LTS Guidelines for Written Work

Version: 28. May 2007

Sources used:

Guidelines for Written Work
The Episcopal Theological Seminary of the Southwest
The Lutheran Seminary Program in the Southwest
Written by: Harold H. Booher (1988; 1998);
Revised and Expanded by: Mikail M. McIntosh-Doty (2000-2004)

and

Writer's Handbook of the University of Wisconsin-Madison (The Writing Centre)

According to our Catalogue the format of English theses should follow the current (seventh) edition of Kate L. Turabian et al., *A Manual for Writers of Term Papers, Theses and Dissertations* (Chicago: The University of Chicago Press, 2007), commonly called the Chicago Style. The following rules refer to this book.

I. Format

All written work must be submitted in printed hard copy, preferably produced using a standard word-processing software program on white office paper.

The following rules apply

- Use standard letter-sized paper A 4 (no U.S. letter format!) on one side only.
- Leave a margin of (1") inch or 2.5 cm on the right, the top and on the bottom of the page. Use (1.5") inch or 4 cm on the left (for binding).
- Don't justify or align right margins.
- Double space the text except for block quotations, notes, captions, and long headings, which should be single-spaced.
- Use a legible font (Times New Roman or a similarly simple and clear font) that is neither larger than 12 point nor smaller than 10 point.
- Indent the first line of each paragraph by 5 spaces from the left margin.
- Footnotes should be placed at the bottom of each page.
- Treat quotations over four lines as a block quotation.
- Indent block quotations (extracts) by 4 spaces without quotation marks. The paragraph indention is eight spaces from the left margin.
- Number the pages with Arabic numerals in the upper right corner.
- Each chapter must be begun on a new page. The generic heading "Chapter" is followed by a number.
- Staple pages, or paper clip them (do not use binders, or glossy cover sheets).

Include:

- your name
- current or semester date
- the course number and/or professor's name listed in the top right-hand corner of the first page for a shorter assignment (1-8 pages) OR centered on a title page for longer assignments (10-50 pages). A separate title page is required for thesis.
- title or descriptive label for the paper centered at the top of the first page
- proper citations where needed and in the formats presented below, and, if appropriate, a full and accurate bibliography modeled on the formats below.

Sample for a Title Page

(9 single spaces from top of page)

THEOLOGICAL FOUNDATIONS FOR CHRISTIAN EDUCATION
(double space)
IN HONG KONG CHURCH SCHOOL

(5 single spaces)

THESIS

(5 single spaces)

Presented to the Faculty of
the Lutheran Theological Seminary
Shatin, Hong Kong

(5 single spaces)

In Partial Fulfillment
of the Requirements for the Degree
Master of Divinity

(5 single spaces)

by

(double space)

Jochen Teuffel

(double space)

April, 2007

(6 single spaces)

Approved by

(3 single spaces)

_____
Advisor

II. Acknowledgment of Indebtedness to the Work of Others

A. GENERAL GUIDELINES

The ideas and forms of expression presented in a written work are presumed to be the work of the author, unless she or he acknowledges that they were derived from the work of others. It is mandatory that indebtedness to the work of others be clearly and fully indicated. Accurately acknowledging such indebtedness is a component of intellectual honesty agreed upon by scholars for submitting work in educational institutions. Failure to do so may lead to the charge of plagiarism.

The following are examples of when an author needs to acknowledge indebtedness to the work of others:

1. The student profited greatly from the reading of certain scholarly works or drew biographical facts from a particular source. Such general indebtedness should be acknowledged in at least one of the following places: in the text of the written work, in formal citations, or in the bibliography.

2. The student drew specific facts, ideas, or arguments from a particular source. Such indebtedness must be acknowledged in the text, in a formal citation, and in the bibliography.

3. The student quoted a phrase, sentence, or passage in exact words. Such material must be contained within quotation marks or in the single-spaced format of longer quotations. Acknowledgment must be made in the text, in a formal citation, and in the bibliography. If the material was obtained from a secondary source, i.e., not from the source in which it originally appeared but from another's discussion of that source, that fact is to be clearly indicated in the formal citation.

4. The student quoted, paraphrased, or summarized information provided by the editor, translator, or compiler of a work, i.e., John Smith translated and edited a new version of *The Gospel of John* and the student wants to insert information into his or her paper from the notes or introduction. Indebtedness to the original author, in this case the editor, must be acknowledged in the text, with a formal citation, and in the bibliography.

