



**MANUAL FOR FORMATTING WRITTEN PAPERS
2026**

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Basic Formatting Rules

Any written paper is the tangible outcome of a research process—a written record of what was investigated, how the investigation was conducted, and the conclusions and findings reached during the course of the study. A written assignment is a take-home task assigned by a lecturer and may range in length from one to several pages. Students' independent written assignments—including reflections, essays, research papers, practicum reports, diploma theses, and diploma projects—must be prepared and formatted according to uniform principles and in compliance with the requirements established by BMTS. This Guide for the preparation of written assignments follows the general standards for academic writing, specifically the international formatting requirements of the APA 7 citation and referencing system (available at <http://apastyle.apa.org>).

Because BMTS has adopted certain adaptations to APA 7 style, there will be occasional discrepancies between the instructions published on the APA website and those contained in this document. In such cases the instructions given in this document should be followed.

Page measurements

Papers are to be presented on A4 size, with margins of 2.5 cm on all sides (right, left, top, bottom). The text, the content of the work (including titles) is formatted in the serif font Times New Roman, size 12.

Page numbering

Except for the title page of the thesis, all pages of written assignments are numbered. However, the counting of pages for a diploma paper begins with the title page.

First page of a written assignment

At the top right of the first page, write the author's name, the name of the lecture course and the date of completion of the work. The title of the paper is written in the middle of the page (using the formatting for 1st level headings). No separate title page is needed for written assignments, with the exception of the final thesis.

Example:

1 John Smith KIL001 Church History 3 May 2026 Heading Your essay begins here with your text. The text is aligned to the left (using the left alignment function). Each paragraph begins with a first-line indent of 1.27 cm. Line spacing is 1.5 throughout the entire paper — in the main text, headings, and elsewhere.

Text

Written assignments must be formatted using 1.5-line spacing throughout. Line spacing of 1.5 applies to all parts of the paper, including the main text, headings, subheadings, reference list, and all other sections.

The text must be left-aligned (using the left alignment function). The first line of each paragraph must be indented 1.27 cm (0.5 inch). Exceptions are the introduction, block quotations that are set apart from the main text, headings, table titles, and figure captions, which do not use a first-line indent. Spacing between paragraphs must be set to 0 pt throughout the entire paper.

Formatting Headings

The title of the paper and the bibliography must be formatted as Level 1 headings: centred, with bold font. The number of heading levels used depends on the length and complexity of the paper. If two heading levels are needed, use Levels 1 and 2. If three heading levels are needed, use Levels 1, 2, and 3 (and so forth). Avoid creating a chapter or section that contains only a single subheading. Headings are not numbered. All headings must use 1.5-line spacing. No blank lines should be inserted before or after headings, even when a heading appears at the bottom of a page.

For standard seminary written assignments (with the exception of the thesis, as explained in a later chapter), only the title of the paper and the heading Bibliography are formatted as Level 1 headings. Shorter assignments will not require subheadings, while longer assignments may include Level 2 and, where appropriate, Level 3 headings. Excessive use of subheadings is not recommended.

Level 1	Centred Alignment, First Letters of Major Words Capitalized (Title Case), Bold The text begins with a new paragraph (indented).
Level 2	Left Alignment, First Letters of Major Words Capitalized (Title Case), Bold The text begins with a new paragraph (indented).
Level 3	<i>Left Alignment, First Letters of Major Words Capitalized (Title Case), Bold and Italics</i> The text begins with a new paragraph (indented).

For more details see: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings>

Example:

1

First-level heading

A properly formatted document should be clear, consistent, and easy to read. When preparing the text, the requirements set out in the formatting guidelines should be followed, and a consistent style should be used throughout the document.

Second-level heading

Sections and subsections help to structure the text logically. The formatting of headings should correspond to their level, and headings of the same level should be formatted consistently throughout the document.

Third-level heading

Paragraphs should form coherent units of meaning and be clearly distinguishable from one another. Line spacing, indentation, and spacing between paragraphs should be set according to the requirements of the formatting guidelines.

Citing sources

<https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles>

COPYRIGHT AND PLAGIARISM

Every academic paper builds upon the body of knowledge developed by other authors. Academic writing must always acknowledge the authors whose knowledge, ideas, arguments, or research have informed the work. Proper citation is essential to avoid copyright infringement and plagiarism. Plagiarism, or intellectual theft, is the presentation of another author's quotations, ideas, tables, statistics, diagrams, or other creative work as one's own. In this context, artificial intelligence functions as an author and should therefore be cited accordingly (for details see the Artificial Intelligence section in the Citation Examples below).

To avoid plagiarism, students should follow this principle: a source must always be cited whenever another author's work is quoted, copied, paraphrased, or otherwise restated. Citation is also required when copying or adapting graphic and audiovisual materials created by others. Students are required to provide proper citations in all written assignments whenever any source has been used. Presenting another author's ideas without attribution constitutes plagiarism, whether it is intended or not.

In cases where plagiarism or other forms of academic misconduct are identified, the provisions of Section 5.10 of the Academic Regulations shall apply

If academic fraud is detected in a student's work, the teacher will demand the assignment be rewritten and send a written notice to the dean who will keep a record that a disciplinary warning has been issued. The student has the right to appeal the teacher's decision to the dean who will then call a 3-member commission to investigate. In the case of more serious violations or repeated violations, the teacher or dean may begin formal disciplinary proceedings before a 3-member commission.

In the case that an accusation of academic fraud is sent to the commission, both student and teacher will be asked for an explanation. The decision of the commission is final. The commission may absolve the student, issue a warning that allows the teacher to grade the assignment with a penalty or a failing grade, a reprimand, resulting in a failing grade for the subject, or to recommend to the rector the exmatriculation of the student from the Seminary.

BASICS OF IN-TEXT CITATIONS

Citations are required in all academic papers in the following situations:

- when directly quoting the words of a source;
- when presenting ideas, facts, or claims from a source in paraphrased form.

In these cases, citation is necessary to ensure academic integrity. The absence of citations is considered plagiarism.

Citations are also required in the following situations:

- when presenting facts or claims that are not considered common knowledge;
- when presenting the views of another person or organisation.

For example, when an academic paper states, "Methodists believe that ...," a citation must be included because the statement represents the position of a denomination, not merely the personal opinion of the author.

In these cases, citation demonstrates academic thoroughness and provides evidence that the topic has been carefully researched. Citations enable readers to verify the claims presented, both for the purpose of evaluation and for further in-depth study of the topic. In such cases, failure to provide citations will result in a lower grade and may even result in the paper not being accepted as completed.

The basic rule is as follows: whenever there is any doubt about whether a citation is required, a citation should be provided.

Sources must be cited using in-text citations.

APA Style uses an author–date citation system in which a brief in-text citation directs readers to the full bibliographic entry in the Bibliography. An in-text citation appears within the text of the paper and includes the author's name, year of publication, and page number. This citation system enables readers to locate the cited work in the Bibliography at the end of the paper. **Every work cited in the text must appear in the Bibliography, and every entry in the Bibliography must be cited in the text.**

When citing sources, ensure that the spelling of authors' names and the publication year (or date) in the Bibliography correspond exactly with the information provided in the in-text citations. Cite only works that you have read and ideas that you have used in your writing. To support your arguments, use only the citations necessary, as an excessive number of consecutive citations can make the text more difficult to read. Prefer primary sources and use secondary sources (sources based on primary sources) only when this is necessary for the purposes of the research.

When a citation refers to a **specific section** of a source that has been paraphrased or directly quoted, page number(s) should be added after the standard author–date citation. If a source does not contain permanent page numbers, such as an e-book or an online article, an alternative citation method must be used, as described below in the section "Additional Rules for In-Text Citations ... Missing Page Numbers."

BIBLIOGRAPHY AND CITATION PRINCIPLES

To ensure the accuracy of citations, it is recommended to start with the complete bibliographic entry that will be given in the Bibliography at the end of the paper. Citation follows four basic principles: a) Author, b) Year, c) Title of the work, d) Place of publication

Explanations

A) AUTHOR

When writing a research paper, identifying the author(s) is the primary consideration in avoiding plagiarism. There are two types of authors: individuals and organisations. For individual authors, the names of all persons who contributed to creating the source must be included. For organisations, the full official name of the organisation must be provided.

The names of ancient authors whose forms are widely recognised or for whom it is not possible to distinguish between first and family names are presented in their commonly accepted form in both in-text citations and the Bibliography (for example, Augustine, Thomas Aquinas).

For social media authors whose first and family names are not known, the name should be presented in the complete form in which it appears.

If identifying an author requires clarification of the person's role in creating the work (for example, editor, translator, director), this information is added in parentheses after the author's name. This explanatory note is included in the Bibliography entry, not in the in-text citation.

B) DATE

The date of publication, release, or distribution of a work is generally given as a year. For works published periodically (news articles, newspapers, journals, blog posts, and similar sources), the specific date must also be included. For ancient works, the date may be presented, for example, as "ca. 200 BC."

C) TITLES

There are two types of titles:

1. Standalone works that are published as complete works, such as books, brochures, press releases, (ethical) codes, conference presentations, dissertations, webpages, online news articles, webinars, PowerPoint presentations, YouTube videos, films, television programmes, unpublished and informally published works (e.g., monographs), data collections, and similar works.
2. Individual parts of a larger work, such as articles in newspapers or journals, chapters in edited works, musical tracks on recordings, episodes in a series, conference presentations within proceedings, encyclopedia entries, television series episodes, and similar works.

The title of a complete standalone work is always written in *italics*.

The title of an individual part of a larger work is always written in regular font, followed by the title of the complete work in *italics* in which the part appears.

For example, the title of a book as a standalone work is written in *italics*, while an individual article in a journal is written in regular font, followed by the title of the journal in *italics*. A recording as a complete work is written in *italics*, while an individual musical track from the recording is considered part of the larger work and is therefore written in regular font, followed by the title of the recording in *italics*. The same principle applies to other types of sources.

D) PLACE OF PUBLICATION / PUBLISHER

For formally published printed sources, the Bibliography entry includes the place of publication, such as the publishing house, publisher, or issuing organisation. The publisher of a printed source may be either an independent publishing company or an organisation (such as a school, institution, or other body).

For journals, newspapers, and media companies, the publisher listed in the Bibliography is the journal, newspaper, or media organisation itself, even if it has a separate publishing company. Additional information about the printing or publishing entity is not required in these cases.

For example, the publisher of a thesis is the school at which the thesis is defended; therefore, the name of the school is included in the Bibliography entry. Recordings are released by the production studio, films by the production company, radio and television programmes by the company or organisation responsible for their production, and social media posts by the relevant platform.

If a source has been published online, the URL must be added in addition to the publisher information. For webpages, the publisher does not need to be listed separately; only the URL is required in the format: <https://www.example-address.com> It is recommended to use an active URL with a functioning hyperlink, which is automatically displayed as blue and underlined text. If a link extends onto more than one line, all lines must remain active, blue, and underlined. A period must not be added after the URL.

Summary: Basic Citation Formats are as follows:

Standalone work:

Author, A. (Year). *Title of standalone work*. Place of publication.

Individual part of a larger work:

Author, A. (Year). Title of individual part. *Title of complete work*. Place of publication.

Periodically published works:

Author, A. (Year, Month Day). Title of individual part. *Title of complete work*. Place of publication.

