

British Journal of Religious Education

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Further Guidelines for Contributors

Quite extensive guidelines for contributors to the *BJRE* are published inside the back cover of the journal. However, there are certain areas which require a more detailed exposition and this document offers further guidance in these areas.

Capitalisation

Ensuring consistency in the use of capitals is always difficult because it is impossible to lay down comprehensive rules. It is much easier to be consistent, however, if capitals are used sparingly than if they are used liberally. As a general principle, therefore, the use of capitals needs to be justified. The question to be asked is: 'Does this word *need* a capital letter?'

The following instances always require capitals:

- Proper names of people and places (Colin Johnson, Derby)
- Days of the week or year (Wednesday, Christmas Day)
- Significant words (that is, not counting articles, conjunctions and prepositions) in titles of people and institutions (Chief Executive, Head of Religious Studies, Professional Council for Religious Education)
- Significant words (that is, not counting articles, conjunctions and prepositions) in titles of books and journal articles (see below under 'References' for further guidance on this)
- Religions and religious movements (Islam, Protestant)

Instances which give rise to particular difficulty are:

- bible – the Bible because it is a title but bible study, bible verses and so on where it is being used adjectivally
- church – some would propose a distinction between the Church (universal) and a local church, but what then of the intermediate level of denominations? For this reason I suggest church (lower case) in all instances except when part of a title (Church of England, United Reformed Church)
- government – as with the Bible, the Government or a Labour Government but government policy and government pronouncements
- religious education – in general use lower case but capitals may be required if, for example, referring to the title of an examination paper (GCSE Religious Education). The abbreviation RE should be used sparingly.

Acronyms

The *BJRE* has an international readership and extensive knowledge of the British educational system cannot be assumed. This is particularly important to bear in mind

when using acronyms such as SCAA, QCA, DfES and GNVQ. It would be tedious, however, to refer to the School Curriculum and Assessment Authority in full every time it is mentioned. The procedure, therefore, should be to use the full title on the first occasion with the acronym in brackets. The acronym may then be used thereafter.

Notes

Notes should be avoided unless absolutely essential. In practice this means that two conditions need to be met:

- 1 They give essential information to support or illustrate what is said in the text.
- 2 This information cannot readily be included in the main text without disrupting the flow of the argument.

Such instances should be rare. Please do not format notes as footnotes or endnotes, just use a superscript number to mark them in the text, and list the notes at the end of the article before the references.

References

The *BJRE* uses the author–date system of references, sometimes referred to as the Harvard system. Under this system the author and date of publication are cited in the text (the text reference) and full details are given in a list of references at the end of the article (the full reference). A list of *references* is precisely that—bibliographic details of sources *referred to* in the article. It is not a general bibliography of publications relevant to the article’s subject matter. Therefore every text reference must have a corresponding full reference in the list of references at the end, and no work should appear in the list of references which has not been cited in the text. This should be checked by reading the manuscript and ticking both text reference and full reference where they correspond. Unticked references then show up any lack of correspondence.

Text references

The simplest form of text reference is (Hull, 1995). If several works are being referred to, they are separated by semi-colons (Hull, 1995, 1997; Jackson, 1997). Where there are two authors the reference will be (Nesbitt & Jackson, 1993). If the names are not enclosed in brackets, e.g. ‘work done by Hull and Jackson (2000)’, then ‘and’ is used instead of ‘&’. In the case of multiple authorship, the text reference will be (Baumfield *et al.*, 1994) but the complete list of authors will be given in the full reference. Groups of references in the text should be listed in chronological order. Where an author has written two or more works in the same year, the date in the first text reference should be, for example, 1994a, the second 1994b, and so on (they can be listed in the text as Hull, 1994a, b). When this is the case, great care is needed to ensure that the text references and the full references match up correctly. If it is desired to specify a *particular* page in the text reference (for example if a quotation is provided), this is separated from the date by a comma (Hull, 1995, p. 27). The page references for the *whole* of the article (if a journal article) should be given in the full reference.

Dates of publication

The date of publication is usually among the least problematical of the items in connection with a reference. The exception occurs when books are either oft-reprinted

classics, or translations, or both. Take for example the seminal book by Schleiermacher, *Über die Religion*, first published in 1799. English translations, usually but not always with the title *On Religion: speeches to its cultured despisers*, have appeared in 1893, 1955, 1958, 1988, 1994 and 1996. It is clearly misleading if the original date of publication is not given in such a case *in addition to* the date of publication of the particular translation or edition referred to. Thus the reference should read: Schleiermacher, F. [1799](1958) *On Religion: speeches to its cultured despisers* (New York, Harper & Row).

Examples

It is impossible, even in this more extensive guidance, to cover every possible type of reference, but the following examples will probably clarify the form required in most cases.

Book

Jackson, R. & Nesbitt, E. (1993) *Hindu Children in Britain* (Stoke-on-Trent, Trentham).

A comma separates the surname from the first initial, and a comma the place of publication from the publisher. There is no other punctuation apart from the brackets. The title is in italics. If there is a subtitle it is separated from the title by a colon, for example *The Curriculum: Theory and Practice*. All significant words are capitalized. Where a particular edition is specified it follows the title in the form (2nd edn), e.g. Race, A. (1993) *Christians and Religious Pluralism* (2nd edn) (London, SCM).