5. The student paraphrased or summarized material from another's work (another student's work or information from an unpublished manuscript of some kind). Indebtedness to the original author must be acknowledged in the text, with a formal citation, and in the bibliography.

6. The author consulted a written work or a body of notes by another student that substantially influenced the paper's final argument. Such general indebtedness may be acknowledged in the text, in a formal citation, in a digressive footnote, or in the bibliography.

7. The author derived facts, ideas, or arguments from a personal interview of an instructor or other expert. Such indebtedness must be acknowledged in the text, in formal citations, in a digressive footnote, or in the bibliography.

8. The author derived facts, ideas, or arguments from another of his/her own papers submitted for another class here.

B. PARAPHRASING, SUMMARIZING, AND QUOTING SOURCES

Guidelines for Writing a Paraphrase:

1. Write down all documentation facts so that you can document the source when you use it in your writing and produce clear citations.

2. Say what the source says but no more.

3. Reproduce the source's order of ideas and emphases.

4. Use your own words and phrasing to restate the message. If certain synonyms are awkward, quote those sections but do so sparingly.

5. Read over your sentences to make sure that they make sense and do not distort the source's meaning or intent.

6. Expect your material to be as long as, and possibly longer than, the original.

Guidelines for Writing a Summary:

1. Write down all documentation facts so that you can document the source when you use it in your writing and produce clear citations.

2. Identify the main points.

3. Condense the main points without losing the essence of the original material.

4. Use your own words to condense the message. If words have been coined by the source, or if certain synonyms are awkward, quote the words (using quotation marks) -- but do this very sparingly.

5. Keep your summary short.

6. Avoid plagiarism.

Guidelines for Working Quotations into Your Writing:

1. Write down all documentation facts so that you can document the source when you use it in your writing and produce clear citations.

2. Set off short quotations with quotation marks or use indentation for longer quotations; otherwise you will be plagiarizing.

3. Do not use quotations in more than a fifth of your paper; rely mostly on paraphrase and summary to report information from sources. These methods keep your voice primary.

4. Use quotations to support what you say, not to present new information or as parts of your argument (thesis).

5. Follow (or, in some cases, proceed) any direct quotation with specific explanations on what in the quotation directly relates to, supports, or extends your argument. A quotation should never stand alone.

6. Use quotation marks if the quotation is less than four lines.

7. Use indentation and single spacing (and no quotation marks) for quotations over four lines.

8. Generally, it is best to introduce the author of the quotation in the text of your paper. The first reference to any expert ideally gives the person's full name, first and last, but not honorific titles. You might also want to indicate what position this person holds or what this person has written that makes her or him an expert (John Smith, former theology professor at Hopkins, states OR Jane Doe, who wrote Women in Theology, claims). Use appropriate language: For a speaker you've heard: Johnson *says*, *discussed*, *presented*, etc. For an author you've read: Smith *argues*, *writes*, *counters*, *shows*, etc.

When to Use Quotations Instead of Paraphrase or Summary:

1. Its language and wording are particularly appropriate to your argument.

2. Its thought is particularly difficult to rephrase accurately.

3. The author/authority of the source is especially important as support for your thesis and or main ideas.

4. The source's language is open to interpretation.

REMINDER: Seldom can a quotation stand alone. You must explain why and how it relates to your argument. Paraphrase and Summary are often better choices as they keep your voice primary. Summary covers only the main points but in same order and keeps the same emphases as original source. Paraphrase also reproduces order and emphases, but the paraphrased passage will be as long as if not longer than the original. Be careful that you do not distort the original and that the summary or paraphrase makes logical sense.

III. Forms for Citations

A. GENERAL INSTRUCTIONS FOR CITATIONS

For citations to acknowledge indebtedness three primary types of notation have evolved: footnotes, endnotes, or parenthetical references. While parenthetical references are mainly based on an author-date-system (A-D, e.g., Harvard System), which is used in the social sciences, footnotes and endnotes are part of a note-bibliography-system (N-B, e.g., Oxford system), which is the preferred system for essays in Theology. To mark citations in the text, the *Chicago Style* places a superscript number after each quotation, paraphrase, or summary. Citations are numbered sequentially throughout the text, and each citation corresponds to a numbered note containing publication information about the source cited. Such notes are called *footnotes* when printed at the foot of a page and *endnotes* when printed at the end of an essay, chapter, or book.