Example:

Standalone work (based on the example of a book):

Salo, V. (2022). *With God, everything is possible*. Radio Vaticana-Estone. Postimees Publishing.

Individual part of a larger work (based on the example of a magazine):

Nelson M. (2023, Spring). The Bible as the Foundation of our Identity. *Koduteel*, (148), 10-11.

Following these principles, additional examples of how to create citations can be found in the section "Citation Examples for Different Types of Sources." Of course, it is not always possible to locate all the information required about a source. The table below explains how to cite sources in such cases.

What's missing	Solution	Position A	Position B	Position C	Position D
Everything is there	The entry contains the author, year, title and place of publication.	Author, A. A. or Organization	(Year) or (Year, Date)	Title or Title	Publisher or URL

An author, including a collective author, is missing	Replace author with title of entry	<i>Title</i> or Title	(Year) or (Year, Date)	-	Publisher or URL
Publication date is missing	Replace year with abbreviation (n.d.)	Author, A. A. or Organization	(n.d.)	<i>Title</i> or Title	Publisher or URL
The title is missing	Write a description of the source in square brackets	Author, A. A. or Organization	(Year) or (Year, Date)	[Description of the work, eg. Essay]	Publisher or URL
Publication is missing (unpublished material)	Cite as personal communication in the text, do not list it in the Bibliography				

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/missing-information>

DATE OF ACCESSING ONLINE SOURCES

The date of accessing or reading a webpage should be included in the Bibliography only for sources whose content is subject to change or ongoing updates over time.

Example:

Merriam-Webster. (n.d.) Self-report. In Merriam-Webster.com dictionary. Retrieved October 30, 2025, <https://www.merriam-webster.com/dictionary/self-report>

Statistics Estonia. (n.d.) Population Figure. In Estonian Statistics. Retrieved October 30, 2025, <https://stat.ee/en/find-statistics/statistics-theme/population/population-figure>

USE OF ADDITIONAL LANGUAGES IN ACADEMIC PAPERS

The following section has been adapted to reflect the unique situation of our Seminary, where three languages of instruction are used in parallel. Therefore, the requirements below differ from the APA standard.

The entire text of the paper, including quotations, must be written in the language in which the paper is composed. If a source in another language is used and it is necessary to present the author's exact words, the quotation must be translated into the language of the paper. For example, if your paper is written in English but the quotation is in Estonian, the quotation should be translated into English.

If a key term needs to remain visible in the original language, the original word or expression may be added after the translated word or expression in square brackets. However, it must be clear to the reader why this is necessary. In most cases, this is not necessary.

Biblical Greek and Hebrew words are an exception; these words or phrases must be presented in the original script.

When citing sources written in a Latin or Cyrillic based alphabet, the author's name must be written in the original alphabet when it is part of the in-text parenthetical citation, exactly as it appears in the Bibliography. If the author is mentioned within the sentence, the name must be transliterated into the alphabet of the language in which the paper is written. In parenthetical citations the author's name must always appear in the original alphabet, even if a transliterated form of the author's name is used in the sentence.

Names of authors and titles of works published in languages that do not use the Latin or Cyrillic alphabet must be transliterated into the alphabet of the language in which the paper is written. This requirement applies to the main text of the paper, parenthetical citations, and the Bibliography.

When the purpose is to convey the words of a foreign-language author as accurately as possible—that is, to translate the author’s words into the language of the paper—the quotation must be presented in quotation marks as if it was an official translation, however at the end of the citation the notation [personal translation] in square brackets must be added. It is not necessary to specify whether the translation was made by the author, another person, or an artificial intelligence program. If the translation has not been officially published but the purpose is to reproduce the author’s words as accurately as possible, it should be treated as a “personal translation.”

Examples:

Yannaras states that relations between God and united human nature are "analogous to the relationship between the Father and the Son" (Яннарас, 1983, p. 173).

John Chrysostom expresses a thought closely aligned with Athanasius (Иоанн Златоуст, n.d., p. 40).

The following rules apply to the Bibliography at the end of the paper when sources in multiple languages are used:

- Sources written in a Latin or Cyrillic based alphabet are presented in the original script and original language. Sources written in other scripts (e.g., Hebrew, Greek, Georgian, etc.) must be transliterated into the alphabet of the language in which the paper is written.
- The title of the work is presented in the original language and original script if it is written in a Latin or Cyrillic based alphabet, or in transliterated form if it is written in another script. If the source is not in the language of the paper, a direct translation of the title must immediately follow the original title in square brackets.
- Required abbreviations (e.g., n.d. or p.) and other necessary additional words must be written in the language of the paper.
- Sources are arranged alphabetically, beginning with sources written in the alphabet in which the paper is written. Sources written in other alphabets are then presented according to the alphabetical order of that respective alphabet.

Note: Here, “alphabet” refers to alphabet families. In the context of the Seminary, there are two alphabet families: alphabets based on the Latin alphabet and alphabets based on the Cyrillic alphabet. This means that English and Estonian sources belong to the same alphabet family, while Russian and Ukrainian sources belong to the same alphabet family.

For example, if a paper is written in English and sources in English, Estonian, and Russian are used, the Bibliography should first include the Estonian and English sources in alphabetical order, followed by the Russian sources in Russian alphabetical order.

Examples:

A Finnish-language and Russian-language source used in an English-language paper should be formatted in the Bibliography as follows:

Kuosmanen, J. (1994). *Raamatun opetuksia* [Bible Teachings]. Ristin Voitto.

Яннарас, Х. (n.d.). *Вера Церкви* [Church Faith]. Азбука веры. https://azbyka.ru/otechnik/Hristos_Yannaras/vera-tserkvi

Note: neither the publisher nor the name of the website are translated; only the title of the specific source is translated.

FORMATTING OF THE BIBLIOGRAPHY

Every source used in a written assignment must be included in the Bibliography, and every citation entry listed in the Bibliography must also appear as an in-text citation. Adding works to the Bibliography that are not cited in the text is considered academic fraud.

For standard seminary assignments, the Bibliography does not begin on a new page but continues immediately on the next line after the conclusion, without an empty line between sections. The exception is the final thesis, for which the Bibliography begins on a new page.

When citing sources, it is always recommended to first prepare the Bibliography entry and then create the corresponding in-text citation. The in-text citation always depends on the information provided in the Bibliography and, in some cases, even on the order in which sources appear in the Bibliography.

The Bibliography begins with a Level 1 heading: "Bibliography." Bibliographic entries are formatted using a hanging indent rather than a first-line indent. With a hanging indent, the first line of each entry begins at the left margin, while subsequent lines are indented 1.27 cm (0.5 inch). This creates a list in which the author(s) are clearly distinguishable from the remaining bibliographic information. Bibliographic entries are arranged in alphabetical order.

When a source has two authors, an ampersand (&) is used between the authors' names in the Bibliography. When a source has three or more authors, authors are separated by commas, and an ampersand is used between the final two authors.

Example: "Johnson, L., Smith, J., & Brown, K."

Example:

5

The study showed that the topic is multifaceted and connected with different historical and theological perspectives. Understanding the topic requires consideration of both its context and its various interpretations.

Bibliography

Gunton, C. E. (Ed.). (1997). *The Cambridge companion to Christian doctrine*. Cambridge University Press.

Stenmark, M. (2022). Worldview studies. *Religious Studies*, 58(3), 564–582.
<https://doi.org/10.1017/S0034412521000135>

IN-TEXT CITATIONS

In-text citation is based on the principle that the reader can find all additional bibliographic information in the Bibliography at the end of the paper. In-text citations use the author–year–page system. Page numbers may be omitted when referring to a work or article as a whole, or when the idea being summarised or discussed is presented throughout the entire source.

Example:

(Family name, year, p.).

If the author's name is mentioned in a sentence, it is not repeated in the reference. In this case, the reference contains only the year and the page number.

Examples:

Parenthetical citation: ... is ecumenical in nature (Lehtsaar, 1994, p. 14).

Narrative citation: Tõnu Lehtsaar (1994, p. 14) understands pastoral psychology...

When an author is mentioned for the first time in a text, it is good practice to also write the author's first name.

If you want to point to two or more consecutive pages give the exact range of pages. In this case the abbreviation for pages is a double p (pp.)

Example:

Parenthetical citation: (Lehtsaar, 1994, pp. 14-15).

If the source does not have permanent page numbers, such as in the case of an e-book or an online article, the alternative method of citation must be used, as described below in the section "Additional Rules for In-Text Citation... Missing Page Numbers."

Paraphrasing and Summarizing

A paraphrase is the presentation of the ideas or arguments of the original text in one's own words while maintaining a similar length to the original. Summarising is a concise restatement of another author's ideas that remains close to the original meaning. In both cases, quotation marks are not used; however, the original source or author must always be cited.

Examples:

Michael Rosenberger (2012, p. 123) describes pilgrimage as praying with one's feet and as the worship of the people of God.

According to Hugh McLeod, pilgrimage is characterised by three important aspects: a) the concept of holiness, b) the belief that holiness can be encountered in specific places, and c) travelling to these places (Sepp, 2014, p. 20-22).

Direct quotations

A direct quotation is a word-for-word extract from a source accompanied by a citation of the author or source. The citation is placed immediately after the closing quotation marks at the end of the sentence or at the end of the block quotation. Quotations should be used as briefly as possible, limited only to the phrase or passage necessary. A direct quotation fewer than 40 words is separated from the surrounding text by quotation marks. If the quotation appears in the middle of a sentence, the citation is placed immediately after the closing quotation marks. The final punctuation mark of the sentence is placed after the citation.

Examples:

In a study of child development, Meeli Tankler (1996) writes that "the difference in the concept of God between boys and girls becomes even more pronounced during adolescence" (p. 148), with boys' understanding of God being more intellectual in nature.

"Contrary to expectations, Jesus spoke with woman about spiritual, or if you prefer— theological, topics" (Saluraid, 2004, p. 21).

Direct quotations of more than 40 words should be avoided and used only when absolutely necessary. When such a quotation is used, it is presented as a separate block of text without a first-line indent; quotation marks are not used. The quotation block is indented 1.5 cm from the left margin in relation to the rest of the text. If the quotation contains multiple paragraphs, subsequent paragraphs (after the first) must use a first-line indent. The final punctuation mark of the sentence is placed before the citation.

Example of a longer quote where the quote begins with the words "It is evident..."

The examination of gender roles and characteristics within the early Christian movement has raised the question of how emotionality and willingness to serve have been interpreted theologically.

It is evident that God saw potential in the feelings attributed to women which were "feared" by rational thinkers such as feelings, emotions, empathy, and willingness to serve. These qualities contributed to the spread of the gospel message.

In addition, the earthly life of Jesus (as a man) demonstrates that these qualities are not exclusive to women. He also showed compassion, wept, and rejoiced, and according to His own words, He came to serve. (Saluraid, 2004, p. 24)

Based on this, it can be concluded that emotionality and willingness to serve cannot be viewed theologically as...

ADDITIONAL RULES FOR IN-TEXT CITATIONS

Missing page numbers

If a cited source does not contain fixed page numbers, such as an e-book or an online article, an alternative citation method must be used to help the reader locate the original source, depending on the structure and length of the text. Instead of page numbers, in-text citations should include the chapter number (if it is given), or the chapter title, heading or section title (if available), together with the paragraph number. If the source does not contain chapters, headings should be used as the primary locator. If the source contains neither chapters nor headings, only the paragraph number should be provided, which must be counted manually.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/citations/quotations/no-page-numbers>

Example:

For an eBook that does not give chapter numbers and does not have subheadings:

(Craig, 2020, Arguments for God's Existence, para. 42)

Author, year, Chapter Title, paragraph nr.

