



**MOORLANDS  
COLLEGE**

Level 3 - 7  
Assignment Guidelines

---

*2018-19*

---

## Contents

<b>1.</b>	<b>Formatting and Presentation.....</b>	<b>2</b>
<b>2.</b>	<b>Word Count .....</b>	<b>3</b>
<b>3.</b>	<b>Gender-Neutral Language .....</b>	<b>3</b>
<b>4.</b>	<b>Using Books, Journals and Other Sources.....</b>	<b>4</b>
<b>5.</b>	<b>Referencing Sources During Presentations.....</b>	<b>5</b>
<b>6.</b>	<b>Bibliographic Information.....</b>	<b>5</b>
<b>7.</b>	<b>Bibliographic Examples .....</b>	<b>7</b>
	<b>Printed format .....</b>	<b>7</b>
7.1	Basic book format (for commentaries see separate entry at 7.6).....	7
7.2	Basic journal article format.....	7
7.3	A work by two or three authors.....	8
7.4	A work by more than three authors .....	8
7.5	A chapter, essay or article from an edited book (inc. theological or Bible dictionaries) .....	8
7.6	Biblical commentaries.....	9
7.7	A translation.....	10
7.8	A titled volume in a multivolume work .....	10
7.9	An untitled volume in a multivolume work .....	10
7.10	A work which is part of a series .....	10
7.11	An introduction, preface, or similar part of a book .....	10
7.12	An indirect source .....	11
7.13	A work by a corporate author.....	11
7.14	A dissertation or thesis .....	11
7.15	Referencing your appendices .....	12
7.16	Missing bibliographic information .....	12
	<b>Electronic Books &amp; Journals .....</b>	<b>12</b>
7.17	An online book .....	12
7.18	A book from an E-Reader (ePub, Kindle, Kobo, etc.) .....	13
7.19	An online journal article.....	13
	<b>Websites &amp; other formats .....</b>	<b>13</b>
7.20	A website with personal author.....	13
7.21	A website with corporate author.....	14
7.22	A published or broadcast online film, interview or video clip.....	14
7.23	Social media (Facebook, Twitter etc.).....	14
7.24	A DVD .....	15
7.25	A lecture, or a paper presented at a meeting .....	15
7.26	A personal communication .....	15

## 1. Formatting and Presentation

Assignments must be composed using a **computer** – hand-written work is not acceptable. Typically, you will be required to submit assignments electronically, as a PDF document, not as a hard copy. Where required, hard copy submissions should be printed on white A4 paper in black ink and only on **one side** of the paper. Your deadlines sheet on the VLE will inform you of the type of submission to make.

The **margin** must be at least 3 cm on all four sides, and lines must be **double spaced** to allow for marker's comments.

Choose a plain **font** to aid legibility and give your work a serious tone. The font may be serif or sans serif, e.g., Arial, Calibri, Cambria, Palatino, Times New Roman or Verdana. Make the text of a **size** to be easily readable if printed (rather than when on the screen), typically 11 or 12 point.

Regarding **paragraphs** you have two options. Don't confuse these styles, and don't mix them.

1. Indent the first line of each paragraph, but have no extra line between the paragraphs.
2. Don't indent the first line of the paragraph. Insert a line between the paragraphs.

**Fully justify** your writing to ensure the lines are even on the right as well as the left.

**Number your pages** at the bottom of the page, either centred or flush with the right-hand margin.

**Headings** must be formatted to stand out from the main text of your essay.

**Include, in this order:**

A submission declaration form (for hard copy submissions only)

Title page

Module number and title

Assignment title

Your name

The date

Word count

Contents page (see example on the right)

Section titles down the left-hand side

Corresponding page numbers down the right-hand side

Use tabs to align everything, or insert a contents page

Text of your assignment

Bibliography

Appendices

This is where special source materials can be put. For example, you could put a copy of an email to which you refer, or a printout of some statistics. It is not for including extra arguments/discussion. The marker will not necessarily read what you have written there.

### Contents page

Introduction.....	2
Heading 1.....	3
Heading 2.....	5
Conclusion.....	7
Bibliography.....	8
Appendix A.....	9
Appendix B.....	11

For hard copy submissions use **a simple plastic folder**, with two metal grips to pass through punched holes in the paper. Do not use plastic wallets for each page/two pages!

If the amount of material demands it, you may use a ring binder.

Do not use a lever arch file unless absolutely necessary.