1. How to refer to notes in your paper

To acknowledge a source in your paper, place a superscript number immediately after the end style of a sentence containing the quotation, paraphrase, or summary. The footnote number is generally placed at the end of a sentence, i.e., outside the full stop, but it can follow any punctuation mark except the dash, which it precedes. A footnote number goes outside a closing parenthesis.

- **Example:** This is how one acknowledges a source in Chicago/Turabian documentation.[1]

2. Where to place notes
Place notes

- at the bottom of each page

- separated from the text with a typed line, 1.5 inches long.

Some instructors will allow you to place notes, instead, as endnotes on a separate page (titled **Notes**) at the end of your paper, after any appendices.

3. How to format notes
In the footnote or endnote itself:

- use the same number as in the body of your paper

- do not raise or superscript it

- put a period and one space after the number

The notes themselves are:

- single-spaced

- first-line indented five spaces from the left margin.

Double-space **between** notes.

4. Several references to same author in a paragraph?
If a single paragraph of your paper contains several references to the same author, it is permissible to use one number after the last quotation, paraphrase, or summary to indicate the source for all of the material used in that paragraph.

5. Abbreviations
Generally there is no need to use the abbreviations "p." and "pp." before page numbers. Simply list the appropriate numbers.

B. FIRST REFERENCE

The first note for a given source should include all the information necessary to identify and locate the source. This contains:

- the author's full name,

- the full title of the book or the article,

- the name of the periodical (only for an article),

- the volume number or issue (only for an article),

- the name of the editor (only for a book),

- the place of publication (only for a book),

- the name of the publisher (only for a book),

- the publication date (year), and

- page numbers indicating the location of the quoted information.

Indent the first line of each note five spaces (or one paragraph indent). Begin with a number followed by a period. Leave one space before the first word of the note. Don't double-space the notes.

Journal Article
    1. John Macquarrie, "How can We Think of God?," *Theology Today* 22 (1965), 203.

Book Review
    2. Robert L. Kinast, review of *Suffering Divine Things*, by Reinhard Hütter, *Theological Studies* 61 (2000), 771.

Newspaper Article
    3. Christoph Cardinal Schönborn, "Finding Design in Nature," *The New York Times*, 7 July 2005, sec. A, p. 23.
["p." is used to make clear the difference between the page number and the section.]

Book (1): Single author, 1st edition
    4. Dietrich Ritschl, *Memory and Hope. An Inquiry Concerning the Presence of Christ* (New York: Macmillan, 1967), 54.

Book (2): Single author, later edition
    5. Alister E. McGrath, *Christian Theology. An Introduction*, 3rd ed. (Oxford: Blackwell, 2001), 24.

Book (3): 2 or 3 authors
    6. Gerald O'Collins and Edward G. Farrugia, *A Concise Dictionary of Theology*, rev. and expanded ed. (New York: Paulist, 2000), 12.
[If there is a third author, follow this example: Colin E. Gunton, Stephen R. Holmes, and Murray A. Rae.]

Book (4): More than 3 authors

    7. Klaus Koch et al., eds., *Reclams Bibellexikon*, 5th ed. (Stuttgart: Reclam, 1992), 56.
[The Latin *et alii* means "and others."]

Book (5): Unknown author

    8. *Catechism of the Catholic Church: With Modifications from the Editio Typica* (New York: Doubleday, 1997), # 1121, p. 317.
["p." is used to make clear the difference between the number of the relevant paragraph and the page number.]

Book (6): Author and an editor or translator

    9. Helmut Thielicke, *Man in God's World*, trans. and ed. John W. Doberstein (New York: Harper and Row, 1963), 12.

Book (7): Reprint (*pagination due to photomechanical reproduction unchanged*)

    10. Heinrich Schmid, *Doctrinal Theology of the Evangelical Lutheran Church*, trans. and ed. by Charles A. Hay and Henry E. Jacobs (Philadelphia: United Lutheran Publication House, 1899; reprint, Minneapolis: Augsburg Publishing House, 1961), 16.

