

# QUICK GUIDE

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## GENERAL GUIDELINES

**Preferred Software:** Word (all), Mellel (Mac only), LibreOffice (PC, Linux). Templates available on library and Writing Center websites.

**Font:** 12 point Times New Roman; use 12 point SBL BibLit for any *Greek* or *Hebrew* text; use italics for *foreign words* (e.g., Latin, Greek and Hebrew transliterated).

**Line Spacing:** 24 point leading throughout body of text (i.e., double-spaced).

**Page Numbers:** Arabic numerals, beginning at 1 on first page of paper (not title page); centered; 0.7 inch from bottom of page; 12 point Times New Roman.

**Punctuation & Question Marks:** Periods or commas precede quotation marks; all other punctuation follows unless part of the quotation; original final punctuation in a quotation may be changed.

**Series:** A serial (or Oxford) comma should precede the final item in a list of 3+ items (e.g., Moses, Elijah, and Jesus talked.).

**Numbers:** Any number that begins a sentence must be written out, even for biblical citations (e.g., First Chronicles 1:9 says . . .). Spell out *zero* to *one-hundred* and numbers ending in *hundred*, *thousand*, *hundred thousand*, *million*, etc.

**Bible Citations:** Write out in text.

Ex: Paul says in Ephesians 2:8, “. . .”;

Abbreviate in parenthetical notes.

Ex: Paul says, “. . .” (Eph 2:8).

**Terminal Punctuation:** Use only one space after the end of a sentence (not two).

**Ellipses:** Use *spaced* periods to skip content *within* a quotation (e.g., “I came . . . I conquered”), not at the beginning or end of a quotation.

**Dashes:** Use en-dash (–) or em-dash (—) consistently, but do not use hyphen (-) as a dash.

## FOOTNOTES & CITATIONS

**Style:** SBTS uses “Notes-Bibliography” guidelines as detailed in Turabian chs. 16–17.

**Form:** Use *full (long)* form for first footnote citation of a source; use *short form* (“author-title-page #”) for subsequent citations.

Bibliography form differs from footnote form. Examples in *Manual of Style*, sect. 5.5.

## RESEARCH PAPERS

**Components:** (1) Title Page; (2) Table of Contents (optional); (3) Lists of Tables, Examples, Figures, (optional); (4) Body of Paper; (5) Bibliography

1. **Title Page:** See *Manual of Style*, sect. 2.2; use “Research Paper Template” → Go to library homepage, then select “Templates.”
2. **Table of Contents:** See *Manual of Style*, sect. 2.3 if needed.
3. **Lists of Tables, Examples, or Figures:** See *Manual of Style*, sect. 2.4 if needed.
4. **First Page of Text:** The title begins 2 inches from the top of the page in all caps. Multi-line titles are single-spaced. The body of the paper begins after two single-spaced lines (two 12 point spaces) below the title in standard format.
5. **Subheadings:** Three levels of subheadings: (1) centered, bolded, left and right indent = 1.25 inches; major words capitalized; (2) left justified, bolded, right indent = 3.5 inches, major words capitalized; (3) [rare] begins paragraph (first line indent = 0.7 inch), bolded, major words capitalized, period after title. Two single-spaced lines separate a subheading from text above. One single-spaced line separates subheading from text below (except third-level). See spacing tutorial in *Style Manual* 2.7.
6. **Components:** A research paper has three major components: (1) Introduction: (A) Brief Orientation to Subject; (B) Thesis Statement; (C) Methodology Statement; (2) Argument (generally appears as multiple sections); and (3) Conclusion: (A) Thesis Restatement; (B) Methodology Review; (C) Closing Remarks or Implications.
7. **Paragraphs:** The first line of every paragraph should be indented 0.7 inch. Paragraphs should be double-spaced (i.e., 24 point leading).
8. **Block Quotations:** For all quotations 5 lines or longer. Entire block quote indented 0.35 inch with one empty single-spaced line above and below.
9. **Footnotes:** Indicate a footnote with a superscript number typically after the final punctuation mark.<sup>1</sup> Indent all footnotes at bottom of page 0.7 inch; one empty single-spaced line between line separator and first footnote of each page; one empty single-spaced line after each footnote.
10. **Lists:** (1) Use Arabic numerals flush with left margin; (2) indent text 0.35 inches; (3) single-space each item in list; and (4) leave one empty single-spaced line between each item. To enumerate items *within* a paragraph, use parenthetical numbers as modeled here.
11. **Bibliography:** List items alphabetically by author’s last name. Entries should be single-spaced; hanging indent = 0.35 inch; one empty single-spaced line between each entry.

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This quick guide represents some of the most significant style issues for easy reference. Please consult the *Southern Seminary Manual of Style 5.1* and *Turabian* 9th ed. for full descriptions.

## Example First Page

Multi-line titles and headers appear as an inverted pyramid (exception for subheadings after a colon)

2" from the top of the page to the top of the title (regardless of how many lines)

### CANAANITE RELIGION AND THE DISORDERING OF SOCIETY IN SODOM AND GOMORRAH

This paper examines the role Canaanite religious worship and worldview played in the sinful excesses and divine overthrow of Sodom and Gomorrah. In order to examine this relationship I will first seek to locate Sodom and Gomorrah historically and geographically so that something may be discerned of their societal character. Second, I will offer some general and regionally specific observations from the Canaanite pantheon and related religious practices. Third, I will offer an exegetical look at Genesis 19 and other selected biblical passages to see where Canaanite society and religion contributed to this cataclysmic event. In the end, although Canaan was a cradle of fertility cults, Canaanite religion actually contributed to a culture of death and disorder that led to the demise of Sodom and Gomorrah.

