

presentation of essays and assignments

1. DATES FOR MAJOR ESSAYS

The due dates for essays and assignments will be notified by the lecturer in each unit.

2. DEADLINES,

2.1 *During office hours* essays and assignments are to be handed in at the CCTC office on or before the due date. The date you submit your essay will be entered on the official cover page of your essay by the administration staff and noted in a ledger. *Outside office hours* essays may be lodged in the slot provided next to the reception window or they may be given to the faculty member who will register the date and pass them on to the office for recording in the ledger. Dreadful penalties apply for late submission of essays/assignments received after the agreed date - see:

[CCTC policy regarding special consideration](#)

[CCTC policy regarding late work](#)

[CCTC policy regarding extensions](#)

2.2 No assignments will be accepted by fax or electronic mail.

3. PRESENTATION

3.1 Essays are to be typed on A4 paper. Handwritten manuscripts will not be accepted.

3.2 **Two copies of each essay are to be submitted**, unless otherwise advised. This is necessary because a copy must be retained for scrutiny by the second examiner. The other copy will be returned to the student together with the first examiner's comments and grade.

3.3 The pages of each essay should be stapled together.

3.4 Each copy of assignment must contain:

- (i) MCD Assignment Cover Sheet
- (ii) Text
- (iii) Appropriate footnotes or endnotes
- (iv) Bibliography

3.5 Here is a very good web site for tips on writing an essay

<http://www.utoronto.ca/ucwriting/handouts.html>

4. ASSIGNMENT COVER SHEET

4.1 The assignment cover sheet must be completed and attached to **each copy** of assignment. Late submissions are made on another sheet.

[Click here for a printable assignment cover sheet](#)

[Click here for a late submission sheet](#)

5 TEXT

5.1 Setting out

Typing should be either double-spaced (except for longer quotations - see 5.2), with margins of at least 2.5 cm on all four sides.

5.2 Quotations

Short quotations up to about three lines in length belong in the body of the text, enclosed in quotation marks.

Longer quotations should appear as separate paragraphs,

- single-spaced,
- indented by 1 cm at both left and right margins,
- without quotation marks,
- optionally in smaller type,
- and with a line space above and below the paragraph.

All quotations must be acknowledged in footnotes, endnotes or in-text citations. Paraphrases and indirect quotations are not placed in quotation marks, though the source of the material should still be acknowledged.

Information derived on-line must be cited fully and consistently.

5.3 Scripture 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.

Example:

"Render unto Caesar the things that are Caesar's and to God the things that are God's."
(Mt 22:21b)

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 (eg. Romans 8).

6 REFERENCE SYSTEMS

Students may use either the **note-bibliography (N-B) system (preferred by CCTC faculty)**, which uses footnotes (or endnotes) and a bibliography, or the **author-date (A-D) system**, with in-text citations and a reference list. Students may be directed to use the appropriate system by their lecturer.

For full details of each system, see a manual such as *The ACU Study Guide* (North Sydney, Australian Catholic University, 1999), available at the CCTC Reception counter for a few dollars.

There are many guides to citation on the Internet. CCTC recommends the '[Turabian Style Guide](#)' on the CCTC web site, which allows either footnotes or author-date citation. **This is the style preferred by Melbourne College of Divinity for research papers, theses, and dissertations.**

This style is similar to the 'Chicago style.' [Click here](#) to download a helpful guide to the Chicago style from Purdue University (Indiana, USA)

A basic description is provided here.

In both systems, the following conventions apply:

- Book and journal titles appear in italics. If the italic style is unavailable, titles may be underlined.
- The title of a book is to be taken from the title page, not from the cover only.
- The sub-title is part of the title and to be included.
- Authors' names are to appear as the authors give them, including given names and middle initials.
- The bibliography alphabetically lists, by author's surname, all works actually referred to or quoted in the paper; it does not include all works consulted or read.

7 THE NOTE-BIBLIOGRAPHY SYSTEM (N-B) (preferred)

Footnoted and endnoted references have traditionally been the more common system in theology and the humanities.

When a reference is cited in the N-B system numbers appear in the text, corresponding to either footnotes (at the bottom of the page) or endnotes (at the end of the paper). The bibliographical information is repeated, in slightly different form, in a bibliography at the end of the paper.

7.1 Footnotes and endnotes

References in notes are distinguished from those in bibliographies by showing the author's given name first, using commas instead of full-stops, and using brackets around the publication details.

Shortened titles prefaced by the author's surname are sufficient for references to works cited previously, including sequential references. The use of the Latin terms 'Ibid.' and Op.Cit.', though allowable, is discouraged these days.

The information required, as well as its order and punctuation, is illustrated by the examples below, covering books, journal articles, edited books, book sections and abbreviated references.

Examples of footnotes/endnotes of various types:

1 Lesslie Newbigin, *Proper confidence: Faith, doubt and certainty in Christian discipleship* (Grand Rapids: Eerdmans, 1995), 16-28.

2 Mortimer Arias, "The Jubilee: A paradigm for mission today," *International Review of Mission* 73 (1984): 32-48.

3 Donald English, ed., *Windows on salvation* (London: Darton Longman and Todd, 1994).

4 James A Scherer and Stephen B Bevans, eds., *New directions in mission and evangelization, 1: Basic statements, 1974-1991* (Maryknoll: Orbis, 1992).

5 Charles Sherlock, "Many flowers, one fragrance: The scriptural witness to multiculturalism," in *The cultured pearl: Australian readings in cross-cultural theology and mission*, ed. Jim Houston (Melbourne: Joint Board of Christian Education, 1986), 42-50.

