



**THE SAIACS STYLE GUIDE**

**FOR**

**RESEARCH AND WRITING**

2020-2021

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## INTRODUCTION

This SAIACS Style Guide (SSG) is intended to serve as a general guide for research papers and dissertations that are integral to the academic programmes offered by SAIACS. The primary objective is to maintain consistency in all academic work produced at SAIACS. Regulations include margins, spacing, fonts, footnotes and bibliography.

The SAIACS Style Guide adapts *The Chicago Manual of Style*, 17<sup>th</sup> edition (CMS) for footnoting and bibliography. SAIACS uses CMS and the *Society of Biblical Literature Style*, 2<sup>nd</sup> edition (SBL) as a guide for abbreviations (see Appendix 3). SAIACS differs from both when it comes to page layout and assignment format.

The first part of the SAIACS Style Guide provides examples of most common types of footnotes and bibliography. Citation examples that are not covered in the SSG can be referred to directly from the *Chicago Manual of Style* found in the Reference section of the SAIACS Library. Alternatively, you can use the “Purdue OWL” website as a quick reference: <https://owl.english.purdue.edu/owl/resource/717/01/>.

The second part of the SAIACS Style Guide provides general guidelines for typesetting and page format. These are to be followed for the presentation of any assignment or thesis.

The SAIACS Style Guide may be updated as and when necessary, during the academic year. We are grateful to Dr. Ernest Clarke, Dr. Nigel Ajay Kumar, and Dr. Havilah Dharamraj for revising and updating this Style Guide.

G John Daniel, PhD

Academic Dean

June 2020

# CITATION GUIDE FOR FOOTNOTES AND BIBLIOGRAPHY

## Based on Chicago Manual of Style (CMS) 17

### 1. INTRODUCTION TO NOTES AND BIBLIOGRAPHIES

*The Chicago Manual of Style (CMS)*<sup>1</sup> is an extensive writing and citation format guide for writers, editors and publishers. At SAIACS we will be using the *Chicago Manual of Style* for the Note-Bibliography citation format only.<sup>2</sup> Several guides offer helpful summaries and charts for the *CMS* format. Below we adapt examples and descriptions from *CMS* and the OWL Purdue website<sup>3</sup> to offer a quick-reference to some of the most common citation scenarios that students will face. We urge students to familiarize themselves with these examples below, but also know that for exceptions, a careful look at the unabridged *CMS*—which is found in the reference section of the library—will also be needed.

### 2. POINTS TO CONSIDER WHEN USING NOTES AND BIBLIOGRAPHIES

The following is a short list of points to remember when using notes and bibliographies. This list is not exhaustive.

- (i) The first footnote for each source cited should include *all* the relevant information about the source: author's full name, source title, and facts of publication. If you cite the same source again, the subsequent footnote only needs to include the surname of the author, a shortened form of the title (that should be able to clearly identify the title), and the page number(s). For example:

#### **As Footnote (N)**

<sup>1</sup> William J. Novak, "The Myth of the 'Weak' American State," *American Historical Review* 113 (June 2008): 758, <https://doi.org/10.1086/ahr.113.3.752>.

<sup>2</sup> Novak, "Myth," 770.

#### **As Bibliography (B)**

Novak, William J. "The Myth of the 'Weak' American State." *American Historical*

---

<sup>1</sup> *The Chicago Manual of Style*, 17th ed. (Chicago: University of Chicago Press, 2017), <https://doi.org/10.7208/cmos17>. Henceforth, *CMS*.

<sup>2</sup> There are two citation formats in *CMS*: Author-Date format, that uses in-text citations like MLA and APA; and the Notes-Bibliography (NB) format, that uses footnotes and bibliographies. At SAIACS we use the Note-Bibliography (NB) system.

<sup>3</sup> "Chicago Manual of Style 17th Edition," *Purdue Online Writing Lab*, accessed May 18, 2018, <https://owl.english.purdue.edu/owl/resource/717/01/>.

*Review* 113 (June 2008): 752-753. <https://doi.org/10.1086/ahr.113.3.752>.

- (ii) Sometimes journals (and other sources) provide Roman numerals for volume numbers. These must be converted to Arabic numbers: XXXV becomes 35.
- (iii) Footnotes must not use *ibid/ibidem*, *et al* or any other Latin notations. Instead of *ibidem*, use the abbreviated footnote style. Instead of *et al* use “and others.”
- (iv) In the Note-Bibliography system, the bibliography must be provided alphabetically, and must be placed at the end of the work. Bibliographies should include all sources cited within the work but may also include other relevant sources that were not explicitly cited but was still part of the research process.
- (v) For longer Bibliographies, SAIACS recommends presenting the bibliographic entries to be included in groups like “books,” “articles,” “websites,” and so forth. For shorter bibliographies, an integrated bibliography is sufficient.
- (vi) In cases where edition numbers are being used, like 2<sup>nd</sup> or 3<sup>rd</sup> (or 2nd or 3rd) either 2nd or 2<sup>nd</sup> (note the superscript) are appropriate as long as you are consistent.
- (vii) In cases where the author’s name is repeated in a bibliography, *CMS* recommends that we simply repeat the name of the author again.<sup>4</sup> For example:  
Squire, Larry R. “The Hippocampus and the Neuropsychology of Memory.” In  
*Neurobiology of the Hippocampus*, edited by W. Seifert, 491-511. New York:  
Oxford University Press, 1983.  
Squire, Larry R. *Memory and Brain*. New York: Oxford University Press, 1987.
- (viii) If no author or editor is listed, the title or keyword by which the reader would search for the source may be used at the start of the bibliographical entry.
- (ix) *CMS* recommends “headline style” for titles of books and articles, in which all major words are capitalized. This is different from “sentence style” where only the first word and other proper nouns are capitalized.

Please note that this resource provides basic information regarding bibliography format. For more information about Selected Bibliographies, Annotated Bibliographies, and Bibliographic

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<sup>4</sup> *CMS* 14.67 states that authors should avoid using 3-em dashes because computer sorting of bibliographies do not recognize the 3-em dash, and also some details could be missed.

Essays, please consult Chapter 14 and 15 of *The Chicago Manual of Style*.

### 3. BOOKS

The following are the general guides for citing books using *CMS*.

#### 3.1 Single Author

##### N (Footnote):

<sup>1</sup> Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 316.

<sup>2</sup> William Faulkner, *Absalom, Absalom!* (New York: Vintage Books, 1990), 121.

<sup>3</sup> Smith, *Swing Time*, 317.

<sup>4</sup> Faulkner, *Absalom, Absalom!*, 122.

##### B (Bibliography):

Faulkner, William. *Absalom, Absalom!* New York: Vintage Books, 1990.<sup>5</sup>

Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

#### 3.2 Two or Three Authors

##### N:

<sup>2</sup> Scott Lash and John Urry, *Economies of Signs & Space* (London: SAGE Publications, 1994), 241-251.

<sup>3</sup> Lash and Urry, *Economies of Signs & Space*, 242.

<sup>4</sup> Randolph Quirk, Sidney Greenbaum and Jan Svartik, *A Comprehensive Grammar of the English Language* (London: Longman, 1985), 23-24.

<sup>5</sup> Quirk, Greenbaum and Svartik, *Comprehensive Grammar*, 67.

##### B:

Lash, Scott and John Urry. *Economies of Signs & Space*. London: SAGE Publications, 1994.

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

#### 3.3 More than Three Authors

*CMS* states that for works authored or edited by between four to 10 people, the bibliography will include all the names. However, in the footnote, only the first author will be included followed by “and others.”<sup>6</sup> For example:

##### N:

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<sup>5</sup> *CMS* 14.96 states, that when titles have exclamation marks or question marks, any punctuation other than the full-stop, is still required in footnotes and bibliographies.

<sup>6</sup> Usually, *et al* is proposed for Chicago (*CMS* 15.29), however SAIACS recommends avoiding the use of Latin phrases, so “and others” will suffice.



<sup>4</sup> Jeri A. Sechzer and others, eds., *Women and Mental Health* (Baltimore: Johns Hopkins University Press, 1996), 243.

<sup>5</sup> Sechzer and others, *Women and Mental Health*, 244.

**B:**

Sechzer, Jeri A., S. M. Pfaffilin, F. L. Denmark, A. Griffin and S. J. Blumenthal, eds. *Women and Mental Health*. Baltimore: Johns Hopkins University Press, 1996.

