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Guide to Citations

NBTS prefers the use of the notes-bibliography style, using footnotes (instead of endnotes). Detailed explanations of this citation style can be found in chapters 16 and 17 of Turabian's *A Manual for Writers*.

Here are the citation formats for the most common types of resources that you may be citing in your research. Included are the formats for a footnote followed by that for the bibliography entry.

Do **note the differences** between the two formats, especially differences in punctuation.

➔ For more examples, [click here](#) to access the "Citation Quick Guide."

Books

Footnote:

Author's first and last name, *Title of the Book in Italics* (City of publication: Publisher, year), page.

Stanley J. Grenz, *Theology for the Community of God* (Grand Rapids, Michigan: Eerdmans, 2000), 314.

Bibliography:

Author's last name, first name. *Title of the Book in Italics*. City of publication: Publisher, year.

Grenz, Stanley J. *Theology for the Community of God*. Grand Rapids, Michigan: Eerdmans, 2000.

*When a book has **two authors**, follow the same format but add the second author's name.

Footnote:

Bruce C. Birch and Larry L. Rasmussen, *Bible and Ethics in the Christian Life* etc.

Bibliography:

Birch, Bruce C. and Larry L. Rasmussen. *Bible and Ethics in the Christian Life*. Etc.

*When a book has **four or more authors**, shorten the footnote by listing the first author, then add "et al." List all authors in the bibliography entry the same as above.

Books with an Editor, Translator, or Compiler

Use the same format as with a single author but use the abbreviations “ed.” for editor and “trans.” for translator. If a book has **both an author and an editor**, use the author’s name at the beginning of the citation (like example 1 above), then add the editor’s after the title of the book, with the abbreviation “ed.” after it.

Footnote:

Editor’s first and last name, ed., *Title of the Book in Italics* (City of Publication: Publisher, Year), page.

R. S. Sugirtharaja, ed., *Voices from the Margin: Interpreting the Bible in the Third World* (Maryknoll, NY: Orbis Books, 2006), 3.

Bibliography:

Editor’s last name, first name, ed. *Title of the Book in Italics*. City of Publication: Publisher, Year.

Sugirtharajah, R. S., ed. *Voices from the Margin: Interpreting the Bible in the Third World*. Maryknoll, NY: Orbis Books, 2006.

Chapters, Essays, or Other Parts of an Edited Book

Footnote:

Author’s first and last name, “Title of Chapter/Essay in Quotation Marks,” in *Title of Edited Book in Italics* ed. Editor’s first and last name (City of Publication: Publisher, Year), page.

Gail P. C. Streete, “Redaction Criticism,” in *To Each its Own Meaning* ed. Steven L. McKenzie and Stephen R. Haynes (Louisville, KY: Westminster John Knox, 1999), 110.

Bibliography:

Author’s last name, first name, “Title of Chapter/Essay in Quotation Marks,” in *Title of Edited Book in Italics* edited by Editor’s first and last name, page range of essay. City of Publication: Publisher, Year.

Streete, Gail P. C., “Redaction Criticism,” in *To Each its Own Meaning* edited by Steven L. McKenzie and Stephen R. Haynes, 105-121. Louisville, KY: Westminster John Knox, 1999.

*If you are citing an essay or chapter in an **edited multi-volume work**, add the volume number after the title of the edited work. Some commentaries, such as *New Interpreter’s Bible*, would be cited in this format.

Footnote:

Author's First and Last Name, "Title of Article/Section/Chapter," in *Title of Multi-volume Work in Italics* (Place: Publisher, Year) vol#: specific page.

Clyde Steckel, "Directions in Pastoral Counseling," in *Clinical Handbook of Pastoral Counseling* eds. Robert J. Wicks, Richard D. Parsons, and Donald E. Capps (New York: Paulist Press, 1985) 1:32.

Bibliography:

Author's Last Name, First Name. "Title of Article/Section/Chapter." In *Title of Multi-volume Work in Italics*, vol. #, complete page range. Place: Publisher, Year.

Steckel, Clyde. "Directions in Pastoral Counseling." In *Clinical Handbook of Pastoral Counseling* edited by Robert J. Wicks, Richard D. Parsons, and Donald E. Capps, vol. 1, 26-36. New York: Paulist Press, 1985.

Book that is Part of a Series

For books that are part of a series, follow the same format as for a "regular" book but add the title of the series (not in italics) after the title. Some commentaries, such as *Interpretation*, would be cited in this format.

Footnote:

Author's First and Last Name, *Title of Book in Italics*, Title of Series (Place: Publisher, Year), page#.

William R. Schoedel, *Ignatius of Antioch*, ed. Helmut Koester, Hermeneia (Philadelphia: Fortress Press, 1985), 10.

Bibliography:

Author's Last Name, First Name. *Title of Book in Italics*. Title of Series. Place: Publisher, Year.

Schoedel, William. R. *Ignatius of Antioch*. Edited by Helmut Koester. Hermeneia. Philadelphia: Fortress Press, 1985.

