



5

How to *DO* Referencing:

Where, When, and How

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Introduction to Referencing

WHAT is 'referencing'?

Academic work always builds on the ideas and discoveries of previous scholars. We use 'referencing' in academic writing to acknowledge the sources of the information, ideas or quotations we have used. A clear and accurate 'reference' shows those who are reading our work exactly where the facts, quotes or ideas we have used come from.

If we fail to reference our writing (even if this is not deliberate), the effect is that we are passing other writers' work off as our own. This is called PLAGIARISM.

WHAT needs to be referenced?

- All ideas or quotations from a book, magazine, journal, newspaper, letter, advertisement, web page, movie, TV programme, song, computer program. (This includes diagrams, charts or illustrations also.)
- Any ideas that have come from another person – for example in a conversation, text message or email.
- *Unique* phrases, or *precise* words, that have come from some specific source.

WHAT doesn't need to be referenced?

We don't need to reference *our own thoughts, ideas, analysis or conclusions* on the topic we are writing about; nor do we need to reference information that is '*common knowledge*' already (for example, the fact that William Shakespeare was an Elizabethan playwright, or that 'Little Red Riding Hood' is a fairy-tale about a little girl, a grandmother, a woodsman and a wolf).

WHAT is plagiarism?

Plagiarism is taking other people's work and presenting it as your own. It includes copying the work of other students, or copying from sources that need to be referenced, without acknowledging the source. It is in one sense a form of theft. It is therefore a matter of justice and integrity! The work of other people needs to be acknowledged, and what you present as your work should genuinely be your own.¹

¹ Carey uses 'turnitin' to detect plagiarism. For Carey regulations see the Academic Regulations section 4.2 Dishonesty in Assessment, on Carey Online.

WHY do we reference our work?

- *To inform* those reading our writing of our sources, so that they can read the original ideas for themselves.
- *To give* validity and credibility to what we are writing.
- *To show* the extent of the reading we have undertaken on the topic we are writing about.
- *To quote* respected sources in order to emphasise a point we want to make.
- *To demonstrate* that we are aware of writers who might disagree with our conclusions.

WHERE do we reference?

In academic writing we place references in two places:

- *Referencing within the text of our writing*: this means that we identify the sources of our material as we write, either within the text itself, or by the use of footnotes. (See below for how we do this.)
- *A Bibliography*: This appears at the end of our writing, and is a complete list of all the sources we have referred to in our text, as well as other relevant works that we have read or consulted as part of our preparation.² (In some writings you might see these two aspects separated out, so that the list of references referred to in the text is different from the more general Bibliography.)

HOW do we reference our writing?

See the following section, the Style Guide, for more information on how to reference within the text of your writing, as well as how to format a Bibliography.

You will begin to realise that it is very important to keep accurate records of *every source* that you are using for an assignment as you prepare for writing. (This is especially true with websites, for example, where the internet address and the content of the site can change from time to time.)

² Your lecturers can tell you if they want works consulted but not footnoted.

WHICH referencing style do we use at Carey?

There are two main referencing methods:

- **Note-bibliography** which uses footnotes to give citation references and provides a full bibliography of works consulted at the end. This is commonly used in the Humanities, and
- **Author-date** where the source of a citation is shown by inserting author surname and date of work cited in brackets in the text rather than in a footnote, and again lists works used in a bibliography, this is common in the Sciences and Social Sciences.

Theology and Biblical Studies mostly use a note-bibliography system, (but you will also find author-date referencing used, particularly in some Practical and Applied Theological works).³

For the purposes of all writing and assignments Carey uses a Note-bibliography style referred to as 'SBL'.

The conventions of this style are set out in detail in *The SBL⁴ Handbook of Style: Second Edition*, which is available in the Carey Library reference section in hard-copy, as well as an electronic book accessible through the library catalogue.

SBL has been compiled specifically for use in the effective referencing of materials used for Ancient Near Eastern, Biblical, and Early Christian Studies. It is particularly useful, therefore, for theological study and writing.

The broad conventions that are used for **SBL** referencing are outlined below, and you will need to become familiar with these conventions as you write your assignments.

