Union Theological College

UTC Style Guide

Style Guide

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Introduction

In all written assignments at Union, students should remember that part of the art which they are endeavouring to master involves the ability to present written work in a scholarly manner according to the conventions of the academic guild. Students should familiarise themselves with this guide and be sure that they allow sufficient time to proof-read their work in order to correct not only matters of substance, but also matters of style, formatting, and presentation. This style guide is mainly based upon the *New Oxford Style Manual* (Oxford, 2014) which is available in the reference section of the Gamble Library (shelf mark REF PN147.O98 2016). This style is also presented in *New Hart's Rules* (Oxford, 2014) and this is available as an e-resource from the Gamble. Conventions relating to the use of Hebrew/Aramaic and Greek follow those set out in the second edition of *The SBL Handbook of Style* (Atlanta, 2014), also available as an e-resource from the Gamble.

Your tutor is available to discuss any questions arising about how to present your work in the most appropriate manner.

Style and Conventions

General

Please consult the module outline for details and instructions about assessments. This document is available within every module on the virtual learning environment (VLE).

Line Spacing

All essays and dissertations must be word-processed in justified text using a scholarly font in 12-point type, with 2.0 or 1.5 line spacing.

Pagination

Page numbers should be inserted which run consecutively from beginning to end (including bibliography). In the case of dissertations, this excludes the title page and abstract but does include any appendices.

Order of Contents

This is not required for an essay but is important in a dissertation. In a dissertation the order of contents will normally take the following form:

- Preface (if any) including any acknowledgments
- Table of contents – chapters, subdivisions of chapters, and any appendices
- List of abbreviations
- Numbered chapters (the introduction may be included in the first chapter, or may stand alone)
- Conclusion
- Appendices (if any)
- Bibliography

Italics/Underlining

Please use italics for:

- The titles of books and periodicals
- Technical terms or phrases in languages other than English
- Certain abbreviations, notably *c.* (*circa*) and *et al.* (*et alia*)
- Latin or Greek words when transliterated into English characters, e.g. *verbum* or *logos*.

In addition, italics may, sparingly, be used for emphasis.

Punctuation

Use the serial comma (sometimes known as the Oxford comma)

e.g.

'Please read Calvin, Owen, Swain and Allen, and Edwards.'

Colon and Semicolon

- Use a colon to introduce a subclause which follows logically from the text before it, is not a new concept, and depends logically on the preceding main clause.

- Use a semicolon to link two related parts of a sentence, neither of which depends logically on the other, and each of which could stand alone as a grammatically complete sentence.

- Use semicolons in place of commas in a complicated list or sentence if it will improve clarity, particularly if list items already include commas.

Quotation marks

These are used:

- For quotations – use single inverted commas, except for quotations within quotations which are distinguished by double inverted comma. Punctuation should follow the closing inverted comma when quoting a word or part of a sentence e.g. it was said this is 'the appropriate style'. When quoting a complete sentence, punctuation should be placed within the inverted commas e.g. 'This is the appropriate style.'

- To denote the titles of articles and the names of manuscripts

Numbers and Dates

Numbers should be written out as words up to the number one hundred e.g. one, ten, fifty-five, 179. The exception would be in a discussion that includes a mixture of numbers above and below this, in which case all of them should be in figures (e.g. 2,000 ministers were ejected that year, in Warwickshire 34 were ejected, and 4 were temporally harassed).

A comma separator makes larger numbers more comprehensible, thus 1,256 and 144,000.

Dates should be written in the form: 20 December 1672. The day should be given as a plain numeral, and not followed by the superscripted ordinals 'st', 'rd' or 'th'.

The abbreviations for the eras BC and AD are written in small capitals. The abbreviation BC (before Christ) is placed after the numerals and AD (*anno domini*, 'in the year of our Lord') should be placed before the numerals. Thus, two examples would be 586 BC and AD 70.

