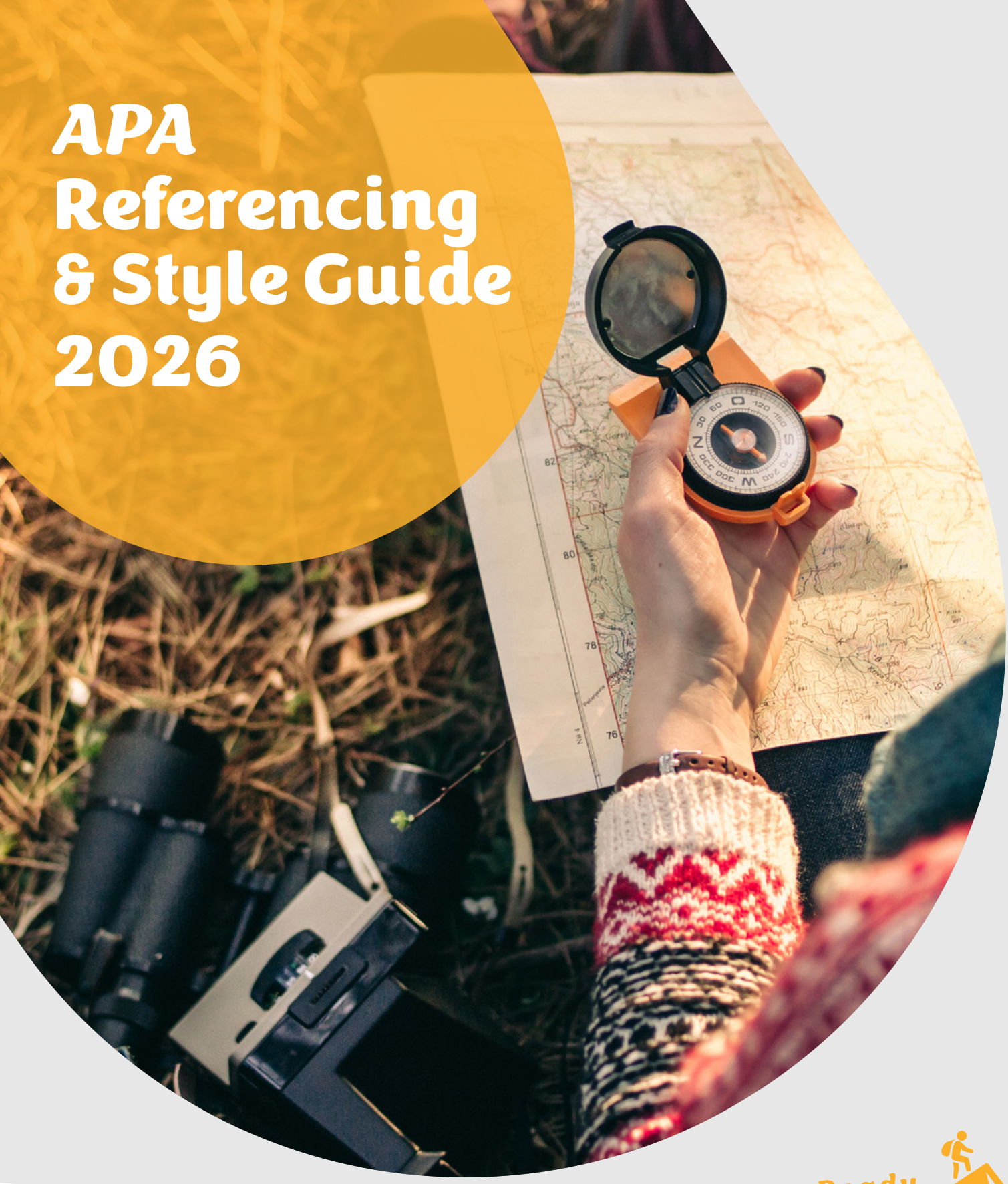
APA Referencing & Style Guide 2026



Be Kingdom Ready

AUSTRALIAN COLLEGE OF MINISTRIES

The Australian College of Ministries teaches higher education awards as a Member Institution of Australian University College of Divinity (TEQSA Provider ID: PRV12045)

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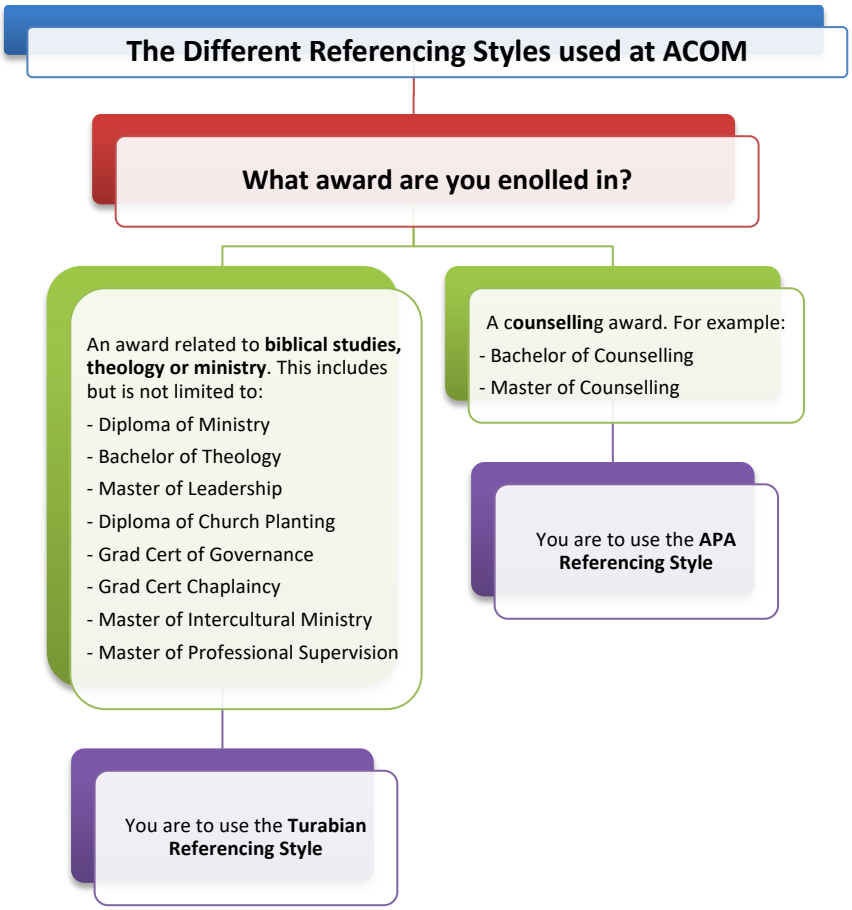
Why are there two Referencing Guides at ACOM?