³ Within these methods there is some stylistic variation. When writing for publication, for example, you will be expected to conform to the publisher's preferred style.

⁴ Society of Biblical Literature

Referencing Style Guide

Below are examples of note-bibliography citations for the most commonly used resources.

- Note that the form for footnotes differs slightly from the form for the bibliography.
- Note, too, that the first time a work is cited, you should give full details; if the same work is cited again give briefer details (author surname, shortened title, page(s) referred to).

For a book reference you will require the following information:

- Author or editor of the book (translator if there is one)
- Title of the book
- In an edited volume – the title of the article and the author of the article
- The edition of the volume (2nd, revised, etc.)
- The number of volumes, if a multi-volume work
- The name of the series, if it is part of a series (and the series abbreviation – see SBL guide section 8.4 from page 171)
- Place of publication (city and sometimes the state/country- for abbreviation see SBL guide 8.1.1 page 118)
- Publisher
- Date of publication (year)
- Page number of your quote or reference

For an academic article you need the following:

- Author of the article
- Title of the article
- Journal abbreviation (see SBL guide abbreviation list-or limited list in appendix of this guide)
- Volume number (at undergrad level issue number is not required)⁵
- Date of publication (year)
- Page range for the article (eg. 16-35), and any specific page referenced

Footnotes and bibliography

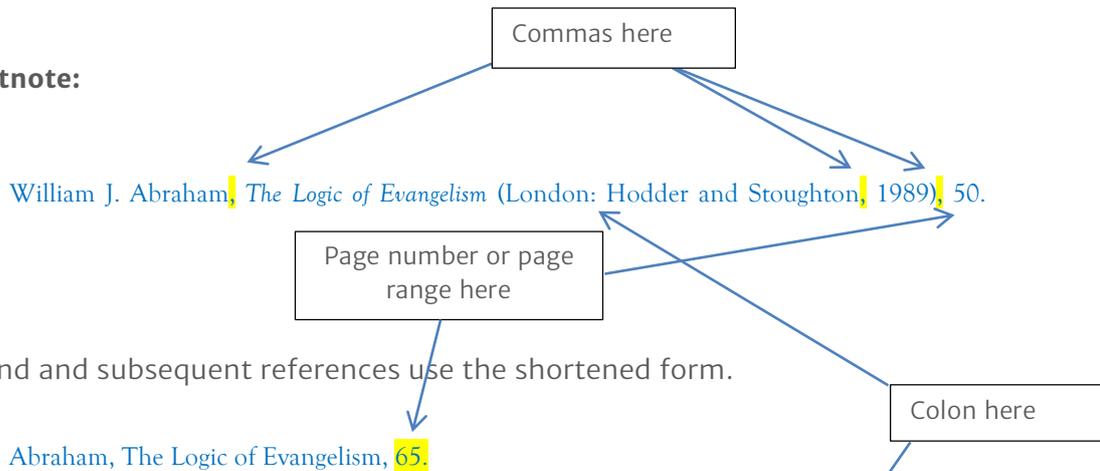
On the following pages you will find examples of how to cite material in the text of your assignments (footnotes) and in the Bibliography.

For more complex examples, consult the *SBL Handbook of Style: Second Edition*.

⁵ At postgrad level issue number is needed if the journal is not page numbered from the beginning of each volume. That is each issue is numbered individually.

1. Book with One author:

Footnote:



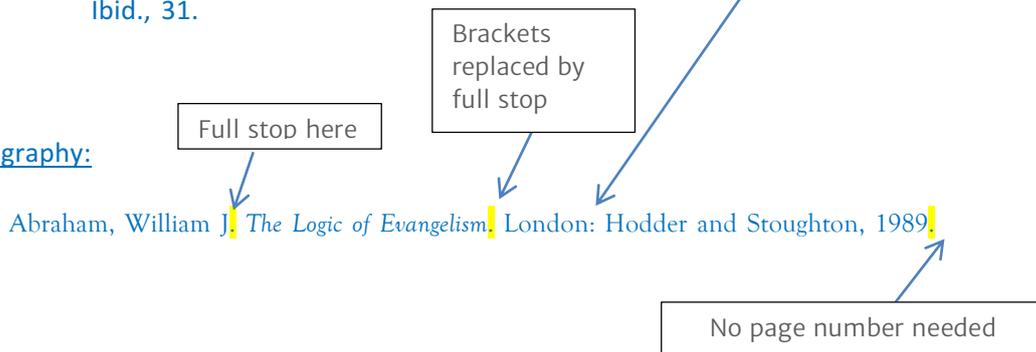
Second and subsequent references use the shortened form.

