

## Guidelines for Citations

Most books published by IVP abide by the citation guidelines in *The Chicago Manual of Style*. Please refer to these guidelines as you write and revise your manuscript so that your citations are accurate and complete. If you are uncertain whether you should follow these style rules or another authority such as APA, talk to your editor. For questions related to biblical and theological references, see the *SBL Handbook of Style*, second edition.

The basic information required for all citations includes **author, title, and publication information**—in that order. It is your responsibility to supply required citation facts in order to prepare your book for publication. What follows are the details of how to format entries in your manuscript.

**Footnote or Endnote** (first citation in each chapter should be a full citation)\*

<sup>1</sup>Author name (First Last), *Title of Book: Subtitle of Book* (City of publication, State abbrev.: Publisher, Date of publication), page number (##).

**Short form** (for subsequent entries from same title in same chapter)\*\*

<sup>6</sup>Author last name, *Shortened Title of Book*, page number (##).

### Bibliography

Author name (Last, First). *Title of Book: Subtitle of Book*. City of publication, State abbrev.: Publisher, Date of publication.

\*During the writing, revising, and editing phases, all citations should appear in your manuscript as footnotes for ease of review. If you or your editor have requested endnotes for the published book, then IVP will convert citations when your manuscript is sent to the production team (post-copyediting).

\*\*IVP prefers to use shortened citations instead of *ibid*. Please contact your editor if you have questions about this guideline.

---

The following are examples of citations from different types of sources.

### BOOKS BY ONE AUTHOR

Note

<sup>1</sup>Sandra Richter, *The Epic of Eden: A Christian Entry into the Old Testament* (Downers Grove, IL: IVP Academic, 2008), 42.

Short form

<sup>6</sup>Richter, *Epic of Eden*, 201.

Bibliography

Richter, Sandra. *The Epic of Eden: A Christian Entry into the Old Testament*. Downers Grove, IL: IVP Academic, 2008.

### BOOKS BY TWO OR MORE AUTHORS

Note

<sup>1</sup>Ian Morgan Cron and Suzanne Stabile, *The Road Back to You: An Enneagram Journey to Self-Discovery* (Downers Grove, IL: InterVarsity Press, 2016), 17.

Short form

<sup>6</sup>Cron and Stabile, *Road Back to You*, 98.

Bibliography

Cron, Ian Morgan, and Suzanne Stabile. *The Road Back to You: An Enneagram Journey to Self-Discovery*. Downers Grove, IL: InterVarsity Press, 2016.

## CONTRIBUTION TO A MULTIAUTHOR BOOK

Note

<sup>1</sup>G. L. Parsenius, "Incarnation" in *Dictionary of Jesus and the Gospels*, 2nd ed., ed. Joel B. Green, Jeannine K. Brown, and Nicholas Perrin (Downers Grove, IL: IVP Academic, 2013), 400.

Short form

<sup>6</sup>Parsenius, "Incarnation," 402.

Bibliography

Parsenius, G. L. "Incarnation." In *Dictionary of Jesus and the Gospels*, 2nd ed., edited by Joel B. Green, Jeannine K. Brown, and Nicholas Perrin, 399-403. Downers Grove, IL: IVP Academic, 2013.

## DIGITAL/EBOOK

Note

<sup>1</sup>G. K. Beale and Benjamin L. Gladd, *The Story Retold: A Biblical-Theological Introduction to the New Testament* (Downers Grove, IL: IVP Academic, 2020), chap. 13, Kindle.\*

Short form

<sup>6</sup>Beale and Gladd, *Story Retold*, chap. 17, Kindle.

Bibliography

Beale, G. K., and Benjamin L. Gladd. *The Story Retold: A Biblical-Theological Introduction to the New Testament*. Downers Grove, IL: IVP Academic, 2020.