There are numerous referencing systems available to people who work and study in academic fields and the choice of system is usually determined by the discipline (e.g., science, humanities etc.). As ACOM teaches units across multiple disciplines, there are two referencing styles that are used across our suite of units.

1. The first is **Turabian** and it is used in our Bible, Theology & Ministry awards.[1]
2. The second is **APA** and is used specifically in the Counselling awards.[2]



In Summary

- Both Turabian and APA are accepted Referencing Styles at ACOM.
- Students enrolled in a counselling award should use the APA Referencing Style in all their assessments irrespective of the discipline of the unit.
- Students enrolled in all other awards should use Turabian Referencing Style even when enrolled in counselling units.
- You must follow the appropriate Reference Guide exactly.
- You must only use one referencing system in an assessment.
- You cannot combine referencing systems in any way.

The following pages outline the *APA* Referencing System.

[1] Turabian is sometimes referred to as Chicago. Chicago is the professional version of this system that is used by publishers, whereas Turabian is the 'student version' used in higher education.
[2] APA stands for American Psychological Association.

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Introduction to the APA Referencing System.

The American Psychological Association (APA) 7th referencing style is the standard referencing system for our counselling awards.

While this, or any referencing system, can be daunting to a new student, it is important to embrace the discipline of using it. ***This fact sheet is a summary of the key aspects of this system and will be a constant tool for you to use as you write.***

Further information about the APA referencing style can be found on their website here**.**

How to Reference the Work of Others and not Plagiarise when using APA

As a student you will be reading the work of many others and compiling those ideas, in conjunction with your own, into essays and other forms of written assessments. As you do that you need to make very clear what are your ideas and what are the ideas and words of others. To do this you need to reference (or cite) all work that is not your own. If you fail to do this, then you are guilty of plagiarism – even if you did not mean to do it.

- We do it on purpose when we intentionally use the work of another person and pretend it is ours.
- We do it 'accidently' when we fail to reference or cite the work of others correctly or at all.

Plagiarism is very serious and will result in a fail grade. Repeated plagiarism can result in academic suspension. Refer to section 5.9.1 of the *Student Handbook* for more information.

What are some examples of plagiarism?

- You quote, paraphrase, or summarise a source but fail to cite it.
- You use ideas from a source but fail to cite it.
- You use the exact words of a source and while you do cite it, you fail to put those words in quotation marks or in a block quotation.
- You paraphrase a source and cite it, but paraphrase too closely.[3]

[3] This is taken from a book that would be a good resource for any student, even though it focusses on a different referencing style. Turabian, K. L. (2018). *A Manual for Writers of Research Papers, Theses, and Dissertations* (9th ed.). Chicago Style for Students and Researchers. University of Chicago Press.

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How do you avoid Plagiarism?

There are simple study skills that you can develop to help you avoid accidental plagiarism.

1. Have a good system for notetaking:
    - Be clear and consistent as you make notes.
    - Always note down whose work you are summarising.
    - Have different ways of identifying if you are writing a summary or paraphrase of their words OR their actual words.
    - Note where in the work this is from (title, page number etc.)
2. When you write your work be clear about which words / ideas / opinions are yours and which are someone else's by either:
    - using block quotes
    - using quotation marks
    - by putting the thoughts of others into your own words but citing the original owner of those thoughts.
3. Check your work BEFORE you submit your assessment by:
    - Reading over your work
    - Submitting your work to *Turnitin* 1-2 days early to receive an Originality Score. This will highlight any potential plagiarism and give you time to addresses it and resubmit before your due date.
4. Have the relevant ACOM Referencing Guide handy as you write your assessment.
    - Spend time getting familiar with it – this is a good investment of your time.
    - Print off the Quick Referencing Guide on the last page.

How to use in-text citations in APA

APA follows the author-date style for in-text citations. The author and date of any type of resource is listed in parentheses at the end of the sentence as follows:

> Text (author's surname, year).
>
> The Australian birthrate increased by 0.05% in 2022 (Smith, 2022).

This is the case regardless of whether this is the first time you have cited this author or not. Each time will be the same.

Citing multiple sources in a single sentence

If you need to cite multiple sources in the same citation, then sources should be listed alphabetically by author and separated by semicolons. For example:

> **...**in Christian counselling (Crabb, 2013; Egan, 2002).

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Direct Quotations

When directly quoting from another author's work (not paraphrasing), you must include a page number in your citation.

> The Director of the ABS stated that "the Australian birthrate increased by 0.05% in 2022" (Smith, 2022, p. 97).

If page numbers are not available, use a paragraph number, section heading etc. instead.

- Direct quotations **less than** 40 words are to be enclosed in *quotation marks* and included in the body of the text.
- Quotations of **40 words or more** are to be included as an indented *block quotation* on a new line. Quotation marks are not required and text should be double spaced .

APA allows the use of ellipses (…) to signify the omission of words from a quotation, however they should not be used at the start or end of a quotation.

In general, it is always preferable to paraphrase the work of others as it requires you to summarise and synthesize the work of others in relation to your own. Direct quotations should be used sparingly and ideally only when you require the exact wording used by another. Therefore, quotations should make up no more than 10% of the total word count of an assessment.

Paraphrasing

When paraphrasing, page numbers are not required, though they can be included if desired.

Parenthetical vs. Narrative Citation

APA distinguishes between parenthetical and narrative citations.

> **Parenthetical Citation:**
> The formatting of in-text citations is important (Smith, 2022).
>
> **Narrative Citation:**
> Smith (2022) argued that the formatting of in-text citations is important.

All citations must include the author's surname, year of publication and page number (if required).

Reference List

In the APA referencing system the list of all the works cited in your assessment is called a Reference List instead of a Bibliography, even though they are very similar.

After citing a source in your essay, it is important that you include the source in the reference list at the end of your work. Your reference list should be the complete list of all source material you have used to write your essay. Your reference list should:

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- be on a new page at the end of your essay
- begin with the heading **References** or **Reference List** in bold and centered
- be listed alphabetically by surname
- have a hanging indent (the first line of each entry is flush left, and anything that runs over is indented).

If you are familiar with Microsoft Word, you can use its in-built Bibliography/Citation system or use programs such as Endnote, Zotero or Mendeley. There is a Bibliographic Referencing Software Fact Sheet on the *Moodle Help and Resources* page, in the Research section, which gives an overview of each program and links to find out more. This is particularly useful when writing larger essays or research projects of 5000 words or more.