Journal Articles (Print)

Use this format for citing articles found in **journals that exist in print**, even if you used an electronic database to find the article.

Footnote:

Author's first and last name, "Title of Article in Quotation Marks," *Title of Journal in Italics* [volume] ## (year): page number.

Ted Campbell, "Christian Tradition, John Wesley, and Evangelicalism," *Anglican Theological Review* 74 (1992): 56.

Bibliography:

Author's last name, first name. "Title of Article in Quotation Marks." *Title of Journal in Italics* [volume] # (year): page range of article.

Campbell, Ted. "Christian Tradition, John Wesley, and Evangelicalism." *Anglican Theological Review* 74 (1992): 54-67.

Journal Articles (Electronic)

Use this format for citing articles found in **journals that only exist electronically**. Notice that the citation includes the URL to find the article, as well as the date that you accessed it.

Footnote:

Author's first and last name, "Title of Article in Quotation Marks," *Title of Journal in Italics* [volume]##, [issue] no. # (year), URL (accessed Month #, ####).

Bibliography:

Author's last name, first name. "Title of Article in Quotation Marks." *Title of Journal in Italics* [volume] ##, [issue] no. # (date of issue), URL (accessed Month #, ####).

Thesis or Dissertation

Footnote:

Author's first and last name, "Title of Thesis or Diss. in Quotation Marks" (MA thesis/PhD[or DMin] diss., Name of Institution, year), page#.

Gun Cheol Kim, "Mission and Soteriology: Toward the Integral Mission Model Based on the Holism of David J. Bosch" (MA thesis, New Brunswick Theological Seminary, 2009), 39.

Bibliography:

Author's last name, First name. "Title of Thesis or Diss. in Quotation Marks." MA thesis/ PhD [or DMin] diss., Name of Institution, year.

Kim, Gun Cheol. "Mission and Soteriology: Toward the Integral Mission Model Based on the Holism of David J. Bosch." MA thesis, New Brunswick Theological Seminary, 2009.

Personal Communications (interviews, emails)

If part of your research includes interviews that you have conducted yourself, you should include the pertinent information about the interview either within your text, or in a footnote. Information that should appear in the footnote includes the

interviewed person's name, the type of communication, and the date. In-person interviews should also include the location.

A **bibliography entry is not necessary** for personal communications.

Footnote:

Here is an example of how to cite a **personal interview** that you conducted:

Raynard Smith, interview by author, New Brunswick, New Jersey, May 28, 2013.

Here is an example of how to cite a personal **email message**:

John Coakley, e-mail message to author, May 28, 2013.

Websites

When you cite a webpage, you should include as much publication information as you can find on it. Try to include the author of the page, the page's title, the entity owning the website, the publication date, your access date, and the URL. You may omit some of those elements if you cannot find it on the webpage but do be as complete as possible in your citation.

Footnote:

Jhonny Alicea-Baez, "Discover Global Mission: The RCA and God's Mission," The Reformed Church in America, accessed May 28, 2013, <https://www.rca.org/discoverglobalmission>.

Frequently Asked Questions about Citations

How do I cite a Biblical Commentary?

Like any other work, Biblical commentaries are cited according to how the work is published. For instance, one may be an essay in an edited volume, while another may be a monograph that is part of a series, etc. Both of these examples are described above in this hand-out. For more details, please ask for our hand-out about citing Biblical commentaries.

How do I cite passages from the Bible?

For citing the Bible, you do not need to follow the same conventions as for citing other works. This is mainly because the translation that you use is far more helpful than publication information. Make sure to specify which translation you are using, and be consistent when citing. For more details, please ask for our hand-out about citing the Bible.

How do I cite something not listed on this hand-out?

If you have internet access at home, the Turabian "Quick Guide," located at the University of Chicago Press website may list what you are looking for. You can find it by

going to this URL: <https://www.chicagomanualofstyle.org/turabian/turabian-notes-and-bibliography-citation-quick-guide.html>

How do I put a footnote in my paper?

- Using Microsoft Word, click to place the cursor at the end of the sentence you need to cite, outside of the final punctuation.
- Click on the “References” tab at the top of the screen, then click on the big “Insert Footnote” button (below “References” and to the left).
- Then type your footnote citation in the footer where the cursor is now located.
- Don’t forget to type your bibliography as you work too. If you copy and paste your footnote onto your bibliography page, remember to make the necessary changes for the bibliography entry.

What are Chicago and Turabian styles?

The citation formats given in *A Manual for Writers of Research Papers, Theses, and Dissertations*, originally written by Kate Turabian, are essentially those of the Chicago style. While the *Chicago Manual of Style* is intended for an audience of professional researchers and scholars, Turabian’s *Manual for Writers* is intended for usage by college students and graduate students.

Can I still use the old edition of Turabian?

If you own the seventh edition of Turabian, you can still use this to look up citation formats. Generally, the formats themselves have not changed. However, the new edition will have new information that the last edition did not contain, for instance, concerning digital resources.

If what you are looking for is not listed or you need more assistance,
you can call the library at 732-247-5243 or
email **Sage.Library@nbts.edu**