



# Campion College Referencing Guide

---

This Referencing Guide has been produced by  
Keziah Van Aardt, the College Librarian in collaboration  
with the Faculty of Campion College.

## Abbreviated Footnotes

Because the full details for each source are contained in the bibliography, footnotes may be abbreviated to save space. Abbreviated footnotes for books contain the author's surname, title of book (in italics) and page number. For references to articles or chapters in edited works you must list the author's surname, title of article or chapter (in quotation marks), and the author and title (in italics) of the book or journal. Essentially the publishing details are omitted from abbreviated footnotes. Please look at the examples provided for more information.

## Bibliography

The bibliography at the end of your paper lists each source you used with its full publishing details. You must place the bibliography on a separate page to your essay and order each entry alphabetically by surname (or title if no author is given). A bibliography is usually double spaced with hanging indents. No bullet points are needed. Author, title and publishing details are separated by full stops. For example:

Godwin, Janet. *Planning Your Essay*. Basingstoke: Palgrave Macmillan, 2009.

Harvey, Gordon. *Writing with Sources: A Guide for Students*. Indianapolis: Hackett Publishing Company, 2008.

Mabbett, I.W. *Writing History Essays: A Student's Guide*. Basingstoke: Palgrave Macmillan, 2007.

Vaugh, Lewis. *Writing Philosophy: A Student's Guide to Writing Philosophy Essays*. Oxford: Oxford University Press, 2006.

## Titles of texts:

The title of a book, play, epic poem, or periodical is put in *italics*: e.g. *Gulliver's Travels*, *The Iliad*.

The title of a chapter, article, short story or poem is put in quotation marks (""") e.g. "The Solitary Reaper" by William Wordsworth.

However, the title of a poem is italicised if it was originally published separately as a book e.g. *The Divine Comedy*, *Paradise Lost*, *The Waste Land*; or it is divided into books, cantos, etc. e.g. *The Prelude*; or if it contains sections with subtitles e.g. *Songs of Innocence*.

## Presentation of written work:

- written assignments must be typed with double spaces between the lines
- use A4 paper
- leave a margin of 3-4 cm
- use only one side of the paper
- all written assignments must be page numbered, including bibliographies (but not including coversheets or title pages).

## Repeat References

It might happen that in your essay you will need to reference the same source several times. Where a footnote is exactly the same as the preceding one it is sufficient to write *ibid.* (the abbreviation of the Latin adverb *ibidem*, meaning 'in the same place'). However, if the page of the citation varies you will need to indicate the page number after *ibid.*

When a footnote refers to a source already quoted after a number of intervening references, simply provide the author's name followed by *op.cit.* (the abbreviation of the Latin *opus citatum*, 'the cited work'). For example:

Parfit, *Reasons and Persons*, p. 199.

*Ibid.*

Haldane, "A Thomist Metaphysics" in *The Blackwell Guide to Metaphysics*, Gale, (ed.), p. 87.

Parfit, *op. cit.*, 215.

Haldane, *op. cit.* p. 88.

*Ibid.*, p. 93.

## Referencing for Classics Subjects

Please follow the referencing guide. Note the differences when referencing ancient and classical texts. If the translation used does not give references beyond book number then the lecturer should be consulted. Repeat references are made using *ibid.*, and *op.cit.* as explained in the guide.

## Referencing for History Subjects

Please follow the referencing guide. Note the differences when referencing ancient and classical texts. Repeat references are made using *ibid.*, and *op.cit.* as explained in the guide.

## Referencing for Literature Subjects

For literature subjects, please follow the referencing guide. Note the differences when referencing ancient and classical texts.

Please notice that in literature subjects repeat references to the same text are to be made internally. The first reference to a source should be provided in a footnote with the note "All subsequent references to this work are incorporated in the text." For example:

Forster, *Aspects of the Novel*, p. 75. All subsequent references to this work are incorporated in the text.

References are thereafter to be given in brackets e.g. (p. 23) at the end of each quotation within the essay. You provide the page number in brackets (or act, scene and line number in the case of a play, or line number in case of a lyric poem).

If there is more than one book by the same author, give the surname, the short title of the book and the page number within the internal citation. For example: (White, *The Tree of Man*, p. 23) (White, *Voss*, p. 89).



## Referencing Examples

### Print Resources

#### Book, Single Author

Footnote	Finley, <i>Ancient History: Evidence and Models</i> , p. 22.
Bibliography	Finley, Moses. <i>Ancient History: Evidence and Models</i> . London: Pimlico, 2000.

