

5.1

# THE SOUTHERN SEMINARY MANUAL OF STYLE



THE  
SOUTHERN BAPTIST  
THEOLOGICAL SEMINARY



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## PREFACE

As with the previous editions, this fifth edition of *The Southern Seminary Manual of Style* supplements [\*A Manual for Writers of Research Papers, Theses, and Dissertations\*](#) (9th ed.) by Kate L. Turabian (henceforth referred to as “Turabian”). This manual frequently directs students to the relevant sections in Turabian, providing only what is necessary for clarification or SBTS specific requirements. Students are encouraged to acquire a copy of Turabian. Students are also encouraged to consult [\*The SBL Handbook of Style\*](#) (2nd ed.) and [\*The Chicago Manual of Style\*](#) (17th ed.). The SBTS library has copies of both available in electronic and hard copy formats.

Jonathan T. Pennington  
Director of Research Doctoral Studies

Louisville, Kentucky

January 2019

## WHY YOU NEED THIS STYLE GUIDE

Welcome to *The Southern Baptist Theological Seminary Manual of Style*!

Every paper you submit at Boyce College and Southern Seminary needs to look like a Southern Seminary paper, or, as we say around here, it needs to conform to “SBTS style.” Just as every publisher requires authors to submit their work in the format that publisher prefers, we too have a certain format all students are required to use. Most everything you need to know about formatting your papers you’ll find in this style guide, but sometimes this manual will refer you to Kate Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations* (9th ed.).

SBTS also provides [templates](#) you can use for writing research papers, book reviews, theses, and doctoral dissertations. These templates will automatically conform to many of the style guidelines in this manual, making it easier for you to focus on the content of your writing. (If you’re using a print version of this manual instead of an electronic version with hyperlinks, you’ll find the templates here: <https://sbtswriting.squarespace.com/resources/>.) The Writing Center even has a [template tutorial video](#) that instructs you on how to best utilize the templates.

Why do we need both this style manual and Turabian? Turabian gives general guidelines on many formatting issues, but it doesn’t give specifics. For example, Turabian says to “indent new paragraphs” but does not tell us how much to indent. Additionally, Turabian tells you what to do but not how to do it.

If you have a paper due tomorrow and don’t have time to familiarize yourself with this whole style guide tonight, read the [Research Paper Quick Guide](#), which you’ll find at the beginning of chapter 1 and the annotated research paper at the end of chapter 2. The Quick Guide shows you a paper in SBTS style and points out some of the most important formatting features.

To make this edition of the style guide more reader-friendly, we’re doing four things you aren’t allowed to do in papers: (1) we’re using contractions; (2) we’re using the word *you*;

(3) we've included some boxes to highlight information, and (4) we've used color, so if you're using the online version or printed a hard copy in full color, you'll see important notes in color. In most other ways, this style guide models SBTS formatting.

This manual itself is full-text searchable to help you locate relevant sections, and hyperlinks are used throughout so you'll easily locate online resources or information. You'll also find an index in the back.

If you have suggestions for making this style guide more helpful, or if you find a typo, broken link, etc., please email the Writing Center at [writingcenter@sbts.edu](mailto:writingcenter@sbts.edu).

# QUICK GUIDE

[sbts.edu/writingcenter](http://sbts.edu/writingcenter) | [sbtswriting.squarespace.com](http://sbtswriting.squarespace.com) | [writingcenter@sbts.edu](mailto:writingcenter@sbts.edu) | @SBTSwriting

## 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.

the Writing center

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.

**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.


**First level subheading  
(no line exceeding 4")**

### Locating Sodom Geographically and Historically

**DO NOT footnote headers**

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).

0.7" indent  <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.

1

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>5</sup> Place footnote number after

### Geographic Location

**Second level subheading  
(no line exceeding 3")**

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

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

Abbreviate  
all Bible  
references  
footnotes

“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 lattened Sidon his firstborn and Jeth, 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 (7282) in the southwest, and from Sidon to Sodom (7282) 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 overturned them and the entire valley (עֵבֶר וְהָאֵתָּה וְהָאֵתָּה וְהָאֵתָּה, 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* 27, 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.**

**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

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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

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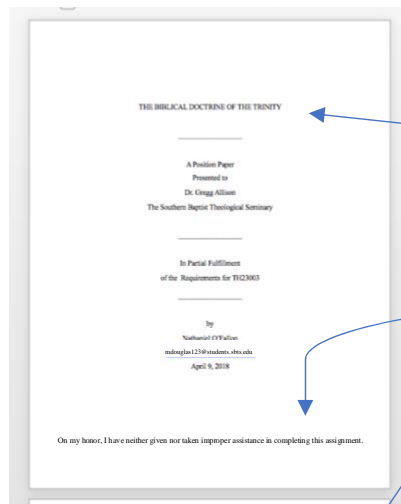
Continue page numbers  
from the body





## Here's What You'll Find in Chapter 1

Microsoft Word interfaces well with our templates. Get Word free with your SBTS email (section 1.1). Mac users may also consider Mellel, a word processor excellent for handling right to left text.