Abraham, *The Logic of Evangelism*, 65.

If you are citing the *same source* in your writing without any intervening sources, then use 'ibid.' If it is the same source but a different page, write 'ibid., page number.'

ibid., 31.

Bibliography:



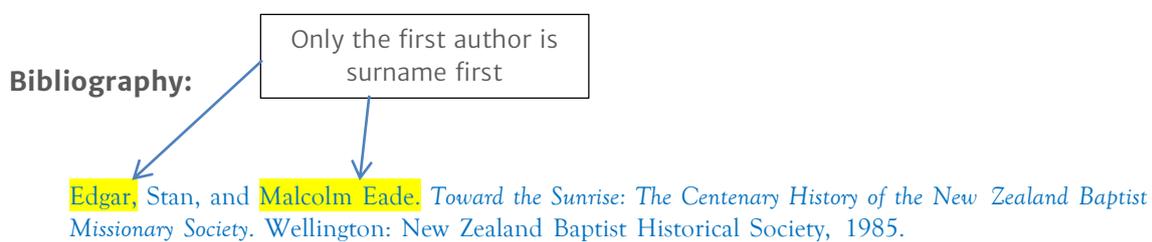
2. Book with two or three authors:

Footnote:

Stan Edgar and Malcolm Eade, *Toward the Sunrise: The Centenary History of the New Zealand Baptist Missionary Society* (Wellington: New Zealand Baptist Historical Society, 1985), 11-13.

Edgar and Eade, *Toward the Sunrise*, 18.

If the book has more than three authors, cite the first author et al.⁶ eg. Wayne Grudem et al., (in the bibliography you should list all authors).



3. Book with one editor:

Footnote:

ed. or eds. goes here

Robert Banks, ed., *Private Values and Public Policy: The Ethics of Decision-making in Government Administration* (Homebush West, NSW: Lancer Books, 1993).

(No page number if the reference is to the whole book rather than to a particular statement or section.)

Banks, *Private Values*, 65.

Bibliography:

Banks, Robert, ed. *Private Values and Public Policy: The Ethics of Decision-making in Government Administration*. Homebush West, NSW: Lancer Books, 1993.

⁶ Et al. means “and others”

4. Edition of book, other than first edition:

Footnote:

R. H. Gundry, *A Survey of the New Testament*, 4th ed. (Grand Rapids: Zondervan, 2003), 281.

Gundry, *Survey*, 281.

Edition statement goes here

Bibliography:

Gundry, R. H. *A Survey of the New Testament*. 4th ed. Grand Rapids: Zondervan, 2003.

5. Chapter or essay in an edited book:

Footnote:

Sam George, "Emerging Youth Cultures in the Era of Globalization: TechnoCulture and TerrorCulture," in *One World or Many? : The Impact of Globalisation on Mission*, ed. Richard Tiplady (Pasadena: William Carey Library, 2003), 33-53.

George, "Emerging Youth Cultures," 40.

Essay or chapter title in speech marks – (like a Journal article)

Page numbers of chapter or essay, in first reference and bibliography

Bibliography:

George, Sam. "Emerging Youth Cultures in the Era of Globalization: TechnoCulture and TerrorCulture." Pages 33-53 in *One World or Many? : The Impact of Globalisation on Mission*. Edited by Richard Tiplady. Pasadena: William Carey Library, 2003.

6. Translated Work:

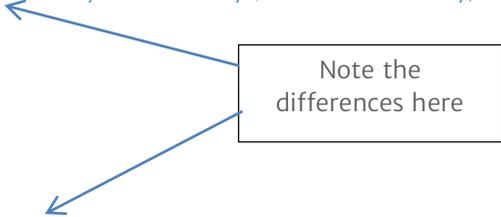
Footnote:

Karl Barth, *Ethics*, trans. Geoffrey W. Bromiley (New York: Seabury, 1981), 29-31.