6 Baptist Peace Fellowship of North America, "Conflict Transformation", www.bpfna.org/conflictransformation01.html, Accessed 13.9.01.

7 Larry Nemer, [nemer@mdx.ac.uk], "Gospel and culture in the UK", Private email message to Ross Langmead [rlangmead@whitley.unimelb.edu.au], 25.03.01.

8 Sherlock, "Many flowers", 46.

9 Arias, "The Jubilee", 37.

10 Dae Ryong Kim, "Is Karl Barth a postmodern theologian?", Suite University, <www.suite101.com/article.cfm/christian_gospel_culture/66598>, April 2001, Accessed 18-9-03.

7.2 The bibliography (in the N-B system)

The bibliography differs from a note in that:

- it is a list in alphabetical order;
- in each reference the author's surname appears first; where there are two or more authors, only the first name is inverted;
- full-stops divide the reference into three or four parts; and
- no brackets surround the publication details.

Examples:

Arias, Mortimer. "The Jubilee: A paradigm for mission today." *International Review of Mission* 73 (1984): 32-48.

Baptist Peace Fellowship of North America. "Conflict Transformation". www.bpfna.org/conflictransformation01.html. Accessed 13.09.01.

English, Donald, ed. *Windows on salvation*. London: Darton Longman and Todd, 1994.

Kim, Dae Ryong "Is Karl Barth a postmodern theologian?", Suite University, <www.suite101.com/article.cfm/christian_gospel_culture/66598>, April 2001, Accessed 18-9-03

Nemer, Larry. [nember@mdx.ac.uk]. "Gospel and culture in the UK." Private email message to Ross Langmead [rlangmead@whitley.unimelb.edu.au]. 25.03.01.

Newbigin, Lesslie. *Proper confidence: Faith, doubt and certainty in Christian discipleship*. Grand Rapids: Eerdmans, 1995.

Scherer, James A and Stephen B Bevans, eds. *New directions in mission and evangelization, 1: Basic statements, 1974-1991*. Maryknoll: Orbis, 1992.

Sherlock, Charles. "Many flowers, one fragrance: The scriptural witness to multiculturalism." In *The cultured pearl: Australian readings in cross-cultural theology and mission*, ed. Jim Houston. Melbourne: Joint Board of Christian Education, 1986. 42-50.

(If web addresses need to be broken across two lines, break them after a forward slash)

8 THE AUTHOR-DATE SYSTEM (A-D)

The A-D system, also known as the Harvard system, is common in the social sciences and is increasingly being used in theology and the humanities.

It presents the full bibliographical information only once, in an alphabetical list of references, and dispenses with footnotes for references by using citations in the body of the text containing author, date and perhaps page, all in parentheses. Footnotes or endnotes may still be used minimally for comments.

8.1 Citing references within the text

The citation is very brief, containing in parentheses the author's surname followed by the year of publication and, if necessary, a page number, e.g (Green 1985: 82).

- If two or more references are cited they are separated by semi-colons.
- If the author's name occurs within the same sentence it is omitted in the citation.
- If author and date are mentioned in a sentence no bracketed citation is needed

at all.

- Long citations, such as those with several authors or a lengthy title, can appear once and then be shortened in subsequent citations.
- If two cited authors have the same surname an initial is used to distinguish them.
- If two publications by an author in the same year are cited they are distinguished, both in the citations and in the reference list, by adding a letter to the year, eg. 1990a, 1990b.
- If two or more publications by an author are cited together the author's name only appears once.

Examples

Teilhard saw spirit and matter almost as if they were the inside and outside of things (Santmire 1985: 160; McDonagh 1989: 79).

McFague (1987) has developed the connection between metaphor in theology and the ecological sense.

In a 1990 article, Kelly explored the connections between the Catholic tradition and ecological thinking.

(Birch, Eakin and McDaniel 1990) in subsequent citations would be (Birch et al 1990).

(Victorian Council of Churches Task Group on the Environment 1993) in subsequent citations could be (VCC 1993).

(D Ferguson 1993) and (G Ferguson 1985)

(Birch 1990a, 1990b, 1993)

8.2 Reference list

A reference list in the author-date system appears at the end of a paper and differs from a bibliography (in the N-B system) by listing the date of publication after the author's name and before all other details.

Like the bibliography (N-B) it is an alphabetical list of all works actually referred to in the text, with surnames first, the use of full-stops and no brackets around publication details.

The examples below show the information required and the order in which it should appear, for various types of references.

Variations are permissible, such as enclosing the date in parentheses, putting the author's name on a separate line, and using various ways of indenting the information following the author and date. Consistency and clarity are the criteria to be used.

Examples:

Birch, Charles, William Eakin and Jay B McDaniel, eds. 1990. *Liberating life: contemporary approaches to ecological theology*. Maryknoll: Orbis.

Fox, Matthew. 1981a. "Meister Eckhart on the fourfold path of a creation-centred spiritual journey." In *Western spirituality*, ed. Matthew Fox. Santa Fe: Bear. 215-248.

_____ 1981b. *Whee! We, We, all the way home: a guide to sensual, prophetic spirituality*. Santa Fe: Bear.

Kelly, Tony. 1990. "Wholeness: Ecological and Catholic?" *Pacifica* 3: 201-223.

Santmire, H Paul. 1985. *The travail of nature: the ambiguous ecological promise of Christian theology*. Philadelphia: Fortress.

Victorian Council of Churches Task Group on the Environment. 1993. *Environment matters: a Christian response to our world*. Melbourne: Victorian Council of Churches.