Do not use a folder which merely grips the paper along one edge

## 2. Word Count

You are told how long each assignment should be (number of words) in the assessment task. Unless specifically stated otherwise, this is a **maximum** length. You must indicate on the title page the number of words you have written for an assignment. This is not just a guess, nor is it the “official” length of the assignment.

### What is included in the word count

- The main text of your assignment
- Any further text written in explanatory footnotes

### What is NOT included in the word count

- Titles and sub-titles
- Contents page
- Bibliography
- Appendices
- Reference footnotes, where the footnote is simply an indication of your source material.
- Short biblical references included in parentheses in the text of your assignment, e.g., “(Luke 10:24)”: they are the equivalent of a footnote, so should not be counted in the word count, but we prefer you to put them in the text of your work.

## 3. Gender-Neutral Language

Students are encouraged and expected to adopt gender-neutral language. However, you should not typically alter a direct quotation that has exclusive language, and where the language has theological significance (for example, the concept of sonship relating to inheritance rights applied to Christians).

Examples of gender-exclusive language	Example of inclusive alternatives
<i>Man's/Mankind's</i> quest for God	<i>Humanity's/People's/Human Race's</i> quest for God
A <i>layman's</i> guide to the Bible	A <i>layperson's</i> guide to the Bible
A Christian is aware of <i>his</i> dependence on God	Christians are aware of <i>their</i> dependence on God
A preacher needs to prepare <i>his</i> sermon	Preachers need to prepare <i>their</i> sermons, or A preacher needs to prepare <i>his</i> or <i>her</i> sermon
Chairman / Chairwoman	Chair, Chairperson
Businessman / Businesswoman	Business executive, Manager
Policeman / Policewoman	Police Officer
Fireman	Firefighter
One man show	One person show
Manpower	Employees / Workforce
Rights of man	Rights of the individual, Human rights

**Further help with adopting gender-neutral language can be found at:**

<http://www.ncte.org/positions/statements/genderfairuseoflang>

## 4. Using Books, Journals and Other Sources

When you write an assignment or give a presentation, you will often refer to the work of other people in order to show that you have researched the topic properly, and discovered what has already been written about it, or to discuss other people's work, demonstrating:

- a. that you know and understand what they have written;
- b. that you recognise how what they think fits with what other people think;
- c. that you can evaluate another position, demonstrating its strengths and weaknesses;
- d. that you can build your own argument, taking due note of other people's arguments.

However, you cannot simply present it as though it were your own. That is plagiarism. This term, and other "assessment offences" are defined in the Information page of your VLE, under "Academic sins".

You are responsible to understand what these are and to comply with the University of Gloucestershire's regulations.

Moorlands College uses a standard referencing style, called **Chicago** (Notes and Bibliography). You are required to follow this style in all your formal written work. This widely-used style can be copied from the Library database and can also be accessed via most referencing software.

You will give references:

1. when you **quote** a source directly, and
2. when you **refer** to a source, e.g., when you
  - a. mention a fact that you learned from them (in this case, you might start the footnote by saying, "See", before giving the details of the source);
  - b. refer to their argument, without actually quoting them.

**Short quotations** occupy less than three lines. The text is surrounded by quotation marks. Do not put it in bold, italic or coloured type, for example:

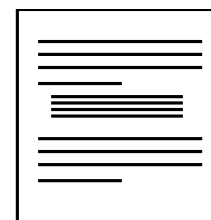
Initial impressions are that John is primarily concerned with intentionality. As Smalley writes, "it suggests a deliberate act of law-breaking".<sup>1</sup>

### **Double or single quotation marks?**

You may use either; the most important thing is to be consistent.

**Long quotations** occupy three or more lines. Such quotations must be formatted to indicate to the reader that you have taken an extended portion from a source. The quoted text is presented as shown in the diagram:

- as a paragraph
- in single spacing
- with the left and right margins indented by an extra 1.5cm or so
- with point size reduced by ONE point
- without quotations marks.



---

<sup>1</sup> Note the position of the footnote cue *after* the full stop, even though, in this case, the quotation formally ended before the full stop. Don't do it like this<sup>1</sup>.