### 3.4 Corporate Author

**N:**

<sup>8</sup> American Library Association, Young Adult Services Division, Services Statement Development Committee, *Directions for Library Service to Young Adults* (Chicago: American Library Association, 1978), 6.

<sup>18</sup> American Library Association, *Directions for Library Service*, 20.

**B:**

American Library Association, Young Adult Services Division, Services Statement Development Committee. *Directions for Library Service to Young Adults*. Chicago: American Library Association, 1978.

### 3.5 Books with No Listed Author

When the author is unknown, then the work is listed by the name/s of the editor/compiler/translator/name of institution. If a book is listed as by “Anonymous”, then the word “Anonymous” will be used in the place of the author’s name in citation and bibliographies. If no editor/compiler/translator or name of institution is mentioned, nor “Anonymous”, then the work is listed in the bibliography alphabetically according to the Title (the initial article will be ignored for alphabetization).<sup>7</sup>

**N:**

<sup>3</sup> Glenn Young, ed., *The Best American Short Plays, 2002–2003* (New York: Applause, 2007), 94.

<sup>4</sup> Theodore Silverstein, trans., *Sir Gawain and the Green Knight* (Chicago: University of Chicago Press, 1974), 34.

<sup>5</sup> Young, *Best American Short Plays*, 97-98.

<sup>6</sup> *The American Heritage Dictionary of the English Language*, 4<sup>th</sup> ed. (Boston: Houghton Mifflin, 2000), 35.

<sup>7</sup> *American Heritage Dictionary*, 36.

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<sup>7</sup> See CMS 14.79. Here, CMS notes that if the work’s author is known (or guessed), but not stated in the title page, then the name can be included in the title within [brackets]. For example: [Samuel Horsley], *On the Prosodies of the Greek and Latin Languages* (London, 1796). If you are uncertain, then: [James Hawkes?], *A Retrospect of the Boston Tea-Party, with a Memoir of George R. T. Hewes*, by a Citizen of New-York (New-York, 1834).

**B:**

*The American Heritage Dictionary of the English Language*. 4<sup>th</sup> ed. Boston: Houghton Mifflin, 2000.

Silverstein, Theodore, trans. *Sir Gawain and the Green Knight*. Chicago: University of Chicago Press, 1974.

Young, Glenn, ed. *The Best American Short Plays, 2002–2003*. New York: Applause, 2007.

### **3.6 Book with Author and Editor/Translator**

**N:**

<sup>4</sup> Edward B. Tylor, *Researches into the Early Development of Mankind and the Development of Civilization*, ed. Paul Bohannon (Chicago: University of Chicago Press, 1964), 194.

<sup>5</sup> Julio Cortázar, *Hopscotch*, trans. Gregory Rabassa (New York: Pantheon Books, 1966), 165.

<sup>6</sup> Rigoberta Menchu, *Crossing Borders*, trans. and ed. Ann Wright (New York: Verso, 1999), 43.

<sup>7</sup> Menchu, *Crossing Borders*, 44.

<sup>8</sup> Tylor, *Researches into the Early Development*, 195.

**B:**

Cortázar, Julio. *Hopscotch*. Translated by Gregory Rabassa. New York: Pantheon Books, 1966.

Menchu, Rigoberta. *Crossing Borders*. Translated and edited by Ann Wright. New York: Verso, 1999.

Tylor, Edward B. *Researches into the Early Development of Mankind and the Development of Civilization*. Edited by Paul Bohannon. Chicago: University of Chicago Press, 1964.

### **3.7 Books with Volume Number**

Citing multivolume<sup>8</sup> works depend on whether you are citing one volume or an entire set.

#### **3.7.1 Single Work from the Multi-volume with same title**

When citing a single work from a multi-volume series that has the same title across, the succeeding short-title reference will have page numbers along with the volume number.

**N:**

<sup>12</sup> Muriel St. Clare Byrne, ed., *The Lisle Letters* (Chicago: University of Chicago Press, 1981), 4:243.

<sup>13</sup> Blanche Weisen Cook, *Eleanor Roosevelt* (New York: Viking, 1992), 1:52.

<sup>14</sup> Cook, *Eleanor Roosevelt*, 1:53.

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<sup>8</sup> See CMS 14.116 to 14.122.

<sup>15</sup> Byrne, *The Lisle Letters*, 4:244.

**B (when pointing to use only one volume of a series):**

Byrne, Muriel St. Clare, ed. *The Lisle Letters*. Vol. 4. Chicago: University of Chicago Press, 1981.

Cook, Blanche Weisen. *Eleanor Roosevelt*. Vol. 1. New York: Viking, 1992-1999.

### 3.7.2 A Titled Volume in a Multi-volume Work

When citing a single work from a multi-volume series that has a different title for each of its volumes, the succeeding short-title reference will use the unique volume title, but also mention the volume number alongside the page number.

**N:**

<sup>11</sup> David J. Clines, *Job 1-20*, WBC, vol. 17 (Dallas, TX: Word, 1989), 45-47.

<sup>12</sup> Clines, *Job 1-20*, 17:48.

<sup>13</sup> Vernon Louis Parrington, *Main Currents in American Thought*, vol. 2, *The Romantic Revolution in America: 1800-1860*, (New York: Harcourt, 1927), 56.

<sup>14</sup> Parrington, *Main Currents*, 2:57.

<sup>15</sup> Winston S. Churchill, *A History of the English-Speaking Peoples*, vol. 1, *The Birth of Britain* (New York: Dodd, Mead, 1956), 88.

<sup>16</sup> Churchill, *History of the English-Speaking Peoples*, 1:89.

**B (when pointing to use only one volume of a series):**

Churchill, Winston S. *A History of the English-Speaking Peoples*. Vol. 1, *The Birth of Britain*. New York: Dodd, Mead, 1956.

Clines, David J. *Job 1-20*. WBC. Vol. 17. Dallas, TX.: Word, 1989.

Parrington, Vernon Louis. *Main Currents in American Thought*. Vol. 2, *The Romantic Revolution in America: 1800-1860*. New York: Harcourt, 1927.

### 3.7.3 Referring to the Entire Multi-volume Set

Usually, a researcher will only cite a specific volume in the text of their research. However, in case you have referred to the entire set in your research, then the bibliography should point to the entire set. Note that in cases when the volumes are published over several years, the entire range of years must be noted.

**B (when pointing to use of the entire volume series):**

Aristotle. *Complete Works of Aristotle: The Revised Oxford Translation*. Edited by J. Barnes. 2 vols. Bollingen Series. Princeton, NJ: Princeton University Press, 1983.

James, Henry. *The Complete Tales of Henry James*. Edited by Leon Edel. 12 vols. London: Rupert Hart-Davis, 1962-1964.

Parrington, Vernon Louis. *Main Currents in American Thought*. 3 vols. New York: Harcourt, 1929.

**3.8 Book with Edition, other than the First**

**N:**

<sup>8</sup> Danuto Bukatko and Marvin A. Daehler, *Child Development: A Thematic Approach*, 5<sup>th</sup> ed. (Boston: Houghton Mifflin, 2004), 78.

<sup>9</sup> Bukatko and Daehler, *Child Development*, 79.

<sup>10</sup> A. Paget Wilkes, *The Dynamic of Redemption*, 2<sup>nd</sup> ed. (London: Japan Evangelistic Band, 1928), 80.

<sup>11</sup> Wilkes, *The Dynamic of Redemption*, 7.

<sup>12</sup> Joseph Blenkinsopp, *A History of Prophecy in Israel*, 2<sup>nd</sup> ed. (Louisville, Ky.: Westminster John Knox, 1996), 56.

<sup>13</sup> Blenkinsopp, *A History of Prophecy*, 108.

**B:**

Blenkinsopp, Joseph. *A History of Prophecy in Israel*. 2<sup>nd</sup> ed. Louisville, Ky.: Westminster John Knox, 1996.

Bukatko, Danuta and Marvin A. Daehler. *Child Development: A Thematic Approach*. 5<sup>th</sup> ed. Boston: Houghton Mifflin, 2004.

Wilkes, A. Paget. *The Dynamic of Redemption*. 2<sup>nd</sup> ed. London: Japan Evangelistic Band, 1928.

**3.9 Reprints**

**N:**

<sup>18</sup> F. Scott Fitzgerald, *The Great Gatsby* (New York: Scribner, 1925; repr. New York: Collier Books, 1992), 167.