The general format for sources in your reference list is:

> Author's Surname, Author's initial(s). (Date of Publication). *Title of book: Subtitle of book*. Publisher.

Detailed information for different types of sources can be found below.

Comparison between in-text citations and reference list entries

Look closely at the difference between the way this reference list entry is written.

> Gladwell, M. (2000). *The tipping point: How little things can make a big difference*. Little Brown.

... to the way the in-text citation is written.

> (Gladwell, 2000).

Examples of how to cite various sources

Below are examples of how to cite various types of sources. Examples are listed as follows:

> (In-text citation)
>
> Reference list entry

In the APA referencing system, all in-text citations follow the same author-date format.

Book

<u>One author</u>

(Greggo, 2019).

Greggo, S. (2019). *Assessment for counseling in Christian perspective.* IVP Academic.

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Two authors

(Cloud & Townsend, 2000).

Cloud, H., & Townsend, J. (2000). *Boundaries before marriage.* Strand Publishing.

Three or more authors

(McRay et al., 2016).

Reference list:
Where there are three to twenty authors, list the surname and initials for all authors.

McRay, B.W., Yarhouse, M.A., & Butman, R.E. (2016). *Modern psychopathologies: A comprehensive Christian appraisal*. IVP Academic.

Where there are more than twenty authors, list the surname and initial for the first nineteen authors, followed by an ellipsis and then the final author's surname and initial(s).

Editor (Ed.) or translator (Trans.) instead of author

(Placher, 2003).

Placher, W. (Ed.). *Essentials of Christian theology.* Westminster John Knox Press.

Note: If more than one editor, then "Ed." becomes "Eds.". If translator instead of editor, then "Ed." becomes "Trans.".

Editor or translator in addition to author

(Austen, 1817/2011).

Austen, J. (2011). *Persuasion* (R. Morrison, Ed.). Harvard University Press. (Original work published 1817).

Note: If translator instead of editor, then "Ed." becomes "Trans."

Chapter by one or more authors in a book containing a variety of authors

Note: A book written by an author with an editor is listed as per the standard book approach above, with no mention of the editor. Where an editor collates the writings of multiple authors into a book, with each chapter clearly allocated to that author, this approach is used.

(Chapter Author's Surname, Chapter Author's initial(s)., Date of publication)

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(Ramírez, A., 2010)

Chapter Author's Surname, Chapter Author's initial(s). (Date of Publication). Chapter Title. Book Editor initial(s) Book Editors surname (Ed.), *Name of Book* (page numbers). Publisher.

Ramírez, A. (2010). Muslim women in the Spanish press: The persistence of subaltern images. In F. Shirazi (Ed.), *Muslim women in war and crisis: Representation and reality* (pp. 227–244). University of Texas Press.

Multivolume Works (Series)

Some sources are part of a multi-volume set. Each volume can have a different title, or they can simply be titled by their Volume No. e.g., Volume 2.

Multiple volumes

(Freedman, 1992).

Freedman, D. (Ed.). (1992). *Anchor Bible Dictionary* (Vols. 1-6). Doubleday.

Single volume without individual title

(Freedman, 1992).

Freedman, D. (Ed.). (1992). *Anchor Bible Dictionary* (Vol. 6). Doubleday.

Single volume with individual title

(Goldingay, 2003).

Goldingay, J. (2003). *Old testament theology: Vol 1. Israel's Gospel.* IVP.

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

If author of preface/introduction is not listed on cover of book

The author of the preface/introduction etc. will not be listed in the reference list or in-text citation. You must name them in your writing.

Cronon, in his foreword to *The republic of nature* by Mark Fiege, writes that it is an excellent book (Fiege, 2012).

Fiege, M. (2012). *The republic of nature.* University of Washington Press.

If author of preface/introduction is listed on cover of book

If the author of the preface/introduction etc. is listed on the front cover of the book, then they will be listed in the reference list. In-text citations follow the same format as above.
Cronon, in his foreword to *The republic of nature* by Mark Fiege, writes that it is an excellent book (Fiege, 2012).

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Fiege, M. (with Cronon, W.). (2012). *The republic of nature.* University of Washington Press.

Second (or subsequent) Edition
Abbreviate wording like "Second Edition, Revised and Enlarged" as *2nd ed*.; Abbreviate "Revised Edition" as *rev. ed*.

(McLeod, 2003)

McLeod, J. (2003). *An introduction to counselling* (3rd ed.). Open University Press.

Book published electronically
In-text citations and references for eBooks are the same as for print books. If a DOI or stable URL (i.e., NOT from an academic database) is available, this can be listed in the reference list after the publisher. If neither is available, then simply reference as you would a print book.

Journal article

The same system for recording authors applies for journal articles as for books. For two authors, it is (author & author, date). For three or more, it is (first author et al., date).

(Sain, 2020).

Sain, B. (2020). What is this hope?: Insights from Christian theology and positive psychology. *Journal of Moral Theology, 9*(1), 98-119.

For an online journal, if a DOI or stable URL (i.e., NOT from an academic database) is available, this can be listed in the reference list after the page numbers. If neither is available, then end the reference after the page numbers.

To search DOIs you can use https://www.crossref.org and use the "search metadata" option.

Entry in Encyclopedia, Dictionary or Diagnostic Manuals

There are many varied types of encyclopedias, dictionaries and lexicons. The following general rules should be applied and if in doubt, you should discuss the specifics of your citation with your marker.

Example in an encyclopedia

- Parenthetical citations: (Wheeler, 2020)
- Narrative citations: Wheeler (2020) defines....

Author last name, Initials. (Year). Entry name. In Editor initials. Last name (Ed.), *Encyclopedia name* (Edition). Publisher. URL

Wheeler, G. (2020). Bounded rationality. In E. N. Zalta (Ed.), *Stanford encyclopedia of*

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philosophy (Fall 2020 ed.). Stanford University. https://plato.stanford.edu/entries/bounded-rationality/

Example in an online dictionary

- Parenthetical citations: (Merriam-Webster, n.d.)
- Narrative citations: Merriam-Webster (n.d.) defines....

Merriam-Webster. (n.d.). Semantics. In *Merriam-Webster.com dictionary*. Retrieved January 4, 2020, from https://www.merriam-webster.com/dictionary/semantics

Example in a print dictionary

- Parenthetical citations: (Merriam-Webster, 2003)
- Narrative citations: Merriam-Webster (2003) defines....

Merriam-Webster. (2003). Semantics. In *Merriam-Webster collegiate dictionary*. (11th ed., p. 727)

Example of a diagnostic reference manual

- Parenthetical citations: (American Psychiatric Association, 2022)
- Narrative citations: American Psychiatric Association (2022) defines....