Centuries should be written out in full e.g. 'twenty-first century' or 'the twenty first century'. Note that when a century is used as an adjective then it should be hyphenated but not otherwise. Decades, e.g. the 1920s, should be written *without* an apostrophe because they do not take the possessive case.

Unless the contrary is indicated, it is to be assumed that the date refers to the year beginning on 1 January. Double dates in 'Old Style' (Julian) and 'New Style' (Gregorian) should be given in the form: 11/22 July 1705.

Shorten dated periods where it is not ambiguous to do so and use the shortest text possible. However, do not elide numbers between 11 and 19, which must always be written in full (as they would be spoken). Periods of years should be given thus: 1611-13, 1732-54, 1743-9, and 1760-1820.

In footnotes the names of the first four and the last five months of the year may be abbreviated thus: Jan., Feb., Mar., Apr., Aug. Sept., Oct., Nov., Dec.

Names

The full name and title should be given at the first mention of a person in the text, after which all further mentions refer to that individual by her/his surname. The exception is for monarchs, rulers, and popes, who are referred to by their forename and number or distinguishing appellation, e.g. Henry VIII, Frederick the Wise, and Leo X.

Foreign Language Terminology (including Hebrew/Aramaic and Greek)

Translations of foreign terms should be given in the text in brackets after their first appearance.

Where Hebrew (or Aramaic) material is incorporated, it is usual to provide transliteration for the benefit of readers who do not know the script. If the nature of the work is such that knowledge of Hebrew/Aramaic is required to follow the argument, then transliteration is not expected.

In cases where Hebrew (or Aramaic) biblical text is included, the text should include vowel pointing and, usually, the accents of the Masoretic Text. In some cases, it will be appropriate to present only the consonantal text (e.g. epigraphic material).

Greek is not usually transliterated, unless there are particular reasons for doing so. In cases where Greek text is included, it should generally be accented.

For transliteration of Hebrew/Aramaic and Greek, the general-purpose style set out in section 5.1.2 of the second edition of the *SBL Handbook of Style*[1] should be followed. When typing Greek or Hebrew/Aramaic, students should use unicode fonts.[2]

Abbreviations

The main abbreviations which might be used are:

- *c.* (*circa*)
- ch. (chapter)
- ed., eds, edn (editor, editors, edition)
- *et al.* (*et alia*)
- f., ff. (following page or pages)
- fol., fols (folio, folios)
- MS and MSS (manuscript, manuscripts)
- r (recto)
- sig. (signature number)
- s.v. (*sub verbo*)
- trans. (translated by)
- v (verso)
- vol., vols (volume, volumes)

Note that often abbreviations are followed by a point: thus 'ed.', 'ch.', 'vol.'.

Contractions are created by omitting letters from the middle of a word and here no point is included: e.g. Dr (Doctor), St (Saint), eds (editors), edn (edition)

Capital letters

Capitals should be used sparingly. They ought to be used for:

- Proper names
- Institutions and Corporate bodies: thus 'Union Theological College was originally founded in 1853 and Merle d'Aubigné participated in the college's opening ceremony'.
- Use them for titles of individuals only when these are followed by the person's name: thus 'John Wilkins, bishop of Chester' and 'Bishop John Williams of Lincoln'; or 'King Henry VIII' and 'Henry VIII, king of England'; and 'Archbishop Thomas Cranmer' and 'the archbishop of Canterbury'.
- Capitals should also be used for the principal words in the titles of books and articles.

For the capitalisation of book titles, the general rule is that important words take a capital. You will not go far wrong if you use a capital for the following: nouns, adjectives, adverbs and most verbs. Note that the following

[1] Society of Biblical Literature, *The SBL Handbook of Style* (2nd edn, Atlanta, 2014).
[2] For further information about how to install and use Unicode fonts for Hebrew/Aramaic and Greek see the website of Tyndale House, Cambridge (https://tyndalehouse.com).

do not take a capital: conjunctions, prepositions, verbs expressing a state (esp. 'to be'), modal verbs (e.g. 'might', 'should', 'could'), pronouns, and the (in)definite article. The first letter of the first word of a title is always a capital.