### Title font

- ☐ all caps
- ☐ not bolded
- ☐ 12 point
- ☐ Times New Roman font
- ☐ multi-line titles (section 1.3)

### Honor code affirmation

### Body of text font

- ☐ 12 point
- ☐ Times New Roman font
- ☐ double-spaced (or exactly 24 point leading) (section 1.3)
- ☐ no extra space between paragraphs
- ☐ Greek and Hebrew fonts (section 1.2)
- ☐ no bolding
- ☐ *foreign words italicized* (1.2)
- ☐ new paragraph indent 0.7" (section 1.6)

### Footnotes

- ☐ single-space each footnote (section 1.3)
- ☐ double-space between footnotes (1.3)
- ☐ 10 or 12 point font (section 1.2)

### Page numbers (section 1.5)

- ☐ bottom center, start on first page of the body

### Margins (section 1.4)

- ☐ For papers 1" all around, except on title page, the first page of paper, and the bibliography. Use 2" for the top margins on these three pages.
- ☐ theses and dissertations margins (1.4)

## CHAPTER 1

### GENERAL STYLE GUIDELINES

If you want a quick overview of SBTS style guidelines, see the [Research Paper Quick Guide](#) on pages x-xi.

#### 1.1 Software

[Microsoft Word](#) is easiest for PC users for writing research papers and dissertations that conform to the Southern Seminary style guidelines. Microsoft Word is available free to Boyce and SBTS students: [Microsoft Word](#). To receive the free version, you'll need to use your SBTS student email address when you sign up. Some students prefer the use of other word processors. For example, some Mac users prefer the proprietary word processor [Mellel](#). Some PC and Linux users prefer the open source office suite, [LibreOffice](#). Not all word processors provide the functionality necessary to comply with all the Southern Seminary style guidelines. Make sure you select a word processor that enables you to write in conformity to the Southern Seminary style guidelines.

#### 1.2 Font

Students must use Times New Roman for their writing projects at Southern Seminary. If you are writing in using Hebrew or Greek text, use Times New Roman for the English portions of your writing and [SBL BibLit](#) for the Hebrew and Greek text. If your subject matter requires the use of additional fonts, request permission from your professor (for papers and reviews) or the Office of Doctoral Studies (for theses, dissertations, and ministry research projects).

Typing in Hebrew and Greek requires that you install the relevant keyboards (see instructions for [Microsoft](#) or [Mac OS X](#)). Two Hebrew keyboards are available at the SBL website (we recommend the SIL keyboard). Both Windows and Mac computers have a Greek Polytonic keyboard we recommend. Students using the Windows operating system may prefer to use the [Logos keyboards](#).

The font size for the body of the paper must be 12 point. The font size for footnotes must be either 10 point or 12 point font.

Use **bold** text for subheadings. Use *italics* for emphasis, foreign words, and titles of bound, published works, such as books and journals (but not journal article titles). Do not use underlining as a substitute for italics.

Doctoral Students:

For chapter headings, use non-bold text in all capital letters. If your paper includes an appendix, use all capital letters for the appendix number line as well as the appendix title. Examples available at the end of chapter 6.

The color of any document, including text, graphics, and appendixes, should be black on white.

### 1.3 Line Spacing

Instead of selecting “double-space” or “single-space,” use the more precise line-spacing option of “Exactly 24 point” or “Exactly 12 point.”

“Exactly 24 point” spacing is preferable to standard “double-spacing.” “Exactly 12 point” spacing is preferable to “single-spacing.” Throughout the style guide, the terms “double-“ and “single-space” are used for brevity but mean “exactly 24” and “12 point” spacing.

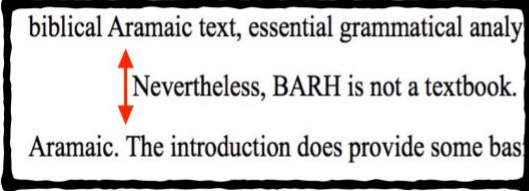
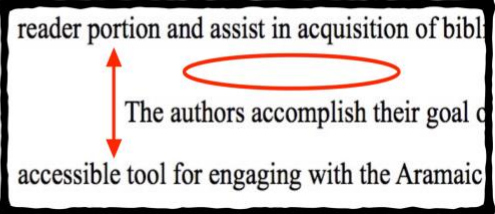
Doctoral Students:

You must use “exactly 24 point” in the body of all doctoral papers, theses, dissertations, and projects; standard double-spacing is not allowed for doctoral students.