Anthology (a collection of selected writings by one or various authors which have already been published before)

    11. *The Hauerwas Reader*, ed. John Berkman and Michael Cartwright (Durham and London: Duke University Press, 2001), 59.

Chapter in an edited collection

    12. Robert W. Jenson, "The Triune God," in *Christian Dogmatics*, ed. Carl E. Braaten and Robert W. Jenson, vol. 1 (Philadelphia: Fortress, 1984), 87.

Dissertation or thesis

    13. Lal Tin Hre, "Reformed Ecclesiology and Its Relevance to the Chin Reformed Churches in Burma" (Th.D. diss., Lutheran Theological Seminary, Hong Kong, 2007), 119.

Encyclopedia or Dictionary entry with author given

    14. Symeon Lash, "Deification," in *A New Dictionary of Christian Theology*, ed. Alan Richardson and John Bowden (London: SCM, 1983), 147.

Encyclopedia or Dictionary entry with unknown author

    15. *Encyclopedia Britannica*, 11th ed., s.v. "Roman Catholic Church."
[The Latin *sub verbo* means "under the word."]

Unpublished Paper

    16. Jochen Teuffel, "Some Remarks on Death and Resurrection," Lecture Notes (unpublished), May 2007, 1.

Interview by Writer of Research Paper

    17. Sharon Wong, interview by author, Shatin, New Territories, SAR Hong Kong, 1 December 2003.

Oral Lecture

    18. Jochen Teuffel, *Lecture on Liturgical Reading of Scripture*, Lutheran Theological Seminary, SAR Hong Kong, 17 May 2007.

Performance
    19. Johann Sebastian Bach, *St. Matthew's Passion*, Hong Kong Cultural Centre, SAR Hong Kong, 11 March 2001.

Videocassette (or VCD respectively DVD)
    20. Pier Paolo Pasolini, *The Gospel According to St. Matthew*, Arco Films, 1964, videocassette (or VCD respectively DVD).

Secondary source
    21. Rosemary Radford Ruether, *New Woman New Earth: Sexist Ideologies and Human Liberation* (New York: Seabury, Crossroad, 1975), 74, quoted in Ted Peters, *God – the World's Future: Systematic Theology for a Postmodern Era* (Minneapolis: Fortress Press, 1992), 111.
[The writer found the Ruether quotation in Peter's book, but not Ruether's original book.]

Texts written before 1500 BC
For texts written before 1500 BC (e.g., ancient philosophers like Aristotle, Church fathers like Augustine and scholastic theologians like Thomas Aquinas) special rules of referencing apply. Since these texts have been copied as manuscripts first before they became printed, the referencing system is normally included in the text via a two or three-divided order of book, chapter (and paragraph), e.g., Augustine's *City of God* (De civitate Dei) consists of 22 books (Latin "*libri*"). Thus the reference goes as follows:
    22. Augustine, *City of God* VIII,1.
[The Roman numeral indicates the number of the book (in our case book 8), whereas the following Arabic numeral refers to the chapter.]

A second order refers the medieval *summae* like Thomas Aquinas' *Summa Theologiae*, where the order of the text follows disputed questions (*questiones disputatae*). Referencing an article of Thomas' *Summa Theologiae* is done like that:
    23. Thomas Aquinas, *Summa Theologiae* I, q. 2, a. 3.
[The Roman numeral indicates the number of the book (in our case book 1), whereas q. 2 refers to the second question, followed by the third article (a. 3).]

However, a direct quote from one of those works, which is normally based on an English translation, has to refer to the printed source in addition, e.g.:
    24. Augustine, *De Doctrina Christiana* II,28,44, translated by R.P.H. Green in Saint Augustine, *On Christian Teaching* (Oxford: Oxford University Press, 1997), 56.

ELECTRONIC SOURCES

Basic Rule: *Referencing of electronic sources follows the various categories of printed sources as much as possible.*

1. Material from a subscription service
To document an article or other material accessed through a library or institutional subscription service such as EBSCOhost provide the following information:

- Publication information for the source (*as if it were printed as a book or an article*)

- Name of database, in italics or underlined

- Name of subscription service

- Date of access, in parenthesis

25. Robert M. Doran, "The Starting Point of Systematic Theology," *Theological Studies* 67, No. 4 (December 2006): 763. *Religion and Philosophy Collection*, EBSCOhost (accessed 18 May 2007).