<sup>19</sup> Matthew J. Brucoli, "Preface," in Fitzgerald, *The Great Gatsby*, ix.

<sup>20</sup> Brucoli, "Preface," in Fitzgerald, *The Great Gatsby*, x.

**B:**

Fitzgerald, F. Scott. *The Great Gatsby*. New York: Scribner, 1925. Reprinted with preface and notes by Matthew J. Brucoli. New York: Collier Books, 1992.

### 3.10 Translated Work

**N:**

<sup>32</sup> Homer, *The Iliad*, trans. W.H. Rouse (New York: New American Library, 1950), 339-340.

<sup>33</sup> Homer, *The Iliad*, 89.

**B:**

Homer. *The Iliad*. Trans. W.H. Rouse. New York: New American Library, 1950.

### 3.11 A Translated Work with Full History

**N:**

<sup>40</sup> Julius Wellhausen, *Prolegomena to the History of Ancient Israel*, trans. J. Sutherland Black and Allan Menzies (Edinburgh: Adam and Charles Black, 1885); trans. of *Prolegomena zur Geschichte Israels*, 2<sup>nd</sup> ed. (Berlin: Reimer, 1883), 34.

<sup>41</sup> Wellhausen, *Prolegomena*, 56.

**B:**

Wellhausen, Julius. *Prolegomena to the History of Ancient Israel*. Trans. J. Sutherland Black and Allan Menzies. Edinburgh: Adam and Charles Black, 1885. Trans. of *Prolegomena zur Geschichte Israels*. 2<sup>nd</sup> ed. Berlin: Reimer, 1883.

### 3.12 A Book in a Series

**N:**

<sup>3</sup> Augustine Pagolu, *The Religion of the Patriarchs*, JSOTSS 277 (Sheffield: Sheffield Academic Press, 1998), 4.

<sup>30</sup> Pagolu, *Religion of the Patriarchs*, 34.

**B:**

Pagolu, Augustine. *The Religion of the Patriarchs*. JSOTSS 277. Sheffield: Sheffield Academic Press, 1998.

### 3.13 Electronic Books (e-books) and Books Consulted Online

Electronic books are cited exactly as their print counterparts with the addition of a media marker at the end of the citation: Kindle, PDF e-book, iBooks, Google Books, CD-ROM, and so forth.

Books consulted online are also cited exactly as their print counterparts with the addition of a doi (digital object identifier) or url at the end of the citation.

Stable page numbers are not always available in electronic formats; therefore, you may, include the number of chapter, section, or other easily recognizable locators.

#### **N:**

<sup>1</sup> Hal Hellman, *Great Feuds in Science: Ten of the Liveliest Disputes Ever* (New York: John Wiley, 1998), 52, Net Library.

<sup>2</sup> Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle.

<sup>3</sup> Hellman, *Great Feuds in Science*, 52.

<sup>4</sup> Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), accessed February 28, 2010, <http://press-pubs.uchicago.edu/founders/>.

<sup>5</sup> Austen, *Pride and Prejudice*.

<sup>6</sup> Kurland and Lerner, *Founder's Constitution*, chap. 10, doc. 19.

<sup>7</sup> Adam Begley, *Updike* (New York: Harper, 2014), chap. 2, iBooks.

<sup>8</sup> Begley, *Updike*, chap. 9.

#### **B:**

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle.

Begley, Adam. *Updike*. New York: Harper, 2014. iBooks.

Hellman, Hal. *Great Feuds in Science: Ten of the Liveliest Disputes Ever*. New York: John Wiley, 1998. Net Library.

Kurland, Philip B. and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. Accessed February 28, 2010. <http://press-pubs.uchicago.edu/founders/>.

Lemon, Rebecca, Emma Mason, Johnathan Roberts, and Christopher Rowland, ed. *The Blackwell Companion to the Bible in English Literature*. West Sussex: Wiley-Blackwell, 2009. PDF e-book.

### **3.14 Google books**

CMS 17 suggests that Google books be treated as an online source for books.<sup>9</sup> If you do need to cite Google books, then use the Google books url with the book-id identifier. See below:

Original web address for Bill Hybels and Mark Mittelberg, *Becoming a Contagious Christian* (with the book id highlighted in bold):

---

<sup>9</sup> CMS assumes that the full access of the book is given (CMS 14.162). While there no official policy against the use of Google books when only limited views are available, the students are cautioned that if they use a part of a Google book, the students are fully liable if they misinterpret the context or content of the book.

[https://books.google.co.in/books?id=jU8ZwhkJXbYC&printsec=frontcover&dq=Bill+Hybels+and+Mark+Mittelberg,+Becoming+a+Contagious+Christian&hl=en&sa=X&ved=0ahUKEwiwubHqyK\\_bAhVSpFkKHUzDBwsQ6AEIKDAA#v=onepage&q=Bill%20Hybels%20and%20Mark%20Mittelberg%2C%20Becoming%20a%20Contagious%20Christian&f=false](https://books.google.co.in/books?id=jU8ZwhkJXbYC&printsec=frontcover&dq=Bill+Hybels+and+Mark+Mittelberg,+Becoming+a+Contagious+Christian&hl=en&sa=X&ved=0ahUKEwiwubHqyK_bAhVSpFkKHUzDBwsQ6AEIKDAA#v=onepage&q=Bill%20Hybels%20and%20Mark%20Mittelberg%2C%20Becoming%20a%20Contagious%20Christian&f=false)

### Footnote with Google book id:

<sup>2</sup> Bill Hybels and Mark Mittelberg, *Becoming a Contagious Christian* (Grand Rapids, MI: Zondervan, 1994), 30, Google books, <https://books.google.co.in/books?id=jU8ZwhkJXbYC>.

<sup>3</sup> Hybels and Mittelberg, *Becoming a Contagious Christian*, 31.

### For Bibliography:

Hybels, Bill and Mark Mittelberg. *Becoming a Contagious Christian*. Grand Rapids, MI:

Zondervan, 1994. Google books, <https://books.google.co.in/books?id=jU8ZwhkJXbYC>.

Henry James, *The Ambassadors*, 2 vols. (New York: Charles Scribner's Sons, 1909), 1:243.

Google books, <https://books.google.com/books?id=WYIUAAAAYAAJ>.

## 4. ARTICLES AND CHAPTERS IN EDITED BOOKS

An article, chapter or essay in a book is usually part of a collection of similar articles in a book that is edited by one or several editors.<sup>10</sup> It is cited like a book, but also like a journal, whether the article cited is put in quotation marks, and in the bibliography, the entire page range is noted.

### 4.1 Basic Article in Book Format

**N:**

<sup>5</sup> Peter Chilson, "The Border," in *The Best American Travel Writing 2008*, ed. Anthony Bourdain (Boston: Houghton Mifflin Company, 2008), 46.

<sup>6</sup> Chilson, "The Border," 47.

**B:**

Chilson, Peter. "The Border." In *The Best American Travel Writing 2008*, edited by Anthony Bourdain, 44-51. Boston: Houghton Mifflin Company, 2008.

### 4.2 Introduction/Preface in a Book (Either with Editor or Author)

If an introduction or preface is anyone other than the primary author of a book, the one writing the introduction will come first, and the author of the book will follow the title. The bibliography

---

<sup>10</sup> This is different from the bibliography for "book with editor." A chapter in book will have the page range.

will include the page-number range of the section cited.<sup>11</sup>

**N:**

<sup>7</sup> Toni Morrison, foreword to *Song of Solomon* (New York: Vintage International, 2004), iii.

<sup>8</sup> Harvey Mansfield and Delba Winthrop, introduction to *Democracy in America*, by Alexis de Tocqueville, trans. and ed. Harvey Mansfield and Delba Winthrop (Chicago: University of Chicago Press, 2000), xviii.

<sup>9</sup> Francine Prose, introduction to *Word Court: Wherein Verbal Virtue Is Rewarded, Crimes against the Language Are Punished, and Poetic Justice Is Done*, by Barbara Wallraff (New York: Harcourt, 2000), ix.

**B:**

Mansfield, Harvey and Delba Winthrop. Introduction to *Democracy in America*, by Alexis de Tocqueville, xvii-lxxxvi. Translated and edited by Harvey Mansfield and Delba Winthrop. Chicago: University of Chicago Press, 2000.

Morrison, Toni. Foreword to *Song of Solomon*, iii-iv. New York: Vintage International, 2004.