For an eBook that has chapter numbers and subheadings:

(Coopan, 2022, Ch. 2, Neo-Marcionism Today, para. 3)

Author, year, Chapter nr, Sub-heading, paragraph nr.

For an online article without subheadings:

(Hiob, 2021, para. 3)

Author, year, paragraph nr.

Citing a translated source

When citing an officially translated source, both the contribution of the original author and the translator must be acknowledged. This is also necessary because classical works may have multiple translations that differ from one another.

The original source is acknowledged in the Bibliography by adding the year of first publication of the original work (in the original language) at the end of the bibliographic entry in parentheses, preceded by the notation "Originally published." See the example below. In the in-text citation, both the year of original publication and the year of the translated edition are provided. The earlier year is presented first, and the two years are separated by a slash.

The translator(s) are acknowledged in the Bibliography by adding the abbreviation "Trans." after the translator's name and placing both the name and the abbreviation in parentheses after the title of the work but before the period.

Example:

In-text citation:

(Copan, 2011/2026, p. 132).

Narrative citation:

Copan (2011/2026, p. 132) demonstrates that...

In the Bibliography:

Copan, P. (2026). *Is God cruel?* (T. Lilleoja, trans.) Baltic Methodist Theological Seminary. (Original published in 2011).

Read more: <https://apastyle.apa.org/blog/citing-translated-works>

Republished or antique sources

When citing a republished or classical source, both the original year of composition and the publication year of the edition being used must be included, following the format shown in the example below. This helps prevent confusion that may arise when a nineteenth-century author is interpreted as if it is related to modern society since it was republished in the twenty-first century.

For ancient works whose exact date is unknown, the conventional approximate date is used together with the abbreviation "ca." and, when necessary, the designations "BC" or "AD" are added.

The names of ancient authors whose forms are widely recognised or for whom it is not possible to distinguish between first and family names are presented in their commonly accepted form in both in-text citations and the Bibliography (for example, Augustine, Thomas Aquinas).

Example:

In-text citation:

(Josephus, c. 80 A.D./2017, p. 123).

(Edersheim, 1886/1992, p. 547).

(Sire, 1976/2020, p. 55).

In the Bibliography:

Josephus. (2017) *The Jewish War*. (M. Hammond, Trans.) Oxford University Press. Originally published c. 80 AD).

Edersheim, A. (1992) *The Life and Times of Jesus the Messiah*. Hendrickson (Originally published 1886).

Sire, J. (2020) *The Universe Next Door* (Sixth Edition). IVP Academic (Originally published 1976).

Indirect referencing

When it is necessary to cite a source that is not directly accessible but is cited within another available source, both sources must be acknowledged. For example, if a quotation by Uku Masing is available only through a source by Toomas Paul, the Bibliography at the end of the paper should list Toomas Paul as the author of the available source.

Example:

(Masing's diary, quoted by Paul, 2001, p. 47).

Missing publication date

If there is no publication date of the source, the abbreviation "n.d." (no date) is used in the reference instead of the year.

Example:

In-text citation:

(Estonian Methodist Church, n.d., para. 2).

In the Bibliography:

Estonian Methodist Church. (n.d.) *Doctrinal Foundations*. www.metodistikirik.ee/kiriku-opetus

Sources with two or more authors

When citing a source with two authors in the text, and the authors' names are part of the sentence, the word "and" is used between the authors' names. For example: "As Johnson and Smith (2020) noted..."

However, when referring to the source in a parenthetical citation, an ampersand (&) is used. For example: "(Johnson & Smith, 2020)."

Exception: If the source is an organisation or group whose name naturally includes an ampersand (&) (for example, a company name), the ampersand must be retained in the citation in the same form, regardless of whether it appears in the text or in the bibliographic entry. For example: "(Procter & Gamble, 2021)" or "Procter & Gamble. (2021)."

Example:

In-text citation:

The New Age worldview is remarkably widespread in Western civilization and has a dominant influence in it. (Bancarz & Peck, 2018, p. 8)

Narrative citation:

In their jointly published book, Bancarz and Beck (2018, p. 8) warn against the infiltration of New Age manifestations into Christian churches.

When citing a source with three or more authors, the Latin abbreviation "et al." (and others) may be used in APA 7 in-text citations so that only the first author's surname is given, followed by "et al.," the publication year and page number. The "et al." abbreviation must not be used in the Bibliography. The Bibliography must contain all the authors' names.

Example:

In the Bibliography:

Grudem, W., Collins, J. J., & Schreiner, T. R. (2018). *Understanding Christian Theology*. Baker.

In-text citation:

(Grudem, et al., 2018, p. 223).

Narrative citation:

Grudem, et al. (2018, p. 223) argue that...

Read more: apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/same-year-first-author

Works by the same author published in the same year

If two or more sources by the same author have been published in the same year (or without a date), a lowercase letter is added after the year. The letters are assigned based on the order in which the sources are listed, based on the alphabetical order of the titles. The combination of the year and the letter is used both in in-text references and in the Bibliography. In the case of an in-text reference, only the year with a letter is used, even if a more precise date is indicated in the list of sources.

Example:

In-text citation:

The Greek word in John 21:16, which is translated as "love," is *agapaó*. (Bible Hub n.d.b). The Thayers Greek Lexicon defines this word as "being filled with benevolence" (Bible Hub n.d.a.).

In the Bibliography:

Bible Hub. (n.d.a) 25. *agapaó*. <https://biblehub.com/greek/25.htm>

Bible Hub. (n.d.b) Interlinear - John 21:16. <https://biblehub.com/interlinear/john/21-16.htm>

Read more: <https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/author-date>

Personal communication or publicly inaccessible sources

Sources that are not accessible to the reader are cited as personal communications. Personal communications include, for example, emails, text messages, interviews, unpublished seminar lectures, and similar sources. A personal communication citation should be used only when no recoverable or publicly available source exists.

Due to the fact that readers cannot access personal communication sources, these sources are not included in the Bibliography; they are cited only through in-text citations. The citation must include the communication partner's name, initials and surname, as well as the most precise date possible.

Example:

Narrative citation: Alexander Fyodorov claimed (personal communication, 18 May 2026) that....

Parenthetical citation: (A. Fyodorov, personal communication, 18 May 2026)

Read more: <https://apastyle.apa.org/style-grammar-guidelines/citations/personal-communications>

CITATION EXAMPLES FOR DIFFERENT TYPES OF SOURCES

The examples below provide the citation as it appears in the Bibliography, followed by the same source cited both in a parenthetical citation at the end the sentence and as a narrative citation within the text.

ARTICLES

Article in an edited book

In APA 7 style, a citation for an article in an edited book includes the article author, year of publication, the title of the article, the book editor(s), the title of the book in italics, the page range, and the publisher.

Read more <https://apastyle.apa.org/style-grammar-guidelines/references/examples/edited-book-chapter-references>

Lilleoja, L. (2000). Ten Years of Religious Education, in Re-Independent Estonia – Development or Regression. In M. Nelson (ed.), *Mente et Corde* (pp. 116-182). Baltic Methodist Theological Seminary.

Parenthetical citation: (Lilleoja, 2000, p. 118)

Narrative citation: Lilleoja (2000, p. 118)

Zelege, W. A., Hughes, T. L., Home-School Collaboration to Promote Mind-Body Health. In C. Drozda, N. (2020). n C. Maykel & M. A. Bray (Eds.), *Promoting Mind-Body Health in Schools: Interventions for Mental Health Professionals* (pp. 11–26). American Psychological Association. <https://doi.org/10.1037/0000157-002>

Parenthetical citation: (Zelege et al., 2020, pp. 24-25)

Narrative citation: Zelege et al., (2020, pp. 24-25)

Article in a reference work, author is a person

In APA 7 style, a citation for an article written by an individual author in a reference work includes the article author, year of publication, the title of the article, the editor(s) of the reference work, the title of the reference work in italics, the page range, and the publisher.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/edited-book-chapter-references>

Barnes, A. (1834) Ephesians 5. *Barnes Notes on Bible*. Bible Hub. <https://biblehub.com/commentaries/barnes/ephesians/5.htm>

Parenthetical citation: (Barnes, 1834)

Narrative citation: Barnes (1834)

Lundbom, J. R. (1992). Jeremiah (Prophet). In D. N. Freedman (Ed.), *The Anchor Bible Dictionary* (Vol. 3, pp. 684-698). Doubleday.

Parenthetical citation: (Lundbom, 1992, p. 684)

Narrative citation: Lundbom (1992, p. 684)

Article in reference book, author unknown

If the author of the entry (article) is unknown, the editor will take the author's place and the reference will contain the following information: Title of the article. (Year). Editor's initial(s). Name. (Ed.). Name of the encyclopedia or dictionary in italics. Publisher.

Priest. (1998). In Ryken L., Wilhoit, J. C., Longman III, T. (eds.), *Dictionary of Biblical Imagery* (pp. 662-663).

Parenthetical citation: (Priest, 1998, p. 663)

Narrative citation: Priest (1998, p. 663)

Article in a reference book, author is a group

In APA 7 style, a citation for an article written by a group or organization in a reference work includes the name of the group as the author, followed by the year of publication, the title of the article, the editor(s) of the reference work, the title of the reference work in italics, the page range, and the publisher.

Bible Hub. (n.d) John 3:16. *Interlinear Bible*. <https://biblehub.com/interlinear/john/3-16.htm>

Parenthetical citation: (Bible Hub, n.d.)

Narrative citation: Bible Hub (n.d.)

If the source is a text that changes over time, the date the source was retrieved is added after the title, separated by a comma, as follows: Retrieved 1 January 2025,

Merriam-Webster. (n.d.) Self-report. In *Merriam-Webster.com dictionary*. Retrieved 30 October 2025, <https://www.merriam-webster.com/dictionary/self-report>

Parenthetical citation: (Merriam-Webster, n.d., Recent examples on the Web, para. 3)

Narrative citation: Merriam-Webster (n.d., Recent examples on the Web, para. 3)

Article in printed journal

In APA 7 style, when citing an article from a print journal for which the month of publication is important, the month is included after the publication year. The citation format includes the following elements: author(s), year (and month), article title, journal title in italics, volume number, issue number, and page range.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/magazine-article-references>

Kivi, K., & Viljus, V. (2005, July-August-September). The Fields are White for the Harvest. *On the Way Home*, (78), 28–20.

Parenthetical citation: (Kivi & Viljus, 2014, p. 28)

Narrative citation: Kivi and Viljus (2014, p. 28)

Weir, K. (2017, January). Forgiveness Can Improve Mental and Physical Health. *Monitor on Psychology*, 48(1), 30.

Parenthetical citation: (Weir, 2017, p. 30)

Narrative citation: Weir (2017, p. 30)

Article in an online edition of a magazine

In APA 7 style, a citation for an article in an online journal includes the following elements: author(s), year of publication, article title, journal title in italics, volume number (if available), article number (if available), and the URL. A DOI should be included whenever one is available..