Bibliography:

Barth, Karl. *Ethics*. Translated by Geoffrey W. Bromiley. New York: Seabury, 1981.

Note the differences here



7. Biblical Commentaries:

Many biblical commentaries are part of a series, where different books are commented on using the same general format. You will need the commentary title and the series title (you need to use the abbreviation if there is one, see below NICNT = New International Commentary on the New Testament). Some series are numbered, in which case you will need the number of your volume to enter in the reference (it is placed after the name of the series but does not say volume or vol.). Commentaries can also be multi-volume works, for example commentaries on Psalms are often in three volumes.

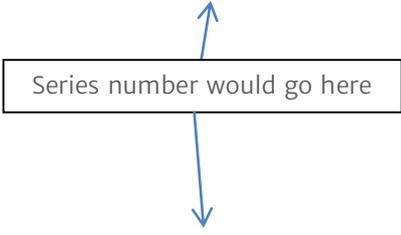
Commentary series:

Footnote:

Joel B. Green, *The Gospel of Luke*, NICNT (Grand Rapids: Eerdmans, 1997), 68.

Green, *Luke*, 69.

Series number would go here



Bibliography:

Green, Joel B. *The Gospel of Luke*. NICNT. Grand Rapids: Eerdmans, 1997.

Multivolume commentaries – entire work: Larger books of the Bible such as Psalms often have multivolume commentaries.

Footnote:

Craig S. Keener, *Acts: An Exegetical Commentary*, 4 vols., (Grand Rapids: Baker Academic, 2012-2015), 3: 2223.

Keener, *Acts*, 2: 1096.

The specific volume referred to in footnote goes here...

If published over several years – you need the range here

Number of volumes in the commentary

Bibliography:

Keener, Craig S. *Acts: An Exegetical Commentary*, 4 vols. Grand Rapids: Baker Academic, 2012-2015.

Multivolume commentaries – one volume:

Footnote:

Craig S. Keener, *Acts: An Exegetical Commentary Volume 2: 3:1-14:28*. (Grand Rapids: Baker Academic, 2013), 1203.

Keener, *Acts 2: 3:1-14:28*, 1663.

Year this volume was published

Biblical chapters covered or other individual volume title here

Bibliography:

Keener, Craig S. *Acts: An Exegetical Commentary Volume 2: 3:1-14:28*. Vol. 2 of *Acts: An Exegetical Commentary*. Grand Rapids: Baker Academic, 2013.

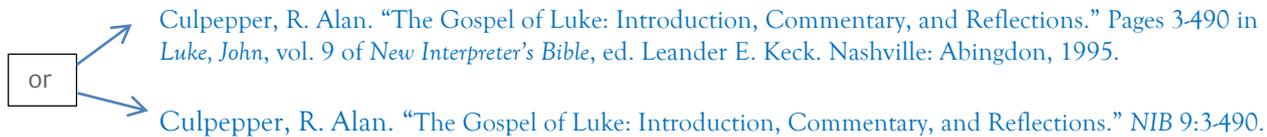
Multivolume commentaries for the entire Bible by multiple authors:

Often these commentaries combine several biblical books in each volume. Use the abbreviated title in footnotes, and your choice for bibliography, however you need to be consistent, and if choosing the shorter form you must do that for all similar references. In the bibliography each author's contribution is treated like a chapter in a book by several authors.

Footnote:

R. Alan Culpepper, *NIB* 9:68

Bibliography:



Single-volume commentaries on the entire Bible:

Some are by a single author, and thus cited like a book with a single author. However, most have an editor and then each biblical book has a different author.

Footnote:

Willem S. Prinsloo, "Psalms," in *Eerdmans Commentary on the Bible*, eds. James D. G. Dunn and John W. Rogerson (Grand Rapids: Eerdmans, 2003), 364-436.

Prinsloo, "Psalms," 365.

Individual page ref.