**Position the footnote cue** as soon as possible after the quotation in both short and long quotations. In short quotations that means after any punctuation following the quotation, as in the cue above that indicates footnote 1. The cue should be located appropriately, see the below examples:

Hiebert's centred set theory<sup>2</sup> has been misused by many authors.<sup>3</sup>

## 5. Referencing Sources During Presentations

The same general principles apply when referring to sources during presentations as in written sources. When (verbally) quoting it is not necessary to do more than mention the name of the author of a text, but you must indicate when you are using (quoting or closely following) a source. A presentation should not involve more dependence on sources than is allowed in an essay. Most presentations will require handouts. Quotations given in written form, e.g., on the handout, must be referenced in the normal way.

## 6. Bibliographic Information

You give bibliographic information so that a reader can track down your sources. Section 7 gives a few examples of the more common types of source and how these must be cited in your footnotes and bibliography. **The overriding principles are clarity, consistency and enough information.**

**Footnotes** basically consist of

Name of author

Title of the work

Publishing details, including date of publication (*not* any reprinting date), all within brackets

The page(s) you are referring to in the work

They should be numbered in sequence throughout your work. Your word processor (Word, etc.) will normally have a command to insert a footnote. A superscript number (cue) will appear in your text, and your cursor will jump down to a footnote, where you should put the necessary text. See above on positioning the footnote cue. For **posters** and **PowerPoint**, they can be included on the reverse, in a text box, or on the final slide.

The second and subsequent times you refer to a work, Chicago allows you to omit the publishing details. See the examples below for what to do.

A **bibliography** is an alphabetical list of the sources you have referred to in your footnotes. Bibliography information must also be in the Chicago format: see the examples below.

Single space the bibliography, and use a hanging indent, so that if an entry goes onto more than one line it is indented.

---

<sup>2</sup> Put a footnote here to reference Hiebert's theory.

<sup>3</sup> Put a footnote here to give a source to back up the idea that Hiebert's theory has been misused. *Do not put a footnote here to simply reference the theory itself.*

## Some Principles

1. **Names of authors and editors** are given as they appear on the title page of the book.

Donald A. Carson

However, the bibliography is an alphabetical list by author's surname. Bibliography entries therefore start with the surname of the first author of the work. If the work has more than one author, the others are given in the usual form.

Carson, Donald A., Douglas J. Moo and Leon Morris

2. **Titles of works** are as they appear on the title page of a book, or at the head of an article or chapter. Separate title and subtitle with a colon.
3. When you refer to **an article in a book**, give the author and title of the article, followed by the editors and title of the book. The same principle applies to an entry from a theological/bible dictionary. Reference the author and title of the individual article(s) being cited.
4. "Titles of Articles" appear in inverted commas (single, or double, but be consistent), whereas *Titles of Books and Journals* appear in italics.
5. **Use full stops after a person's initials or with abbreviations**, e.g., "ed." for edited by.
7. **Capitals in titles** should include the initial letters of all except words such as "in", "and", "of".

## Abbreviations

In bibliographic references it is normal to use abbreviations for well-known publishers (e.g., IVP, CUP) and journals. Long lists of abbreviations in Theology and Religious Studies can be found on academic websites. The following short list of journal titles is an indication of common practice:

<i>EJT</i>	European Journal of Theology
<i>EQ</i>	Evangelical Quarterly
<i>IBMR</i>	International Bulletin of Missionary Research
<i>JETS</i>	Journal of the Evangelical Theological Society
<i>JSOT</i>	Journal for the Study of the Old Testament
<i>JSNT</i>	Journal for the Study of the New Testament
<i>JTS</i>	Journal of Theological Studies
<i>TB</i>	Tyndale Bulletin

Latin words and abbreviations should not be italicised, for example, *ibid.*, *i.e.*, *loc. cit.*, or *viz.* Because of its use in quotations, *sic* should be italicised.<sup>4</sup> Do not use p., pp., f., or ff. to refer to a page or range of pages. Simply use the first and final page number in the range.

**Bible references** should be placed into the text of your assignment, not into a footnote. Use brackets unless the flow of the sentence removes the need for them. For example:

That the servant of the Lord was to be "a light for the Gentiles" (Isaiah 49:6) is an indication...  
The prayer of Jesus in Luke 22:42 illustrates...

Include chapter and verse as above, rather than "chapter 22 verse 42". You may use standard abbreviations for Bible books (e.g., Lk, Phil, or 2 Chron), but make sure you are consistent.

---

<sup>4</sup>The Latin adverb *sic* is used following quoted material which has been transcribed exactly as it was written, complete with any spelling mistakes or obvious errors. It is placed within square brackets.