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/magazine-article-references>

Ani, R. (2022, April). Mentors' View on Burnout. *Teekäija*, 332(3). <https://teek.ee/teemad/52-petus/2923-mentorite-vaade-laebipolemisele>

Parenthetical citation: (Ani, 2022, para. 4)

Narrative citation: Ani (2022, para 4)

Bustillos, M. (2013, March 19). On Video Games and Storytelling: An Interview with Tom Bisell. *The New Yorker*. <https://www.newyorker.com/books/page-turner/on-video-games-and-storytelling-an-interview-with-tom-bissell>

Parenthetical citation: (Bustillos, 2013, para. 7)

Narrative citation: Bustillos (2013, para. 7)

Article in printed newspaper

In APA 7 style, a citation for an article in a print newspaper includes the following elements: author(s), year of publication (and the full publication date), the title of the article (not in italics), the name of the newspaper in italics, and the page number(s).

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/newspaper-article-references>

Haljasorg, H. (2021, April 14). Thoughts on the Pandemic and Education. *Estonian Church*, (16), 4.

Parenthetical citation: (Haljasorg, 2021, p. 4)

Narrative citation: Haljasorg (2021 p. 4)

Hess, H. (2019, January 3). Cats Who Take Direction. *New York Times*, C1.

Parenthetical citation: (Hess, 2019)

Narrative citation: Hess (2019)

Article in the newspaper's online edition

In APA 7 style, a citation for an article in an online newspaper includes the following elements: author(s), publication year and date, article title, the name of the newspaper in italics, and the URL.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/newspaper-article-references>

Espak, P. (2016, December 24). Peeter Espak: Church and State – a New Artificially Heated Divide in Estonian Society. *Eesti Päevaleht*. <https://epl.delfi.ee/artikkel/76710318/peeter-espak-kirik-ja-riik-uus-kunstlikult-uleskoetud-lohe-eesti-uhiskonnas>

Parenthetical citation: (Espak, 2016, para. 10)

Narrative citation: Espak (2016, para. 10)

Guarino, B. (2017, December 3). How Will Humanity React to Alien Life? Psychologists Have Some Predictions. *The Washington Post*. <https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/how-will-humanity-react-to-alien-life-psychologists-have-some-predictions>

Parenthetical citation: (Guarino, 2017, para. 12)

Narrative citation: Guarino (2017, para. 12)

Article in the news portal

In APA 7 style, a citation for an article in a news portal includes the following elements: author(s) (if available), year and date of publication, article title in italics, the name of the news portal in regular font, and the URL.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/webpage-website-references#1>

Rommel, A. (2022, November 3). *Atko Rommel: On the Question of Religion in the Census ERR*. <https://www.err.ee/1608776503/atko-remmel-usukusimusest-rahvaloenduses>

Parenthetical citation: (Rommel, 2022, para. 1)

Narrative citation: Rommel (2022, para. 1)

Avramova, N. (2019, January 3). *The Secret to a Long, Happy, Healthy Life. Think Age-Positive*. CNN. <https://edition.cnn.com/2019/01/03/health/respect-toward-elderly-leads-to-long-life-intl/index.html>

Parenthetical citation: (Avramova, 2019, para. 3)

Narrative citation: Avramova (2019, para. 3)

Article on a website, author is a group

APA 7-style citation of a group-written article on a website includes the following information: the name of the group as the author, the year of publication (and the date, if any), the title of the article in italics, and the URL.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/webpage-website-references#4>

Estonian Christian Pentecostal Church. (March 9, 2022). *For Ukraine!* <https://eknk.ee/ukraina-heaks>

Parenthetical citation: (Estonian Christian Pentecostal Church, 2022, para. 7)

Narrative citation: Estonian Christian Pentecostal Church, (2022, para. 7)

World Health Organization. (2018, March). *Questions and Answers on Immunization and Vaccine Safety*. <https://www.who.int/features/qa/84/en>

Parenthetical citation: (World Health Organization, 2018, para. 4)

Narrative citation: World Health Organization, (2018, para. 4)

Article in a blog

APA 7-style citation of an article on a blog which is similar to a journal includes the following information: the author's last name, initials, the year and exact date of publication, the title of the article (not in italics), the name of the blog in italics, and the URL.

Read more <https://apastyle.apa.org/style-grammar-guidelines/references/examples/blog-post-references#1>

Veisveer, M. (2022, 25 November). A False Miracle, Magic or Physical Force. *Christian Thought Crown*. <https://www.kristlikmottetvora.ee/blogs/post/valeime-mustkunts-voi-fuusikaline-joud>

Parenthetical citation: (Veisveer, 2022, para. 1).

Narrative citation: Veisveer (2022, para. 1)

Klymovsky, M. (2018, September 15). Can We Talk Scientifically About Free Will? *Sci-ed*. <https://blogs.plos.org/scied/2018/09/15/can-we-talk-scientifically-about-free-will>

Parenthetical citation: (Klymovsky, 2018, para. 6).

Narrative citation: Klymovsky (2018, para. 6)

Article on the website, with a reading date

Citing an article on a website requires that if the author is known, it must be noted first, followed by the publication date or "n.d." (without date) when there is no date. The title of the article is then added in italics, the name of the publisher (not in italics), the date of reading (if applicable), and the URL. A reading date is necessary only if the text of the source is changed or updated over time.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/webpage-website-references#6>

Statistics Estonia. (n.d.) *Relative poverty*. Estonian statistics. Retrieved April 4, 2022, at <https://www.stat.ee/et/avasta-statistikat/valdkonnad/heaolu/sotsiaalne-torjutus-ja-vaesus/suhteline-vaesus>

Parenthetical citation: (Statistics Estonia, n.d., para. 4).

Narrative citation: Statistics Estonia (n.d., para. 4)

U.S. Census Bureau. (n.d.) *U.S. and world population clock*. U.S. Department of Commerce. Retrieved July 3, 2019, from <http://www.census.gov/popclock>

Parenthetical citation: (U.S. Census Bureau, n.d., para. 3).

Narrative citation: U.S. Census Bureau (n.d., para. 3)

Article on Wikipedia. Revision with date and address

In APA 7 style, the method for citing a Wikipedia article is to cite an archived version of the Wikipedia page (a version that does not change over time). Access to an archived version of a Wikipedia article is available by selecting "View history" and then choosing a specific version with a date and time to use in the citation. The date of the archived version is included as the publication date. The citation should begin with the title of the article (not in italics), followed by the year and exact date of publication (the date of the archived version), the title of the complete work, "Wikipedia", in italics, and the URL of the archived version.

If a Wikipedia page is used for which an archived version is not available, the access date must be included.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/wikipedia-references>

List of oldest companies. (2019, January 13). In *Wikipedia*. https://en.wikipedia.org/w/index.php?title=List_of_oldest_companies&oldid=878158136

Parenthetical citation: ("List of oldest companies", 2019, para. 2)

Narrative citation: "List of oldest companies" (2019, para. 2)

Journal article with DOI number

In APA 7 style, a citation for a journal article that includes a DOI contains the following elements: author(s), year of publication, article title, the title of the complete work—the journal title in italics, volume number in italics, issue number in parentheses (not in italics), page range, and DOI.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/journal-article-references#1>

Kivirand, T., Leijen, Ä., Lepp, L., & Malva, L. (2020). The Meaning of Inclusive Education and Factors of Effective Implementation in the Estonian Context: The Perspective of Specialists Training or Counselling Teachers. *Estonian Journal of Educational Sciences. Estonian Journal of Education*, 8(1), 48-71. <https://doi.org/10.12697/eha.2020.8.1.03>

Parenthetical citation: (Kivirand et al., 2019, pp. 50-51)

Narrative citation: Kivirand et al. (2019, pp. 50-51)

McCauley, S. M., & Christiansen, M. H. (2019). Language Learning as Language Use: A Cross-Linguistic Model of Child Language Development. *Psychological Review*, 126(1), 1-51. <https://doi.org/10.1037/rev0000126>

Parenthetical citation: (McCauley & Christiansen, 2019, p. 25)

Narrative citation: McCauley and Christiansen (2019, p. 25)

BOOKS

Book, in print or in databases, single author

A reference in APA 7 style to a printed book or a book in a database that has a single author contains the following information: author's surname, initials, year of publication, title of the book in italics, publisher. If the book comes from a database, the URL or DOI is also added.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/book-references#1>

Laherand, M.-L. (2008). *Kvalitative Research Approach*. Feathersmith.

Parenthetical citation: (Laherand, 2008, p. 123)

Narrative citation: Laherand (2008, p. 123)

Burgess, R. (2019). *Rethinking global health: Frameworks of power*. Routledge.

Parenthetical citation: (Burgess, 2019, p. 45)

Narrative citation: Burgess (2019, p. 45)

Reference in brackets to two authors in one paragraph: (Laherand, 2008, p. 123; Burgess, 2019, p. 45)

Reference in sentence wording to two authors: Laherand (2008, p. 123) and Burgess (2019, p. 45)

Book, multiple authors, DOI with reference or web address

An APA 7-style reference to a book that has multiple authors and includes a DOI reference, or web address includes the following information: the authors' surnames and initials, the year of publication, the title of the book in italics, the publisher, and the DOI or web address. When multiple authors are noted, an ampersand ("&") is used between authors' names when referencing within the text and in bibliographic entries.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/book-references#1>

Fiske, S. T., Gilbert, F.T., & Lidzey, G. (2010). *Handbook of social psychology* (5th ed., Vol. 1). John Wiley & Sons. <https://doi.org/10.1002/9780470561119>

Parenthetical citation: (Grenz et al., 2002, lk 253)

Narrative citation: Grenz et al. (2000, lk 253)

Book, reprinted edition

In APA 7 style, when citing a reprinted edition, the editor's name (if available) is added after the book title in parentheses and is not italicised. At the end of the bibliographic entry, the year of the first edition is added in the format: (Original publication: Year). In-text citations should include both years, separated by a slash, with the earlier year appearing first. The page number refers to the reprinted edition that has been used.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/book-references#3>

Salumaa, E. (2020). *Handbook of Systematic Theology or "Dogmatics in Keywords"* (Third corrected e-edition). Institute of Theology of the Estonian Evangelical Lutheran Church.

<http://www.digar.ee/id/nlib-digar:441336> (Originally published 2008)

Parenthetical citation: (Salumaa, 2008/2020, pp. 325-327)

Narrative citation: Salumaa (2008/2020, pp. 325-327)

Freud, S. (2010). *Interpretation of dreams: The Complete and definitive text* (J. Stachey, Ed & Trans.) Basic Books. (Originally published 1900)

Parenthetical citation: (Freud, 1900/2020, p. 45)

Narrative citation: Freud (1900/2020, p. 45)

Book, translated

In APA 7 style, a citation for a translated book includes the following elements: the book author's surname, the year of publication of the translated work, the title in italics, followed by the translator's name in parentheses the publisher of the translated edition and finally the year of the original publication in parenthesis. In-text citations include both years in parentheses—the year of the original publication and the year of the edition being used—separated by a slash. For example: (Piaget, 1970/1972).