Prose, Francine. Introduction to *Word Court: Wherein Verbal Virtue Is Rewarded, Crimes against the Language Are Punished, and Poetic Justice Is Done*, by Barbara Wallraff, ix-xiv. New York: Harcourt, 2000.

### 4.3 Dictionaries and Encyclopaedias

Well-known reference books need only be cited in Footnotes and not in the Bibliography. Also, for them, the full details of the publication are omitted, though the edition is specified. The exact reference of text is made through “s.v.” which stands for “under the word.”<sup>12</sup> For certain specialised reference works, the full details are cited, much like an article/chapter in a book, and included in the bibliography.

**N:**

<sup>1</sup> *Encyclopaedia Britannica*, 15<sup>th</sup> ed., s.v. “salvation.”

<sup>2</sup> *Oxford English Dictionary*, 2<sup>nd</sup> ed. (CD-ROM, version 4.0, 2009), s.v. “hoot(e)nanny, hootenanny.”

<sup>3</sup> *Dictionary of American Biography* (1937), s.v. “Wadsworth, Jeremiah.”

<sup>4</sup> D. C. Allison, “Eschatology,” in *Dictionary of Jesus and the Gospels*, ed. J. B. Green, S. McKnight and I. H. Marshall (Downers Grove and Leicester: IVP, 1992), 206.

<sup>5</sup> Allison, “Eschatology,” 208.

**B:**

Allison, D. C. “Eschatology.” In *Dictionary of Jesus and the Gospels*, edited by J. B. Green, S.

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<sup>11</sup> In most cases, “edited by” references in Bibliographies will all be in lower case. However, when the work is only citing the introduction, by someone other than the author or primary editor, usually the “period” is used and the capitalized version of “Edited by” follows.

<sup>12</sup> CMS 14.232.



McKnight and I. H. Marshall, 206-209. Downers Grove and Leicester: IVP, 1992.

## 5. ARTICLES IN PERIODICALS

“Periodicals” refer to printed and electronic journals, magazines, and even newspapers. Citations for these sources should include enough information for the reader to find the resource in a library or an online database. Thus, dates are essential (month, day, and year for magazines and newspapers and volume and year plus month or issue number for journals). In notes, the major elements are separated by commas; in the bibliography, these elements are separated by periods.

### 5.1 Print Journals

Notes and bibliographic entries for a journal include the following: author’s name, article title, journal title and issue information. Issue information refers to volume, issue number, month, year, and page numbers. For online works, retrieval information and the date of access are also included.

**N:**

<sup>1</sup> Susan Peck MacDonald, “The Erasure of Language,” *College Composition and Communication* 58, no. 4 (2007): 619.

**B:**

MacDonald, Susan Peck. “The Erasure of Language.” *College Composition and Communication* 58, no. 4 (2007): 585-625.

### 5.2 Electronic Journals

Citing electronic journals follows the same format for printed periodicals, however, additionally, entries include either the DOI or URL (DOIs are preferred). The date accessed details are not required when citing formally published electronic sources, though occasionally it is included for time-sensitive sources.

**N:**

<sup>1</sup> Henry E. Bent, “Professionalization of the Ph.D. Degree,” *The Journal of Higher Education* 30, no. 3 (1959): 141, <http://www.jstor.org/stable/1978286>.

<sup>2</sup> Bent, “Professionalization of the Ph.D. Degree,” 141.

<sup>3</sup> Loren Kajikawa, “D’Angelo’s Voodoo Technology: African Cultural Memory and the Ritual of Popular Music Consumption,” *Black Music Research Journal* 32, no. 1 (2012): 150, accessed June 30, 2012, <https://doi.org/10.5406/blacmusiresej.32.1.0137>.

<sup>4</sup> Kajikawa, “D’Angelo’s Voodoo Technology,” 151.

<sup>5</sup> Daniel Bertrand Monk, “‘Welcome to Crisis!’: Notes for a Pictorial History of the Pictorial Histories of the Arab

Israeli War of June 1967,” *Grey Room* 7 (Spring 2002): 139, <http://www.jstor.org/stable/1262596>.

<sup>5</sup> Monk, “ ‘Welcome to Crisis!’ ” 140.

**B:**

Bent, Henry E. “Professionalization of The Ph. D. Degree.” *The Journal of Higher Education* 30, no. 3 (1959): 140-45. <http://www.jstor.org/stable/1978286>.

Kajikawa, Loren. “D’Angelo’s Voodoo Technology: African Cultural Memory and the Ritual of Popular Music Consumption.” *Black Music Research Journal* 32, no. 1 (2012): 137-159. Accessed June 26, 2016. <https://doi.org/10.5406/blacmusiresej.32.1.0137>.

Monk, Daniel Bertrand. “ ‘Welcome to Crisis!’: Notes for a Pictorial History of the Pictorial Histories of the Arab Israeli War of June 1967,” *Grey Room* 7 (Spring 2002): 136-158. <http://www.jstor.org/stable/1262596>.

### **5.3 Articles in Print Magazines**

Notes and bibliographic entries for magazines, which are largely the same as their print counterparts, have the following information: author’s name, article title, magazine name and date (month) of publication.

**N:**

<sup>1</sup> Emily Macel, “Beijing’s Modern Movement,” *Dance Magazine*, February, 2009, 35.

**B:**

Macel, Emily. “Beijing’s Modern Movement.” *Dance Magazine*, February, 2009. 35.

### **5.4 Articles in Online Magazines**

**N:**

<sup>1</sup> Barron YoungSmith, “Green Room,” *Slate*, February 4, 2009, <http://www.slate.com/id/2202431/>.

**B:**

YoungSmith, Barron. “Green Room.” *Slate*, February 4, 2009. <http://www.slate.com/id/2202431/>.

#### **(i) Newspaper Articles**

Notes and bibliographic entries for newspapers should include the following: name of the

author (if listed), headline or column heading, newspaper name, month (often abbreviated), day, and year. Since issues may include several editions, page numbers are usually omitted. If an online edition of a newspaper is consulted, the URL should be added.

**(ii) Names of Newspapers:**

If the name of a newspaper begins with “The,” this word is omitted. For newspapers that have different editions in different cities, a city name should be added along with the newspaper title (see below). Additionally, a state abbreviation may be added (for cities that are not common) in parenthesis after the city name.

**(iii) News Services:**

News services, such as the Associated Press or the United Press International, are capitalized but not italicized.

**(iv) Regular Columns:**

If a regular column is cited, the column name may be included with the article title or, to save space, the column name may replace the article title.

**(v) Citing in Text:**

Newspapers are more often cited in text or in notes than in bibliographies. If newspaper sources are carefully documented in the text, they need not be cited in the bibliography.

**N:**

<sup>1</sup> Nisha Deo, “Visiting Professor Lectures on Photographer,” *Exponent* (West Lafayette, IN), Feb. 13, 2009.

**B:**

Deo, Nisha. “Visiting Professor Lectures on Photographer.” *Exponent* (West Lafayette, IN), Feb. 13, 2009.

## **5.5 Online Periodicals (Journal, Magazine, and Newspaper Articles)**

Online periodicals are cited exactly as their print counterparts with the addition of a DOI or URL at the end of the citation. Also keep in mind that while access dates are not required for formally published electronic sources (journal articles), they can be useful for informally published electronic sources or may be required for by some disciplines for all informally and formally published electronic sources. Access dates should be located immediately prior to the DOI or URL.

## 6. MISCELLANEOUS

### 6.1 Citing Indirect Sources

Writers are expected to be familiar with the sources they are citing, therefore use of secondary sources—where one author cites another—is discouraged. In cases where the original source is unavailable, then *CMS* recommends the use of “quoted in” for the note:

**N:**

<sup>7</sup> Ian Hacking, *The Social Construction of What?* (Cambridge, MA: Harvard University Press, 1999), 103, quoted in Manuel DeLanda, *A New Philosophy of Society* (New York: Continuum, 2006), 2.

<sup>8</sup> Hacking, *The Social Construction*, 103, quoted in DeLanda, *A New Philosophy*, 2.

**B:**

DeLanda, Manuel. *A New Philosophy of Society*. New York: Continuum, 2006.

### 6.2 Scriptural references

SAIACS does not recommend using footnotes when citing bible verses. There is also no need to put a reference to the Bible in the Bibliography. In cases where extensive scriptural references are being made, a mention in an early footnote can identify the version of Bible being used. See examples below:

“Blessed are all who fear the Lord, who walk in obedience to him.” (Ps. 128:1)<sup>13</sup>

The book of Hebrews leads us to a fresh understanding of faith (Heb. 11:1).