*\*If your ebook allows access to page numbers, please use those in place of the chapter number. However, IVP requests that you use chapter numbers rather than "locations" in ebooks.*

## JOURNAL ARTICLE

Note

<sup>1</sup>Margaret Lock, "Comprehending the Body in the Era of the Epigenome," *Current Anthropology* 56, no. 2 (April 2015): 155, <https://doi.org/10.1086/680350>.\*

Short form

<sup>6</sup>Lock, "Comprehending the Body," 160.

Bibliography

Lock, Margaret. "Comprehending the Body in the Era of the Epigenome." *Current Anthropology* 56, no. 2 (April 2015): 151-77. <https://doi.org/10.1086/680350>.\*

*\*If the journal is not available online, then the citation appears in the same format with all the same content—just without a URL or DOI.*

## ONLINE ARTICLES

Note

<sup>1</sup>Christopher Dawson, "He Was Once Homeless. Now He's Providing Sinks, Water, and Soap to Help Protect Those on the Streets from the Coronavirus," CNN, March 22, 2020, [www.cnn.com/2020/03/22/us/sinks-for-homeless-iyw-trnd/index.html](http://www.cnn.com/2020/03/22/us/sinks-for-homeless-iyw-trnd/index.html).\*

Short form

<sup>6</sup>Dawson, "He Was Once Homeless."

Bibliography

Dawson, Christopher. "He Was Once Homeless. Now He's Providing Sinks, Water, and Soap to Help Protect Those on the Streets from the Coronavirus." CNN. March 22, 2020. [www.cnn.com/2020/03/22/us/sinks-for-homeless-iyw-trnd/index.html](http://www.cnn.com/2020/03/22/us/sinks-for-homeless-iyw-trnd/index.html).\*

*\*Access dates are only required if a publication date cannot be determined.*

## **BLOG ENTRY**

Note

<sup>1</sup>Nijay Gupta, "Every Aspiring Writer Should Read the Book WRITE BETTER by Andrew T. Le Peau," *Crux Sola: Formed by Scripture to Live Like Christ* (blog), *Patheos*, April 21, 2020, [www.patheos.com/blogs/cruxsola/2020/04/every-aspiring-writer-should-read-the-book-write-better-by-andrew-le-peau](http://www.patheos.com/blogs/cruxsola/2020/04/every-aspiring-writer-should-read-the-book-write-better-by-andrew-le-peau).

Short form

<sup>6</sup>Gupta, "Every Aspiring Writer."

Bibliography

Gupta, Nijay. "Every Aspiring Writer Should Read the Book WRITE BETTER by Andrew T. Le Peau." *Crux Sola: Formed by Scripture to Live Like Christ* (blog). *Patheos*, April 21, 2020. [www.patheos.com/blogs/cruxsola/2020/04/every-aspiring-writer-should-read-the-book-write-better-by-andrew-le-peau](http://www.patheos.com/blogs/cruxsola/2020/04/every-aspiring-writer-should-read-the-book-write-better-by-andrew-le-peau).

## **PERSONAL CORRESPONDENCE**

Note

<sup>1</sup>Fleming Rutledge, personal correspondence with author, September 18, 2018.

Short form

<sup>6</sup>Rutledge, interview.

Bibliography (rare)

Rutledge, Fleming. Personal correspondence with author. September 18, 2018.

---

## Additional Notes

- A primary source is always preferred. Even so, secondary sources are most often acceptable. However, websites such as Wikipedia or GoodReads are not authoritative resources for citations.
- If using a citation management software (e.g., Zotero, EndNote), citations must be presented as ordinary text, stripped of any of the underlying codes such as fields or hyperlinks used in creating or organizing them. Authors should double-check citations *after* this conversion to ordinary text and fix any problems both in the text and in the citation data.
- Note that it is never sufficient to provide *only* a URL; as far as they can be determined, the full facts of publication should always be recorded first.

*The tips presented here are intended to help as you prepare your manuscript. Even though these guidelines address many of the different types of sources consulted, this is by no means a comprehensive resource. For further details about the variations appropriate for additional sources, please consult The Chicago Manual of Style, 17th edition (or your relevant authority).*