Page range of the section

Bibliography:

Prinsloo, Willem S. "Psalms." Pages 364-436 in *Eerdmans Commentary on the Bible*. Edited by James D. G. Dunn and John W. Rogerson. Grand Rapids: Eerdmans, 2003.

8. Dictionaries and Encyclopedias:

Cite the author of the article, *not* the editor of the work as a whole, and cite the article in the bibliography (*this is a change from previous format*). Note the author is found at the *end* of the article – after the bibliography (author name is usually initial and surname, full names are in the list of contributors at the beginning of the dictionary/encyclopedia). Use the abbreviated title for the book.

Footnote:

John A. Dennis, "Death of Jesus," **DJG**, 2nd ed., 172-193.

Dennis, "Death of Jesus," 182.

Dictionary of Jesus
and the Gospels

Bibliography:

Dennis, John A. "Death of Jesus." Pages 172-193 in *Dictionary of Jesus and the Gospels*. 2nd ed. Edited by Joel B. Green. Downers Grove: IVP Academic, 2013.

or

Dennis, John A. "Death of Jesus." *DJG* 2nd ed. 172-193.

When you have cited multiple articles from the same dictionary or encyclopedia then the **bibliography** entry is for *the work as a whole* – see below.

Green, Joel B., ed. *Dictionary of Jesus and the Gospels*. 2nd edition. Downers Grove: IVP Academic, 2013.

Multi-volume Dictionary or Encyclopedia:

Footnote:

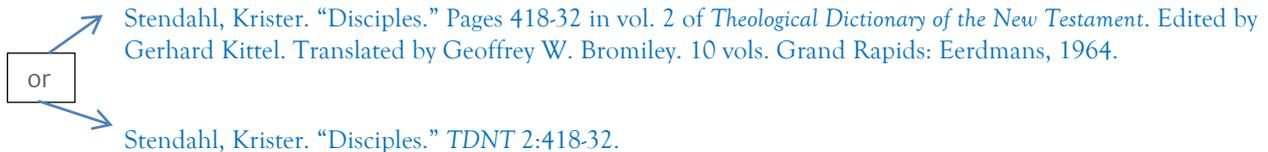
Krister Stendahl, "Disciples," *TDNT* 2:418-32.

Stendahl, "Disciples," 419.

Volume number, no
comma between abbr.
title and number

Bibliography:

In the bibliography cite the article if only one article is cited, otherwise use the theological dictionary entry.



Kittel, Gerhard, and Gerhard Friedrich, eds. *Theological Dictionary of the New Testament*. Translated by Geoffrey W. Bromiley. 10 vols. Grand Rapids: Eerdmans, 1964-1976.

9. Electronic books, Kindle and Nook:

E-books are generally available in two formats; as PDF or download to an e-reader. A PDF should conform to the print edition, and thus be referenced as if it was the print edition. However not all online book versions have stable page numbers. ***If page numbers cannot be cited, include a chapter or section number in the citation.*** If a book is accessed online then the DOI needs to be included at the end of the reference (see SBL Guide 6.2.25), if the DOI is not available then the URL is needed. For e-readers the format used must be indicated.

Kindle:

Footnote:

Jacob L. Wright, *David, King of Israel, and Caleb in Biblical Memory* (Cambridge: Cambridge University Press, 2014), Kindle edition, **ch. 3**, "Introducing David."

Wright, *David, King of Israel*, **ch. 5**, "Evidence from Qumran."

Chapter number

Bibliography:

Wright, Jacob L. *David, King of Israel, and Caleb in Biblical Memory*. Cambridge: Cambridge University Press, 2014. Kindle edition.

Nook:

Footnote:

Henning Graf Reventlow, *From the Old Testament to Origen*. Vol 1 of *History of Biblical Interpretation*, trans. Leo G. Perdue (Atlanta: Society of Biblical Literature, 2009), Nook edition, ch 1.3.

Reventlow, *From the Old Testament to Origen*, ch. 1.3.

Bibliography:

Reventlow, Henning Graf. *From the Old Testament to Origen*. Volume 1 of *History of Biblical Interpretation*. Translated by Leo G. Perdue. Atlanta: Society of Biblical Literature, 2009. Nook edition.