Read more: <https://apastyle.apa.org/blog/citing-translated-works>

Collins, K. J. (2019). *The Biblical Way to Salvation: The Core of Wesley's Theology* (P. Tamm, Trans.). Estonian Methodist Theological Seminary. (Originally published 1997)

Parenthetical citation: (Collins, 1997/2019, p. 115)

Narrative citation: Collins (1997/2019, p. 115)

Piaget, J., & Ihelder, B. (1969). *The psychology of the child* (H. Weaver, Trans., 2nd ed.). Basic Books. (Originally published 1966)

Parenthetical citation: (Piaget & Ihelder, 1966/1969, p. 215)

Narrative citation: Piaget and Ihelder (1966/1969, p. 215)

Edited or compiled book or collection

In APA 7 style, a citation for an edited or compiled book or collection includes the following elements: the surname and initials of the editor or compiler, the year of publication, the title of the book in italics, followed by the designation "Ed." or "Eds." in parentheses, and the publisher.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/book-references#2>

Krabi-Kranberg, K. (Ed.) (2022). *I Know, You Hear My Prayer!* Allika.

Parenthetical citation: (Krabi-Kranberg, 2022, p. 115).

Narrative citation: Krabi-Kranberg (2022, p. 115)

Hacker Hughes, J. (Ed.). (2017). *Military Veteran Psychological Health and Social Care: Contemporary Approaches*. Routledge.

Parenthetical citation: (Hacker Hughes, 2017, p. 165).

Narrative citation: Hacker Hughes (2017, p. 165)

Audiobook

In APA 7 style, a citation for an audiobook includes the following elements: the author's surname and initials, the year of publication, the title of the book in italics, followed by the reader's initials and surname in parentheses (if known), the format designation in square brackets [Audiobook], and then the publisher or distributor. If available, the URL or other digital location is also included.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/book-references#3>

Koppenhaver, C. E. (2019). *Martin Luther* (D. Cartwright, reader) [Audiobook]. Librivox. <https://bit.ly/3Xo9nLa> (First edition 1953)

Parenthetical citation: (Koppenhaver, 1953/2019).

Narrative citation: Koppenhaver (1953/2019)

Cain, S. (2012). *Quiet: The Power of Introverts in a World that Can't Stop Talking* (K. Maur, Narr.) [Audiobook]. Ranom House Audio. <https://bit.ly/2G0Bpbl>

Parenthetical citation: (Cain, 2012).

Narrative citation: Cain (2012)

Historical works

In APA 7 style, a citation for historical works includes the following elements: the author's surname and initials, or the name in the form in which it is commonly used, the year of publication of the work, the title of the work in italics, and the publisher. If the original publication year of the work is known and differs from the year of the edition being used, it is added at the end of the citation in parentheses.

Aristotle. (1997). *Aristotle's Poetics* (G. Whalley, trans.; J. Baxter & P. Atherton, eds.). McGill-Queen's University Press. (Originally published c. 350 BC)

Reference in brackets, direct quote: (Aristotle, ca. 350 BC/1997, p. 15).

Reference in brackets, paraphrase: (Aristotle, ca. 350 BC/1997, p. 15).

Koppenhaver, C. E. (2019). *Martin Luther* (D. Cartwright, reader) [Audiobook]. Librivox. <https://bit.ly/3Xo9nLa> (Originally published 1953)

Parenthetical citation: (Koppenhaver, 1953/2019).

Narrative citation: Koppenhaver (1953/2019)

AUDIOVISUAL WORKS

Lecture slides

In APA 7 style, citations for lecture slides include the following elements: the lecturer's surname and initials, the year of the lecture, the title of the lecture in italics, the format designation in square brackets [Lecture slides] or [PowerPoint slides], and the location or platform where the slides are available. If the slides are publicly available online, the URL should be included. If the slides are not available online, the institution or platform where they can be accessed may be cited.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/powerpoint-references>

Nelson, M. P. (2022). *The Exodus / Exodus / Ηεxοδ* [PowerPoint slides]. Moodle – EMKTS learning environment. <https://moodle.emkts.ee>

Parenthetical citation: (Nelson, 2022, slide 4).

Narrative citation: Nelson (2022, slide 4)

Mack, R., & Spake, G. (2018). *Citing Open Source Images and Formatting References for Presentations* [PowerPoint Slides]. Canvas@FNU. <https://fnu.onelogin.com/login>

Parenthetical citation: (Mack & Spake, 2022, slide 14)

Narrative citation: Mack and Spake (2022, slide 14)

Photo

In APA 7 style, a citation for a photograph includes the following elements: the photographer's surname and initials, the year the photograph was created (if known), the title or description of the photograph in italics, the format designation in square brackets [Photograph], and the location or source from which the photograph was obtained. If the photograph is available online, the URL should be included. If the photograph is physically available (for example, in a book or archive), the location where it can be found should be cited.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/clip-art-references> and <https://apastyle.apa.org/style-grammar-guidelines/references/examples/artwork-references>

McCurry, S. (1985). *Afghan girl* [Photograph]. National Geographic.

<https://i.natgeo.com/n/a57f8ca1-e266-4614-8f3f-4dbb1e32331a/ngm-1985-jun.jpg>

Parenthetical citation: (McCurry, 1985)

Reference as part of the text: McCurry (1985)

Film

In APA 7 style, a citation for a film includes the following elements: the director's surname and initials (director), the year the film was released, the title of the film in italics, the format designation in square brackets [Film], and the film distributor or production company.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/film-television-references#1>

Malle, L. (Director). (1987). *Aur revoir les enfants* [Farewell Children] [Film]. Nouvelles Editions de Films.

Parenthetical citation: (Malle, 1987)

Reference as part of the text: Malle (1987)

Taska, K. (Producer and screenwriter), & Nüganen, E. (Director and screenwriter). (2003). *Names on a Marble Tablet* [Feature film]. Estonia-Finland: Taska Film & MRP Matila Röhr Productions OY.

Parenthetical citation: (Taska & Nüganen, 2003)

Reference as part of the text: Taska and Nüganen (2003)

Haroun, M.-S. (Director). (2002). *Abouna* [Our father] [Film]. Filmmuseum Distributie; Kairos Filmverleih; Time Features; MK2 Diffusion.

Parenthetical citation: (Haroun, 2002)

Narrative citation: Haroun (2002)

Podcast episode

A citation from a podcast episode includes the following information: the author or manager of the episode (if known), the year it was published, the title of the episode (not italicized), [Podcast Episode] in square brackets, the title of the podcast series (italicized), and the URL or platform where the episode is available.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/podcast-references#2>

Raihhelgauz, M. (Presenter). (2021, January 28). Vaccines and conspiracies (No. 9) [Podcast episode]. *Theology*. Higher Theological Seminary.

<https://www.buzzsprout.com/1102001/7535311-9-vaktsiinid-ja-vandenoud>

Parenthetical citation: (Raihhelgauz, 2021)

Narrative citation: Raihhelgauz (2021)

Glass, I. (Autumn). (2011, August 21). Amusement park (No. 443) [Audio podcast episode]. *In This American Life*. WBEZ Chicago. <http://www.thisamericanlife.org/radio-archives/episode/443/amusement-park>

Parenthetical citation: (Glass, 2011)

Reference as part of the text: Glass (2011)

Radio series

An APA 7-style citation to a specific broadcast of a radio broadcast series includes the following information: the last name of the presenter or creator of the broadcast, initials (if known), the date the broadcast was recorded or aired, the title of the particular broadcast (not in italics), the notation [Radio Show Episode], the title of the series in italics, and the radio station or distributor. If the show is available online, the URL will be added. Radio series are cited on the same principle as a podcast episode, the difference is in square brackets in the description of the format [Radio show episode]

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/podcast-references#2>

Kalda, M. (Host). (2015, July 5). Marju Kõivupuu (2nd episode) [Radio episode]. *Diary of a pilgrim*. ERR. <https://vikerraadio.err.ee/795693/palveranduri-paevaraamat-marju-koivupuu>

Parenthetical citation: (Kalda, 2015)

Reference as part of the text: Kalda (2015)

Mitchell, G. (Presents). (2021, December 25). The Internet Archive is 25! [Radio series episode]. In A. Lichtarowicz (Producer), & B. Nettles (Studio manager), A. *Digital Planet*. BBC.
<https://www.bbc.co.uk/programmes/w3ct1lt4>

Parenthetical citation: (Mitchell, 2015)

Reference as part of the text: Mitchell (2015)

Radio broadcast

A citation to a radio programme contains the following information: the host's surname, initials, the year of the programme, the title of the programme in italics, the indication [Radio programme] in parentheses, and the name or distributor of the radio station (not in italics). If the show is also available online, the URL will be added. Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/radio-broadcast-references>

Mottram, L. (2020, January 8). *Hazard Reduction Burning is Not a Panacea to Bushfire Risk: Expert* [Radio show]. ABC. <https://www.abc.net.au/radio/programs/pm/thinned-forests-can-be-more-prone-to-fire,-expert-says/11853280>

TV show

Kordemets, G. (Director), & Seppel, K. (Editor). (December 24, 1990). *The Book of Ecclesiastes of Solomon* [TV show]. ERR Archives. <https://arhiiv.err.ee/video/vaata/saalomoni-koguja-raamat>
Parenthetical citation: (Kordemets & Seppel, 1990)

Reference as part of the text: Kordemets and Seppel (1990)

Barris, K. (Writer & Director). (2017, January 11). Lemons (Season 3, Episode 12) [TV series episode]. In K. Barris, J. Groff, A. Anderson, E. B. Dobbins, L. Fishburne, & H. Sugland (Executive Producers), *Black-ish*. Wilmore films; Artist First; Cinema Gypsy Productions; ABC Studios.

Parenthetical citation: (Barris, 2017)

Narrative citation: Barris (2017)

Webinar or online course

APA 7-style citation to a recorded webinar includes the following information: the last name of the webinar facilitator or organiser, initials, the year of the webinar, the title of the webinar in italics, the descriptive [Webinar recording] if the recording is available or [Webinar] if the webinar newsletter is available. Add the platform or organization (not italics) that will distribute the recording, and the URL, if available. Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/online-course-references>

Kübar, L. (2022). *Nuts of the Scriptures* [Webinar recording]. Koduteel.
<https://www.metodistikirik.ee/2022/03/30/veebinar-puhakirja-pahklid>

Parenthetical citation: (Kübar, 2022).

Narrative citation: Kübar (1990)

Durham, M. (2021). *Racial Inequities in Substance Use* [Webinar]. American Psychiatric Association. <https://pcssnow.org/event/racial-inequities-in-substance-use>

Parenthetical citation: (Durham, 2021)

Narrative citation: Durham (2021)

YouTube video

Citation to a YouTube video includes the following information: the name of the person or organization who posted the video, the year and date the video was published, the title of the video in italics, the descriptive [Video] in square parentheses, YouTube (non-italic), and the URL.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/youtube-references>

Tõnnori, R. (2020, 5 August). *Alpha Course at St. Olaf's Church* [Video]. YouTube.
<https://youtu.be/0Ub9Kv1zunQ>

Hiiumaa Christian Mission Church. (2021, 4 April) *The Week of Jesus' Passion - The Resurrection (Part 4)* [Video]. YouTube. https://youtu.be/w2Uny_Sni5Q

Reference to two sources in brackets: (Tönnori, 2020; Hiiumaa Christian Mission Church, 2021)

Reference to two sources in the wording of the sentence: Tönnori (2020) and Hiiumaa Christian Mission Church (2021)

A song or piece of music

A citation to a contemporary song or piece of music includes the following information: the name of the artist or band under which they perform, for example: "Beyoncé" or "Lady Gaga". An artist who performs under their full given name, for example, "Michael W. Smith" is listed according to the APA standard form, Smith, M. W.