26. Paul K. Wason, "Anthropology of Religion," *Encyclopedia of Science and Religion*, ed. J. Wentzel Vrede van Huyssteen, Vol. 1 (New York: Macmillan Reference USA, 2003): 24, *Gale Virtual Reference Library*, Thomson Gale (accessed 18 May 2007).

2. Internet site
Because Internet sources are rarely marked with page numbers, you will not always be able to show exactly where cited material comes from. If a source has internal divisions, use these instead of page numbers in your citation. To document a file available for viewing and downloading via Internet, provide the following information:

- Author's name

- Title of document, in quotation marks

- Title of complete work (if relevant), in italics or underlined

- Date of publication or last revision

- URL

- Date of access, in parentheses

Personal site
27. Francis Watson, "Homepage," 14 March 2005, http://www.abdn.ac.uk/divinity/staff/francis-watson.shtml/ (accessed 18 May 2007).

Professional site
28. James A. Nestingen and Gerhard Forde, "More about the confessional crisis," *Augsburg Lutheran Churches Library*, http://www.augsburgchurches.org/Library/MoreAboutConfCrisis.htm/ (accessed 18 May 2007).

Online Encyclopedia entry with unknown author
29. Wikipedia (English Version), s.v. "Theology," 11 May 2007, http://en.wikipedia.org/wiki/Theology/ (accessed 18 May 2007).

Book
30. Helmut Thielicke, *Between God and Satan*, Chapter 2: The First Temptation: The Reality of Hunger, http://www.religion-online.org/showchapter.asp?title=623&C=866/ (accessed 18 May 2007).
[An online book may be the electronic text of part or all of the printed book, or a book-length document available only on the Internet.]

Article in an electronic journal (ejournal)
31. James Childs, "Servant Leadership: Character and the Ethics of Business", *Journal of Lutheran Ethics* 7, No. 4 (March 2007), # 10, http://www.elca.org/jle/article.asp?k=714/ (accessed 18 May 2007).

Article in an electronic magazine (ezine)

28. Timothy George, "Evangelicals and the Mother of God," *First Things* (February 2007), http://www.firstthings.com/article.php3?id_article=5417/ (accessed 18 May 2007).

Newspaper article

29. Jochen Teuffel, "Diätetik statt Sinnstiftung," *Neue Zürcher Zeitung*, 10 February 2007, http://www.nzz.ch/2007/02/10/fe/articleEW9LC.html/ (accessed 18 May 2007).

Review

30. Karl-Heinz Ohlig, review of *Jesus von Nazareth*, by Benedikt XVI.—Joseph Ratzinger, *Frankfurter Allgemeine Zeitung*, No. 105, 7 May 2007, 37, http://www.faz.net/s/RubC17179D529AB4E2BBEDB095D7C41F468/Doc~E13A73BBDF5 D74AB88C3FEB5FB25D640C~ATpl~Ecommon~Scontent.html/ (accessed 18 May 2007)

3. Email message

To document an **email** message, provide the following information:

- Author's name

- Subject line, in quotation marks

- Date of sending

- Type of communication (personal email, distribution list, office communication)

- Date of access, in parentheses

31. Norman Franke, "SoundApp 2.0.2," 29 April 1996, personal email (3 May 1996).

32. Danny Robinette, "Epiphany Project," 30 April 1999, office communication (29 May 1999).

C. SUBSEQUENT REFERENCE

In subsequent references to the source, give the author's last name followed by a comma, a shortened version of the title followed by a comma, and the page reference. If only one work by this author is used as a source one can give the author's last name and page reference.

First reference

33. Karl Barth, *Evangelical Theology: An Introduction*, trans. Grover Foley (Grand Rapids: Eerdmans, 1979), 27.

Subsequent reference (1): Two or more works by same author
34. Karl Barth, *Evangelical Theology*, 29.

Subsequent reference (2): Only one work by same author
35. Karl Barth, 61.

The peril of using text-relational referencing like Ibid. *or* op. cit. *is that due to an insertion of another footnote between the first and second reference or due to referring to an additional*

work of the same author during the process of writing, those references remain no longer valid respectively distinctive.

