Theology* 34 (summer 2000): 3-7.
- Williams, Rowan. "Communion Divided." Transcript of interview with John Humphreys. *The Religion Report*. Radio National, October 22, 2003, <http://www.abc.net.au/rn/talks/8.30/relrpt/stories/s972445.htm>