**Academic Referencing and Bibliography for CCRS**

(Reproduced with kind permission from Dr. John Lydon,Principal Lecturer and Programme Director - MA in Catholic School Leadership, St Mary's University, Twickenham)

**Content**

Assignments must be **your own** work. However, academic research involves reading, digesting and commenting upon relevant scholarly work and it is expected that your assignment will rely heavily upon discussing and analysing ideas from these sources. It is important that you do not just string together fine-sounding phrases, but you will want to use **relevant** quotation, paragraphs and ideas from others to support the argument you are building in your essay. The important thing is to acknowledge where you have used **other scholars’ words or ideas** by proper referencing. It should be possible for the person marking your work to locate the exact page or paragraph that you have used, whether from book, journal article, periodical, encyclopaedia or internet website. An impressive piece of coursework often contains a great many references to such sources and it is important to learn this skill, using the recommended system.

**Academic Referencing**

Proper referencing involves giving the author, date, title, place and publisher of the source you are quoting, paraphrasing or referring to in your essay. The two most important things about referencing are clarity and consistency, and it is better if you do not use abbreviations such as ‘ibid’ as these can cause confusion.

The idea of referencing is to provide the reader with all the information necessary to locate the exact page or paragraph of the work to which you are referring.

For CCRS the recommended system is the **Harvard System** (otherwise known as the Social Scientific Style or Author-Date System). This should be used both for citing sources with your assignment and for your bibliography.

***Harvard System***

**Body of essay**

At the end of the passage you have cited in your assignment, before the full stop, you put in brackets the author’s surname, the year of publication and the page number; full bibliographical details must then be put in your bibliography. If an author has published more than one book or article in the same year, you can distinguish these in your citations and bibliography as (for example) Hayes 1999a and Hayes 1999b.

You must cite the source of any **ideas** that are not your own, as well as **quotations** or **paraphrases** that you have used.

**Examples** of how these might appear in the body of your essay are as follow:

**Direct quotation**

It is said that ‘The Old Testament is a collection of holy writings, gathered together by the Jerusalem community of the last centuries BC as the embodiment of its sacred traditions’ (Coggins 1990:101)

**Or** you might introduce the quotation and put a shorter reference in brackets:

Coggins states that, ‘The Old Testament is a collection of holy writings, gathered together by the Jerusalem community of the last century BC as the embodiment of its sacred traditions’ (1990:101)

NB. Whilst reading one source you may wish to quote another source found in it. This secondary source (unless you have seen it yourself) should be referenced as follows:

‘….sufficient artefactual material has been excavated from the regions of the two petty states of Israel and Judah to support the notion that the populace revered more than just the single deity’ Handy 1995:27-8 in Mills 1998 :24)

**Paraphrase**

Coggins explains that the writings of the Old Testament are a collection that was put together during the last centuries BC by the Jerusalem community, who saw them as embodying their sacred traditions (1990:101).

**Use of Ideas**

We have to realise that the Old Testament is not just one book; the texts were put together over several centuries by those living in Jerusalem (Coggins 1990:101

NB. You may, if you wish, use numbered footnotes to explain a point or give additional information that does not fit easily into the argument you are putting forward in you essay, but perhaps clarifies it. Most work-processors will number these automatically.

**Bibliography**

This should be organised in **alphabetical order** according to the author’s surname. If you are using more than one source from a particular author, list the books/articles in date order and, if there are two or more in the same year, designate them, for example 1999a, 1999b, 1999c etc. The way the information is presented varies slightly according to the type of source cited

**Authored books or monographs**

Titles appear in *italics* or hand-written, can be underlined, for example:

Prior, M, 1997. *The Bible and colonialism: A Moral Critique*. Sheffield: Sheffield Academic Press

**Edited Volumes**

Ford, D.F. (ed) 1997. *The Modern Theologians: An introduction to Christian Theology in the Twentieth Century*. Oxford: Blackewell

NB: If there are several editors only the initials of the first named follow the surname:

Porter, .E., M.A. Hayes and D. Tombes (eds) 2001. *Faith in the Millennium. RILP 7:* Sheffield: Sheffield Academic Press.

**Articles/essays in edited volumes**

The article/essay title appears in inverted commas not italics, which are used for the title of the edited volume itself, and the page numbers of the article/essay are given.

Brown, R.E. ‘The Church and Bible: A New Understanding’, in M.A> Hayes and L. Gearon (eds) 1998. Contemporary Catholic Theology: A Reader. Leominster: Gracewing, pp. 3-13

**Articles in journals**

The Title of the journal article appears in inverted commas, italics are used for the title of the journal and page numbers are given

Scholefield, L. 2000. ‘The importance of Story in Women’s Jewish-ChristianDialogue’*,* in *Feminist Theology* 23 (Jan), pp. 70-78

**Dictionary or Encyclopedia articles**

Note that, in multi-volumed publications, the volume number is cited as well as the relevant page numbers.

Purvis, J.D. 1992 ‘Samaria (City)’ in D.N. Freedman (ed.), The Anchor Bible Dictionary. New York: Doubleday, Vol. 5, pp. 914-921

**Translations**

Stemberger, G 2000. Jews and Christians in the Holy Land. Palestine in the Fourth Century. English translation by R. Tuschling of Juden und Christen im Heiligen Land, München: Beck, 1987, and incorporating additional material by Günther Stemberger, Edinburgh: T & T Clark

Primary Sources where editor’s comments are cited

Wansbrough, H. 1990. ‘The Deuteronomic History’ in New Jerusalem Bible (study edition) London: Darton, Longman & Todd, p.197

References to books and chapters (etc.) in ancient authors, such as those of the early Church Father, Aristotle, Plato, Josephus, Philo, etc., should always be in Arabic numbers with a full stop between, e.g. Homer, *lliad* 20.3.17; Josephus, *Ant*. 5.223. Note the comma after the author’s name (**not** to be abbreviated) but not after the title. Titles of ancient works (except for the biblical, apocryphal and Qumran writings) are in italics.

**Other Documents**

One example might be the Roman Catholic document *Catechism of the Catholic Church*, where the reference in the body of your essay might appear as (1994:n874).

**Internet sources**

It is important that the reference you give in the body of your essay refers to the web **page**, not just the website – it should be possible for the tutor to enter the web details you have given and see the source you have used on screen. The style of citation is as follows – note the angled brackets enclosing the citation:

Miller explains that the ‘Great Isaiah Scroll’ found at Qumran was a ‘slightly orange colour with some more and less darkened areas’

<http://www.ao.net/~fmoeller/qumdir.htm>

Your bibliography should include the following information:

* Author’s name (if Known)
* The full title of the article in quotation marks
* The title of the main site (if applicable) in italics
* The page number of the article (if applicable)
* The date that you visited the site

 **(use the web critically)**

List internet sources under a **separate heading** in your bibliography. The above example would appear as follows:

Miller, F. 1999. ‘The Great Isaiah Scroll Directory’ Orion Centre for the Study of the Dead Sea Scrolls and Associated Literature, 29/03/01 <http://www.ao.net/~fmoeller/qumdir.htm> p.1 of 5.