D. BIBLICAL CITATIONS

Citations of biblical and apocryphal books should be written exclusively as parenthetical references within the text of the written work. Entries for the specific version used are not to be included in the bibliography. A citation to acknowledge indebtedness to the general sense of a biblical or apocryphal text should consist of the abbreviation of the book followed by the numbers indicating chapter and verse.

Examples:

Genesis, chapter one, verses 26 & 27 and chapter 2, verse 7.   (Gen 1:26-27; 2:7)

Isaiah, chapter 52, verse 13 to chapter 53, verse 12   (Isa 52:13-52:12)

Exodus, chapter 20, verses 1 to 3 and 7   (Exod 20:1-3, 7)

Matthew, chapters 5 to 7 and chapter 28, verse 20.   (Matt 5-7; 28:20)

Note: "Gen" not "Gen." Full stops are not necessary in biblical abbreviations. When the biblical reference is not a precise reference, the name of the book is written in full: e.g., Romans 8 for Romans, chapter 8.

When reference is made to the Bible, the book, chapter and verse are abbreviated and cited in the main text:

> The Paraclete is to remain with them (John 14:17), to teach them (John 14:26) and to declare what he has heard (John 16:13).

When a biblical text is cited in full, the reference is placed outside the quotation marks but inside the full stop. The reference should include an acronym for the version of the Bible or Apocrypha from which the quote was taken:

> "Render to Caesar the things that are Caesar's and to God the things that are God's" (Matt 22:21 NRSV).

List of abbreviations of the biblical and apocryphal books

Gen	Exod	Lev	Num	Deut	Josh	Judg	Ruth
1 Sam	2 Sam	1 Kings	2 Kings	1 Chron	2 Chron	Ezra	Neh
Esth	Job	Ps (Pss)	Prov	Eccl	Song	Isa	Jer
Lam	Ezek	Dan	Hos	Joel	Amos	Ob	Jon
Mic	Nah	Hab	Zeph	Hag	Zech	Mal	
Tob	Jdt	Wis	Sir	Bar	1 Macc	2 Macc	1 Esdr

2 Esdr

Matt	Mark	Luke	John	Acts	Rom	1 Cor	2 Cor
Gal	Eph	Phil	Col	1 Thess	2 Thess	1 Tim	2 Tim
Titus	Phlm	Heb	Jas	1 Pet	2 Pet	1 John	2 John
3 John	Jude	Rev					

Following are the acronyms that should be used for some of the more common versions of the Bible:

ASV	American Standard Version
ESV	English Standard Version
JB	Jerusalem Bible
JPS	Tanakh: A New Translation of Holy Scripture
KJV	King James Version or Authorized Version
NASB	New American Standard Bible
NEB	New English Bible
NIV	New International Version
NJB	New Jerusalem Bible
NKJV	New King James Version
NRSV	New Revised Standard Version
REB	Revised English Bible
RSV	Revised Standard Version
RV	Revised Version
TEV	Today's English Version (=Good News Bible)
TNIV	Today's New International Version.

IV. Forms for Bibliographies

The bibliography, placed at the end of your paper, is an alphabetized list of books, articles, and other sources used in writing the paper. Since the word bibliography technically means all the works written on a particular subject, a more accurate heading for this section of the paper would be, for example,

- *Selected Bibliography* (if you list all of the sources you consulted in writing your paper)

- *Annotated Bibliography* (if you list all of the sources you consulted followed by a paragraph or two of critical evaluation of each source)

- *Works Cited* or *References* (if you list only the items you actually cited in your paper).

While bibliographies and notes contain basically the same information, the table below illustrates how bibliographic form differs from note form:

Note form	Bibliographic form
numbered	alphabetized
author = first name and then last name	author = last name, comma, then first name
location of publication, publisher, and year in parentheses	no parentheses for location, publisher, and year
uses commas to separate items	uses periods to separate items
lists specific pages from which you took information	lists entire books, complete chapters, or journal articles to which you referred
first line indented 5 spaces; subsequent lines are not	first line not indented; subsequent lines are indented 5 spaces
Sample note:	**Sample bibliographic entry:**
4. Karl Barth, Evangelical Theology: An Introduction, trans. Grover Foley (Grand Rapids: Eerdmans, 1979), 27.	Barth, Karl. *Evangelical Theology: An Introduction.* Translated by Grover Foley. Grand Rapids: Eerdmans, 1981.