## 7. Bibliographic Examples

Below are examples of how to reference work according to the Chicago style. It is essential that you inform yourself in relation to more complex examples, as required. For more information, see:

*Chicago Manual of Style*. 17<sup>th</sup> ed. Chicago: University of Chicago Press, 2017.

[copy in Reference section of MCC Library at 808.027 CHI].

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 8<sup>th</sup> ed. Chicago: University of Chicago Press, 2013.

[copy in Reference section of MCC Library at 808.027 TUR].

[http://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)

Many electronic collections and databases (including ATLA, Logos, Moorlands College Library) will give you the option to copy bibliographical information in various referencing styles (e.g. APA, MLA, Chicago, Turabian, Harvard etc.). You need to select Chicago (or Turabian, if Chicago is not listed).

### Printed format

#### 7.1 Basic book format (for commentaries see separate entry at 7.6)

##### **Footnote**

Craig L. Blomberg, *Interpreting the Parables* (Leicester: Apollos, 1990), 87.

##### **Subsequent footnotes**

Blomberg, *Interpreting*, 182.

##### **Bibliographic entry**

Blomberg, Craig L. *Interpreting the Parables*. Leicester: Apollos, 1990.

##### **For a second or subsequent edition**

##### **Footnote**

Craig L. Blomberg, *Interpreting the Parables*, 2nd ed. (Downers Grove: IVP Academic, 2012), 222.

##### **Bibliographic entry**

Blomberg, Craig L. *Interpreting the Parables*. 2nd ed. Downers Grove: IVP Academic, 2012.

#### 7.2 Basic journal article format

If it is specified, put the month or season with the year: e.g. (June 2006) or (Spring 2009).

##### **Footnote**

Michael B. Dick, "The Neo-Assyrian Lion Hunt and Yahweh's Answer to Job," *Journal of Biblical Literature* 125, no. 2 (2006): 250.

##### **Subsequent footnotes**

Dick, "The Neo-Assyrian Lion Hunt," 261.

##### **Bibliographic entry**

Dick, Michael B. "The Neo-Assyrian Lion Hunt and Yahweh's Answer to Job." *Journal of Biblical Literature* 125, no. 2 (2006): 243–270.



### 7.3 A work by two or three authors

#### **Footnote (two authors)**

J. Scott Duvall and J. Daniel Hays, *Grasping God's Word: A Hands-On Approach to Reading, Interpreting and Applying the Bible*, 3<sup>rd</sup> ed. (Grand Rapids: Zondervan, 2012), 62.

#### **Footnote (three authors)**

Roger Bretherton, Joanna Collicutt and Jennifer Brickman, *Being Mindful, Being Christian: A Guide to Mindful Discipleship* (Oxford: Monarch Books, 2016), 189.

#### **Bibliographic entry (two authors)**

Duvall, J. Scott and J. Daniel Hays. *Grasping God's Word: A Hands-On Approach to Reading, Interpreting and Applying the Bible*. 3<sup>rd</sup> ed. Grand Rapids: Zondervan, 2012.

#### **Bibliographic entry (three authors)**

Bretherton, Roger, Joanna Collicutt, and Jennifer Brickman. *Being Mindful, Being Christian: A Guide to Mindful Discipleship*. Oxford: Monarch Books, 2016.

### 7.4 A work by more than three authors

#### **Footnote**

Randolph Quirk et al., *A Comprehensive Grammar of the English Language* (London: Longman, 1985), 217.

#### **Bibliographic entry**

Quirk, Randolph, Sidney Greenbaum, Geoffrey Leech, and Jan Svartvik. *A Comprehensive Grammar of the English Language*. London: Longman, 1985.

**N.B.** "et al" is not in italics and the full stop follows the "al". This is then followed by a comma. In the bibliography, you must cite *all* the authors.

### 7.5 A chapter, essay or article from an edited book (inc. theological or Bible dictionaries)

#### **Footnote**

For this scheme, it is sufficient to give the specific page referred to.

D. A. Carson, "Christological Ambiguities in the Gospel of Matthew," in *Christ the Lord: Studies in Christology presented to Donald Guthrie*, ed. Harold H. Rowdon (Leicester: IVP, 1982), 102.

#### **Subsequent footnote**

Carson, "Christological Ambiguities," 109.

#### **Bibliographic entry**

Give the page range of the chapter.