#### Book, Two to Three Authors

Footnote	Harrington & Keenan, <i>Jesus and Virtue Ethics: Building Bridges between New Testament Studies and Moral Theology</i> , p. 24.
Bibliography	Harrington, Daniel J. & Keenan, James F. <i>Jesus and Virtue Ethics: Building Bridges between New Testament Studies and Moral Theology</i> . Lanham: Sheed & Ward, 2002.

#### Book, Four or more authors

Footnote	Edwards, <i>et al.</i> , (eds.), <i>The Cambridge Ancient History</i> , 3rd ed, p. 307. <b>Note:</b> Only the name of the first author or editor followed by <i>et al.</i> , should be listed in the footnote.
Bibliography	Edwards, I.E.S., Gadd, C.J., Hammond, H. <i>et al.</i> , eds. <i>The Cambridge Ancient History</i> . 3rd ed. Cambridge: Cambridge University Press, 1973. <b>Note:</b> In the bibliography, the first 3 authors or editors need to be listed in full and any subsequent authors referred to as <i>et al.</i>

#### Book, Editor

Footnote	Haldane, (ed.), <i>Mind, Metaphysics and Value in the Thomistic and Analytical Traditions</i> , p. 54.
Bibliography	Haldane, John. Ed. <i>Mind, Metaphysics and Value in the Thomistic and Analytical Traditions</i> . Notre Dame, Indiana: University of Notre Dame Press, 2002.

#### Corporate Author

Footnote	NSW Education Standards Authority, <i>Guidelines for Home Schooling Registration in NSW</i> , p. 17. <b>Note:</b> When no author or editor is named, place the title in the author position.
Bibliography	NSW Education Standards Authority, <i>Guidelines for Home Schooling Registration in NSW</i> , October 2017.

### Chapter from a book compiled by an editor

Footnote	Bongiorno, "A Peaceful State? Australian Politics in the Twentieth Century," in <i>Making Australian History</i> , Gare & Ritter, (eds)., p. 557.
Bibliography	Bongiorno, Frank. "A Peaceful State? Australian Politics in the Twentieth Century." In <i>Making Australian History: Perspectives on the Past Since 1788</i> . Gare, Deborah and Ritter, David. Eds., South Melbourne, Victoria: Cengage Learning, 2008.

### Preface, foreword, introduction, or similar part of a book

Footnote	Macpherson, "Introduction" to Hobbes, <i>Leviathan</i> , p. 9.
Bibliography	Macpherson, C.B. "Introduction" to Hobbes, Thomas. <i>Leviathan</i> . Harmondsworth: Penguin, 1986.

### Primary Text in a Secondary Source

Footnote	Augustine, <i>Confessions</i> , 7.10.16, trans. Chadwick, in Stump & Kretzmann, <i>The Cambridge Companion to Augustine</i> , p. 72.
Bibliography	Augustine. <i>Confessions</i> . Trans. Chadwick, H. Oxford: Oxford University Press, 1991. In Stump, E. & Kretzmann, N. <i>The Cambridge Companion to Augustine</i> . Cambridge: Cambridge University Press, 2001.

### Encyclopaedia or Dictionary

Footnote	Goodman, "Averroes," <i>The Cambridge Dictionary of Philosophy</i> , Audi, et. al. eds., p. 55.
Bibliography	Goodman, E. L. "Averroes." <i>The Cambridge Dictionary of Philosophy</i> . Audi, R., Aboulafia, M., & Adams, M., et. al. Eds. Melbourne: Cambridge University Press, 1995.

### Journal Article (Print)

Footnote	Buckridge, "Books as Gifts: The Meaning and Function of a Personal Library," <i>Australian Literary Studies</i> , p. 60.
Bibliography	Buckridge, Patrick. "Books as Gifts: The Meaning and Function of a Personal Library." <i>Australian Literary Studies</i> , vol. 27, no. 3-4, 2012, 59-73. <b>Note:</b> In the bibliography, the page range of the article entry is recorded, not the specific page referenced in the footnote.

### Newspaper Article (Print)

Footnote	Jones, "Heroic Rescues on Naval Ship," <i>Sydney Morning Herald</i> , 26 January 1950. p. 1.
Bibliography	Jones, D. "Heroic Rescues on Naval Ship," <i>Sydney Morning Herald</i> , 26 January 1950.

### Thesis or Dissertation

Footnote	Clutterbuck, <i>Through Anguish to Encounter: The Story of the Soul's Search for God in English Poetry</i> , p. 77.
Bibliography	Clutterbuck, Charlotte. <i>Through Anguish to Encounter: The Story of the Soul's Search for God in English Poetry</i> . PhD thesis, University of Sydney, 2000. <b>Note:</b> If the thesis has been published the place and publishing details are provided.