Use single-spacing for the contents of each footnote (but include an empty single-spaced line between each note); also use single-spacing for each block quotation. Subheadings of multiple lines should be single-spaced.

### **WARNING!**

A common mistake is to add an extra space between paragraphs as seen in the example below. Here's the fix: Go to "line spacing option," "spacing" and change the "before" and "after" spacing to "0."

| Correct—24 point leading, no space between paragraphs   | Incorrect—extra space between paragraphs (adjust line spacing)   |
|---|--|
|  <p>biblical Aramaic text, essential grammatical analy</p> <p>Nevertheless, BARH is not a textbook.</p> <p>Aramaic. The introduction does provide some bas</p> |  <p>reader portion and assist in acquisition of bibl</p> <p>The authors accomplish their goal c</p> <p>accessible tool for engaging with the Aramaic</p> |

### **What to Single/Double Space**

| Here's what should be single-spaced                                 | Here's what should be double-spaced   |
|---|---|
| Title of the paper on page 1  | Title on the title page   |
|   | Text of the paper   |
| Block quotations  |   |
| Footnotes<br>(Each footnote is single-spaced.)                      | Double-space between one footnote and the next.   |
| Bibliography entries<br>(Each bibliography entry is single-spaced.) | Double-space between one bibliography entry and the next.   |
| Subheadings of multiple lines                                       |   |
| Table titles and figure titles that are multiple lines              |   |
| Multi-line chapter or appendix titles                               | Title on both the title page and the approval sheet of doctoral dissertations, theses, and projects |

## 1.4 Margins

For all papers other than theses, dissertations, and projects, use 1-inch left and right margins for all pages.

Use left justification only; do not use full justification (i.e., do not have a straight edge on the right margin). For the first page of text, the first page of the bibliography, and the first page of any special

section such as an appendix, use a 2-inch margin from the top of the page to the top of the first line of type. For the second and subsequent pages of a paper or bibliography, use a one-inch top margin from the top of the page to the top of the first line of type, whether that first line is text or a subheading.

The bottom margin may vary slightly to accommodate footnotes, no more than 1.5 inches and no less than 0.75 inch. Set your word processor to “below text” footnote placement. If footnotes sit high on the last page of a paper or chapter, put the cursor after the end of the last line of text and hit the enter key until the footnote separator line and any footnotes move to the bottom of the page.

### Doctoral Students:

For theses, projects, and dissertations, use 1.25-inch left and right margins for all pages.

## 1.5 Page Numbers

All papers, theses, dissertations, and projects must have page numbers. Place all page numbers bottom center.

Use [Arabic numerals](#) (1, 2, 3) for both the main body of the work and sections following the main body (e.g., the bibliography).

### Doctoral Students:

Use lower case [Roman numerals](#) (i, v, x) for the front matter, which is typically included in only doctoral projects, theses, and dissertations.

## 1.6 Indentions

The first line of every paragraph and every footnote must be indented 0.7 inch. Need an example? Every new paragraph in this style guide is indented 0.7 inch. Indent

the left margin of each block quotation 0.35 inch. Also use 0.35 inch for the second and subsequent lines of each bibliography entry (i.e., set “hanging indent” to 0.35 inch). See the sample bibliography page after chapter 2 and the numerous examples provided after chapter 5.

### **1.7 The Honor Code**

Every paper written at Boyce College and at SBTS needs to give credit to sources used. In other words, anyone who borrows another person’s ideas or words and fails to acknowledge that person is plagiarizing. Because plagiarism is such a serious academic offense that destroys people’s credibility, any student found plagiarizing faces significant repercussions. Any paper other than a thesis, dissertation, or doctoral project must include the following pledge at the end of the paper: “I have written this paper exclusively for \_\_\_\_ [fill in course number]. If I received any editing or proofreading advice, I have made all such corrections myself. I have also documented each paraphrase, direct quotation, and borrowed idea in compliance with the Turabian and SBTS style manuals.”

Copy and paste this pledge at the end of the paper. Alternatively, some professors prefer you make yourself familiar with the honor code and simply type “I affirm the honor code” on the bottom of the title page or on the final page of the paper. Ask your professors for their preference.