Carson, D. A. "Christological Ambiguities in the Gospel of Matthew." In *Christ the Lord: Studies in Christology presented to Donald Guthrie*, edited by Harold H. Rowdon, 97-114. Leicester: IVP, 1982.

## 7.6 Biblical commentaries

### 7.6.1 Basic commentary format - treat like a book but add the name of the series:

#### First footnote

Morna D. Hooker, *The Gospel according to Saint Mark*, BNTC (London: Continuum, 1991), 220.

#### Subsequent footnotes

Hooker, *Mark*, 227.

#### Bibliographic entry

Hooker, Morna D. *The Gospel according to Saint Mark*. BNTC. London: Continuum, 1991.

Some series are commonly designated by abbreviated titles (e.g. BNTC for Black's New Testament Commentary as in the example above, or NIGTC for The New International Greek Testament Commentary). Where this is the case, you may use this convention.

### 7.6.2 If the volume is **part of a series** and has a **volume number** include that also:

#### First footnote

John Nolland, *Luke 9:21-18:3*, Word Biblical Commentary 35B, (Dallas: Word Books, 1993), 477.

#### Subsequent footnote

Nolland, *Luke*, 693.

N.B. If you have used either or both companion volumes on Luke in this series (also by Nolland, vols. 35A, 35C) subsequent footnotes will need to contain further information, e.g.:

Nolland, *Luke 18:35-24:53*, 1001.

Multivolume commentaries in a series such as this example are common so care needs to be taken when supplying bibliographic information.

### 7.6.3 If you are quoting from a **multivolume commentary** with commonly titled volumes (e.g. *The Expositor's Bible Commentary*, etc.) cite as you would a chapter from an edited book:

#### First footnote

Robert K. Rapa, "Galatians," in *The Expositor's Bible Commentary*, Rev. ed., ed. Tremper Longman and David E. Garland (Grand Rapids: Zondervan, 2005), 563.

#### Subsequent footnote

Rapa, "Galatians," 591.

#### Bibliographic entry

Rapa, Robert K. "Galatians." In *The Expositor's Bible Commentary*, Rev. ed., edited by Tremper Longman and David E. Garland, 549-640. Grand Rapids: Zondervan, 2005.

If you are citing from a single volume commentary on the whole Bible e.g. Carson, D. A. et al., *New Bible Commentary* (Leicester: IVP, 1994) with different authors for individual books of the Bible, follow this same instruction, i.e. treat as a chapter from an edited book (see 7.5).

## 7.7 A translation

### Footnote

Jurgen Moltmann, *Science and Wisdom*, trans. Margaret Kohl (London: SCM, 2003), 91.

### Bibliographic entry

Moltmann, Jurgen. *Science and Wisdom*. Translated by Margaret Kohl. London: SCM, 2003.

## 7.8 A titled volume in a multivolume work

### Footnote

Herman Bavinck, *Reformed Dogmatics*, vol. 3, *Sin and Salvation in Christ*, ed. John Bolt, trans. John Vriend (Grand Rapids: Baker Academic, 2006), 111.

### Bibliographic entry

Bavinck, Herman. *Reformed Dogmatics*, Vol. 3, *Sin and Salvation in Christ*. Edited by John Bolt. Translated by John Vriend. Grand Rapids: Baker Academic, 2006.

## 7.9 An untitled volume in a multivolume work

### Footnote

Edward Gibbon, *The Decline and Fall of the Roman Empire*, ed. J. B. Bury (New York: Heritage, 1946), 2:147.

### Bibliographic entry

Gibbon, Edward. *The Decline and Fall of the Roman Empire*. Vol. 2. Edited by J. B. Bury. New York: Heritage, 1946.

## 7.10 A work which is part of a series

### Footnote

G. K. Beale, *The Temple and the Church's Mission: A Biblical Theology of the Dwelling Place of God*, New Studies in Biblical Theology 17 (Downers Grove: IVP, 2004), 37.

### Bibliographic entry

Beale, G. K. *The Temple and the Church's Mission: A Biblical Theology of the Dwelling Place of God*. New Studies in Biblical Theology 17. Downers Grove: IVP, 2004.

## 7.11 An introduction, preface, or similar part of a book

Reference to a part of a book does not necessarily have to identify the part, especially if there are other citations to the whole text. If citation of a specific part is indicated, here is the format:

**Footnote**

Jim Wallis, foreword to *Kingdom Come: The Local Church as a Catalyst for Social Change*, by Malcolm Duncan (Oxford: Monarch Books, 2007), 7.