Quotations

Quotations of more than three or four lines should be indented and set in a smaller font (11 or 10 point) and put in single-spaced lines. A blank line must be left both above and below each such quotation, so that it stands out clearly from the surrounding text. For this reason, it is not necessary to place such quotations between quotation marks.

All quotations must correspond exactly with the original in wording, spelling, capitalisation and interior punctuation. Any alterations, omissions or insertions must be clearly shown, using the following conventions.

Use square brackets [ ] to enclose interpolations or corrections within a quotation. These may be necessary for reasons of syntax or to clarify a name, date or place.

Where quotations have been shorted this should be shown by an ellipsis, which is represented as three spaced full-stops at the point where the omission has taken place, regardless of the length of the omission

(i.e. ...). There is no need to add square brackets around an ellipsis. Do not begin or end a quotation with an ellipsis, even if words have been omitted here.

All quotations must have a footnote reference giving the precise details of the source – for the correct format of citation for different types of source material, with examples, see the References section below.

References

References acknowledge the source of specific quotations or information, and to cite evidence in support of your analysis. This enables readers to turn to the evidence that they may wish to peruse or question. References should not be over-used. They should not be included simply for their own sake, and an excessive number will reduce the space available for presenting your analysis within the given word count. It is unnecessary to have a reference for every sentence, although it would be very unusual for a paragraph to have no references at all.

When referencing runs of pages these should be expressed as economically as possible through the elision of numbers: e.g. 16-19, 20-1, 42-6, 100-4, 210-15, 327-9. Note the exception of numbers in the 'teens', so 111-13 and not 111-3.

References should take the form of footnotes (placed at the bottom of the page) and are separate from the bibliography.

Footnotes

With respect to footnotes, please note the following:

- The superscripted footnote markers should come after punctuation, and usually at the end of sentences after the full stop e.g. it should look like 'this'.[17] and not like 'this'[18].
- In a dissertation the footnote numbers may be in one sequence throughout or may recommence from '[1]' at the start of each chapter
- The text of footnotes should be in single spacing using a scholarly font in 10-point type
- The text of a footnote must end with a full stop
- If a footnote reference contains more than one item, these should be distinguished from one another by placing a semi-colon after each one, and with a full stop at the end of the whole footnote
- If there is a number of references in a footnote attached to a quotation it is understood that the first item cited is the source of the quotation. Thereafter, or if there was not a quotation, items should be listed *either* in the alphabetical order by authors' surnames *or* by the date of publication or of the document
- Footnotes can also be used to clarify or comment upon a point in your discussion, when doing so in the text would disrupt the flow and effectiveness of your argument
- Footnotes are normally included in the word limit for an assignment, but, if they are not, footnotes cannot be used to circumvent a set word limit. In such cases, tutors are not obliged to consider these as a part of the essay.

Short Titles

Subsequent references to the same source may be presented as a 'short title', so long as certain minimum information is retained and clarity is not sacrificed. The author is normally referred to by surname only, and the title is shortened to a few key words, provided that there is no ambiguity with other works by the same author.

Where a reference is identical with the one immediately previous except for the page numbers being cited, the abbreviation '*Ibid.*' (an abbreviation of *Ibidem*, meaning 'in the same place') may be used instead of the short title of the book or article concerned. However, do note that with the short title format it may be best to use the shortened title. This is particularly the case because when text is cut and pasted a footnote including an '*ibid.*' can result in the wrong text being cited. Examples of short titles are included in some of the worked examples below.

Bibliography

This consists of a list of all the sources, both primary and secondary, that you have consulted during your research. You must append a bibliography at the end of your assignment. The bibliography is a list of the primary and secondary sources which you have actually consulted in the course of your work. Do not include items which you have only seen indirectly by a mention or quotation in another work. However, you should include all of the items that you have consulted, even if you did not find some of them sufficiently helpful that you wish to refer to them in the text or footnotes. The bibliography provides you with the opportunity to

display the comprehensiveness of your research, and has the advantage of not being included in the word limit.

