

# Plagiarism, Referencing and Bibliographies

In academic writing, it is necessary to identify the source of the ideas and quotations which you incorporate into your work. Failure to do so is **plagiarism** and constitutes serious academic misconduct.

**Plagiarism is the act of taking and using someone else's work and passing it off as your own.**

Plagiarism can take several forms. It may be unintentional, resulting from carelessness in the use of documentation. Substantial plagiarism occurs when a student borrows numerous phrases, sentences or ideas without acknowledging the source. Complete plagiarism occurs when a student copies an entire essay from another source. This includes the purchasing of essays from online sources, or the use of an essay written by another student.

Where plagiarism occurs in items of assessment contributing to the grade in a subject, it is regarded in the same manner as cheating in an examination and is dealt with under the disciplinary provision of PTC in accordance with the Academic Misconduct Policy of the ACT.

The careful student will avoid all kinds of plagiarism through careful and consistent referencing.

## References

The system used to document sources in an essay varies from institution to institution. The preferred system at PTC is the **numbered footnote system** (also known as the **note system**). When it is necessary to acknowledge a source, a superscript numeral is placed within the text, preferably at the end of a sentence, or at least after the nearest punctuation mark. The details of the source are inserted into the footnote, which appears at the bottom of the page and is single-spaced. If several sources are used in a sentence, the references (also known as citations) may be placed in a single footnote.

At the end of the essay, all sources cited in footnotes, plus any other works used in the composition of the essay, are listed in a bibliography.

Word processing programs include a footnote function for the manual insertion of citations. Endnote software is available for ACT students. This allows citations to be inserted and formatted automatically. It also produces an automatic bibliography. However, such software is not infallible and it does not always cope with the vagaries of theological referencing. For this reason, **it is recommended that students document sources manually for the first year** in order to become familiar with referencing conventions. Then, if Endnote is used, any inconsistencies are easily spotted and rectified.

## What and When to Document

Everything that is not your own original work needs to be documented. This includes:

- Printed matter
- Audio-visual material
- Material sourced online
- Interviews
- Dissertations (published and unpublished)
- Primary sources

**N.B.** Biblical references are always placed in parentheses in the main body of the text. Other primary sources, e.g. Calvin's Institutes, patristic writings etc. are cited in footnotes.

**Direct quotations** should be used very sparingly. Where it is necessary to use a direct quotation, it should be placed in single inverted commas (quotation marks). Copy it exactly, even if it contains an error. Indicate any spelling or grammatical errors, or gender-specific language by placing [*sic*] after the error. Clauses omitted from direct quotations must be indicated by three spaced stops ' . . . ' known as ellipsis marks.

Quotations which are more than three lines long should be indented by 1cm at the left-and right-hand margins, and single-spaced. The block of text should be set off from the rest of the essay by a one-line space both above and below it, and not placed in quotation marks. A smaller font size is used. For example,

Calvin had desired a life of quiet obscurity in Strasbourg:

While my one great object was to live in seclusion without being known, God so led me about through different turnings and changes, that he never permitted me to rest in any place, until, in spite of my natural disposition, he brought me forth to public notice.<sup>1</sup>

**Paraphrases or summaries** of another author's words or ideas also need to be acknowledged by a citation.

Do not use someone else's words or ideas unless you possess full referencing details for the material.

It is better to over-reference than under-reference, but you do not need to document every minor point or generally accepted fact.

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<sup>1</sup> John Calvin, *Commentary on the Psalms* (Vol 1; Grand Rapids, MI: Eerdmans, n.d.), xli.  
Gillian Asquith PTC Study Skills Referencing

## Conventions for Notes and Bibliographies

- Author/editor: Use full names rather than initials where possible.  
Leave a space between initials.  
List ancient works under the name of the original author, rather than the modern editor.  
Link multiple authors with 'and' not '&'.
- Title: Capitalise all words except articles, conjunctions and prepositions. Articles at the beginning of a title or subtitle are capitalised.  
Use a colon before a subtitle.
- Publisher: Abbreviate names where possible e.g. Eerdmans rather than William B. Eerdmans.  
Omit references to 'Press', 'Publishing Company', but retain 'University Press' e.g. Fortress (not Fortress Press), but Oxford University Press.  
Use an ampersand '&' instead of 'and'.
- Place and date Where multiple places of publication are given, use only the first.  
Add the state or country of places which are not well known.  
Use 'n.p.' (no place) or 'n.d.' (no date) when the place or date of publication is not given in the original source.
- Two lines When the reference in the bibliography spans two lines, the second line should be indented (use the hanging indent function on your word processor).

## Differences between Footnotes and Bibliographies

Note a number of important differences between referencing conventions in the footnotes and bibliography of an essay. In a bibliography:

- Place the author's surname first.
- Use the full title of a journal or series.
- Cite the full page range of a journal article or essay.
- Where there are several works by the same author, arrange them alphabetically by title and substitute the repeat of the author's name with a line of six to eight spaces followed by a full-stop e.g. \_\_\_\_\_.

## Repeated Works

When a work is cited for the first time, full citation details are given in the footnote. Subsequent references to the same work are abbreviated to the author's surname and a shortened version of the work's title.

## Examples

Three illustrations are given for each type of reference:

1. The first occurrence in a footnote.
2. A repeated occurrence in a footnote.
3. The bibliographic entry.

Refer to Australian Government, *Style Manual for Authors, Editors and Printers* (6<sup>th</sup> ed.; Milton, QLD: Wiley, 2002) for types of reference not represented here.