### 6.3 Qur’an and Hindu scriptures

The preferred form for the name of Islamic scripture is Qur’an, though when quoting sources that use “Koran” or “Quran,” then the researcher should not change the original author’s usage.<sup>14</sup>

When referring to verses in the Qur’an, one would quote the verse and then like biblical quotations, have the reference in parenthesis after the full stop.

The format: a “Q” to designate the Qur’an, followed by the title of the surah (chapter), then the chapter number, and then the verses (separated by a colon). For instance: (Q Baqarah 2:54) or (Q Maryam 19:20)

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<sup>13</sup> This paper uses the NIV translation for all its biblical references.

<sup>14</sup> This suggestion and the following examples are from the SBL style guide (Society of Biblical Literature).

When referring to several surahs, then just the number is sufficient. For example:

Traditionally, the early *surahs* are Q 96, 73, 74, 92 and 89. When using an English translation of the Qur'an, then refer to the translation with name and date of the translator, like a translated book, without giving Qur'an an author.

For Hindu religious texts, collective works like the Vedas or the Upanishads are normally capitalized without italics. But specific parts, like the *Rig-Veda*, will be italicized.<sup>15</sup> However, the Bhavagad Gita, is treated as a text in itself (though it is part of the Mahabharata) and is not italicized.

#### **6.4 Webpages**

The general model for citing web sources in Chicago Style includes the name of the author, the title of the article being referred to, followed by Publishing organization (or Sponsor), or the name of the Website, followed by the last modified date or accessed date, and then the URL. If you use the Publishing Organization after the title of the article, then it will not be in italics. If you use the name of the website, then it will be in italics. In certain cases, the name of the website will be followed with an identification of the type of web content in parenthesis. In most cases, a webpage need not be included in the bibliography, unless it is a significant part of the paper.

#### **Footnote (N) – For Webpages:**

<sup>1</sup> Firstname Lastname, "Title of Web Page," Publishing Organization or *Name of Website*, publication date and/or access date if available, URL.

#### **Corresponding Bibliographical Entry (B):**

Lastname, Firstname. "Title of Web Page." Publishing Organization or *Name of Website*. Publication date and/or access date if available. URL.

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<sup>15</sup> CMS 14.255.

#### 6.4.1 Webpage with Known Author and Date

**N:**

<sup>7</sup> Tim Moynihan, "An MIT Algorithm Predicts the Future by Watching TV," *Wired* (web magazine), last modified June 26, 2016, <http://www.wired.com/2016/06/mit-algorithm-predicts-future-watching-tv/>.

<sup>8</sup> Cyrus Farivar, "Saving Throw: Securing Democracy with Stats, Spreadsheets, and 10-sided Dice," *Ars Technica* (web log), last modified July 25, 2012, <http://arstechnica.com/tech-policy/2012/07/saving-american-elections-with-10-sided-dice-one-stats-profs-quest/>.

<sup>8</sup> Moynihan, "An MIT Algorithm."

**B:**

Farivar, Cyrus. "Saving Throw: Securing Democracy with Stats, Spreadsheets, and 10-sided Dice." *Ars Technica* (web log). Last modified July 25, 2012. <http://arstechnica.com/tech-policy/2012/07/saving-american-elections-with-10-sided-dice-one-stats-profs-quest/>.

Moynihan, Tim. "An MIT Algorithm Predicts the Future by Watching TV." *Wired* (web magazine). Last modified June 26, 2016. <http://www.wired.com/2016/06/mit-algorithm-predicts-future-watching-tv/>.

#### 6.4.2 Webpage with Known Date but without Known Author

**N:**

<sup>8</sup> "Illinois Governor Wants to 'Fumigate' State's Government," *CNN.com*, last modified January 30, 2009, <http://edition.cnn.com/2009/POLITICS/01/30/illinois.governor.quinn/>.

<sup>9</sup> "Google Privacy Policy," last modified October 14, 2005, <http://www.google.com/intl/en/privacypolicy.html>.

<sup>10</sup> "Style Guide," *Wikipedia*, last modified July 18, 2008, [http://en.wikipedia.org/wiki/Style\\_guide](http://en.wikipedia.org/wiki/Style_guide).

**B:**

"Illinois Governor Wants to 'Fumigate' State's Government." *CNN.com*. Last modified January 30, 2009. <http://edition.cnn.com/2009/POLITICS/01/30/illinois.governor.quinn/>.

#### 6.4.3 Web Page with Unknown Publication Date and Author

When there is no publication date, then the accessed date must be used.

**N:**

<sup>9</sup> "Band," *Casa de Calexico*, accessed January 30, 2009, <http://www.casadecalexico.com/band>.

**B:**

"Band." *Casa de Calexico*. Accessed January 30, 2009. <http://www.casadecalexico.com/band>.

## 6.5 Blogs

Generally, blog entries and comments are cited only as notes. If you frequently cite a blog, however, then you may choose to include it in your bibliography. Note: if the word “blog” is included in the title of the blog, there is no need to repeat it in parentheses after that title.

**N:**

<sup>1</sup> J. Robert Lennon, “How Do You Revise?,” *Ward Six* (blog), last modified September 16, 2010, <http://wardsix.blogspot.com/2010/09/how-do-you-revise.html>.

<sup>2</sup> Mike Nizza, “Go Ahead, Annoy Away, an Australian Court says,” *The Lede* (blog), last modified July 15, 2008, <http://thelede.blogs.nytimes.com/2008/07/15>.

<sup>3</sup> SteveCO, comment on Nizza, “Go Ahead, Annoy Away,” last modified July 16, 2016.

<sup>4</sup> Susan Woodring, comment on Lennon, “How Do You Revise?,” last modified September 16, 2010.

## 6.6 Podcast

**Note:** If the word “podcast” is included in the title of the podcast, there is no need to repeat it enclosed in commas after that title. “Podcast audio” is used below, then, as an example placeholder and would not necessarily be required for this specific example.

**N:**

<sup>1</sup> Ben Curtis and Marina Diez, *Heading to the Costa de la Luz - Notes from Spain Podcast 71*, podcast audio, Notes from Spain: Travel-Life-Culture, MP3, 27:8, accessed March 30, 2009, <http://www.notesfromspain.com/2008/05/22/heading-to-the- costa-de-la-luz-notes-from-spain-podcast-71/>.

**B:**

Curtis, Ben, and Marina Diez. *Heading to the Costa de la Luz - Notes from Spain Podcast 71*.

Podcast audio. Notes from Spain: Travel-Life-Culture. MP3, 27:8. Accessed March 30, 2009. <http://www.notesfromspain.com/2008/05/22/heading-to-the- costa-de-la-luz-notes-from-spain-podcast-71/>.

## 6.7 Internet videos (Like on YouTube)

For youtube (or similar website) videos, you need the name of the poster, name of the video, the website on which the video was hosted, the length of the video, the date it was posted, and the URL. In some cases, you may add “accessed on” details, but these are not always necessary since YouTube does not allow the same video to be edited/changed. If the publisher is an organization, then do not reverse name like we do for scholars/authors in the bibliography.

**N:**

<sup>1</sup> TEDx Talks, “Poverty in India | Ramakrishna N K | TEDxIIMBangalore,” YouTube video, 17:33, August 3, 2015, <https://www.youtube.com/watch?v=pK-Pj5-Z1Uw>.

<sup>2</sup> Nosegay Public School, “Short Film on Swach Bharat Abhiyan,” YouTube video, 3:03, December 3, 2014, <https://www.youtube.com/watch?v=aPhj-NUPBB0>.

**B:**

Nosegay Public School. “Short Film on Swach Bharat Abhiyan.” YouTube video, 3:03.

December 3, 2014. <https://www.youtube.com/watch?v=aPhj-NUPBB0>.

TEDx Talks. “Poverty in India | Ramakrishna N K | TEDxIIMBangalore.” YouTube video, 17:33. August 3, 2015. <https://www.youtube.com/watch?v=pK-Pj5-Z1Uw>.

## **6.8 Film and Television**

Citations for recorded media like film and television usually include some or all of the following information: name of the person primarily responsible for the content of the recording (composer, writer, performer, etc.), a title in quotation marks or italics, recording company or publisher’s name, identifying number, an indication of medium (DVD, videocassette, etc.), and a copyright and/or production or performance date. Entries for recorded material found online should also include a DOI or URL.