After the artists name the following information is required: the year of publication of the song or instrumental track, the title of the song or instrumental track in italics, with the descriptive [Song] in parentheses and the record label or distributor. If the song or track is available online, the URL or the name of the online music service will also be included.

Read more: <https://apastyle.apa.org/blog/song-or-track-references>

Coldplay & BTS. (2021). My universe [Song]. On *Music of the Spheres*. Parlophone; Atlantic.

Parenthetical citation: (Coldplay & BTS, 2021)

Narrative citation: Coldplay and BTS (2021)

Smith, M. W. (1999). Reach Out to Me [Song]. On *This Is Your Time*. Reunion Records, Inc.

Parenthetical citation: (Smith, 1999)

Narrative citation: Michael W. Smith (1999)

Classical music

A citation to a classical musical work includes the following information: the composer's surname, initials, the year of creation of the work (if known), the title of the work in italics, the performer(s) or conductor(s) and orchestra, record label or distributor, and the year of release of the recording (if different from the year in which the work was created) in brackets. If the recording is available online, include the URL or the name of the online music service.

Read more: <https://apastyle.apa.org/blog/song-or-track-references>

Pärt, A. (1993). Magnificat [Recorded by the Estonian Philharmonic Chamber Choir and the Tallinn Chamber Orchestra conducted by Tõnu Kaljuste]. *Te Deum*. ECM Records GmbH; Deutsche Grammophon GmbH. (Originally published 1984)

Parenthetical citation: (Pärt, 1984/1993)

Narrative citation: Pärt (1984/1993)

Beethoven, L. van. (2012). Symphony No. 3. in E-flat major [Recorded by Staatskapelle Dresden]. On Beethoven: *Complete symphonies*. Brilliant Classics. (Originally published 1804)

Parenthetical citation: (Beethoven, 1804/2012)

Narrative citation: Beethoven (1804/2012)

Software

Citations to software include the following information: the name of the software creator or company, the year of release or update, the name of the software in italics, the version or release number (if applicable), an explanation of the format [Computer Software], and the location or source from which the Software was obtained.

Morton, T. (2022). *Bible Analyzer* (Version 5.5) [Computer software].

<https://www.bibleanalyzer.com>

Parenthetical citation: (Morton, 2022)

Narrative citation: Morton (2022)

Faithlife (2022). *Logos Bible Software* (Version 9) [Computer Software]. <https://www.logos.com>

Parenthetical citation: (Faithlife, 2022)

Narrative citation: Faithlife (2022)

Mobile app

Citations to a mobile app include the following information: the name of the app developer or company, the year the app was released or updated, the app name in italics, the descriptive [Mobile app] in parentheses, and the source from which the app was obtained, such as the App Store or Google Play. If the app is available on the web, you can also add a URL.

Olive Tree Bible Software (2022). *Bible App* by Olive Tree (Version 7.12.3.0.1320) [Mobile App].

Google Play Store. <https://play.google.com/store/apps/details?id=biblereader.olivetree>

Parenthetical citation: (Olive Tree Bible Software, 2022)

Narrative citation: Olive Tree Bible Software (2022)

YouVersion. (2022). *Bible* (Version 9.18.3) [Mobile app]. App Store.

<https://apps.apple.com/us/app/bible/id282935706>

Parenthetical citation: (YouVersion, 2022)

Narrative citation: YouVersion (2022)

ARTIFICIAL INTELLIGENCE

Language editing of one's own written text with the assistance of artificial intelligence does not require citation. Text translated using artificial intelligence should be cited according to the guidelines described in the section "Use of Additional Languages in Academic Papers" in this manual.

As artificial intelligence may generate inaccurate or false information, it is not recommended to use it as a primary source. If the same information is available from a non-AI-generated source (a human author), the human author should be cited rather than the artificial intelligence tool. However, directly quoting AI-generated text may be appropriate in certain cases, for example, when presenting an example of a viewpoint that the student subsequently analyses.

All facts or text generated by artificial intelligence that are quoted or paraphrased must be cited in order to ensure academic integrity and transparency. AI text generating applications, including ChatGPT, typically allow conversations to be shared through a unique URL and title, making it possible to create an APA-style citation using the author–date–title–source format.

Read more: <https://apastyle.apa.org/blog/cite-generative-ai-references>

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

Parenthetical citation: (AI Company Name, year, para. nr)

Narrative citation: AI Company Name (year, para. nr)

Anthropic. (2025). Essential grammar topics for high school graduates [Generative AI chat]. Claude.

<https://claude.ai/share/329173b2-ec93-4663-ac68-4f65ea4f166d>

Parenthetical citation: (Anthropic, 2025, para. 3)

Narrative citation: Anthropic (2025, para. 3)

OpenAI. (2025). High school grammar concepts [Generative AI chat]. ChatGPT.

<https://chatgpt.com/share/68a77b60-0ee4-800c-9acc-cd3fd573c311>

Parenthetical citation: (OpenAI, 2025, para. 7)

Narrative citation: OpenAI (2025, para. 7)

SOCIAL MEDIA

Facebook post

A citation to a Facebook post includes the following information: the name of the poster (person or organization), the year and date the post was published, the first 20 words or title of the post (if any) in italics, a note in square brackets if the post contains a photo, video or link (for example, [Link and Image

Included]), a description of the type of post in square brackets (for example, [Status Update] or [Video]), the name of the social media platform "Facebook" with a period, and the URL.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/facebook-references>

Church & Theology. (2022, August 12). *From time to time, it is good to look at what our sister churches and ecumenical partners are doing in the field of theological education, what questions and research topics are there* [Link and image included] [Status update]. Facebook.

www.facebook.com/churchtheology/posts/pfbid0AJ37qvHTkKu6m5qiaKeenBDL4tRTpbCVAjf3jQcFBXAfHaSuYUqc2fR9WtZyXpRhI

Parenthetical citation: (Church and Theology, 2022, para. 4)

Narrative citation: Church and Theology (2022, para. 4)

Gaiman, N. (2018, March 22). *100,000+ Rohingya refugees could be serious risk during Bangladesh's monsoon season. My Fellow UNHCR Goodwill Ambassador Cote Blanchett is* [Image attached] [Status update]. Facebook. <https://www.facebook.com/neilgaiman/photos/a.306989681015/10155317233951016/?type=3&theater>

Parenthetical citation: (Gaiman, 2018, para. 1)

Narrative citation: Gaiman (2018, para. 1)

Facebook page

A citation to a Facebook page as a whole, rather than to an individual post, includes the following information: the name of the page, the abbreviation "(n.d.)" indicating the absence of a publication date, the title of the specific subpage in italics (e.g. "Home", "About" or "Reviews"), the note [Facebook page] in square brackets, the name of the social media platform "Facebook" with a period, the date read (necessary as the content of the page changes over time and is not archived) and the URL.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/facebook-references>

Estonian Methodist Church. (n.d.). *About* [Facebook page]. Facebook. Retrieved May 20, 2026, www.facebook.com/metodistikirik/about

Parenthetical citation: (Estonian Methodist Church, n.d.)

Narrative citation: Estonian Methodist Church (n.d.)

X Profile

Citing an X profile includes the following information: the name of the profile owner (person or organization), the year the profile was created (if known), the name of the X profile in italics, with [X profile] in parentheses, and the URL.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/twitter-references#3>

Radio 7. [@Raadio7]. (op. cit.). *Post* [X Profile]. X. Retrieved August 20, 2020, at <https://x.com/Raadio7>

Parenthetical citation: (Raadio 7, n.d., para. 4)

Narrative citation: Raadio 7 (n.d., para. 4)

APA Style. [@APA_Style]. (n.d.). *Post* [X profile]. X. Retrieved November 1, 2019, from https://X.com/APA_Style

Parenthetical citation: (APA Style, n.d., para. 2)

Narrative citation: APA Style (n.d., para. 2)

Instagram photo or video

Citing an Instagram photo or video includes the following information: the name of the poster (person or organization), the username in square brackets with the @ sign at the beginning of it, for example, Swift, T. [@taylorswift]. If the exact surname and initial are not known, the name is used as published by the user. This is followed by the year and date of publication of the post, a description of the photo or video, or the first few words of the post in italics, with [Photo] or [Video], "Instagram", and the URL in parentheses.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/instagram-references#1>

Radomska, T. [@ta_radomska]. (2022, August 24). *Study session in Latvia* [Video]. Instagram. <https://www.instagram.com/p/ChpHXECuSBD>

Parenthetical citation: (Radomska, 2022.)

Narrative citation: Radomska (2022)

Zeitz MOCAA. [@zeitzmocaa]. (2018, November 26). *Grade 6 learners from Parkfields Primary School in Hanover Park visited the muuseum for a tour and workshop hosted by* [Photos].

Instagram. <https://www.instagram.com/p/BqpHpjFBs3b>

Parenthetical citation: (Zeitz MOCAA, 2018.)

Narrative citation: Zeitz MOCAA (2018)

THESES

Doctoral or graduation thesis published in an online publication or database

In APA 7 style, a citation for a doctoral dissertation or thesis published online or available in a database includes the following elements: the author's surname and initials, the year of publication, the title of the work in italics, the format designation in square brackets [Doctoral dissertation] or [Master's thesis], the name of the university, and the URL or database name.

Read more: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/published-dissertation-references>

Pulk, B. (2022). *Hate Speech Criminalisation in European Union Law* [Master's thesis, Tallinn University]. ETERA. <https://www.etera.ee/s/wMIYoVyX7l>

Parenthetical citation: (Pulk, 2022, p. 75)

Narrative citation: Pulk (2022, p. 75)

Zambrano-Vazquez, L. (2016). *The Interaction of State and Trait Worry on Response Monitoring in Those with Worry and Obsessive-Compulsive Symptoms* [Doctoral dissertation, University of Arizona]. UA Campus Repository. <https://repository.arizona.edu/handle/10150/620615>

Parenthetical citation: (Zambrano-Vazquez, 2016, p. 115)

Narrative citation: Zambrano-Vazquez (2016, p. 115)

Unpublished doctoral or thesis

A citation to an unpublished doctoral or graduation thesis includes the following data: the author's surname, initials, the year of completion of the thesis, the title of the thesis in italics, the notation [Diploma thesis] or [Master's thesis] in brackets, and the name of the institution where the thesis was completed. Because the work is not published, the URL or database name is not included.

Read more <https://apastyle.apa.org/style-grammar-guidelines/references/examples/unpublished-dissertation-references>

Pajusoo, T. (1998). *Explanatory Translation of the Book of Jonah from Hebrew* [Diploma Thesis]. Estonian Methodist Theological Seminary.

Parenthetical citation: (Pajusoo, 1998, pp. 35-36)

Narrative citation: Pajusoo (1998, pp. 35-36)

Harris, L. (2014). *Instructional Leadership Perceptions and Practices of Elementary School Leaders* [Unpublished doctoral dissertation]. University of Virginia.

Parenthetical citation: (Harris, 2014, p. 115)

Narrative citation: Harris (2014, p. 115)

LEGISLATION

Legal Acts

In APA 7 style, a citation for legal acts includes the following elements: the name of the legal document (including the name of a law, regulation, or court decision), the year of publication, and the source (for example, an official publisher, legal collection, or website where the document can be accessed). When citing a specific law or court decision, the specific legal reference or case number should also be included.