If there are any primary sources, these should be listed first. Secondary works should be arranged as a single list, in alphabetical order by authors' surnames. Where there is more than one publication by the same author, they should be listed by their title. An extended dash or a similar device may be used instead of repeating an author's name for subsequent works by the same author in the bibliography. In such cases the works should be arranged chronologically by date of publication; works by an author alone precede those written jointly with others.

Specific Guidance and Examples for Footnotes and Bibliography

1. Books

The following material should be included:

- Name(s) of author(s), with initials (generally the full set, not just the first initial)
- *Title of work*, including *sub-title*, in italics (note no inverted commas)
- Volume number (not in italics) and volume title (in italic) - if relevant
- Place, edition (only if it is not the first edition) and year of publication, within brackets and separated by commas (do not give the name of the publisher; place of publication is always a town/city, not a county or country)
- Page(s) referred to – if relevant (they are not needed if you are referring to the whole work)

Where a Book Has One Author

Footnotes

e.g.

Arthur Burns, *The Diocesan Revival in the Church of England c. 1820-1880* (Oxford, 1999), 24-7.

For subsequent references use short title form

e.g.

Burns, *Diocesan Revival*, 28-9.

Bibliography

e.g.

Burns, Arthur, *The Diocesan Revival in the Church of England c. 1820-1880* (Oxford, 1999).

Note that no page numbers are included in this type of bibliographical entry.

Where a Book is Co-Authored, or Has More Than One Volume

Footnotes

e.g.

K.D.M. Snell and Paul S. Ell, *Rival Jerusalems: The Geography of Victorian Religion*, 2 vols (Cambridge, 2001), i.25.

For subsequent references use the short title form

e.g.

Snell and Ell, *Rival Jerusalems*, ii.15.

Bibliography

e.g.

Snell, K.D.M., and Ell, Paul S., *Rival Jerusalems: The Geography of Victorian Religion*, 2 vols (Cambridge, 2001).

Where a Book is an Edited Collection

Footnotes

e.g.

David V.N. Bagchi and David C. Steinmetz (eds), *The Cambridge Companion to Reformation Theology* (Cambridge, 2004).

Bibliography

e.g.

Nimmo, Paul T., Fergusson, David A.S. (eds), *The Cambridge Companion to Reformed Theology* (Cambridge, 2016).

Where a Book is From a Multivolume Set of Works

When referring to a multi-volume single work, it is a good idea to give the volume number as a lower-case roman numeral. This helps to prevent confusion with page references.

Footnotes

e.g.

John Owen, *The Works of John Owen*, ed. W.H. Goold, 23 vols (Edinburgh, 1850-55), viii.89.

Where a Chapter is From an Edited Collection

Footnotes

e.g.

Nicholas Tyacke, 'Puritanism, Arminianism, and Counter-Revolution', in C. Russell (ed.), *The Origins of the English Civil War* (London, 1973), 119-43.

R. Arthur Burns, 'A Hanoverian legacy? Diocesan Reform in the Church of England, c. 1800-1833', in John Walsh, Colin Haydon and Stephen Taylor (eds), *The Church of England c. 1689-1833: From Toleration to Tractarianism* (Cambridge, 1990), 120.

Raymond Gillespie, 'The Presbyterian Revolution in Ulster, 1600-1690', in W.J. Sheils and Diana Wood (eds), *The Churches, Ireland and the Irish*, Studies in Church History (Oxford, 1989), 160.

Bibliography

e.g.

Muller, Richard A., 'Reformed Confession and Catechisms', in T.A. Hart (ed.), *The Dictionary of Historical Theology* (Carlisle, 2000), 466-85.