**Footnote (N):**

<sup>1</sup> Firstname Lastname, *Title of Work*, Format, directed/performed by Firstname Lastname (Original release year; City: Studio/Distributor, Video release year.), Medium.

**Corresponding Bibliographical Entry (B):**

Lastname, Firstname. *Title of Work*. Format. Directed/Performed by Firstname Lastname. Original Release Year. City: Studio/Distributor, Video release year. Medium.

## **6.9 Film on DVD/Blu-Ray**

**N:**

<sup>1</sup> The National (Musical Group). *Boxer*. Compact Disc. Beggars Banquet Records, BBQ-252-1. 2007.

<sup>2</sup> *Joe Versus the Volcano*, directed by John Patrick Shanley (1990; Burbank, CA: Warner Home Video, 2002), DVD.

<sup>3</sup> *The Fan*, directed by Maneesh Sharma (2016; Mumbai: Yashraj Films, 2016), Blu-Ray.

**B:**

*The Fan*. Directed by Maneesh Sharma. 2016. Mumbai: Yashraj Films, 2016. Blu-Ray.



*Joe Versus the Volcano*. Directed by John Patrick Shanley. 1990. Burbank, CA: Warner Home Video, 2002. DVD.

The National (Musical Group). *Boxer*. Compact Disc. Beggars Banquet Records, BBQ-252-1. 2007.

## **6.10 Interviews and Personal Communication**

In citations for interviews and personal communications, the name of the person interviewed or the person from whom the communication is received should be listed first. This is followed by the name of the interviewer or recipient, if given, and supplemented by details regarding the place and date of the interview/communication. Unpublished interviews and personal communications (such as face-to-face or telephone conversations, letters, e-mails, or text messages) are best cited in text or in notes rather than in the bibliography. Published interviews should be like periodical articles or book chapters.

### **6.10.1 Unpublished Interviews**

**N:**

<sup>1</sup> Alex Smith (retired plumber) in discussion with the author, January 2009.

<sup>2</sup> Harvey Kail, interview by Laurie A. Pinkert, March 15, 2009, interview 45B, transcript.

### **6.10.2 Published or Broadcast Interviews**

**N:**

<sup>1</sup> Carrie Rodriguez, interview by Cuz Frost, *Acoustic Café*, 88.3 WGWG FM, November 20, 2008.

**B:**

Rodriguez, Carrie. *Acoustic Café*. Interview by Cuz Frost. 88.3WGWG FM, November 20, 2008.

## **6.11 Personal Communications**

**N:**

<sup>1</sup> Patricia Burns, e-mail message to author, December 15, 2008.

## **6.12 Lectures and Papers Presented at Meetings**

Citing lectures, papers presented at meetings or poster sessions, and other similar presentations often include the sponsorship, location, and date of the meeting following the title. When such

texts are published, they should be treated like a chapter in a book or article in a journal.

**N:**

<sup>1</sup> Paul Hanstedt, “This is Your Brain on Writing: The Implications of James Zull’s *The Art of Changing the Brain for the Writing Classroom*” (presentation, Annual Convention of the Conference on College Composition and Communication, San Francisco, March 11-14, 2009).

<sup>2</sup> Stacy D’Erasmus, “The Craft and Career of Writing” (lecture, Northwestern University, Evanston, IL, April 26, 2000).

<sup>3</sup> Linda Teplin *et al.*, “Early Violent Death in Delinquent Youth: A Prospective Longitudinal Study” (Paper presented at the Annual Meeting of the American Psychology-Law Society, La Jolla, CA, March 2005).

<sup>4</sup> Idicheria Ninan, “Paul and the New Perspective,” (lecture, SAIACS, Bangalore, August 17, 2015).

**B:**

Hanstedt, Paul. “This is Your Brain on Writing: The Implications of James Zull’s *The Art of Changing the Brain for the Writing Classroom*.” Presentation at the Annual Convention of the Conference on College Composition and Communication, San Francisco, March 11-14, 2009.

Teplin, Linda A., Gary M. McClelland, Karen M. Abram and Jason J. Washburn. “Early Violent Death in Delinquent Youth: A Prospective Longitudinal Study.” Paper presented at the Annual Meeting of the American Psychology-Law Society, La Jolla, CA, March 2005.

### 6.13 Unpublished Theses and Dissertations

Titles of unpublished theses and dissertations should be capitalized and enclosed in quotation marks. In a note, the identification of a thesis or dissertation, the academic institution, and the date are enclosed in parentheses. In a bibliographic entry, they are not. Citations for a MTh dissertation or a PhD dissertation would resemble those below but would replace the words “master’s thesis” with “MTh thesis” or “PhD diss.”

**N (for unpublished dissertation):**

<sup>1</sup> Tara Hostetler, “Bodies at War: Bacteriology and the Carrier Narratives of ‘Typhoid Mary’” (master’s thesis, Florida State University, 2007), 15-16.

<sup>2</sup> Ilya Vedrashko, “Advertising in Computer Games” (master’s thesis, MIT, Cambridge, MA, 2006), 59, <http://cms.mit.edu/research/theses/IlyaVedrashko2006.pdf>.

<sup>3</sup> Mihwa Choi, “Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty” (PhD diss., University of Chicago, 2008). ProQuest (AAT 3300426).

**B:**

Choi, Mihwa. “Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty.” PhD diss., University of Chicago, 2008. ProQuest (AAT 3300426).

Hostetler, Tara. "Bodies at War: Bacteriology and the Carrier Narratives of 'Typhoid Mary.'" Master's thesis, Florida State University, 2007.

Vedrashko, Ilya "Advertising in Computer Games." Master's thesis, MIT, Cambridge, MA, 2006. <http://cms.mit.edu/research/theses/IlyaVedrashko2006.pdf>.

For any further citation guidance, look at CMS or even the Purdue OWL website. Software tools like Zotero are also helpful to make Chicago Style citations easier, though the student is expected to correct/add the details that Zotero may miss.

## TYPESETTING FORMAT AND GENERAL GUIDELINES

These guidelines are unique to SAIACS and must be followed for assignment and thesis submissions.

### 1. TYPESETTING FORMAT

#### 1.1 Page set-up and other Specifications for Main Text

##### 1.1.1 For an assignment

Font: Times New Roman  
Font size: 12 pt  
Spacing: 1.5  
Margins: Top and bottom 1.0 inch; sides 1.0 inch<sup>16</sup>  
Text: Align left  
Paragraphs: Start each paragraph flush with left margin (no indent). Leave a line space between paragraphs.<sup>17</sup>  
Pagination: Place page numbers at the bottom centre  
Language:<sup>18</sup> English (United Kingdom)

##### 1.1.2 For a Dissertation

Make the following changes from the format for an assignment:

Margins: Top and bottom 1.0 inch; outer margin 1.0 inch; inside margin 1.5 inches.<sup>19</sup>

### 1.2 Preliminary Pages

#### 1.2.1 For an Assignment

Use a cover page as shown in Appendix 1. **NOTE:** From this year, all students must have a “academic honesty” declaration paragraph at the **end of their assignment** (before the appendix and bibliography sections). The paragraph should read:

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<sup>16</sup> For Indian editions of MS Office, the default 2.54 cm (1 in) margin is applied.

<sup>17</sup> One way to ensure that there is no unusual gap is to set the paragraph “before” and “after” spacing setting to 0.

<sup>18</sup> The default language setting for grammar correction is usually set to English (United States). We recommend that you use UK English consistently.

<sup>19</sup> 1.5 inches = 3.81 cms.

I declare that this assignment is my own unaided work. I have not copied it from any person, article, book, website or other form of storage. Every idea or phrase that is not my own has been duly acknowledged. [enter your name, and date]

### 1.2.2 For a Dissertation

Use Roman numerals for Preliminary Pages only. Count from the Title Page, but show pagination only from Signatory (Declaration) Page onwards.

From Chapter One onwards, use Arabic numeral pagination, starting from 1.

## 1.3 Footnotes

Font size 10; single spacing; flush against left margin; text aligned left; no line space between entries.

## 1.4 Bibliography

Font size 12 pt; 1.5 spacing.

For longer bibliographies, arrange in the following order:

Books

Articles

Unpublished Works

Electronic/Online Sources

Within the category, arrange authors alphabetically; indent after the first line of any given entry.