For other e-readers, name the edition, e.g. Kobo edition.

10. Articles and Internet:

Article in a journal (hard-copy):

When you access your article online if there is a *hard copy* of the journal published then use the following format.⁷ Journal titles are *abbreviated*; there is a list of abbreviations in the SBL Guide (pages 171–260). If you do not know the abbreviation – write the journal title out in full. Journals have a volume number and sometimes an issue number. For referencing the volume number is all that is needed.⁸

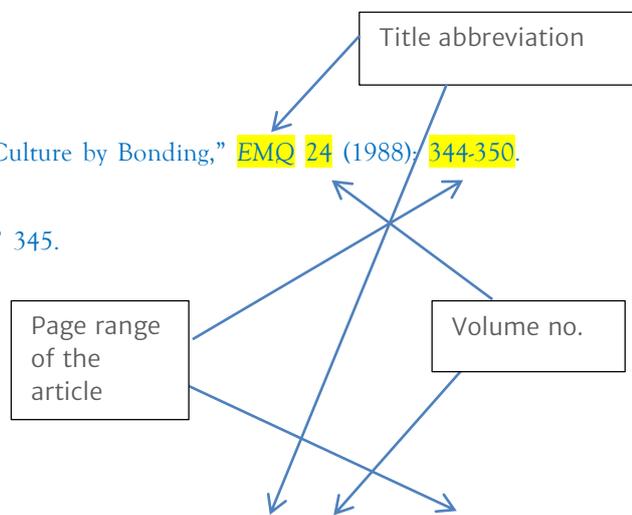
Footnote:

Stanley Granberg, “Entering Your Target Culture by Bonding,” **EMQ 24** (1988): **344-350**.

Granberg, “Entering Your Target Culture,” 345.

Bibliography:

Granberg, Stanley. “Entering Your Target Culture by Bonding.” **EMQ 24** (1988): **344-350**.



Electronic journal article: (this should not be necessary at undergrad level)

This is **only** used if no hard copy is published; some open access journals are also online only. The DOI is a journal specific number and should be available in the online version of the article. If you cannot find a DOI then the URL may be used.

⁷ This applies even when the library does not have a copy, but it is published as a hard copy. Whilst postgrad students may come across online only journals, this is not likely at undergrad level.

⁸ See page 4 for more details.

Footnote:

Carl P.E. Springer, "Of Roosters and *Repetitio*: Ambrose's *Aeterne return conditor*," VC 68 (2014): 155-77, doi:10.1163/15700720-12341158.

Springer, "Of Roosters and *Repetitio*," 158.

Bibliography:

Springer, Carl P.E. "Of Roosters and *Repetitio*: Ambrose's *Aeterne return conditor*." VC 68 (2014): 155-77. doi:10.1163/15700720-12341158.

Article in a magazine:

Some magazines have abbreviations of the title, and you may want to use them for theological publications, eg. BAR is *Biblical Archeological Review*, however CT is not the abbreviation for *Christianity Today* so you do need to look them up. It is acceptable to use the full title.

Footnote:

Paul Wheeler, "Riding with the Disabled," *North and South* (2009): 35.

Bibliography:

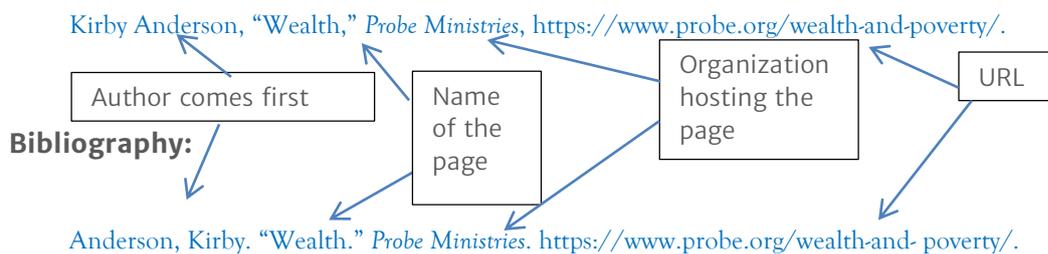
Wheeler, Paul. "Riding with the Disabled." *North and South* (2009): 35-42.