Parsons, Gerald, 'Victorian Britain's Other Establishment: The Transformations of Scottish Presbyterianism', in Gerald Parsons and John Wolffe (eds), *Religion in Victorian Britain*, 5 vols (Manchester, 1988-97), i.117-45.

Note that the page numbers of the chapter ought to be included in the bibliographical entry.

Where a Book is a Translated Work

Footnotes

e.g.

Franciscus Junius, *A Treatise on True Theology: With the Life of Franciscus Junius*, trans. David C. Noe (Grand Rapids, 2014).

Herman Bavinck, *Saved by Grace: The Holy Spirit's Work in Calling and Regeneration*, ed. J.M. Beach and trans. N.D. Kloosterman (Grand Rapids, 2008).

Bibliography

e.g.

Witsius, Herman, *The Economy of the Covenants Between God and Man: Comprehending a Complete Body of Divinity*, ed. and trans. William Crookshank (London, 1822).

Where a Book is an Edition of a Text or Source

These may or may not have an original author as well as an editor. The key point is that in these cases the editor follows the title, not precedes it as in the case of an editor of a collection of essays. Note that in this case no brackets are used with 'ed.' or 'eds'.

Footnotes

e.g.

The Diary of Ralph Josselin, 1616-1683, ed. Alan Macfarlane, Records of Social and Economic History (Oxford, 1976), 61.

The Minutes and Papers of the Westminster Assembly, 1643-1652, ed. Chad van Dixhoorn, 5 vols (Oxford, 2012), iv.165.

Bibliography

e.g.

The Diary of Ralph Josselin, 1616-1683, ed. Alan Macfarlane, Records of Social and Economic History (Oxford, 1976).

The Minutes and Papers of the Westminster Assembly, 1643-1652, ed. Chad van Dixhoorn, 5 vols (Oxford, 2012).

When Citing an Edition Later Than the First Edition

It is not necessary to identify first editions but subsequent editions should be referenced to include this publication information. This may refer to the edition number, such as 2nd edn, or be more descriptive (rev. edn, rev. and enl. edn).

Footnotes

e.g.

Emanuel Tov, *Textual criticism of the Hebrew Bible* (rev. and enl. 4th edn, Minneapolis, 2022).

Edward Adams, *The Earliest Christian Meeting Places: Almost Exclusively Houses?* (rev. edn, London, 2016)

Thomas R. Schreiner, *Paul, Apostle of God's Glory in Christ: A Pauline Theology* (2nd edn, Downers Grove, 2020).

For subsequent references use the short title form:

e.g.

Tov, *Textual Criticism of the Hebrew Bible*, 21.

Adams, *The Earliest Christian Meeting Places*, 30-3.

Schreiner, *Paul, Apostle of God's Glory in Christ*, 112-13.

Bibliography

e.g.

Tov, Emanuel, *Textual Criticism of the Hebrew Bible* (rev. and enl. 4th edn, Minneapolis, 2022).

Adams, Edward, *The Earliest Christian Meeting Places: Almost Exclusively Houses?* (rev. edn, London, 2016)

Schreiner, Thomas R., *Paul, Apostle of God's Glory in Christ: A Pauline Theology* (2nd edn, Downers Grove, 2020).

2. Journal Articles

When the title of a journal starts with the definite article, this is not reproduced. So *Westminster Theological Journal*, not *The Westminster Theological Journal*.
You may also give standard abbreviations for journals to which you will be referring frequently in the text or notes. These abbreviations should be listed on a page at the beginning of the submission, which as stated above does not count toward the word limit. Examples are EHR (*English Historical Review*) and WTJ (*Westminster Theological Journal*).

Double inverted commas are reserved for quotation marks within the title.

Footnotes

e.g.
R. G. Davies, 'Thomas Arundel as Archbishop of Canterbury 1396-1414', *Journal of Ecclesiastical History*, 24, no. 1 (1973), 9-21.