If there are multiple works by a single author, arrange the works in ascending order according to year of publication, i.e., starting with the earliest publication.

If you wish, you may also arrange your sources in the categories, Primary Sources and Secondary Sources. The latter category will be sub-divided into the ones above.

For short papers with fewer bibliographical elements, you can integrate the bibliography alphabetically in one page.

## 1.5 Biblical Languages Fonts

For Greek and Hebrew, it is highly recommended to use the Unicode font. When copy-pasting

Hebrew texts from Bibleworks, Accordance or similar electronic sources, ensure that the accents and cantillation marks are removed, unless specifically required.

## **2. GENERAL GUIDELINES**

### **2.1 Research Paper Format**

The mechanical format of a Research Paper includes three categories of material: (i) The Preliminaries, (ii) The Text of the Research Paper, and (iii) the Reference Material. These sections occur in the following order, although not every assignment includes all of the items listed in each category.

#### **(i) The preliminaries**

Title Page

Table of Contents

(These pages are numbered in small Roman numerals, viz., i, ii, iii... Numbering begins with the Title Page, but is shown only from the Table of Contents. See sample in Appendix 2.)

#### **(ii) The text of the research paper**

Introduction with the statement of purpose of the research paper

Body of the research paper, appropriately divided into sections

Summary conclusion

(Arabic numerals, viz., 1, 2, 3 etc. begin with the text of the research paper and continue through to the end of the reference material.)

#### **(iii) The reference material**

Appendix or Appendices (if any)

Index or Glossary (if any)

Bibliography

### **2.2 Dissertation Format**

The mechanical format of a dissertation includes three categories of material: (i) The Preliminaries, (ii) The Text of the Thesis, and (iii) the Reference Material. These sections occur in the following order, although not every thesis includes all of the items listed in each category.<sup>4</sup>

**(i) The preliminaries**

Title Page (sample in Appendix 2)

Signatory Page

Declaration (sample in Appendix 2)

Preface or Acknowledgements (optional)

Table of Contents (sample in Appendix 2)

List of Tables (if any)

List of Illustrations (if any)

Abbreviations (sample in Appendix 2)

(These pages are numbered in small Roman numerals, viz., i, ii, iii... Numbering begins with the Title page, but is shown only from the Signatory Page. See sample in Appendix 2.)

**(ii) The text of the thesis**

Introductory Chapter

Report of the study, appropriately divided into chapters (usually 5-6) and sections

Summary Chapter

(Arabic numerals, viz., 1, 2, 3 etc. begin with the introductory chapter and continue through the rest of the thesis.)

**(iii) The reference material**

Appendix or Appendices (if any)

Index or Glossary (if any)

Bibliography

**2.3 Headings for Research Paper**

Headings follow the decimal outline system and may go down to four levels: the major heading, followed by a sub-heading of the first degree, followed by sub-headings of the second degree, followed by sub-headings of the third degree. Each level of heading is characterized by a particular font and style. For a research paper, it is usually desirable to restrict the sub-headings to three levels (Sub-heading of the Second Degree):



## **1. SECTION HEADING**

### **1.1 Sub-heading of the First Degree**

#### **1.1.1 Sub-heading of the Second Degree**

See the Table of Contents page in Appendix 2 for style.

## **2.4 Headings for Dissertation**

Headings follow the decimal outline system and may go down to four levels: the major heading, followed by a sub-heading of the first degree, followed by sub-headings of the second degree, followed by sub-headings of the third degree. Each level of heading is characterized by a particular font and style. Please keep within these four levels. **Do not move beyond the fourth level.**<sup>20</sup> The major heading for any given chapter follows the number of the chapter.

Thus, chapter 1 will be:

## **1. CHAPTER ONE HEADING**

### **1.1 Sub-heading of the First Degree (second level)**

#### **1.1.1 Sub-heading of the Second Degree (third level)**

##### ***1.1.1.1 Sub-heading of the Third Degree (fourth level)***

See the Table of Contents page in Appendix 2 for style.

Chapter 3 will similarly be:

## **3. CHAPTER THREE HEADING**

### **3.1 Sub-heading of the First Degree**

#### **3.1.1 Sub-heading of the Second Degree**

##### ***3.1.1.1 Sub-heading of the Third Degree***

---

<sup>20</sup> Beyond four levels, you can use “firstly,” “secondly” etc., to order your material.

## 2.5 Quotations

### 2.5.1 Quotation Marks

Quotation marks are to be placed outside full-stops and commas. Single quotation marks should be used to indicate quotations within double quotation marks. Note the juxtaposition of single and double quotes at the close of a sentence. For example,

“Jeremiah is often referred to as ‘The Weeping Prophet.’ ”

A question mark belongs outside the quotation marks unless it is part of the quoted material. E.g.,

Why does C.S. Lewis claim “Nothing can seem extraordinary until you have discovered what is ordinary”?

C.S. Lewis asks, “If miracles were not known to be contrary to the laws of nature, how could they suggest the presence of the supernatural?”

Semi-colons and colons belong outside quotation marks.

### 2.5.2 Placing footnote numbers with respect to Quotation marks

The footnote number immediately follows punctuation, whether comma, semi-colon, colon or full stop. If the footnote number must be placed at the end of a quote, it must be placed immediately after the close quotation marks. For example,

Why does C.S. Lewis claim “Nothing can seem extraordinary until you have discovered what is ordinary”<sup>4</sup>?

C.S. Lewis asks, “If miracles were not known to be contrary to the laws of nature, how could they suggest the presence of the supernatural?”<sup>6</sup>

### 2.5.3 Quoting Scripture

A Scripture reference may be accommodated immediately after quotation marks, followed by the full stop: “By faith Abel offered up to God a sacrifice more acceptable than Cain’s” (Heb. 11:4).

### 2.5.4 Block Quotations

When quoted material exceeds four lines, the quotation is set off from the rest of the text in a block.<sup>21</sup> A single tab may be used for this. Please note that

---

<sup>21</sup> In the paragraph setting you can use 1.27 cm left indent and 1.27 cm right indent.

- (i) Quotation marks are *not* used for block quotations.
- (ii) The font size is reduced to 11, while continuing with 1.5 spacing.
- (iii) A footnote number is placed immediately following the punctuation.

Monotheism is a word coined in comparatively modern times to designate belief in the one supreme God, the Creator and Lord of the world, the eternal Spirit, All-powerful, All-wise, and All-good, the Rewarder of good and the Punisher of evil, the Source of our happiness and perfection. It is opposed to Polytheism, which is belief in more gods than one, and to Atheism, which is disbelief in any deity whatsoever. In contrast with Deism, it is the recognition of God's presence and activity in every part of creation.<sup>2</sup>

- (iv) Scripture texts set off in this manner should conclude with punctuation, followed by the reference in parentheses. For example,

The crowd answered him, “We have heard from the law that the Messiah remains forever.... Who is this Son of Man?” Jesus said to them, “The light is with you for a little longer. Walk while you have the light, so that the darkness may not overtake you. If you walk in the darkness, you do not know where you are going. While you have the light, believe in the light, so that you may become children of light.” After Jesus had said this, he departed and hid from them. (John 12:34-36)

## 2.6 Italics

Italics are used *only* for foreign words or for emphasis. Thus,

E.g., *in situ* (Latin); *hesed* (Hebrew); *parousia* (Greek); *sanathana dharma* (Sanskrit); *ummah* (Arabic); *Sitz im leben* (German).

## 2.7 Scripture References: Indicating Separation and Range

Scripture references are separated by *semi-colons* when taken from *different books*. E.g.,

Isa. 34:1; Jer. 31:10; Mal. 1:6.

When taken from the *same book*, use *commas* to mark separation. E.g.,

John 3:16, 4:5, 6:6; 1 Pet. 1:4.

Note special case of Psalms when used in the plural. E.g.,

Pss. 1:3; 12:6.

When indicating range of text, use a hyphen. E.g.,

Ps. 1:3-6.

The books of the Bible are generally spelled out when in the running text.

E.g.: The final chapters of Romans offers practical advice to the Church.

E.g.: The verse, 1 Corinthians 5:6, is considered to be a key to understanding the letter.

When listing several Bible passages in the running text, then the use of abbreviations is appropriate.

E.g.: Several NT passages talk about the love of God: John 3:16; Rom. 5:8, Rom. 8:37-39, and Eph. 2:4-5.