American Psychiatric Association. (2022). *Diagnostic and statistical manual of mental disorders* (5th ed., text rev.). https://doi.org/10.1176/appi.books.9780890425787

Example of an entry in a diagnostic reference manual

- Parenthetical citations: (American Psychiatric Association, 2013)
- Narrative citations: American Psychiatric Association (2013) defines....

American Psychiatric Association. (2013). Anxiety Disorders. In *Diagnostic and statistical manual of mental disorders* (5th ed.). https://doi.org/10.1176/appi.books.9780890425596.dsm05

Website

Individual author/s

(Pierre & Reju, 2016)

Pierre, J., & Reju, D. (2016, June 16). *10 things you should know about pastoral counseling.* Crossway. https://www.crossway.org/articles/10-things-you-should-know-about-pastoral-counseling/

Organisational author

(Christian Counsellors Association of Australia, 2022).

Christian Counsellors Association of Australia. (2022). *Our story.* *https://ccaa.net.au/about/our-story/*

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YouTube or Other Online Videos

While podcasts, YouTube and other online videos of sermons or teaching are not considered scholarly works, there are some assessments where they are appropriate sources.

Due to the varied nature of this type of source, use the following examples as a guide to write your citation.

> Author. (Year, Date). *Title* [Video]. Video site. URL

The name of the author is the name of the account which uploaded the video. However, if the individual's name is known and is not the name of the account, both should be used.

(Zondervan, 2019).

Zondervan. (2019, June 6). *Biblical counseling vs. Christian counseling: What's the difference?* [Video]. YouTube. https://www.youtube.com/watch?v=HBmyDw7BGfs

(Fogarty, M. [Grammar Girl], 2025).

Fogarty, M. [Grammar Girl]. (2025, July 2) *Why do we indent paragraphs?* [Video]. YouTube. https://www.youtube.com/watch?v=YowEJboiywc

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Generative Artificial Intelligence (AI) Tools

Appropriate use of generative AI tools is allowed in some assessments in accordance with the *ACOM Student Handbook* and the *Student Guide to the Appropriate Use of AI*. Students should read these thoroughly before using an AI tool.

Use of AI generated content must be declared on the Assessment Cover Sheet and be referenced correctly within your assessment using the following guidelines.

- Every time you use any content derived from an AI tool it must be referenced, as you would any content from another source. This includes direct quotes and paraphrasing generated responses. Not doing this is considered plagiarism.
- Every time you use AI tools to edit, translate or perform any other function used in your assessment, this should be credited in a footnote. This does **not** include the use of Grammarly.
- Every instance of AI use must include the full prompt / question and the generated text in full as an Appendix to your work.
- **AI use is to be included in your Reference List.**[4]
- Any AI generated content should not be assumed to be true and it is the student's responsibility to evaluate all generated content.
- The URL of the chat is to be included in your referencing.

Referencing Details required for AI generated content

The following are the equivalent details required in any referencing of AI generated content:

AI Company Name	This is the name of the company that made the AI software (e.g. OpenAI)
Date	This is the date that the AI text was generated in year, month, day format (e.g., 2025, May 21)
Title of Chat	Give a name to the specific chat you are citing (e.g. *Family counselling overview*)
Description of Chat	Description of the type of AI chat (e.g., Generative AI Chat)
Tool Name and Model	Name of the AI generator and the model / version (e.g. ChatGPT-5.2)
Chat URL	Use the URL that is unique to the specific chat. You can copy this URL by clicking on 'share' in the chat. However, if this feature is unavailable, please use the general tool URL (see below)
Tool URL	This is the URL of the AI tool that you used (e.g., https://chatgpt.com/)

[4] While APA requires the inclusion AI use in the Reference List, Turabian does NOT require the inclusion in the Bibliography. The reason for this difference is that APA treats AI outputs as citable web content when retrievable; Turabian treats AI outputs like personal communications/grey content documented in notes and appendices.

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Referencing an AI-generated chat should follow this template:

Reference List

AI Company Name. (year, month day). *Title of chat in italics* [Description, such as Generative AI chat]. Tool Name/Model. URL of the chat

For example:

Anthropic. (2025, May 20). *Essential grammar topics for high school graduates* [Generative AI chat]. Claude Sonnet 4. https://claude.ai/share/329173b2-ec93-4663-ac68-4f65ea4f166d

Parenthetical citation: (AI Company Name, year)

For example: (Anthropic, 2025) or (Google, 2025) or (OpenAI, 2025) etc.

Narrative citation: AI Company Name (year)

For example: Anthropic (2025) or Google (2025) or OpenAI (2025) etc.

Referencing an AI tool generally, without needing to cite a specific chat, should follow this template:

Reference List

AI Company Name. (year). *Tool Name/Model in Italics and Title Case* [Description; e.g., Large language model]. URL of the tool

For example:

OpenAI. (2024). *ChatGPT*. https://chat.openai.com

Citing your AI generated text as a result of prompt / question

The citation of your AI generated content depends on whether you have included the prompt or question asked of the tool in the body of your assessment. For APA referencing you also have the choice of parenthetical or narrative citations. In both cases, the quote or paraphrase that you are using will be in the body of your assessment, but the full AI generated content must be provided in an Appendix.

For Parenthetical Citations

In parenthetical citations you will be using the AI generated content in the body of your work using either direct quotes or paraphrasing. The format of the citation will be as follows.

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(Author, Date; see Appendix X for full transcript).

Example:

> Biblical texts can be contextualised in various ways that include historical, cultural, literary, linguistic, theological, and intertextual. (OpenAI, 2023; see Appendix 1 for full transcript).

For Narrative Citations

In narrative citations you will have mentioned the AI software in your writing and therefore, whether using either direct quotes or paraphrasing, you will format your citation in the following way.

(Date; see Appendix X for full transcript).

Example:

> When given the prompt “what are some examples of contextualization issues surrounding a biblical passage?”, ChatGPT-generated text indicated it was historical, cultural, literary, linguistic, theological, and intertextuality (2023; see Appendix 1 for full transcript).

The AI Appendix

If you have referenced AI in the text of your assessment, you must also provide the full details of the prompt/question and the generated results in an appendix to your assignment. The appendix does not count towards the word limit of the assessment. You must include a separate appendix for each use of AI referenced.

Example:

Appendix 1

Prompt/Question: What are some examples of contextualization issues surrounding a biblical passage?