DO NOT footnote headers

First level subheading (no line exceeding 4")

#### Locating Sodom Geographically and Historically

When Yahweh called Abraham to go out from his father's house in the land of Haran, he had already been through a season of significant cultural and geographic change. His father had moved the whole family from Ur, in southern Mesopotamia, to Haran in the north of that country.<sup>1</sup> Nevertheless, due to the river system of the region, these two areas were similar in culture and geography.<sup>2</sup> But the land which Yahweh would show to Abraham and give to his offspring was the alien land to the south-west, the region of the Canaanite peoples and their

<sup>1</sup>I will use Abraham's full and late name consistently throughout this paper though I recognize that it was not until well into his sojourn in Canaan (Gen 17:5) that his name was changed from Abram (אַבְרָם) to Abraham (אַבְרָהָם).

<sup>2</sup>Mark W. Chavales, "Haran," in *Dictionary of the Old Testament: Pentateuch*, ed. T. Desmond Alexander and David W. Baker (Downers Grove, IL: Intervarsity, 2003), 379.

## Example Second Page

religious cultural worldview. Abraham's journey's took him all throughout the land of Canaan. When he and Lot parted company in Genesis 13, Abraham stayed farther west and Lot journeyed to the Jordan valley and the region of Sodom and Gomorrah.<sup>3</sup>

Place footnote number after the final punctuation, even after quotation marks.

#### Geographic Location

Second level subheading (no line exceeding 3")

Scholars discuss two main proposals for the location of Sodom and Gomorrah.<sup>4</sup> The northern hypothesis favors viewing their location across the Jordan from Jericho, just north of what would become Moab. The contrasting and more prominent viewpoint is the southern hypothesis that locates Sodom at the south or south-eastern end of the Dead Sea. In proposing a location for these cities there are numerous biblical texts to consider.<sup>5</sup> Both views argue from the passages in Genesis and Deuteronomy for a northern or southern location of Sodom, Gomorrah, Admah, Zeboim, and Zoar, though the southern view makes a stronger case. The most significant passage regarding location actually comes in Ezekiel 16:46 which says to Jerusalem, "And your greater sister is Samaria, she and her daughters, which dwelt upon your left hand, and

<sup>3</sup>Ger 10:15-19 presents the Canaanite peoples and the land of their habitation: "Canaan fathered Sidon his firstborn and Heth, and the Jebusites, the Amorites, the Girgashites, the Hivites, the Arkites, the Sinites, the Arvadites, the Zemarites, and the Hamathites. Afterward the clans of the Canaanites dispersed. And the territory of the Canaanites extended from Sidon in the direction of Gerar as far as Gaza, and in the direction of Sodom, Gomorrah, Admah, and Zeboim, as far as Lasha." In other words, Canaan was roughly the region from Sidon in the north to Gaza (גַּזָּא) in the southwest, and from Sidon to Sodom (סֹדֹם) in the southeast.

<sup>4</sup>A third proposal exists which is a variant of the southern hypothesis. Commonly called the "submersion theory" and made popular by W. F. Albright in the 1920s, this view proposes that Sodom and Gomorrah were not merely destroyed but that the earth and sea catastrophically overtook them and the entire valley (וְהָאֵרֶץ וְהַיָּם יָבִיטוּ בְּלִי-חַיִּים, Gen 19:25). In other words, earthquake and flood may have been included in the destructive processes used by Yahweh. The main objection to this view stems from a lack of archaeological evidence in the Dead Sea due mainly to millennia of mineral deposits. For the purposes of this paper it will be sufficient to include this view with the southern hypothesis. David M. Howard Jr., "Sodom and Gomorrah Revisited," *Journal of the Evangelical Theological Society* 77, no. 4 (December 1984): 394-96.

<sup>5</sup>Howard lists these texts for considering geographical location: Gen 10:19; 13:10 12; 14:1-12; 19:24-28; Deut 29:23; 34:1-3; Isa 15:5; Jer 48:4, 34; Ezek 16:46.

Citations form their own sentence after a footnote comment; do not put them in parentheses.

## Example Bibliography

Arrange entries alphabetically by author; these may be grouped according to type in longer papers

2" from top of the page to the top of the title

### BIBLIOGRAPHY

Alexander, Philip S. "Hew Did the Rabbinis Learn Hebrew?" In *Hebrew Study From Ezra to Ber-Yehuda*, edited by William Hornbury, 71-89. Edinburgh: T&T Clark, 1959.

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Brown, Francis, Samuel R. Driver, and Charles A. Briggs. *The Brown-Driver-Briggs Hebrew and English Lexicon*. Peabody, MA: Hendrickson, 2012.

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\_\_\_\_\_. *Living Biblical Hebrew 2: Selected Readings with 500 Friends*. Jerusalem: Biblical Language Center, 2006.

See the Writing Center website for a quick guide to Turabian citations

Continue page numbers from the body