John T. Gilchrist, 'The Papacy and the Wars against the "Saracens", 795-1216', *International History Review*, 10 (1988), 174-97.

For subsequent references use the short title form:

e.g.
Davies, 'Thomas Arundel', 11.

Gilchrist, 'The Papacy', 20.

Bibliography

In the bibliography it is usual to give full page references for articles in journals or collections of essays

e.g.
Wells, Ronald A., 'A Transatlantic Analysis of Irish and American Presbyterianism in the 1920s and 1930s', *Journal of Presbyterian History*, 77 (1999), 45-57.

Polizotto, Carolyn, 'The Campaign Against *the Humble Proposals* of 1652', *Journal of Ecclesiastical History*, 38 (1987), 569-81.

Dolezal, James E., 'A Practical Scholasticism? Edward Leigh's Theological Method', *Westminster Theological Journal*, 71 (2009), 337-54.

3. Referencing Other Material

Books of the Bible

Books of the Bible are not italicised. Abbreviations (including for books of the Apocrypha) may be found in the *New Oxford Style Manual*.[3] Where relevant, references include book name, chapter number, colon, line number e.g. '1 Thess. 1:4, 6; 2:6'.

Biblical references should be placed in brackets within the body text rather than in footnotes, e.g.

…as John makes clear in the introduction to his gospel (John 1:1).

Well-Known Primary Texts

Citations from well-known primary texts, of which various editions exist, should give both the book/chapter number, etc. of the text or other relevant information. For such internal citations well-known abbreviations may be used, e.g. *Inst.* for Calvin's *Institutes of the Christian Religion* or *Comm.* for Calvin's commentaries. Here in-text citations may also be used. The Bibliography should include the details of the edition which has been used.

Footnote

e.g.
Bede, *Historia Ecclesiastica*, iii.25.

Augustine, *De Trinitate*, 3.4.

Aquinas, *Summa Theologica*, 1a 1.9

Calvin, *Inst.* 1.2.12.

Calvin, *Comm. Jer.* 1.10

In-text citation

e.g.
(*Inst.* 1.3.1)
(*ST* 1a2æ 68.3 ad. 2)

Bibliography

e.g.
Bede, *Historia Ecclesiastica: Baeda Opera Historica*, ed. C. Plummer, 2 vols (Oxford, 1896).

[3] A list of these abbreviations (including the Apocrypha) may be found in *New Oxford Style Manual*, 148-9.

Augustine, *The Trinity, De Trinitate*, ed. John E. Rotelle and trans. Edmund Hill (2nd edn, Hyde Park, 2012).

Calvin, John, *Institutes of the Christian Religion*, ed. John T. McNeill and trans. Ford Lewis Battles, 2 vols. (Philadelphica, 1960).

Aquinas, Thomas, *Summa Theologica*, eds Dominican Fathers of the English Province, 60 vols (Cambridge 1964-76).

Well-Known Confessional Documents

Citations from well-known confessional or catechetical document, of which various editions exist, should give both the chapter and paragraph number or the question and answer number. Here in-text citations may also be used. The Bibliography should include the details of the edition which has been used.

Footnote

e.g.
Westminster Larger Catechism, Q&A 9.

In-text citation

e.g.
(WCF 19.1)
(WSC Q&A 2)

Bibliography

e.g.
Westminster Larger Catechism, ed. J.R. Bower, Principal Documents of the Westminster Assembly (Grand Rapids, 2010).

Early Printed Texts with Long Titles

Citations from early printed books (say before 1800) present some special difficulties. The full titles are often very long, and may need to be silently abbreviated without truncating them unduly. You should follow the contemporary spelling, except that the usage of 'u', 'v', 'i' and 'j' may be standardised according to modern conventions. The contemporary punctuation should also be followed as far as possible.

Book Reviews

These follow a similar form to journal articles

e.g.
Adrian Armstrong [review], 'Sharon Kettering, *Patronage in Sixteenth- and Seventeenth-Century France* (Aldershot, 2002)', *Sixteenth-Century Journal*, 34, no.4 (2003), 1117-18.