Answer (OpenAI, 2023):

> Certainly, contextualization issues in biblical interpretation can be diverse. Here are some specific examples:
>
> Cultural Context:
>
> The cultural practices of ancient societies can be vastly different from modern cultures. For instance, understanding the significance of specific rituals, customs, or social structures mentioned in the Bible may require historical and anthropological insights.
>
> Historical Context:
>
> Historical events, political situations, and social dynamics at the time of writing can impact the interpretation of passages. Without knowledge of the historical background, certain references or allusions may be misunderstood. For example, understanding the context of Roman rule during the time of Jesus provides additional layers to passages about

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taxation or interactions with authorities.

Language and Translation:

The Bible has been translated into numerous languages, and translation choices can influence interpretation. Certain words or phrases may not have exact equivalents in different languages, leading to potential nuances being lost or altered. Additionally, changes in language over time can affect the understanding of archaic terms.

Literary Genre:

Different literary genres are present in the Bible, including poetry, prophecy, historical narrative, and apocalyptic literature. Failing to recognize the genre of a particular passage can lead to misinterpretation. For example, interpreting a poetic metaphor as a literal statement can distort the intended meaning.

Theological Frameworks:

Different theological perspectives and denominational traditions can influence how individuals interpret certain passages. For example, interpretations of eschatological passages (related to end times) may vary among different Christian denominations.

Geographical Context:

The geography of the biblical world can impact the interpretation of passages. Knowledge of the locations mentioned in the Bible, such as understanding the terrain or climate, can provide insights into the context of certain events or teachings.

Intertextuality:

Many biblical authors refer to or quote other parts of the Bible. Understanding these intertextual connections is crucial for accurate interpretation. Ignoring these references may lead to a limited understanding of the intended meaning.

Social and Economic Context:

The socioeconomic conditions of the time can influence the interpretation of passages related to wealth, poverty, and social justice. Without considering the economic context, the meaning of certain teachings may be misconstrued.

Audience Relevance:

Identifying the original audience and their concerns is essential. Some passages may have had specific relevance to the original recipients, and understanding their context is crucial for accurate interpretation.

This allows your marker to see what content the AI tool has generated for you and how you have incorporated this into your work.

Citing your AI generated text as a result of editing or other functional assistance

The citation of your work that has been edited, translated or effected by some other function process; it is to be declared with a footnote outlining what action was performed. This does not include the general use of Grammarly in accordance with the guidelines in *The Student Guide to the Appropriate Use of AI*. Examples of the type of declaration are as follows:

Text that has been edited

1. Text edited for style and content by ChatGPT, Jan 30, 2024, OpenAI, https://chat.openai.com

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Text that has been translated

1. Text translated from Italian to English by Google Translate, Jan 30, 2024, Google, https://translate.google.com/

Citing your AI generated text in a Reference List

Any AI generated content must be included in your Reference List following this format.

> Author. (Date). *Title* (version). URL

OpenAI. (2024). *ChatGPT* (3.5). https://chat.openai.com

Podcast

When citing podcasts, follow the following format:

> (Surname, date of podcast).
>
> Surname, Initial. (Role in podcast). (Start–end date of podcast). *Title of podcast* [Type of podcast]. Publisher. URL

(Adames, 2014–present).

Adames, T. (Host). (2014–present). *Ask a Christian counselor* [Audio podcast]. Arizona Christian Counselling.

If accessed online, include an URL. If accessed via an app, or there is no URL available, then do not include one.

Interviews and Quotations from Research Participants

Quotations and data from research participants **do not** need to be included in your reference list.

Quotations less than forty words are to be included in quotation marks within the body of the text. Quotations of more than forty words are to be presented as an indented block quotation below the text.

When quoting research participants, be conscious of ethical requirements including confidentiality and consent. Pseudonyms may be required.

Personal Correspondence

Conversations, emails, letters, texts, unrecorded lectures etc. (sources which cannot be accessed by other readers) are classed as personal correspondence. These are not included in the reference list but must have in-text citations in the following format:

> (Initial(s). Surname, type of communication, month date, year).

(J. Smith, personal communication, December 14, 2022).

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Images or Illustrations

Any photograph, drawing or artwork that is included in your work should be cited with as much of the following information as is relevant and available.

Author	The name of the artist, photographer etc.
Title	The title of the work
Date	The date of creation of the work
Location of Work	Name of institution that houses the work, or published the work
Medium	The medium of the work (e.g., photograph)
Date	An access date and URL if work is online.
URL	URL if work is online

The template to follow is

For in-text citation

(Surname, Date)

Example: (Adams, 1935)

(Anonymous, 2023)

For Reference List

Surname, First Initial. (Date). *Title*, Medium. Location of work. URL

Examples:

Adams, A. (1935). *North Dome*, *Basket Dome, Mount Hoffman*, *Yosemite*, photograph, Smithsonian American Art Museum, Washington, DC.

Anonymous, (2023) *Drawing of family*. crayon on paper, Sunshine Therapy Centre, photographed on 14 August 2023.

Any image, illustration or artwork is considered a Figure and should be numbered and titled according to the instructions in the *Figures and Tables* section below.

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ACOM Specific Referencing

Introductory Sessions on Moodle

ACOM. (Year). *Subject Code: Title of Course: Session Title* [introductory notes]. ACOM Moodle. https://acm.mrooms.net/

ACOM. (2022). *X8190: Research Methodology: What makes good research?* [introductory notes]. ACOM Moodle. https://acm.mrooms.net/

Sources Provided on Moodle
In this situation, reference the source as if you have the original version. You do not need to mention Moodle. The referencing information should be provided in your session on Moodle if not found in the source itself.

ACOM Facilitation quote or discussion
An unrecorded facilitation or lecture should be formatted as personal correspondence.

Magazine article

Surname, Initial. (Year, Month Date). Title of article. *Title of Magazine, Volume*(issue), page numbers. DOI/URL if available.

(Dyer, 2022).

Dyer, J. (2022, December). Bible apps are the new printing press. *Christianity Today, 66*(9). https://www.christianitytoday.com/ct/2022/december/dyer-bible-apps-software-screen-printing-press.html

Newspaper article

(Silvester, 2022).

Silvester, J. (2022, December 3). 'It can destroy you': The cop who quit to win back his family. *Sydney Morning Herald.* https://www.smh.com.au/national/victoria/it-can-destroy-you-the-cop-who-quit-to-win-back-his-family-20221130-p5c2f8.html

Book Review

Author of Review's Surname, First Initial. (Year, Month, Date). Title of review. [Review of the book *Title of book: Subtitle if any,* by Book Author's First Initial. Surname]. *Name of Journal, Volume Number*(Issue Number), first page number-last page number.

(Johnson & Hardin, 2014).