## **2.8 Dashes and Hyphens**

Please distinguish between hyphens (e.g., first-century writer) and dashes (e.g., “I know who you are—the Holy One of God!”). Note that there is *no space* on either side of a hyphen or dash.

## APPENDIX 1: SAMPLE COVER PAGE FOR ASSIGNMENTS

SOUTH ASIA INSTITUTE OF ADVANCED CHRISTIAN STUDIES

**PARADIGM SHIFTS FOR LAY MINISTERS IN THE LOCAL CONTEXT: A CASE  
STUDY OF ELIM CHURCH**

Submitted to

**Dr. JAMES WILLIAMS**

in partial fulfilment of the  
requirements of the course

**Theology of Pastoral Care PT-401**

Due Date: 01 Jun 2020

Date Submitted: 01 Jun 2020

Expected Time: 5pm

Actual Time: 11am

Expected Word count: 3500

Actual Word Count: 3450

I declare that this assignment is my unaided work. I have not copied it from any person,  
article, book, website or another form of storage. I have acknowledged every idea or phrase  
that is not my own.

Signature: \_\_\_\_\_

By

**Neil Armstrong**

Registration #2091

June 01, 2020

**Note:** There is no page number displayed on the cover page, though the cover page will be considered the first page.

## **APPENDIX 2: SAMPLE PRELIMINARY PAGES FOR A DISSERTATION**

### **The Cover Page**

**DALIT HERMENEUTICS: A CRITICAL STUDY OF ARVIND P. NIRMAL'S  
THEOLOGICAL METHOD**

A thesis submitted to

**South Asia Institute of Advanced Christian Studies**

in partial fulfillment of

the requirements for the degree

**Master of Theology in Theology**

by

**Andrew David Thompson**

Registration # 0320

March 2015

- Note:** 1. No page number in cover page, though it will be considered the first page.  
2. The left margin for dissertations will be 1.5 inches, while other margins will remain 1 inch.

## The Declaration Page

### DECLARATION

I hereby declare that:

1. This thesis has been my own work in its entirety, and that I myself have done the work of which it is a record under the guidance of a supervisor.
2. No part of this thesis has been submitted to any other educational institution in any previous application for any degree.
3. All quotations of four lines or less have been denoted by quotation marks, quotations of more than four lines have been indented, and the sources of information in both cases have been specifically acknowledged.

Place: Bangalore

Date: March 2015

\_\_\_\_\_  
Prakash Rao P.V.

**Note:** 1. The declaration page will reflect the month of “final submission”, after corrections from the examiner.



## The Table of Contents page

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- Note:** 1. Any Greek or Hebrew used in a level 4 heading remains non-italicized.  
2. Should a heading exceed one line, the text in the lines should be aligned. E.g., 2.2  
3. Do not go beyond four heading levels.

## The Abbreviations page

### ABBREVIATIONS

<i>AJTR</i>	<i>Arasaradi Journal of Theological Reflection</i>
<i>Bib Sacra</i>	<i>Bibliotheca Sacra</i>
<i>BTF</i>	<i>Bangalore Theological Forum</i>
BTESSC	Board of Theological Education of the Senate of Serampore College
CISRS	Christian Institute for the Study of Religion and Society
CLS	Christian Literature Society
EATWOT	Ecumenical Association of Third World Theologians
<i>ERT</i>	<i>Evangelical Review of Theology</i>
Gurukul	Gurukul Lutheran Theological College and Research Institute
<i>ICHR</i>	<i>Indian Church History Review</i>
<i>IRM</i>	<i>International Review of Mission</i>
ISPCK	Indian Society for Promoting Christian Knowledge
<i>JETS</i>	<i>Journal of the Evangelical Theological Society</i>
<i>JTSA</i>	<i>Journal of Theology for Southern Africa</i>
<i>RS</i>	<i>Religion and Society</i>
SATHRI	South Asia Theological Research Institute
SC	Scheduled Caste
SCM	Student Christian Movement
UTC	United Theological College (Bangalore)
WBC	Word Biblical Commentary

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**Note:** 1. Journals are indicated with italics.

2. You do not need to have an abbreviations page if you are only using a few abbreviations in your text. In those cases, make the abbreviations explicit in the content itself.

3. Please check and use standard abbreviations following the SBL format. Further samples of abbreviations are provided in Appendix 3.

## APPENDIX 3: LIST OF STANDARD ABBREVIATIONS

The following section lists popular abbreviations. It is not an exhaustive list and standard abbreviation methods are to be used when citing works not listed here.

### 1. Abbreviations for Biblical Books<sup>22</sup>

#### Old Testament (OT)

Gen   Exod   Lev   Num.   Deut   Josh   Judg   Ruth   1 Sam   2 Sam  
1 Kings   2 Kings   1 Chron   2 Chron   Ezra   Neh   Esther   Job   Ps (*pl.* Pss)  
Prov   Eccles (*or* Qoh)   Song of Sol (*or* Cant)   Isa   Jer   Lam   Ezek  
Dan   Hosea   Joel   Amos   Obad   Jon   Mic   Nah   Hab   Zeph   Hag  
Zech   Mal

#### New Testament (NT)

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

### 2. Abbreviations for Journals

Refer any volume of the *Religion Index One: Journals* (shelfmark 030)

### 3. Abbreviations for Standard Dictionaries and Encyclopedias

Refer *The SBL Handbook of Style*, 2nd edition, 2015.

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<sup>22</sup> *CMS* offers two different ways to abbreviate Biblical books; the traditional abbreviated form, and the shortened form (which has typically only 2-3 letters for each book). At SAIACS we will be using the traditional abbreviated form.

## 4. General Abbreviations

### 4.1 Eras and Areas

The usage preferred currently is BCE and CE (before the Common Era and Common Era, respectively) rather than the chronologically inaccurate BC (Before Christ) and AD (*Anno Domini*). The usage preferred currently is AWA (Ancient West Asia) rather than the Eurocentric ANE (Ancient Near East).

### 4.2 Technical Abbreviations

#### 4.2.1 General

c./cent.	century	lit.	literally
ca.	circa	loc. cit.	loco citato, in the same place cited
cf.	confer, compare	LXX	Septuagint
ch./chs	chapter/s	MS/MSS	manuscript/s
diss.	Dissertation	op. cit.	opera citato, in the work cited
e.g.	exempli gratia, for example	MT	Masoretic Text (of the OT)
Eng.	English	n./nn.	note/s
etc.	et cetera, and the rest	N.B.	nota bene, note carefully
ex.	example	no./nos	number/s
f./ff.	following	NT	New Testament
Gk.	Greek	OT	Old Testament
HB	Hebrew Bible	p./pp.	page/s
Heb.	Hebrew	v./vv.	verse/s
i.e.	id est, that is	viz.	videlicet, namely
ibid.	ibidem, in the same place	vol./vols	volume/s
idem	the same	vs.	versus
incl.	inclusive		

The above list includes several abbreviations whose use is discouraged. The general preference is to use English rather than Latin, except for very familiar Latin usages. Instead of f. and ff., exact page numbers and page range are required. *Ibid*, *op. cit.* and *loc. cit.* are not used.

#### 4.2.2 Grammar

abl.	Ablative	juss.	jussive
abs.	absolute	m. or masc.	masculine
acc.	accusative	neut.	neuter
act.	active	nom.	nominative

adj.	adjective	pass.	passive
adv.	adverb	per.	person
art.	article	pf.	perfect
conj.	conjunction	pl.	plural
consec.	consecutive	poss.	possessive
const.	construct	prep.	preposition
dat.	dative	pres.	present
emph.	emphatic	pron.	pronoun
f. or fem.	feminine	ptc.	participle
gen.	genitive	sg.	singular
impf.	imperfect	subj.	subject
impv.	imperative	subst.	substantive
indic.	indicative	suf.	suffix
inf.	infinitive	trans.	transitive
intrans.	intransitive	voc.	vocative

### 4.3 Other Abbreviations

*The SBL Handbook of Style* may be referred to for the following lists of abbreviations:

1. OT Apocrypha and Pseudepigrapha, and Septuagint
2. Dead Sea Scrolls and Related Texts
3. Philo and Josephus
4. Mishnah, Talmud and Related Literature
5. Targumic Texts
6. Other Rabbinic Works
7. NT Apocrypha and Pseudepigrapha
8. Apostolic Fathers
9. Classical and Ancient Christian Writings
10. Ancient Near Eastern Texts