### Book – Single Author

1. Graeme Goldsworthy, *Gospel and Kingdom: A Christian Interpretation of the Old Testament* (Exeter, UK: Paternoster, 1981), 25.
2. Goldsworthy, *Gospel*, 37.
3. Goldsworthy, Graeme, *Gospel and Kingdom: A Christian Interpretation of the Old Testament* (Exeter, UK: Paternoster, 1981).

### Book - Two or More Authors

1. Don A. Carson and Douglas J. Moo, *An Introduction to the New Testament* (2<sup>nd</sup> ed.; Grand Rapids, MI: Zondervan, 2005), 56-58.
2. Carson and Moo, *Introduction*, 21.
3. Carson, Don A. and Douglas J. Moo, *An Introduction to the New Testament* (2<sup>nd</sup> ed.; Grand Rapids, MI: Zondervan, 2005).

### Corporate Author

1. World Council of Churches, *Baptism, Eucharist and Ministry* (Faith and Order Paper No. 111; Geneva: WCC, 1982), 7.
2. World Council of Churches, *BEM*, 23.
3. World Council of Churches, *Baptism, Eucharist and Ministry* (Faith and Order Paper No. 111; Geneva: World Council of Churches, 1982).

### **Edited Book – One Editor**

1. Richard Bauckham (ed.), *The Gospels for All Christians: Rethinking the Gospel Audiences* (Grand Rapids, MI: Eerdmans, 1998), 4.
2. Bauckham, *Gospels for All*, 6.
3. Bauckham, Richard (ed.), *The Gospels for All Christians: Rethinking the Gospel Audiences* (Grand Rapids, MI: Eerdmans, 1998).

### **Edited Book – Two or More Editors**

1. Mark Harding and Alana Nobbs (eds.), *The Content and Setting of the Gospel Tradition* (Grand Rapids, MI: Eerdmans, 2010), 2.
2. Harding and Nobbs, *Content and Setting*, 3.
3. Harding, Mark and Alana Nobbs (eds.), *The Content and Setting of the Gospel Tradition* (Grand Rapids, MI: Eerdmans, 2010).

### **Translated Book**

1. John Calvin, *Institutes of the Christian Religion* (trans. Henry Beveridge; Peabody, MA: Hendrickson), 1.14.8.
2. Calvin, *Institutes*, 2.6.1.
3. Calvin, John, *Institutes of the Christian Religion* (trans. Henry Beveridge; Peabody, MA: Hendrickson).

### **Revised Edition**

1. John W. Drane, *Introducing the New Testament* (rev. ed.; Oxford: Lion, 1999), 86.
2. Drane, *Introducing the New Testament*, 42.
3. Drane, John W., *Introducing the New Testament* (rev. ed.; Oxford: Lion, 1999).

### **Commentaries**

(The series must be cited in abbreviated form in the footnote but in full in the bibliography. The volume number is included.)

1. James D. G. Dunn, *Romans 1-8* (WBC 38A; Nashville, TN: Nelson, 1988), 124.
2. Dunn, *Romans 1-8*, 32.
3. Dunn, James D. G., *Romans 1-8* (Word Biblical Commentary 38A; Nashville, TN: Nelson, 1988).

### **Chapter or Essay in an Edited Book**

1. Dwight D. Swanson, 'Qumran and the Psalms', in *Interpreting the Psalms: Issues and Approaches* (eds. Philip S. Johnson and David G. Firth; Leicester, UK: Apollos, 2005), 253.
2. Swanson, 'Qumran', 249.
3. Swanson, Dwight D., 'Qumran and the Psalms', in *Interpreting the Psalms: Issues and Approaches* (eds. Philip S. Johnson and David G. Firth; Leicester, UK: Apollos, 2005), 247-261.

### **Article - in a Dictionary or Encyclopedia**

(The author is the author of the article – you may have to look hard for this at the end of the article.)

1. Isaac J. Canales, 'Mercy', in *Dictionary of the Later New Testament and Its Developments* (eds. Ralph P. Martin and Peter H. Davids; Downers Grove, IL: IVP, 1997), 735.
2. Canales, 'Mercy', 733.
3. Canales, Isaac. J., 'Mercy', in *Dictionary of the Later New Testament and Its Developments* (eds. Ralph P. Martin and Peter H. Davids; Downers Grove, IL: IVP, 1997), 733-736.

### **Article – in a Journal**

(Journal names may be abbreviated in the footnote but not in the bibliography).

1. Philip E. Esler. 'Glossolalia and the Admission of Gentiles into the Early Christian Community', *BTB* 22/3 (1992), 140.
2. Esler, 'Glossolalia', 138.
3. Esler, Philip E., 'Glossolalia and the Admission of Gentiles into the Early Christian Community', *Biblical Theology Bulletin* 22/3 (1992), 136-142.

### **Internet Publication**

(The URL replaces the publisher's name. The date when the item was accessed needs to be included. Any colour or underlining should be removed from the URL. URLs should not be hyphenated at the end of a line, but may be divided before the dot.)

1. B. N. Kaye, 'Head, Heart and Spirit: Shaping the New Millennium', 1999, n.p. <http://www.anglican.org.au/BNKtalks/>. Cited 8 May 2000.
2. Kaye, 'Head, Heart and Spirit', n.p.
3. Kaye, B. N., 'Head, Heart and Spirit: Shaping the New Millennium', 1999, no pages, <http://www.anglican.org.au/BNKtalks/>. Cited 8 May 2000.