



Assignment Guidelines

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1. Formatting and Presentation

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

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

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

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

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

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

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

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

Include, in this order:

A submission declaration form (for hard copy submissions only)

Title page

Module number and title

Assignment title

Your name

The date

Word count

Contents page (see example on the right)

Section titles down the left-hand side

Corresponding page numbers down the right-hand side

Use tabs to align everything, or insert a contents page

Text of your assignment

Bibliography

Appendices

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

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

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

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

Do not use a lever arch file unless absolutely necessary.

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

2. Word Count

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

What is included in the word count

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

What is NOT included in the word count

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

3. Gender-Neutral Language

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

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

4. Using Books, Journals and Other Sources

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

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

However, you cannot simply present it as though it were your own. That is plagiarism.

You will give references:

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

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

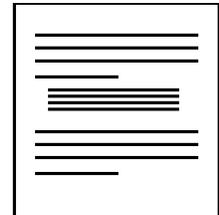
Initial impressions are that John is primarily concerned with intentionality. As Smalley writes, "it suggests a deliberate act of law-breaking".¹

Double or single quotation marks?

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

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

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



¹ Note the position of the footnote cue *after* the full stop, even though, in this case, the quotation formally ended before the full stop. Don't do it like this¹.

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

Hiebert's centred set theory² has been misused by many authors.³

5. Referencing Sources During Presentations

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

6. Bibliographic Information

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

Footnotes basically consist of

Name of author

Title of the work

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

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

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

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

² Put a footnote here to reference Hiebert's theory.

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

Some Principles

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

Donald A. Carson

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

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

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

Abbreviations

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

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

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

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

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

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

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

7. Scripture And Electronic Books & Journals References

When a quotation from the Bible is used, the scripture reference should be given in the main body of the text and placed in brackets, along with the version cited in abbreviated form. If one version is used throughout the assignment, this may be indicated after the first reference.

Example: “Render unto Caesar the things that are Caesar’s; and to God the things that are God’s.” (Matt 22:21b, NASB)

When specific references are given, the names of the books of the Bible are to be abbreviated, without a following full-stop. A consistent method of indicating chapter and verse should be followed. When a reference is not exact, the name of the book should be written in full (e.g. Romans 8).

Abbreviations for biblical books

Old Testament

<i>Abbreviated form</i>	<i>Full form</i>	<i>Abbreviated form</i>	<i>Full form</i>
Gen	Genesis	Ecccl (or Qoh)	Ecclesiasters (or Qoheleth)
Exod	Exodus	Song Or (Cant)	Song of Songs (Song of Solomon or Canticles)
Lev	Leviticus	Isa	Isaiah
Num	Numbers	Jer	Jeremiah
Deut	Deuteronomy	Lam	Lamentations
Josh	Joshua	Ezek	Ezekiel
Judg	Judges	Dan	Daniel
Ruth	Ruth	Hos	Hosea
1-2 Sam	1-2 Samuel	Joel	Joel
1-2 Kgs	1-2 Kings	Amos	Amos
1-2 Chr	1-2 Chronicles	Obad	Obadiah
Ezra	Ezra	Jonah	Jonah
Neh	Nehemiah	Mic	Micah
Esth	Esther	Nah	Nahum
Job	Job	Hab	Habakkuk
Ps/ Pss	Psalms	Hag	Haggai
Prov	Proverbs	Zech	Zechariah
		Mal	Malachi

New Testament

Matt	Matthew	1-2 Thess	1-2 Thessalonians
Mark	Mark	1-2 Tim	1-2 Timothy
Luke	Luke	Titus	Titus
John	John	Phlm	Philemon
Acts	Acts	Heb	Hebrews
Rom	Romans	Jas	James
1-2 Cor	1-2 Corinthians	1-2 Pet	1-2 Peter
Gal	Galatians	1-2-3 John	1-2-3
Eph	Ephesians	Jude	Jude
Phil	Philippians	Rev	Revelation
Col	Colossians		

8. Punctuation

As well as the normal rules of punctuation, the following should be used:

” (full stop inside quotation marks at end of quotation).

, ” (comma always inside quotation marks).

“; “: (semi-colon and colon remain outside quotation marks).

?” (when the quotation itself is a question).

“? (if the student is questioning the actual quoted material).

...” (matter omitted from within a quotation).

‘...’ (quotation within a quotation, use single quotation marks for the inner set of quoted words)

9. Electronic Books & Journals

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

An online book

Footnote

Remy John, *Holy Living*, Christian Library, accessed July 08, 2011,
<https://www.website address.com>

Bibliographic entry

Remy John . *Holy Living*. Christian Library, accessed July 08, 2011,
<https://www.website address.com>

10. Websites & other formats

A website with personal author

Footnote

Remy John, "The second coming," *Think*, June 08, 2011
,<https://www.website address.com>

Bibliographic entry

Remy John. "The second coming." *Think*. June 08, 2011.
<https://www.website address.com>

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

A DVD

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

Footnote

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

Bibliographic entry

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

A lecture, or a paper presented at a meeting

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

Footnote

Remy John, "Churches, charities and the law" (Presentation, MOMBI institute, 14 May 2018).

Bibliographic entry

Remy John. "Churches, charities and the law." Presentation, MOMBI institute, 14 May 2018.

A personal communication

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

Footnote

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

11. Assignment Cover Sheet

All assignment that are submitted in hard copy must have an assignment cover sheet attached. These are available by logging in to your Account to Download One.