**Bibliographic entry**

Wallis, Jim. Foreword to *Kingdom Come: The Local Church as a Catalyst for Social Change*, by Malcolm Duncan, 7-9. Oxford: Monarch Books, 2007.

## 7.12 An indirect source

If one author quotes another, you would do well to look for the original source and think about what it says in its wider context. If this is not possible, you should indicate the original source in an appropriate footnote, and the secondary source in the bibliography.

**Footnote**

Lamin Sanneh, *Disciples of All Nations: Pillars of World Christianity* (Oxford: OUP, 2007), 54, quoted in Michael Moynagh, *Church in Life: Innovation, Mission and Ecclesiology* (London: SCM, 2017), 259.

**Bibliographic entry**

Moynagh, Michael. *Church in Life: Innovation, Mission and Ecclesiology*. London: SCM, 2017.

If the author cites the source without quoting it directly, use 'cited' instead of 'quoted'.

## 7.13 A work by a corporate author

**Footnote**

Treat the organisation as the author, and cite the name or a short version of it:

Christians In Parliament, *Faith in the Community: Strengthening Ties Between Faith Groups and Local Communities* (London: Evangelical Alliance, 2013), 29.

**Bibliographic entry**

Christians in Parliament. *Faith in the Community: Strengthening Ties Between Faith Groups and Local Communities*. London: Evangelical Alliance, 2013.

## 7.14 A dissertation or thesis

**Footnote**

John Goldingay, "Theological Diversity and Canonical Authority: An Examination of how Diverse Viewpoints in the Old Testament may be Acknowledged, Interrelated, and Allowed to Function Theologically" (PhD diss., University of Nottingham, 1983), 65.

**Bibliographic entry**

Goldingay, John. "Theological Diversity and Canonical Authority: An Examination of how Diverse Viewpoints in the Old Testament may be Acknowledged, Interrelated, and Allowed to Function Theologically." PhD diss., University of Nottingham, 1983.

## 7.15 Referencing your appendices

In some assignments, e.g., block placement reports, you will be expected to include appendices. These should be referred to in the main text using footnotes.

### Footnote

According to the pastor, the church views the Parent and Toddlers group as evangelistic, though nobody has come into church membership through it in the last six years.<sup>32</sup>

### First footnote

Appendix D, Record of Interview with Pastor Jim on Church Strategy.

### Subsequent footnotes

Appendix D.

### Bibliography

There would be no bibliographic entry for this. The appendices go at the back of the essay. They should be lettered from A onwards; Appendix D would be the fourth appendix.

## 7.16 Missing bibliographic information

Use the following abbreviations for information you can't supply.

No publisher given:	n.p.
No date of publication given:	n.d.

Put the abbreviation where the information would customarily go, for example:

Brown, Beatrice S. *Case Studies in Evangelism: Effective Principles in Reaching Others*. Lake Mary: Creation House, n.d.

## Electronic Books & Journals

If the book or journal contains all of the required publishing information and page numbers, you should reference in exactly the same way that you would for paper copies, whether this is Dawsonera, Bible software, ATLA or other electronic source. Where that is not the case, see the following examples.

## 7.17 An online book

### Footnote

16. Jeremy Taylor, *Holy Living*, Christian Classics Ethereal Library, accessed July 16, 2016, [https://www.ccel.org/ccel/taylor/holy\\_living.i.html](https://www.ccel.org/ccel/taylor/holy_living.i.html).

### Bibliographic entry

Taylor, Jeremy. *Holy Living*. Christian Classics Ethereal Library, accessed July 16, 2016, [https://www.ccel.org/ccel/taylor/holy\\_living.i.html](https://www.ccel.org/ccel/taylor/holy_living.i.html).

## 7.18 A book from an E-Reader (ePub, Kindle, Kobo, etc.)

### Footnote

Alister McGrath, *C. S. Lewis: A Life* (London: Hodder & Stoughton, 2013), chap. 5, Kindle.

### Bibliographic entry

McGrath, Alister. *C. S. Lewis: A Life*. London: Hodder & Stoughton, 2013. Kindle.

**N.B.** In the case of E-Readers, which may not have page numbers, you should cite a chapter or section to help the reader locate the source. Also, if you are citing an eBook on an E-Reader, you do not need to specify the date accessed.