Internet citation; Web pages:

Material published informally online must be referred to by a descriptive phrase or title, the author of the content if known, the owner or sponsor of the site, and the URL. Access date or creation date is not required.

When the author of a web page is *known*:

Footnote:



When the author of a web page is *unknown*:

Footnote:

"Title of page," Name of organization hosting the page, URL.

Bibliography:

"Name of page." Name of organization hosting the page. URL.



Blog:

Unlike web sites, SBL *does require a creation date*, if available, for a blog or newspaper article.

Footnote:

Mark Goodacre, "Jesus' Wife Fragment: Another Round-Up," *NT Blog*, 9 May 2014, <http://ntweblog.blogspot.com>.

Blog entries (and newspaper articles) are omitted from the bibliography.

11. Citing the Bible in an assignment:

Books of the Bible cited without chapter (or chapter and verse) should be spelled out in the main text:

Moses' teaching is reviewed in Deuteronomy.

Books of the Bible cited with chapter can be abbreviated unless they come at the beginning of the sentence:

The passage in 1 Cor 5 is often considered crucial.
First Corinthians 5 is a crucial text.

Biblical references are normally inserted in brackets within the main text:

Paul saw his missionary activity as a priestly ministry (Rom 15:16).

If there are several of them it may be preferable to put them in a footnote:

Acts records several speeches in which the new faith is explained.¹

¹ See e.g. Acts 2:14 - 40; 3:12 - 26; 4:8 - 12; 5:29 - 32.

When quoting from the Bible the reference will usually be in brackets after it:

"I am not ashamed of the gospel, for it is the power of God for salvation" (Rom 1:16).

Unless you have already made clear where it is from:

Paul declared in Rom 1:16, "I am not ashamed of the gospel . . ."

When you quote from the Bible you need to **indicate which Bible translation** you are using. This may be done by including the abbreviation for the translation next to the reference:⁹

(Rom 1:16 NRSV).

If you use the same translation throughout the assignment, it would make sense to specify the translation in a footnote with the first Biblical quotation instead of including the abbreviation with every quotation:

(Rom 1:16)²

². All quotations from the Bible are from the NRSV, unless otherwise indicated.

Do not include the Bible itself in a bibliography:

The exception is if you use a Study Bible that includes notes and articles along with the biblical text.¹⁰ In that case give full bibliographical details of the Study Bible, including the main editor.

Baker, K.L. ed. *The NIV Study Bible*. Grand Rapids: Zondervan, 1985.

⁹ Abbreviations for all major translations is in the SBL Guide, 8.2.1, pages 122, 123.

¹⁰ The Carey preferred version for assignments is the NRSV, it is not expected that you will normally reference a Study Bible in a Biblical studies course. The exception may be an applied or field-work course.

12. Abbreviations:

Abbreviations for Old and New Testament Books:

OLD TESTAMENT

Gen	Genesis	Isa	Isaiah
Exod	Exodus	Jer	Jeremiah
Lev	Leviticus	Lam	Lamentations
Num	Numbers	Ezek	Ezekiel
Deut	Deuteronomy	Dan	Daniel
Josh	Joshua	Hos	Hosea
Judg	Judges	Joel	Joel
Ruth	Ruth	Amos	Amos
1–2 Sam	1–2 Samuel	Obad	Obadiah
1–2 Kgs	1–2 Kings	Jonah	Jonah
1–2 Chr	1–2 Chronicles	Mic	Micah
Ezra	Ezra	Nah	Nahum
Neh	Nehemiah	Hab	Habakkuk
Esth	Esther	Zeph	Zephaniah
Job	Job	Hag	Haggai
Ps/Pss	Psalms	Zech	Zechariah
Prov	Proverbs	Mal	Malachi
Eccl (or Qoh)	Ecclesiastes (or Qoheleth)		
Song or (Cant)	Song of Songs (Song of Solomon, or Canticles)		