### The Bible

Footnote	Isaiah 43:1, <i>The New Jerusalem Bible</i> , Study ed., (All subsequent biblical references will be referred to in the text). In text references: [Isaiah 43:1]
Bibliography	<i>The New Jerusalem Bible</i> . Study ed. London: Darton, Longman & Todd, 1994.

### Church Documents

Footnote	Vatican II, <i>Gaudium et Spes</i> , n. 4 (All subsequent references are incorporated in the text as GS). In text references: [GS n.2]
Bibliography	Vatican II. <i>Gaudium et Spes</i> . In Flannery, Austin. ed. <i>Vatican Council II : The Conciliar and Post Conciliar Documents</i> , vol. 1. Dublin: Dominican Publications, 1975, pp. 903-1001.

### Catechism

Footnote	<i>Catechism of the Catholic Church</i> , 2 <sup>nd</sup> ed., n. 456. All subsequent references to this work are incorporated in the text. In text references: [n.456]
Bibliography	<i>Catechism of the Catholic Church</i> , 2 <sup>nd</sup> edition. Strathfield, Australia: St Paul's Publications, 2009.

### Papal Document

Footnote	John Paul II, <i>That They May All be One, (Ut Unum Sint)</i> , n.5, p. 9. All subsequent references to this work are incorporated in the text as US. In text references: [US n.5]
Bibliography	John Paul II. <i>That They May All be One, (Ut Unum Sint)</i> . Homebush, Australia: St Paul's Publications, 1995.

## Electronic Resources

Electronic resources are referenced in the same way as fixed media with the inclusion of a DOI (digital object identifier) and date of access. If no DOI is available, a URL to the source is provided.

### E-book

Footnote	Phelan, <i>The Formation of Christian Europe: The Carolingians, Baptism, and the Imperium Christianum</i> , p. 21.
Bibliography	Phelan, Owen M. <i>The Formation of Christian Europe: The Carolingians, Baptism, and the Imperium Christianum</i> . Oxford Scholarship Online, 2015. doi: 10.1093/acprof:oso/9780198718031.001.0001. (Accessed February 3, 2015).

### Online Journal Article

Footnote	Aroney, "Subsidiarity, Federalism and the Best Constitution: Thomas Aquinas on City, Province and Empire", <i>Law and Philosophy</i> , p. 175.
Bibliography	Aroney, Nicholas. "Subsidiarity, Federalism and the Best Constitution: Thomas Aquinas on City, Province and Empire." <i>Law and Philosophy</i> , vol. 26, no. 2, 2007, 161-228. <a href="http://www.jstor.org/stable/27652614">http://www.jstor.org/stable/27652614</a> . (Accessed January 18, 2016).

### Online Newspaper Article

Footnote	Gittins, "Next Election will Offer Voters More Genuine, Wider Choice," <i>Sydney Morning Herald</i> , February 5, 2018.
Bibliography	Gittins, R. "Next Election will Offer Voters More Genuine, Wider Choice." <i>Sydney Morning Herald</i> . February 5, 2018. <a href="http://www.smh.com.au/business/comment-and-analysis/next-election-will-offer-voters-more-genuine-wider-choice-20180204-h0td58.html">http://www.smh.com.au/business/comment-and-analysis/next-election-will-offer-voters-more-genuine-wider-choice-20180204-h0td58.html</a> (Accessed February 5, 2018.)

### Document on the Internet

Footnote	Pope John Paul II, <i>Veritatis Splendor</i> , par.4.
Bibliography	Pope John Paul II, <i>Veritatis Splendor</i> on <i>Catholic Australia</i> , 2015. <a href="http://www.catholicaustralia.com.au/church-documents/papal-documents/121-veritatis-splendor-1993-pope-john-paul-ii">http://www.catholicaustralia.com.au/church-documents/papal-documents/121-veritatis-splendor-1993-pope-john-paul-ii</a> . (Accessed November 6, 2015.)

### Web Page

Footnote	Dray, "'Star Trek: Discovery' and 'The Orville': To Boldly Go Where We've Already Gone."
Bibliography	Dray, Colin. "'Star Trek: Discovery' and 'The Orville': To Boldly Go Where We've Already Gone." <i>PopMatters</i> , November 3, 2017. <a href="https://www.popmatters.com/star-trek-discovery-the-orville-2495376251.html">https://www.popmatters.com/star-trek-discovery-the-orville-2495376251.html</a> (Accessed January 31 <sup>st</sup> , 2018).