Johnson, E. & Hardin, T. (2014, May, 20). Essential reading [Review of the book *counseling and therapy from a Christian perspective*, by S. Tan]. *Journal of Psychology and Theology, 42*(4), 382—385.

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Thesis or Dissertation

(Morgan, 2017).

Morgan, T. (2017). *Perspectives of secular counselors regarding Christian counseling forgiveness therapy.* (Publication No. 10639565) [Doctoral Dissertation, Walden University]. ProQuest.

Paper Presented at a Meeting or Conference

(Adelman, 2009).

Adelman, R. (2009, November 21-24). '*Such stuff as dreams are made on': God's footstool in the Aramaic Targumim and Midrashic tradition* [Conference Presentation]. Society of Biblical Literature Annual Conference, New Orleans, LA, United States.

Citing one Author when Quoted by Another

From time to time, you may find an author quoting another person's work in their text and you decide to quote that work in your own essay as well. In such a case, it is best to obtain the primary source and quote directly from it. If the primary source is unavailable, you can quote the primary source and note that it was found in a secondary reference. For example:

(Smith, 1997, as cited in Jones, 2009).

Only include the source where you found the quote in your reference list. Do not list the original text as well.

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Figures & Tables

Figures

Any type of image that is not a table is referred to as a figure in APA. When copying a figure directly into your work, you must reference the original source. The figure number will be its number in your work, not the work it originally came from. Figures are presented as follows:

> **Figure Number**
> *Title*
> [FIGURE]
> *Note*. Text to explain information that is not easily identifiable from the figure and its title alone. This is optional and to be used at the student's discretion.

Figure 1

ACOM Logo

Note. This is the special logo of the Australian College of Ministries to mark its 80th anniversary. From Australian College of Ministries. (2022). https://acom.edu.au/

Tables

The formatting for tables is the same as for figures, but with Table number substituted for Figure number.

> **Table Number**
>
> *Title*
>
> [TABLE]
>
> *Note*. Text of note which should be used to explain information that is not easily identifiable from the table and its title alone. This is optional and to be used at the student's discretion.

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Table 1

Sydney Temperatures for the Past Week

	Temperature	Humidity	Pressure
High	32 ºC	100%	1018 mbar
Low	17 ºC	15%	991 mbar
Average	24 ºC	69%	1009 mbar

Note: This data was reported on the 26 Jan at 10:00am AEST.

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How to cite the Bible

When you refer to whole chapters/whole books of the Bible in the text of your paper, spell out the names of the books; do not italicise or underline them.

Example: 2 Samuel 12 records the prophet Nathan's confrontation of King David.
Example: The identity of the author of the book of Hebrews is not certain.

When you refer to individual verse(s) of the Bible in the text of your paper, follow the abbreviation conventions of the Society of Biblical Literature (SBL) for books of the bible.

SBL Abbreviations for Biblical Books

Society of Biblical Literature. (2014). *The SBL handbook of style* (2nd ed.). Atlanta, GA: SBL Press.

Book	**Abbrev.**	**Book**	**Abbrev.**	**Book**	**Abbrev.**
Genesis	Gen	Isaiah	Isa	Romans	Rom
Exodus	Exod	Jeremiah	Jer	1 Corinthians	1 Cor
Leviticus	Lev	Lamentations	Lam	2 Corinthians	2 Cor
Numbers	Num	Ezekiel	Ezek	Galatians	Gal
Deuteronomy	Deut	Daniel	Dan	Ephesians	Eph
Joshua	Josh	Hosea	Hos	Philippians	Phil
Judges	Judg	Joel	Joel	Colossians	Col
Ruth	Ruth	Amos	Amos	1 Thessalonians	1 Thess
1 Samuel	1 Sam	Obadiah	Obad	2 Thessalonians	2 Thess
2 Samuel	2 Sam	Jonah	Jonah	1 Timothy	1 Tim
1 Kings	1 Kgs	Micah	Mic	2 Timothy	2 Tim
2 Kings	2 Kgs	Nahum	Nah	Titus	Titus
1 Chronicles	1 Chr	Habakkuk	Hab	Philemon	Phlm
2 Chronicles	2 Chr	Zephaniah	Zeph	Hebrews	Heb
Ezra	Ezra	Haggai	Hag	James	Jas
Nehemiah	Neh	Zechariah	Zech	1 Peter	1 Pet
Esther	Esth	Malachi	Mal	2 Peter	2 Pet
Job	Job	Matthew	Matt	1 John	1 John

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Psalms	Ps	Mark	Mark	2 John	2 John
Proverbs	Prov	Luke	Luke	3 John	3 John
Ecclesiastes	Eccl	John	John	Jude	Jude
Song of Songs	Song	Acts	Acts	Revelation	Rev

Capitalisation of Bible

The word *Bible* is capitalised when it refers to the canonical collection of sacred texts.

> *Example*: In this unit, students will engage closely with the Bible as a collection of texts that have shaped Jewish and Christian traditions.

The word *biblical* is not capitalised when used adjectivally.

> *Example:* This unit introduces students to key themes and methods in biblical studies.

Do I need to put the Bible in my Reference List?

The Bible is referenced like a book with no author. Two dates are used in Bible references. The first is the year in which the translation was originally published, and the second is the year of the version that you are currently using. For example:

(*New King James Bible*, 1982/2013).

New King James Version. (2013). Holman Bible Publishers. (Original work published 1982).

The New King James Version was originally published in 1982, but this particular NKJV Bible was published in 2013.

The first time you cite the Bible in your paper, give the full title of the translation with its abbreviation in square brackets. For subsequent citations, you can then use the abbreviation in place of the full title.

(*New King James Bible [NKJV],* 1982/2013).

(*NKJV*, 1982/2013).

The abbreviation for some common standard Bible Versions is as follows.

New International Version	NIV
Today's New International Version	TNIV
New American Standard Bible	NASB
Revised Standard Version	RSV

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English Standard Version	ESV
New English Translation	NET
Amplified Bible	AMP
King James Version	KJV
New King James Version	NKJV
New Living Translation	NLT

When you are citing a particular passage of Scripture, include the abbreviated name of the book, the chapter number, and the verse number—never a page number.

Chapter and verse are separated by a colon. Any abbreviations of book of the Bible should follow the SBL conventions outlined above and be consistent throughout your work.

> *Example:* The person vowed to “set me as a seal upon thine heart” (King James Bible, 1769/2017, Song of Solomon 8:6).

Subsequent mentions of this passage need only (Song 8:6) unless the version of the text is changed (i.e. quoting then from Revised Standard Edition). In that case, a full citation is required.