Quotations from Unseen Sources

To reference a quote from a primary or secondary source within another book or article, you adopt a similar form to book citation, giving as full references for both works as possible.
Footnote
e.g.

> John Owen, unpublished sermons from 1673, Dr Williams's Library, NCL, MSL6/2, unpaginated, quoted in Crawford Gribben, *John Owen and English Puritanism: Experiences of Defeat*, Oxford Studies in Historical Theology (New York, 2016), 251.

Original Manuscript Sources and Archival Records

This may be a consideration in PGT dissertations. In manuscript references, it is important to describe the location of the manuscript physically if it is in an archive, and to give the reader as much help as possible in locating the place in the manuscript(s) where a quote is found.

Document descriptions vary greatly according to the period and type of the document, but you should at least indicate the authorship and nature of the document, its title (if any) and the recipient if it is a letter or despatch.

In the bibliography these should be listed under each library or other repository, arranged alphabetically and with the location clearly given in each case.

The first full reference should give the following information:

- Author of the document (and, if it is a letter, the recipient)
- Title or description of the document (not necessary if it is a private letter)
- Date of the document (so far as it is known)
- Location of the document – the archive holding it
- Document collection and archive reference
- Manuscripts are cited by folio (fol.) number and 'r' (for recto) or v (for verso)

Online Material

Where a resource exists in both hardcopy and electronic form (e.g. many e-books, journal accessible via Jstor, collections such as Early English Books Online), you may cite the reference as if you had used the original printed book or journal according to the relevant sections above.

In other cases, where the material only exists in this form online, the references follow the same principles as those for hardcopy items, e.g. titles of websites are in italics, but not the titles of sections within them or of any otherwise unpublished documents which they contain. Online primary sources follow the same format.

You should include as many of the following as are available:

- Name(s) of the author(s), if known, or of the organisation which owns the website

- Title of website, and where appropriate of the sub-section or page (do not merely cut and paste the entire hyperlink; it makes no sense to the reader and fills up your footnotes and bibliography with unintelligible text)
- Date of publication, creation or posting (if available)
- And, most importantly, the date on which you consulted the website, in square brackets

e.g.
Scott Swain and Matthew Barrett [podcast], 'Should We Interpret the Bible Theologically?' (8 October 2018), *Credo Magazine*, https://credomag.com/2018/ [accessed 11 September 2019].

'William Laud (CCEd Person ID 2801)', *The Clergy of the Church of England Database 1540–1835*, http://www.theclergydatabase.org.uk [accessed 11 February 2019].

Ethnographic Material

For guidance on how to reference sources such as interviews, focus groups or questionnaires, consult your supervisor.

Ephemeral Material

For guidance on how to reference sources such as advertisements, publicity leaflets, films, television programmes, musical scores and photographs, consult your supervisor.

Generative AI tools

Before using generative AI tools (such as Large Language Models like ChatGPT), you should ensure that:

- you know whether or not it is permitted for that particular assignment; and
- you understand the limitations and significant risks of using generative AI.

A **full disclosure** of any content produced by Generative AI should always be acknowledged in your work. However, there are two reasons which this tool should not be included in your bibliography:

- An AI tool cannot be classed as an author – it cannot take responsibility for its work, nor does it generate original ideas but simply reproduces ideas found elsewhere.
- A primary function of a bibliography is to enable a reader to refer to the original sources and this is not possible with AI generated content since content generated by AI is non-recoverable.

This **acknowledgement** should include the following information:

- name and version of the generative AI system used (e.g. ChatGPT-3.5);
- the company providing the AI system (e.g. OpenAI);
- brief description of how the tool was used (e.g. the prompt); and
- the date of use.

Footnote

e.g.
Output from ChatGPT-3.5, OpenAI. Prompt: 'What was Theodosius best known for?' [16 January 2024].