## 7.19 An online journal article

### Footnote

Mark Seifrid, "The Message of Second Corinthians: 2 Corinthians as the Legitimation of the Apostle," *Southern Baptist Journal of Theology* 19, no. 3 (Fall 2015): 11, accessed May 16, 2016, <http://equip.sbts.edu/wp-content/uploads/2015/11/Seifried-from-ST-516-2015-SBJT-19.31.pdf>.

### Bibliographic entry

Seifrid, Mark. "The Message of Second Corinthians: 2 Corinthians as the Legitimation of the Apostle." *Southern Baptist Journal of Theology* 19, no. 3 (Fall 2015): 9-19. Accessed May 16, 2016. <http://equip.sbts.edu/wp-content/uploads/2015/11/Seifried-from-ST-516-2015-SBJT-19.31.pdf>.

## Websites & other formats

## 7.20 A website with personal author

### Footnote

Andrew Wilson, "Why Liberalism Failed," *Think*, June 13, 2018, [https://thinktheology.co.uk/blog/article/why\\_liberalism\\_failed](https://thinktheology.co.uk/blog/article/why_liberalism_failed).

### Bibliographic entry

Wilson, Andrew. "Why Liberalism Failed." *Think*. June 13, 2018. [https://thinktheology.co.uk/blog/article/why\\_liberalism\\_failed](https://thinktheology.co.uk/blog/article/why_liberalism_failed).

**N.B.** An access date is ONLY required when no date of publication or revision (for example, a "last edited" timestamp) can be determined from the source, as in the following example, 7.24.

## 7.21 A website with corporate author

### Footnote

"Daniel: A Political Hero," Christians In Politics, accessed September 4, 2017,  
<http://www.christiansinpolitics.org.uk/latest/daniel/>.

### Bibliographic entry

Christians In Politics. "Daniel: A Political Hero." Accessed September 4, 2017,  
<http://www.christiansinpolitics.org.uk/latest/daniel/>.

## 7.22 A published or broadcast online film, interview or video clip

### Footnote

John Stott, "John Stott on Principles for Whole Life Discipleship," LICC interview, *YouTube*, 2:57  
August 9, 2010, <https://www.youtube.com/watch?v=vs64yiwOulc>.

### Bibliographic entry

Stott, John. "John Stott on Principles for Whole Life Discipleship." LICC interview, *YouTube*,  
2:57. August 9, 2010. <https://www.youtube.com/watch?v=vs64yiwOulc>.

There is some significant overlap that can occur between blogs, websites, social media and other media content, blurring distinctions. The principles are clarity and sufficient information.

## 7.23 Social media (Facebook, Twitter etc.)

This applies to publicly available content, as opposed to private content, shared via direct messages, which are covered by 7.29. There is no bibliographic entry for social media posts. In place of a title, quote up to the first 160 characters of the post.

### Footnote

Andy du Feu (@andydufeu), "The end game of #Christianity is communion ("then we shall see face to face. then I shall know fully, even as I am fully known.") with the #transhumanism top three goals thrown in gratis," Twitter post, April 12, 2018,  
<https://twitter.com/andydufeu/status/984439082007891968>.

### Subsequent footnote

du Feu, "The end game."

## 7.24 A DVD

Citations will vary, depending on the nature of the material. Include relevant information, such as episode, indexed scene (treated as chapters), or critical commentary.

### **Footnote**

Billy Graham Evangelistic Association, "Scene 3," in *The Story Lives On: The Billy Graham Library Dedication and Celebration Event* (Woodford Green: BGEA, 2007), DVD.

### **Bibliographic entry**

Billy Graham Evangelistic Association. *The Story Lives On: The Billy Graham Library Dedication and Celebration Event*. Woodford Green: BGEA, 2007. DVD.

## 7.25 A lecture, or a paper presented at a meeting

If the material is available online, provide the URL. In the example below, "presentation," could be substituted for "Paper presented to..." or "PowerPoint presentation," etc.

### **Footnote**

Paul Martin, "Churches, charities and the law" (Presentation, Moorlands College, 14 May 2018).

### **Bibliographic entry**

Martin, Paul. "Churches, charities and the law." Presentation, Moorlands College, 14 May 2018.

## 7.26 A personal communication

Personal communications are not normally listed in the bibliography, and may be presented simply within the text, e.g., "In a conversation with C Sinkinson on April 1, 2017, I Coffey admitted that...". Where a footnote is used, particularly for written forms, use the following:

### **Footnote**

Peter Johnson, email message to author, March 11, 2018.