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Using Footnotes to clarify and expand on content

While footnotes are not used for citations when using APA referencing, they can be used to give additional information. This can be to clarify or expand on aspects of the content of your work. Please note though, that footnotes should make up **no more than 10-15% of your assessment word count.**

Clarification

It is important to ensure that any terms or concepts we used in our writing are explained. In conversation we often make assumptions that people know exactly what we mean but in academic writing it is important to be clear what our definitions or assumptions are and what we have based them on. An example of the text of an essay and the accompanying clarifying footnote could be:

> For such an influential entity, in the 21st century Western Protestant Church[1] at least, Wisdom has been all but ignored and those who do have some level of awareness of it as a genre do not necessarily comprehend the full scope of what Wisdom Literature is.
>
> [1]The term '21st century Western Protestant Church' is an all-encompassing term that this author uses to describe the wider church in nations such as Australia, the United States of America and the United Kingdom based on a combination of written and spoken evidence from a broad cross-section of churches this author has been exposed to over the past decade in pastoral ministry.

Expanding content

It is important to communicate that you have a complete understanding of your area of study and the issues that surround your topic. In addition, it is advantageous to ensure your assessor is aware of the breadth of your reading and understanding on the topic. Footnotes can be helpful to expand on an issue or an idea to show that you have read widely and have a full comprehension without exceeding your word count unnecessarily. An example of the text of an essay and the accompanying expanding footnote could be:

> Irrespective of the relationship between Jesus and Wisdom, there is undoubtedly a pervasive influence of Wisdom Literature on Jesus the man and his ministry. This would have included the Biblical Wisdom Literature as defined by the scope of this essay as well as other Wisdom influences found in the Hebrew Bible and the Deuterocanonical Books.[1]
>
> [1]The Deuterocanonical Books that would have been well known during the life of Jesus would have included the accepted books of Ecclesiasticus (or Sirach) and the Wisdom of Solomon as well as the Wisdom of Jesus Ben Sira. These books have been shown to influence Jesus' teaching greatly. One example of such influence is found in the famous "Come to me all who are weary and burdened, and I will give you rest" passage of Matthew 11:28-30 which is clearly influenced by Sirach 24:19 and 51:23-27 as stated in Hagner (1993, p. 323).

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Quick Referencing Guide - APA

This 1 page summary of the Reference Fact Sheet is designed for you to print and use as a Quick Reference Guide for the most common forms of referencing. For more details please refer back to entire Guide. The table below shows the in-text citation and reference list entry for each source.

Source	In-text Citation	Reference List
Book (single author)	(Greggo, 2019).	Greggo, S. (2019). *Assessment for counseling in Christian perspective.* IVP Academic.
Book (two authors)	(Cloud & Townsend, 2000).	Cloud, H., & Townsend, J. (2000). *Boundaries before marriage.* Strand Publishing.
Book (three or more authors)	(McRay et al., 2016).	McRay, B.W., Yarhouse, M.A., & Butman, R.E. (2016). *Modern psychopathologies: A comprehensive Christian appraisal*. IVP Academic.
Chapter (or other part of a book)	(Ramírez, 2010)	Ramírez, A. (2010). Muslim women in the Spanish press: The persistence of subaltern images. In F. Shirazi (Ed.), *Muslim women in war and crisis: Representation and reality* (pp. 227–244). University of Texas Press.
Journal Article	(Sain, 2020).	Sain, B. (2020). What is this hope? Insights from Christian theology and positive psychology. *Journal of Moral Theology, 9*(1), 98-119.
Website	(Pierre & Reju, 2016)	Pierre, J., & Reju, D. (2016, June 16). *10 things you should know about pastoral counseling.* Crossway. https://www.crossway.org/articles/10-things-you-should-know-about-pastoral-counseling/
The Bible	(*New King James Bible*, 1982/2013).	*New King James Version.* (2013). Holman Bible Publishers. (Original work published 1982).
AI generated text as a result of prompt / question	(OpenAI, 2023; see Appendix 1 for full transcript).	OpenAI. (2024). *ChatGPT* (3.5). https://chat.openai.com
Direct quote	(Smith, 2022, p. 97).	

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Style Guide for Assessments of any type

Unless otherwise stipulated, all assessments should follow these guidelines.

General Text	Paragraphs must be **double-spaced** and written in Times New Roman **12-point font**.
Footnote Text	Footnotes should be inserted using the Word footnote, must **be single spaced**, written in Times New Roman **10-point font**.
Margins	Assignments must have at least a 2.5cm margin on all sides
Bibliography / Reference Lists	The Bibliography (Turabian) or Reference List (APA) should be placed at the end of your assessment and start on a new page. It should be: • 1.5 or double spaced • Be listed alphabetically by surname • Have a hanging indent (the first line of each entry is flush left, and anything that runs into the second line and beyond is indented). • There is to be NO use of numbering or bullet points.
Appendices	Any appendices should be placed after the Bibliography or Reference list. Each Appendix should start on a new page and should be numbered Appendix 1, Appendix 2 etc.
Tables and Figures	Any table or figure (diagram, photo, map etc.) used in your assessment can be placed throughout your assessment but must be referred to in the body of your work. • Each table should be numbered sequentially (e.g. Table 1) and a heading should be added **above** the table, in **bold** Times New Roman **12-point font**. • Each figure should be numbered sequentially (e.g. Figure 1) and a heading should be added **above** the figure, in **bold** Times New Roman **12-point font**.
Headings	Headings can be used where appropriate in your assessment. They should be consistent throughout your work. Heading levels should be formatted as follows: *Primary heading*: Centered, bold, capitalised headline style and long titles used. For example: **The Authorship of the Gospel of John** *First-level subheadings*: Left justified, bold, capitalised headline style. For example: **The Traditional Views of Authorship** *Second-level subheadings*: Left justified, bold, italics, capitalised headline style. For example:

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	Patristic Views *Third-level subheadings*: Left justified, no bold, underlined, capitalised headline style. For example: Patristic Views of the 2nd Century
Quotations	For formatting in-text and block quotations, please refer to the relevant Referencing Guide (Turabian or APA). In general, quotations should make up no more than 10% of the total word count of an assessment. ***Turabian***: Block quotations should be single spaced. ***APA***: Block quotations should be double spaced.
Numbers	**Turabian:** When using numbers in your writing, the general rule is that any number from zero to one hundred should be spelt out. For example: "There are eighteen mentions of Aaron in this chapter". **APA:** When using numbers in your writing, the general rule is that any number above 10 should be a numeral, and numbers 10 or below should be spelt out.

Writing Guide for Assessments of any type

The following is a guide to the minimum standards expected of ALL Higher Education written work submitted to ACOM for assessment. Students should be aware that assignments that do not meet these requirements will fail.