Personal Data Protection Act. (2019). RT I, 04.01.2019, 11.

<https://www.riigiteataja.ee/akt/104012019011>

Parenthetical citation: (Personal Data Protection Act, 2019, para. 34)

Narrative citation: Personal Data Protection Act (2019, para. 34)

Youth Employment Act. (2020). RT I, 16.06.2020, 10. <https://www.riigiteataja.ee/akt/116062020010>

Parenthetical citation: (Youth Work Act, 2020, para. 4)

Narrative citation: Youth Work Act (2020, para. 4)

Internal rules of organizations

A citation for an organisation's internal policies includes the following elements: the name of the organisation, the year of publication of the document, the title of the document in italics, and the designation [Internal policy] in square brackets. If the material is intended for internal communication and may not be publicly accessible, a URL is not included.

Baltic Methodist Theological Seminary. (2011) *Code of Ethics*. [Internal rules]

<https://emkts.ee/index.php/en/general/ethics>

Parenthetical citation: (Baltic Methodist Theological Seminary, 2011, para. 3)

Narrative citation: Baltic Methodist Theological Seminary (2011, para. 3)

UNPUBLISHED SOURCES

Personal interview

There is no reference in the Bibliography for personal correspondence, conversations, interviews, etc.. They are only cited within the text and are not included in the Bibliography.

Read more: <https://apastyle.apa.org/blog/nonrecoverable-sources>

Parenthetical citation: (Jüri Pilv, personal correspondence, 11.05.2015)

Narrative citation: Jüri Pilv (personal correspondence, 15.05.1990)

Personal interview made available to readers

If you want to make the interview available to the reader, you can publish it on the blog page and refer to the blog address.

Pilv, P. (2010, 28 May). Interview with Piret [Blog post]. On the Aides <https://URL>

Narrative citation: Pilv (2010)

THE BIBLE AND SACRED WRITINGS

Sacred Writings of World Religions

Sacred writings are treated as books without an author. If a commentary or translated version is used, the editor's or translator's name is included in the citation. If the publication date of the original writing is unknown, or if a disputed version is being republished, the publication year and the name of the editor(s) or translator(s) are included in the citation. When versions of sacred writings have been republished, those publication dates are included in the citation. When the sacred writings contain canonically numbered sections (e.g., books, chapters, verses, etc.), these numbers should be used instead of page numbers in translations.

The citation includes the following elements: Book title (translator) [if applicable] or editor [if applicable]. (Year). Publisher. (Original publication date [if applicable]).

The Qur'an (E. H. Palmer, Trans.). (1965). Motilal Banarstdass.

Qur'an (H. Udam, Trans.). (2007). AS Bit

Parenthetical citation: (Qur'an, 1965, 2:255)

Narrative citation: Qur'an. (2007, 2:255).

The Bible

When only one Bible translation is used throughout a written assignment, it should be identified in the introduction with the phrase "All scripture references are from the ESV translation." Thereafter, only the Scripture reference is provided in parenthetical citations within the text (e.g. Gen 1:4).

When more than one Bible translation is used in a written assignment, the primary translation should be identified with the phrase "All scripture references are from the ESV translation unless otherwise indicated." Thereafter, references from the ESV translation are in the simplified form (e.g. Gen 1:4). Additional translations or versions when they are used should be cited in the text in the following order: abbreviation of the Bible translation, year of original publication/year of publication of the edition used, abbreviated book, chapter, and verse[s] (e.g. NIV, 1973/2011, Mat 16:12).

When citing a passage consisting of several consecutive verses, use a hyphen (e.g. Gen 1:2-4). Non-consecutive verses or passages in the same chapter are separated by a comma (e.g. Gen 1:4, 12, 26-28). Verses or passages from different chapters or books in the same citation are separated by a semi-colon (e.g. Gen 1:26-28; 2:7; 1 Cor 11:7).

For in-text narrative citations, the reference in parenthesis should be shortened as necessary to avoid duplicating what is written in the sentence. For example, each of the variations below are equally acceptable.

The Bible clearly states that both man and woman were created in the image of God (Gen 1:27).

Genesis clearly states that both man and woman were created in the image of God (1:27).

Genesis 1 clearly states that both man and woman were created in the image of God (v. 27).

Genesis 1:27 clearly states that both man and woman were created in the image of God.

Notice that "v." is used when needed as an abbreviation of verse. If more than one verses are used, the abbreviation becomes "vs."

In the final example, no citation is needed in parentheses as all the required information is within the immediate sentence.

Additional examples of in-text Bible citations:

When the primary Bible translation (identified in the introduction) is cited:

Parenthetical citation: (Gen 1:1-5; 2:4-7.)

Narrative citation: You are the temple of the Holy Spirit (1 Cor 3:16).

In the third chapter of Romans (vs. 21-31), the apostle discusses the issue of justification...

... writes the Apostle in the First Letter to the Corinthians (3:16).

When additional Bible translations are cited:

Parenthetical citation: (NIV, 1973/2011, Mat 16:12)

Narrative citation: ... writes the Apostle in the First Letter to the Corinthians (EEP, 1997/2010, 3:16).

In the Bibliography, each translation of the Bible is listed as one book (individual Bible books are not listed separately). The full bibliographic information required includes the following: Title (as it appears on the cover, including the translation version, year of the edition being used, the publisher and URL in the case of an online Bible, and the date of the original publication of this translation.

Examples of Bible citations in the Bibliography:

Holy Bible, English Standard Version. (2018). Crossway. (Originally published 2001).

New International Version Bible. (2011). Bible Gateway. <http://biblegateway.com> (Originally published 1973).

King James Bible. (2017). King James Bible Online. <https://www.kingjamesbibleonline.org> (Originally published 1769).

Piibel. (2010). Eesti Piibli Selts. (Originally published 1997).

Piibel. (1968). Piibel.NET. <http://piibel.net>

Study Bibles

When citing Study Bibles, the editor is placed in the author position and includes the following elements: surname and initials, (Ed.). (Year of publication). Title of the study Bible in italics. Name of publisher. For example:

Kaiser, W.C., Jr., & Garrett, D. (eds.). (2006). *NIV Archaeological Study Bible: An Illustrated Walk Through Biblical History and Culture*. Zondervan.

For in-text citations, when referring to the text of Scripture itself, use the standard Bible reference according to the rules for a regular Bible (e.g. Gen 1:20).

For in-text citations off the study notes commenting on a specific verse, the names of the editors and the year of publication must be added to indicate that what is being referred to is not Scripture, but the opinions of the scholars involved. For example:

Parenthetical citation: (Kaiser & Garrett, 2006, Gen 1:20)

Narrative citation: Kaiser and Garrett explain this as... (2006, Gen 1:20)

When citing an essay published in a study Bible where the author is mentioned by name, the citation generally follows the format used for a chapter or article in an edited book and includes the following elements: the article author, year of publication, article title, editor(s) of the book, book title in italics, page range, and publisher. For example:

Blocher, H.A.G. (2015). Creation. D.A. Carson (ed.), *NIV Zondervan Study Bible* (pp. 2642-2643). Zondervan.

Parenthetical citation: (Blocher, 2015, p. 2642)

Narrative citation: Blocher (2015, p. 2642)

If the author is not indicated (for example, with the introduction written to a biblical book), the title replaces the author and the same citation format continues: the title of the article, the year of publication, the editor of the book and the title of the book in italics, pages and publisher. For example:

Introduction to Genesis. (2006). Kaiser, W.C., Jr., & Garrett, D. (Eds.). *NIV Archaeological Study Bible: An Illustrated Walk Through Biblical History and Culture* (pp. 2-3). Zondervan.

Parenthetical citation: (Introduction to Genesis, 2006, p. 2)

Narrative citation: The Introduction to Genesis dates the book to... (2006, p. 2)

Bible Abbreviations

Conventional abbreviations are used to identify Bible translations and books. The following abbreviations are to be used in BMTS written assignments to avoid possible confusion.

Bible Translations	Abbreviation
New International Version	NIV
English Standard Version	ESV
Christian Standard Bible	CSB
New Revised Standard Version	NRSV
King James Version	KJV
Eesti Piibel 1968 tõlge	EEP
Eesti Piibel 1997 tõlge	EEP
Eesti Piibel proovitrükk 2018	EEP
Piibli Raamat 1739	EEP
Pirita (Marjamaa) Piibel 2009	PMP
Piibel Kõigile	PKP
Pühakiri kaasaegses eesti keeles	PKEK

Русский Синодальный перевод	SYNO
Новый русский перевод	NRT
Библия под ред.М.П.Кулакова	BTI
Еврейский Новый Завет Д.Стерна	ENT

Old Testament	Estonian language	Russian	English
Genesis	1Ms	Быт	Gen
Exodus	2Ms	Исх	Exod
Leviticus	3Ms	Лев	Lev
Numbers	4Ms	Чис	Num
Deuteronomy	5Ms	Втор	Deut
Joshua	Jos	Нав	Josh
Judges	Km	Суд	Jdg
Ruth	Rt	Руф	Rth
1 Samuel	1Sm	1 Цар	1 Sam
2 Samuel	2Sm	2 Цар	2 Sam
1 Kings	1Kn	3 Цар	1 Kgs
2 Kings	2Kn	4 Цар	2 Kgs
1 Chronicles	1Aj	1 Пар	1 Chr
2 Chronicles	2Aj	2 Пар	2 Chr
Ezra	Esr	Езд	Ezr
Nehemiah	Ne	Неем	Neh
Esther	Est	Есф	Est
Job	Ii	Иов	Job
Psalms	Ps	Пс	Ps
Proverbs	Õp	Прит	Prov
Ecclesiastes	Kg	Еккл	Eccl
Song of Solomon	Ül	Песн	Song
Isaiah	Js	Ис	Isa
Jeremiah	Jr	Иер	Jer
Lamentations	Nl	Плач	Lam
Ezekiel	Hs	Иез	Eze
Daniel	Tn	Дан	Dan
Hosea	Ho	Ос	Hos
Joel	Jl	Иоил	Joel
Amos	Am	Ам	Am
Obadiah	Ob	Авд	Obad

Jonah	Jn	Ион	Jnh
Micah	Mi	Мих	Mic
Nahum	Na	Наум	Nah
Habakkuk	Ha	Авв	Hab
Zephaniah	Sf	Соф	Zeph
Haggai	Hg	Аг	Hag
Zechariah	Sk	Зах	Zech
Malachi	Ml	Мал	Mal
The New Testament			
The Gospel of Matthew	Mt	Мф	Mat
The Gospel of Mark	Mk	Мк	Mrk
The Gospel of Luke	Lk	Лк	Luk
The Gospel of John	Jh	Ин	Jhn
Acts	Ap	Деян	Acts
Romans	Rm	Рим	Rom
1 Corinthians	1Kr	1 Кор	1 Cor
2 Corinthians	2Kr	2 Кор	2 Cor
Galatians	Gl	Гал	Gal
Ephesians	Ef	Еф	Eph
Philippians	Fl	Филп	Php
Colossians	Kl	Кол	Col
1 Thessalonians	1Ts	1 Фес	1 Ths
2 Thessalonians	2Ts	2 Фес	2 Ths
1 Timothy	1Tm	1 Тим	1 Tim
2 Timothy	2Tm	2 Тим	2 Tim
Titus	Tt	Тит	Tit
Philemon	Fm	Флм	Phlm
Hebrews	Hb	Евр	Heb
James	Jk	Иак	Jas
1 Peter	1Pt	1 Пет	1 Pet
2 Peter	2Pt	2 Пет	2 Pet
1 John	1Jh	1 Ин	1 Jhn
2 John	2Jh	2 Ин	2 Jhn
3 John	3Jh	3 Ин	3 Jhn
Jude	Jd	Иуд	Jud
Revelation	Ilm	Откр	Rev