Chapter in book

Jackson, R. (1992) The misrepresentation of religious education, in: M. Leicester & M. Taylor (Eds) *Ethics, Ethnicity and Education* (London, Kogan Page), 35–67.

Book with translated title

Sundén, H. (1970) *Barn och Religion* [Children and Religion] (Stockholm, Verbum).

The translation of the title is put in square brackets, not italicised, following the title in the original language.

Book in series

Schools Council (1971) *RE in Secondary Schools*, Working Paper 36 (London, Evans-Methuen).

Journal article

Everington, J. (1996) A question of authenticity: the relationship between educators and practitioners in the representation of religious traditions, *British Journal of Religious Education*, 18 (2), 69–77.

Article title has the first word and any proper nouns capitalized. Journal title in italics, in full. Volume number of journal follows title after a comma but not in italics, issue

number in brackets after a space. Page numbers for the article are the shortest possible, e.g. 234–47, but in the teens use 14–17, and when number ends in 0 use 60–63, not 60–3.

Journal Editorial

Hull, J. M. (1994) Editorial, *British Journal of Religious Education*, 17 (3), 2–4.

If an Editorial (or the relevant section of an Editorial) has a title, it may be referenced as:
Hull, J. M. (1994) The transmission of religious prejudice, Editorial, *British Journal of Religious Education*, 14 (1), 69–72.

Newspaper article

Holness, M. (1993, July 9) RE time: two-thirds should be Christian, *Church Times*, p. 1.

In the above example the text reference would be (Holness, 1993), not (*Church Times*, 1993).

Only if the article is unattributed should the name of the paper be used as the author. In such cases the reference would be:

RE time: two-thirds should be Christian (1993, July 9). *Church Times*, p. 1.

Letter in newspaper

Allison, M., Anderson, D. & Alton, D. (1994, February 4) Letter in *The Times Educational Supplement*, p. 16.

The text reference for this would be (Allison *et al.*, 1994).

Agreed Syllabus

Northamptonshire Education Committee (1982) *Religious Education in Northamptonshire*, The Agreed Syllabus of Religious Education (Northampton, Northamptonshire County Council).

Agreed syllabuses can be difficult because the way in which they are presented can vary considerably from county to county. However it is suggested that the Education Committee be considered the author of the document and the County Council the publisher. It is also suggested that the words ‘The Agreed Syllabus of Religious Education’ are added *unless* this is clearly stated in the title.

Model Syllabuses

For the Model Syllabuses as a whole: School Curriculum and Assessment Authority (SCAA) (1994) *Model Syllabuses for Religious Education* (London, SCAA).

For one of the four booklets which make up the Model Syllabuses: School Curriculum and Assessment Authority (SCAA) (1994) *Model Syllabuses for Religious Education, Model 1: living faiths today* (London, SCAA).

If reference is made to more than one of the individual booklets, they will need to be identified in the text references as (SCAA, 1994a), (SCAA, 1994b) and so on.

DES/DFE/DfEE/DfES Report

Department of Education and Science (DES) (1985) *Better Schools* (London, HMSO). Because the government department responsible for education has had four different titles over the past 20 years it is important that the correct title at the time in question is used. Note that it cannot be *assumed* that all government or quasi-governmental documents are published by HMSO, as SCAA and Ofsted (for example) have published under their own names. Also, HMSO has been renamed The Stationery Office so care will be needed to differentiate between documents published before and after this change.

Ofsted Report

Office for Standards in Education (Ofsted) (1994) *Ofsted Report on De Ferrers High School, Burton on Trent* (London, Ofsted).

Act of Parliament

UK Parliament (1988) *Education Reform Act 1988* (London, HMSO).

Hansard Report

UK Parliament (1994) *House of Lords Official Report, Parliamentary Debates (Hansard)*, 14 February (London, HMSO), col. 94.

The text reference for this would be (UK Parliament, 1994). The text itself should make clear who the speaker is.

DES/DFE/DfEE/DfES Circular

Department for Education (DFE) (1994) *Religious Education and Collective Worship*, Circular number 1/94 (London, HMSO).

DES/DFE/DfEE/DfES Letter

Department of Education and Science (DES) (1991) Letter to all Chief Education Officers in England from Mr A Chamier, 18 March.

DES/DFE/DfEE/DfES Press Release

Department for Education (DFE) (1993) *Press Release 254/93*, 18 August.

Lectures and speeches

Tate, N. (1995) *The Teaching of History and National Identity*, speech delivered at Council of Europe meeting, York, 18 September.

It is difficult to be too prescriptive about lectures and speeches because of the varying circumstances under which they are delivered. However, the reference should aim to establish, in addition to the speaker and title, the occasion, the place and the date. In the case of *published* lectures, details should be given as for any other publication though the title may be followed by: Speech delivered at [occasion, place, date].

Unpublished thesis or dissertation

Francis, L. J. (1976) *An investigation into the concept 'readiness for religion'*.
Unpublished Ph.D. thesis, University of Cambridge.

Works submitted as a requirement for a university degree vary significantly in length and depth and in the name given to them by the university. For the sake of consistency the *BJRE* refers to a work which is the *sole* requirement for obtaining the degree as a *thesis*, and a work which is only *part* of a taught course as a *dissertation*. Because theses are always substantial, they are treated like books and their titles are italicised. Dissertations, being much shorter, are treated as journal articles and the title is therefore not italicised. Authors who wish to cite unpublished works submitted for university degrees should establish their status and use these conventions in referring to them.