## Here's What You'll Find in Chapter 2

A standard SBTS research paper will contain these three sections: (1) title page, (2) body of the paper, and (3) bibliography.

[RESEARCH PAPER TITLE]

---

A [Type of Work]  
Presented to  
Dr. [Professor's Name]  
[The Southern Baptist Theological Seminary or Boyce College]

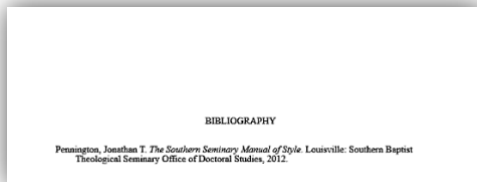
---

In Partial Fulfillment  
of the Requirements for [course number]

---

by  
[First Middle Last]  
[SBTS Box Number OR Email Address]  
[Date of Submission]

Bibliography example (2.11)



### Title (2.2.1)

- ☐ All CAPS
- ☐ 2 inches from top of the page
- ☐ Do not use more than four lines.

### Type of Work (2.2.2)

- ☐ Identify the type of work your professor assigns (e.g., Book Review, Research Paper, Exegetical Paper, etc.).
- ☐ Fill in your professor's name and your institution on separate lines.

### Course identification and attribution of authorship (2.2.3, 2.2.4)

- ☐ course number
- ☐ name
- ☐ student email
- ☐ date submitted
- ☐ "I affirm the honor code"

### Block quotes, subheadings, and footnotes

- ☐ Indent block quotations 0.35 inch, use 12 point font and single-space (2.8)
- ☐ Center and bold first-level subheading. Left-justify and bold second-level subheading. Third-level subheading may be used but do so rarely. (2.7.3)
- ☐ Single-space each footnote and double-space between; use 10 or 12 point font. (2.9)

RESEARCH PAPER TITLE

This sample paper has been formatted according to The Southern Seminary Manual of Style. The body of your text should be formatted to 12 point Times New Roman font, either double spaced or exactly 24 point leading (see 1.2 "Font" and 1.3 "Line Spacing").

This is an example of a block quotation. The "Block Quotation" paragraph style is formatted to indent the left margin 0.35 inch. You can further indent the first line of a block quotation to 0.7 inch by hitting "Tab," but only do this if the line you are quoting is indented in the source text. See 2.8 "Indentation and Block Quotations." When you hit enter, you will return to "Body" style.<sup>1</sup>

When you start a new "Body" style paragraph, the first line will appear left-justified on the margin. Hit "Tab" to indent the first line of text 0.7 inch.

#### First-Level Subheading

Select "First-Level Subheading" paragraph style when you want to insert a new first-level subheading. Once you hit "Enter," the next line will automatically adjust to "Body" paragraph style. See 2.7.1 "First-Level Subheading."

#### Second-Level Subheading

Select "Second-Level Subheading" paragraph style when you want to insert a new second-level subheading. Once you hit "Enter," the next line will automatically adjust to "Body" paragraph style. See 2.7.2 "Second-Level Subheading."

**Third-level subheading.** Select "Third-Level Subheading" paragraph style when you want to insert a new third-level subheading. When you finish typing the subheading, complete with terminal punctuation, select "English" character style to revert to a non-bold character style. Continue to the end of the paragraph. Once you hit "Enter," the next line will automatically

<sup>1</sup>This is a footnote. See 2.9 "Footnotes."



## CHAPTER 2

### RESEARCH PAPER STYLE GUIDELINES

Most research papers will include a title page, the body of the paper, and a bibliography. This chapter provides instructions for each of these sections. More complex doctoral research papers may include, at the professor's discretion, (1) title page; (2) table of contents; (3) list of tables, examples, or figures; (4) body of the paper; (5) bibliography; and (6) end matter (e.g., appendices).

#### **2.1 Page Numbers**

Page numbering begins at "1" on the first page of the paper proper and continues through the entire paper. The title page should not include a page number and neither should any pages preceding the first actual page of the paper's text.