When alphabetizing, use the author's last name for your entry; if it is not given, simply go on to the next item in order (the title of the book or article, for example) and use that to alphabetize the entry.

Works Cited page entry

For the entry the full name of the author is used, as it appears in the book or article, and a period follows each major element of the bibliography. In either note or bibliographic form, if the author's name or the title (or other item) is missing, simply go on to the next item as it should appear. Every line*, except the first line* is indented 5 spaces - this is often referred to as a "hanging indent".

Journal Article: Journal paginated by volume
Macquarrie, John. "How can We Think of God?." *Theology Today* 22 (1965): 194-204.

Book Review in a Journal:
Kinast, Robert L. Review of *Suffering Divine Things*, by Reinhart Hütter. *Theological Studies* 61 (2000): 771-72.

Newspaper Article:
Schönborn, Christoph Cardinal. "Finding Design in Nature." *The New York Times*, 7 July 2005, sec. A, p. 23.

Book (1): Single author
Ritschl, Dietrich. *Memory and Hope. An Inquiry Concerning the Presence of Christ*. New York: Macmillan, 1967.

Book (2): Two authors
O'Collins, Gerald and Edward G. Farrugia. *A Concise Dictionary of Theology*. Rev. and expanded ed. New York: Paulist, 2000.

Book (3): Four authors as editors
Koch, Klaus, Eckart Otto, Jürgen Roloff, and Hans Schmoldt, eds. *Reclams Bibellexikon*. 5th ed. Stuttgart: Reclam, 1992.

Book (4): Unknown author
Catechism of the Catholic Church: With Modifications from the Editio Typica. New York: Doubleday, 1997.

Book (5): Translation
Thielicke, Helmut. *Man in God's World*. Translated and edited by John W. Doberstein. New York: Harper and Row, 1963.

Book (6): Edition of another author's work (or anthology)
Luther, Martin. *Martin Luther's Basic Theological Writings*. Edited by Timothy F. Lull. Minneapolis: Fortress Press, 1989.

Book (7): Chapter in an edited collection
Jenson, Robert W. "The Triune God." In *Christian Dogmatics.* Edited by Carl E. Braaten and Robert W. Jenson. Vol. 1. Philadelphia: Fortress, 1984, 79-191.
[Inclusive page numbers are optional in a bibliographical entry for a chapter in an edited collection.]

Book (8): Edition other than the first
McGrath, Alister E. *Christian Theology: An Introduction*. 3rd ed. Oxford: Blackwell, 2001.

Book (9): More than one book by the same author
---. *The Christian Theology Reader*. 2nd ed. Oxford: Blackwell, 2001.

Dissertation or thesis
Lal Tin Hre, "Reformed Ecclesiology and Its Relevance to the Chin Reformed Churches in Burma." Th.D. diss., Lutheran Theological Seminary, Hong Kong, 2007.

Encyclopedia or Dictionary entry with author given
Lash, Symeon. "Deification." In *A New Dictionary of Christian Theology*. Edited by Alan Richardson and John Bowden. London: SCM, 1983, 147-48.

Encyclopedia or Dictionary entry with unknown author
Encyclopedia Britannica, 11th ed., s.v. "Roman Catholic Church."
[The Latin *sub verbo* means "under the word."]

Unpublished Paper
Teuffel, Jochen. "Some Remarks on Death and Resurrection." Lecture Notes (unpublished).
May 2007.

Interview by Writer of Research Paper
Wong, Sharon. Interview by author. Shatin, New Territories, SAR Hong Kong, 1 December
    2003.

Performance
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ELECTRONIC SOURCES

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Doran, Robert M. "The Starting Point of Systematic Theology." *Theological Studies* 67, No. 4
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Wason, Paul K. "Anthropology of Religion." *Encyclopedia of Science and Religion*. Ed. J.
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2. Internet site

To document a file available for viewing and downloading via the **Internet**, provide the following information:

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Personal site

Watson, Francis. "Homepage," 14 March 2005. http://www.abdn.ac.uk/divinity/staff/francis-watson.shtml/ (accessed 18 May 2007).

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[An online book may be the electronic text of part or all of the printed book, or a book-length document available only on the Internet.]

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Franke, Norman. "SoundApp 2.0.2," 29 April 1996, personal email (3 May 1996).