Abbreviations and punctuation marks

Abbreviations and punctuation marks are conventional orthographic symbols whose formatting principles vary across cultures and languages. In written assignments at the Baltic Methodist Theological Seminary, the following abbreviations may be used in addition to standard abbreviations:

Abbreviations

p. – page, may be used in in-text citations and in the bibliography

pp. – pages, may be used in in-text citations and in the bibliography

n.d. – without date, may be used in in-text citations and in the bibliography

para. – paragraph, may be used only in in-text citations

Ed. – Editor, may be used in the bibliography

Eds. – Editors, may be used in the bibliography

Trans. – Translator

Comp. – Compiler, may be used in the bibliography

et al. – Latin for “and others,” may only be used in in-text citations of sources with three or more authors to shorten the citation. Write the first author’s name followed by “et al.” All the authors names must be listed in the Bibliography

Punctuation

... Ellipsis. To mark a break in ideas or an unfinished sentence in a quotation. This is a useful tool for abridging quotations, allowing you to omit unnecessary information while keeping the relevant parts. It is better to leave a space between the points and the word.

Note: if your chosen quotation includes more than one sentence, you can indicate a sentence break in your abridged quotation with a four-point ellipsis (...).

- A hyphen joins words or parts of words to create compounds. Numbers between twenty-one and ninety-nine should be hyphenated when spelled out. Note that there is no space between the word and the hyphen. Examples: the most-loved character, a Jesus-sized hole in his heart, mother-in-law, take a five- or ten-minute break.

– An en dash is a little longer than a hyphen (the width of an uppercase N) and is used to show ranges or to join multi-word compounds that can’t easily be hyphenated. Example: pre–World War II buildings, from 4:30–5:00.

— An em dash is the longest (the width of an uppercase M) and indicates a pause in a sentence. It can also be used to draw special attention to parenthetical or explanatory information. Whether you use em dashes with or without a space around them is up to you (*word—word* or *word — word*). Whichever style you choose, use it consistently throughout your document. Examples: After all, that is man—God’s creation. (OR: After all, that is man — God’s creation.) The new pastor—who had just spent two sleepless nights at bible camp—was looking very tired at the pulpit. (OR: The new pastor — who had just spent two sleepless nights at bible camp — was looking very tired at the pulpit.)

• Period. Placed after a sentence. The period is not placed after separate headings (Heading 1, Heading 2).

, Comma. Commas indicate a small break in a sentence, separating—among others—items in a list of three or more, independent clauses, introductory phrases, question tags, etc. All the rules and special cases of writing a comma along with examples can be viewed [here](#).

; Semicolon. Semicolons are used to separate units of a series that include commas and to join independent clauses in some cases. They can also be used to join two sentences without a conjunction. Further uses and examples can be viewed [here](#) and [here](#).

Numbers. It is generally best to write out numbers from zero to one hundred in nontechnical writing. In scientific and technical writing, the prevailing style is to write out numbers under ten. Round numbers such as hundreds, thousands, or hundred thousands should also be written out in full. Example: There were five

loaves and two fish to feed five thousand men. The students were in the third, sixth, eighth, 10th, and 12th grades.

When writing out numbers between forty and forty-nine, be sure to remember that forty has no u in it (this is a common spelling error).

Hyphenate all compound numbers from twenty-one through ninety-nine and all written-out fractions.

Example: One-half is slightly less than five-eighths.

Fractional quantities of larger numbers, such as those in the millions and billions, are most easily read when abbreviated as decimals in combination with the word "million" or "billion" where possible. Whole millions and billions can be expressed as a whole number plus the word "million," "billion," etc. Example: Canada has a population of over 40 million. The Milky Way is said to be approximately 13.6 billion years old.

With figures of four or more digits, use commas. Count three spaces to the left to place the first comma.

Continue placing commas after every three digits. *Important:* Do not include decimal points when doing the counting. Examples: 1,054 people; \$2,417,592.21

Read more on numbers below:

<https://apastyle.apa.org/style-grammar-guidelines/numbers/index>

<https://www.grammarbook.com/numbers/numbers.asp>

FORMATTING OF THE GRADUATION THESIS

TITLE PAGE

The thesis of the BMTS requires a title page, which must be formatted according to the example below.

Baltic Methodist Theological Seminary
Title of Final Thesis Diploma Thesis/Diploma Project
John Smith
Supervisor: PhD Mary Johnson
Tallinn 2026

TABLE OF CONTENTS

When formatting the table of contents, follow these guidelines: Level 1 headings represent the main sections of the paper; Level 2 headings represent subsections within the main sections; and Level 3 headings represent subdivisions within subsections. It is recommended to avoid using Level 3 headings unless their use is clearly justified. In most cases, limiting the structure to Level 1 and Level 2 headings provides a clearer and more easily followed organisation of the paper.

Example:

TITLE OF THESIS	2
Table of Contents	
Introduction.....	3
Theoretical foundations	5
Conceptual framework and key concepts	7
Previous studies and their impact	8
Research methods and data collection	16
Research design and methods	17
Data collection and analysis process.....	20
Bibliography	23

The formatting requirements must also be followed in the table of contents: it should use the same font and font size as the rest of the paper (Times New Roman, 12 pt, with 1.5 line spacing). By applying heading formatting as Styles in Microsoft Word, the table of contents can be generated automatically. The table of contents should not use first-line indents; the chapter title should be followed by a dotted leader line and the page number aligned at the right margin.

HEADER

Except for the title page, each subsequent page must include a header consisting of two elements:

- the title of the paper (if necessary, use an abbreviated version that does not extend beyond the centre of the page). The title must be left-aligned and written in uppercase letters.
- the page number (the title page is considered page 1; therefore, the page number displayed in the table of contents begins with 2). The page number must be right-aligned.

HEADINGS AND SECTIONS OF THE THESIS

In a thesis, the following are considered primary sections, each of which must begin on a new page and be formatted as a Level 1 heading:

- Table of Contents
- Introduction
- Estonian language abstract
- Bibliography
- Appendix/Appendices

The chapters of the thesis also use Level 1 headings; however, they continue with the text on the same page. Chapters do not begin on a new page.

Since chapter titles are formatted as Level 1 headings, the subheadings within each chapter should follow the appropriate heading levels (Level 2, Level 3, Level 4, and Level 5) as needed. Avoid having only one subheading within a chapter. Headings are not numbered. All headings use 1.5 line spacing. No blank lines are added before or after headings, even when a heading appears at the bottom of a page.

Level 1	Centred Alignment, First Letters of Major Words Capitalized (Title Case), Bold The text begins with a new paragraph (indented).
Level 2	Left Alignment, First Letters of Major Words Capitalized (Title Case), Bold The text begins with a new paragraph (indented).
Level 3	<i>Left Alignment, First Letters of Major Words Capitalized (Title Case), Bold and Italics</i> The text begins with a new paragraph (indented).
Level 4	Indented, Bold, Title Case, Ends with a Period. The text begins on the same line and continues as a normal paragraph.
Level 5	<i>In Indented, Bold and Italics, Title Case, Ends with a Period.</i> The text begins on the same line and continues as a normal paragraph.

For more details see: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings>

FORMATTING TABLES AND FIGURES

Tables

The size and structure of tables vary depending on the data being presented (see Table 1), but APA provides several general guidelines for their formatting. The table number is written in bold above the table. A brief title, written in italics, appears on the line below the table number. Vertical lines are not used. Horizontal lines are used only when necessary to improve clarity. Column and row headings should be clearly and concisely worded. Numbers presented in the table should be formatted consistently. Relevant notes should be included below the table.

Example:

Table 1

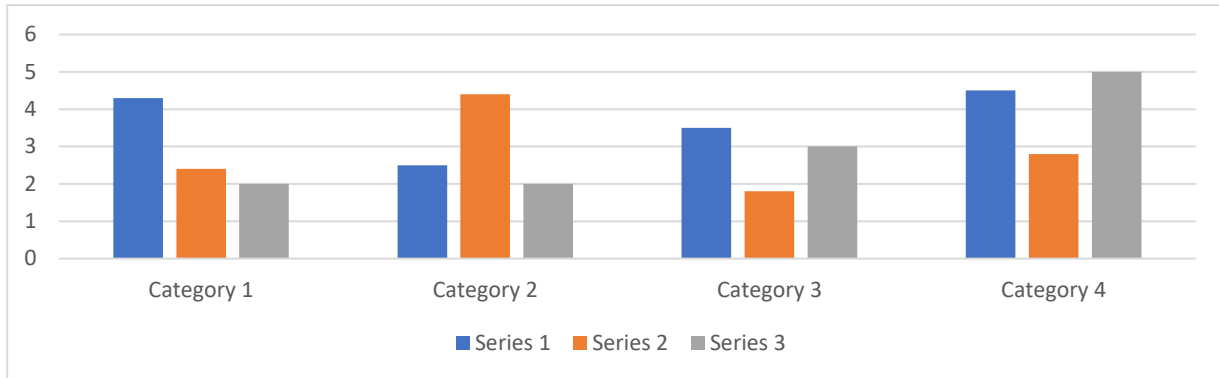
Table title: Number of correct answers from children who attended and did not attend Sunday school

		Class	
Group	n ^a	3	6
Girls			
Participants	20(19)	280	319
Did not participate	20(18)	240	263
Boys			
Participants	20(19)	281	317
Did not participate	20(20)	232	26

Notes: Maximum number of points in the test = 320n^a. The numbers in brackets indicate the number of children who answered all the questions.

Figures

All materials that illustrate the text are referred to as figures, whose purpose is to provide a graphical representation of data. Examples include graphs, charts, diagrams, photographs, and other visual materials. The following rules apply to the proper formatting of figures: the figure number is written in bold above the figure. A brief title, written in italics, appears on the line below the figure number. If necessary, remove unnecessary text and visual elements integrated into the figure. Relevant notes should be included below the figure.

Example:**Figure 1***Drawing title*

Notes: An explanatory text follows.

Referring to Tables and Figures in the Text

Avoid unnecessary wording when referring to tables and figures in the text. When presenting information from tables and figures, focus on highlighting or analysing specific data, patterns, or trends rather than simply repeating information that is already clearly visible in the table or figure.

Example:

As Table 1 shows, there are 12 boys in grade 4, 10 boys in grade 5 and 17 boys in grade 6. Table 1 shows the significant predominance of boys in the 6th grade. This is important to take into account because...

Additionally, when tables and figures are inserted into text, they are referenced based on the table / figure number. If necessary, the page number can also be added.

Examples:

As can be seen in Figure 4...

The topic of pilgrimage has been most touched upon in interviews with people who have been on pilgrimage and in travel stories describing pilgrimages (Table 3, appendix 2).