In order to gain a PASS grade or above, written assignments submitted to ACOM for assessment must AT LEAST:

Include the ACOM Cover Page

All assessments are to include a cover page. The template for the cover page can be downloaded by the student from Moodle and inserted at the front of their assessment. All declarations must be completed prior to submission. If an assessment type does not require a Cover Page that will be indicated in the assessment information in the Unit Introductory Booklet.

Assessment Length

The length of an assessment must be within 10% of the word limit for that assessment. This includes anything required in the assessment including headings. Footnotes, bibliographies / references lists, tables and appendices are not included in word count. Assessments that are significantly over the word limit will lose marks.

Assessments that are submitted with 60% or less of the required word count should be considered 'incomplete' and normally failed.

Use of Footnotes to elaborate

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Students are also encouraged to use their footnotes to elaborate on content in their essays but this should not exceed approximately 10-15% of the allowed word count. i.e. footnotes are not a place for doubling the size of the essay. The allowable figures for footnote elaborations are approximate. You are free to use your judgement as to whether they seem appropriate given the assessment context. See the relevant sections in either the Turabian or APA Referencing Guides.

Be presented as a formal and complete assessment

Rough notes, draft copies and unfinished work will not be accepted.

Be written in formal English

Essays must use grammatically and syntactically correct sentences, and all conventions of the English language (e.g., correct spelling, correct and consistent use of capitals, full stops, commas, inverted commas, question marks, quotation marks, etc.) must be followed consistently. Isolated errors will not usually result in failure. Consistent errors may result in failure.

Be free from slang, colloquialisms and conversational language, and contractions

Isolated examples of slang, colloquialisms or conversational language will not usually result in failure. Consistent use of slang, colloquialisms, and contractions, may result in failure.

A very short list of some slang words (and some suggested formal alternatives in brackets) includes:

- "Cool" ("popular"), "crappy" ("poor quality"), "I reckon" ("It is my opinion that..."), "hang around" ("wait"), "boss" ("employer"), etc.
- "Well, the best way to...."
  - Using "well" to begin a sentence is colloquial (and redundant). Simply start the sentence with "The...". Instead of using "best" use, for example, "most appropriate", or "most widely accepted".
- "The methodology used to reach this conclusion is really bad."
  - Neither "really" nor "bad" are properly defined. Instead of "really bad" use, for example, "highly inappropriate", or "obviously unjustified".
- 'You will agree that..."
  - Never address the reader directly in an essay and never speculate about the reader's beliefs or opinion(s). Instead say, for example, "There is strong evidence that..." or "This conclusion seems inevitable".

Avoid contractions and use full words. You should write:

- *are not* instead of *aren't*
- *do not* instead of *don't*
- *will not* instead of *won't*.

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Use gender inclusive language

Students are required to use gender inclusive language in all academic papers and verbal presentations. This is recognised practice across tertiary education. It also reflects the inclusive nature of the gospel (Galatians 3:28) and is good practice and preparation for ministry and worship leading.

Address the question or topic

Assessments not addressing the questions/topic WILL be failed regardless of the overall quality of the essay. This is because the assessment question has been written to ensure the student demonstrates competence in the learning outcomes of the unit. By not answering the question, the student has not demonstrated such competence, even if what was submitted was well written.

Be characterised by tertiary level thought and/or depth of analysis

Assessments should evidence a level of clarity, logicality, and persuasiveness consistent with tertiary studies. Assessments that could have been written by a reasonably intelligent and reasonably well-informed high school student have not reached the minimum criterion for this standard.

Support key statements with evidence

'Evidence' includes citations of written academic work (e.g., books, journals, reputable and verifiable internet resources) and direct evidence gathered by students (e.g., through an interview or survey), but does not include anecdotal evidence or 'motherhood' statements such as "everybody knows that..."

Referencing the Bible in the body of your assessment

If you reference the Bible in your assessment, follow the guidelines related to your referencing style (see the section above).

Interact with a range of sources

Rather than imposing a one-size-fits-all number of required resources, students are expected to simply use whatever resources are appropriate for that assessment. It is not sufficient simply to quote/reference authors. Students are expected to critique the arguments of various authors, and to assess whether the contributions of other authors are valuable, insightful, applicable, etc. A balanced essay will include views/sources with which the student disagrees.

Be free from plagiarism

Examples of plagiarism will result in automatic failure. Plagiarism is the representation of another's works or ideas as one's own. It includes the unacknowledged word-for-word use or paraphrasing of another person's work, and the inappropriate unacknowledged use of another person's ideas (see both the Plagiarism, and Academic Misconduct Section below).

Use the appropriate referencing system correctly and consistently.

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Students must use either the Turabian or APA Referencing system outlined in the *Referencing Guide* on Moodle.

Write in the correct 'person' (e.g. third person or first person)

Academic essays should generally be written in the third person. This means that you will not write statements such as "I think...." or "I believe". For example:

- Instead of saying: *"I believe that climate change is a critical issue",* you could write *"The evidence supports the notion that climate change is a critical issue.*"
- Instead of saying: "*In my opinion, the government should invest more in education*", you could write "*A strong case can be made for increased government investment in education*."
- Instead of saying: "I feel that the economic policies are ineffective", you could write "*Prominent economists argue that the current economic policies lack efficacy*."

When your assessment type differs from a formal essay (such as a personal reflection, a report etc.) then the use of the first-person may be justified. This can be confirmed by your marker but if in doubt, the third person should always be used

Appropriate use of headings and lists

The use of headings is permissible in both formal essays and other assessment types where appropriate. Students should follow the Style Guide for formatting of headings. On assessments that are longer than 5,000 words, headings should be listed in a Table of Contents on the first page of their assessment.

The use of lists (bulleted or numbered) should be avoided in formal essays but can be used where appropriate in other assessment types.

Address the question or topic in the manner specified

Where the assessment question/topic clearly specifies a particular manner of addressing the topic, assessments not addressing the topic in that manner may be failed even if the overall question/topic is addressed in other ways.

How to Format an Appendix

- Appendices should be positioned at the end of the paper, after the Bibliography.
- Each appendix should begin on a separate page.
- Each appendix should have a label AND a title e.g.,

Appendix: Chiastic Structure of Psalm 23

- If a paper has one appendix, label it as Appendix.
- The appendix title should describe the contents of the appendix.
- If a paper has more than one appendix (or appendices), label them in chronological order: Appendix 1, Appendix 2, Appendix 3, etc.
- Each new appendix should be on a new page.

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- Refer to the appendix using its label at least once within the paper.
- Format the contents of the appendices as per APA formatting guidelines.

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