NEW TESTAMENT

Matt	Matthew	1–2 Thess	1–2 Thessalonians
Mark	Mark	1–2 Tim	1–2 Timothy
Luke	Luke	Titus	Titus
John	John	Phlm	Philemon
Acts	Acts	Heb	Hebrews
Rom	Romans	Jas	James
1–2 Cor	1–2 Corinthians	1–2 Pet	1–2 Peter
Gal	Galatians	1–2–3 John	1–2–3 John
Eph	Ephesians	Jude	Jude
Phil	Philippians	Rev	Revelation
Col	Colossians		

Abbreviations for commonly used series:

AB	Anchor Bible
ABRL	Anchor Bible Reference Library
ANF	Ante-Nicene Fathers
ANTC	Abingdon New Testament Commentaries
AOTC	Abingdon Old Testament Commentaries
ApOTC	Apollos Old Testament Commentary
BDAG	Bauer, Walter, et al. Greek-English Lexicon of the New Testament etc.
BCOTWP	Baker Commentary on the Old Testament Wisdom and Psalms
<i>BEB</i>	Baker Encyclopedia of the Bible
BECNT	Baker Exegetical Commentary on the New Testament
BNTC	Black's New Testament Commentaries
<i>DJG</i>	Dictionary of Jesus and the Gospels
<i>DNTB</i>	Dictionary of New Testament Background
<i>EDB</i>	Eerdmans Dictionary of the Bible
LNTS	Library of New Testament Studies
MNTC	Moffatt New Testament Commentary
NAC	New American Commentary
<i>NBD</i>	New Bible Dictionary
NCB	New Century Bible
<i>NIB</i>	New Interpreter's Bible
NIBCNT	New International Biblical Commentary on the New Testament
NIBCOT	New International Biblical Commentary on the Old Testament
NICNT	New International Commentary on the New Testament
NICOT	New International Commentary on the Old Testament
<i>NIDB</i>	New Interpreter's Dictionary of the Bible
<i>NIDNTT</i>	New International Dictionary of New Testament Theology
<i>NIDOTTE</i>	New International Dictionary of Old Testament Theology and Exegesis
NIGTC	New International Greek New Testament Commentary

SHBC	Smyth & Helwys Bible Commentary
SP	Sacra Pagina
TBC	Torch Bible Commentaries
TNTC	Tyndale New Testament Commentaries
TOTC	Tyndale Old Testament Commentaries
WBC	Word Biblical Commentary

Full list is on pages 216–260 of the SBL Guide, note dictionary and encyclopedia abbreviations are in *italics*. If a book/series is not on the list, write it out in full.

Abbreviations for most popular Carey Journals:

<i>BTB</i>	Biblical Theology Bulletin
<i>BSac</i>	Bibliotheca Sacra
<i>Colloq</i>	Colloquium
<i>Cur TM</i>	Currents in Theology and Mission
<i>Exp Tim</i>	Expository Times
No abbreviation	– International Journal of Christianity & Education,
<i>IJFM</i>	IJFM : International Journal of Frontier Missiology
No abbreviation	– International Journal of Systematic Theology
No abbreviation	– Journal for The Study of Paul and His Letters
<i>JSNT</i>	Journal for The Study of The New Testament,
<i>JSOT</i>	Journal for The Study of The Old Testament,
No abbreviation	– Journal of Pastoral Care & Counseling
No abbreviation	– Journal of Psychology and Theology
No abbreviation	– Journal of Spirituality in Mental Health
No abbreviation	– Journal of Theological Interpretation
No abbreviation	– Missiology,
<i>NTA</i>	New Testament Abstracts
<i>OTA</i>	Old Testament Abstracts

No abbreviation – The Pacific Journal of Baptist Research,

Pacifica *Pacifica: Australian Theological Studies*

SJT *Scottish Journal of Theology*

No abbreviation – Theology,

ThTo *Theology Today:*

TynBul *Tyndale Bulletin*

VR *Vox Reformata*

No abbreviation – Weavings: A Journal of The Christian Spiritual Life

No abbreviation – Youth Worker Journal

As you can see abbreviations of journal titles are in italics. Further, many journals do not have an official abbreviation, so use the full title. Do not guess at the abbreviation as the “obvious” abbreviation may belong to another, more obscure but older, journal, and, it annoys your lecturers.