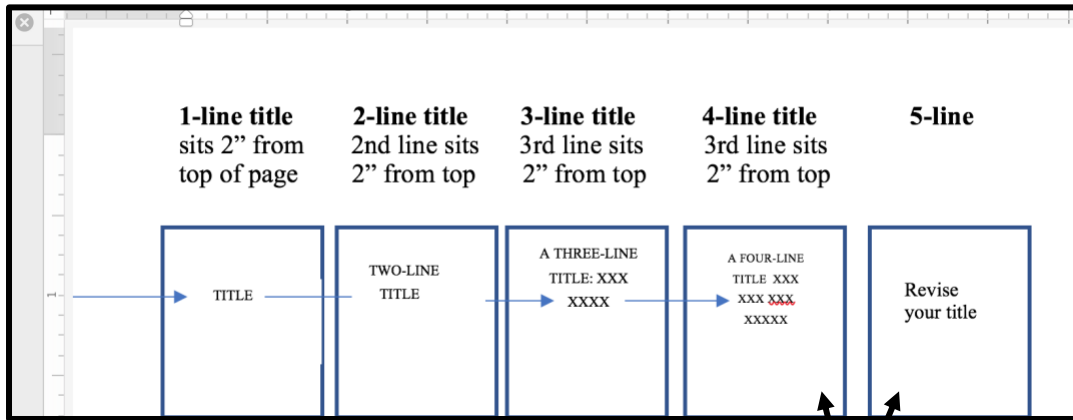
#### **2.2 Title Page**

Each line of the title page is centered between the left and right margin. Four items of information appear on the title page: title, type of work, course identification, and author information. An example title page is shown on the page following section 2.2.4.

##### **2.2.1 Title**

The title of the paper appears in all CAPS. When a title is one line, the top of the title line must be 2 inches from the top of the page. (You'll find an example of a one-line title on the "[Here's What You'll Find in Chapter 2](#)" page.) If the title requires two or three lines, the last line should appear 2 inches from the top of the page as illustrated on the sample title page at the end of section [2.2.4](#).

On the title page, your title's position will change depending on how long (how many lines) your title is. Here's a quick reference:



For multi-line titles, arrange the lines in inverted pyramid form (i.e., each subsequent line is shorter than the one above it) and double-space between them. If the title contains both a main title and a subtitle, then the main title may appear on a separate line and be followed by a colon even if this means not using the inverted pyramid form. If a subtitle requires two lines, it must be in inverted pyramid form.

#### Doctoral Students:

If your title has four lines, then place the third line 2 inches from the top of the page. If more than four lines are needed, revise your title.

The number of lines of a title changes the placement of the title, but so does the length of any individual line. Any line of a title more than 4 inches long *may* be divided. If a line in the title exceeds 5 inches, the line *must* be broken. No line in the title should be more than 5 inches long.

The sections of the title page are divided by 1.5-inch solid separator lines, 18 strokes on the underline key, centered on the page. A separator line should appear between the title and the following item of information.

### **2.2.2 Type of Work**

The title page should include these three double-spaced lines:

A [type of work]

Presented to [Professor's Name]

The Southern Baptist Theological Seminary *or* Boyce College

Types of works include “Book Review,” “Research Paper,” “Position Paper,” “Spiritual Autobiography,” etc. A separator line should appear between this and the following item of information. See the example following section 2.2.4 and on the “Here’s What You’ll Find in Chapter 2” page at the beginning of this chapter.

### **2.2.3 Course Identification**

Third, the title page should include in two double-spaced lines “In Partial Fulfillment / of the Requirements for (course number).” A separator line should appear between this and the following item of information.

### **2.2.4 Author Information**

Fourth, the title page should include your name. Begin with the word “by” in lower case. Below that, print your full name (middle initial is acceptable) at the bottom. Below your name, include your student email address. Below the email address, include the date on which the paper is submitted (for example, May 3, 2021). Double-space these lines.

### **2.2.5 Example Title Page**

You’ll find an example title page on the following page.

No line of a title should exceed 5" in length.

## EFFECTIVELY EXPOSITING THE WORD OF GOD

### THROUGH BIBLICAL WORSHIP

In a 2-line title, the second line sits 2" from the top of the page.

---

A Research Paper

Type of work. If this were a book review, for example, this line would say "A Book Review."

Presented to Dr. Jack Green

The Southern Baptist Theological Seminary

If you are a Boyce student, replace SBTS with Boyce College on this line.

---

In Partial Fulfillment  
of the Requirements for 40200

If you are in a Boyce course, the course number will be a combination of two letters and three numbers. If more than one section of the course is taught, a final letter will indicate the section. Make sure to include that also. Example, EN102B

---

by

Jane R. Smith

Notice the "by" is lowercase, **not** "By"

jsmith222@students.sbts.edu

Use your SBTS email.

March 22, 2022

\*I affirm the honor code.

NO page number should appear on the title page. The next page (i.e., the first page of text will be page 1.

## **2.3 Table of Contents**

A table of contents is optional for a research paper. In fact, typically only doctoral projects, theses, and dissertations use table of contents. The table will list only your subheadings and the bibliography. If you include a table of contents, see the instructions in “[6.7 Table of Contents](#).”

## **2.4 Lists of Tables, Examples, or Figures**

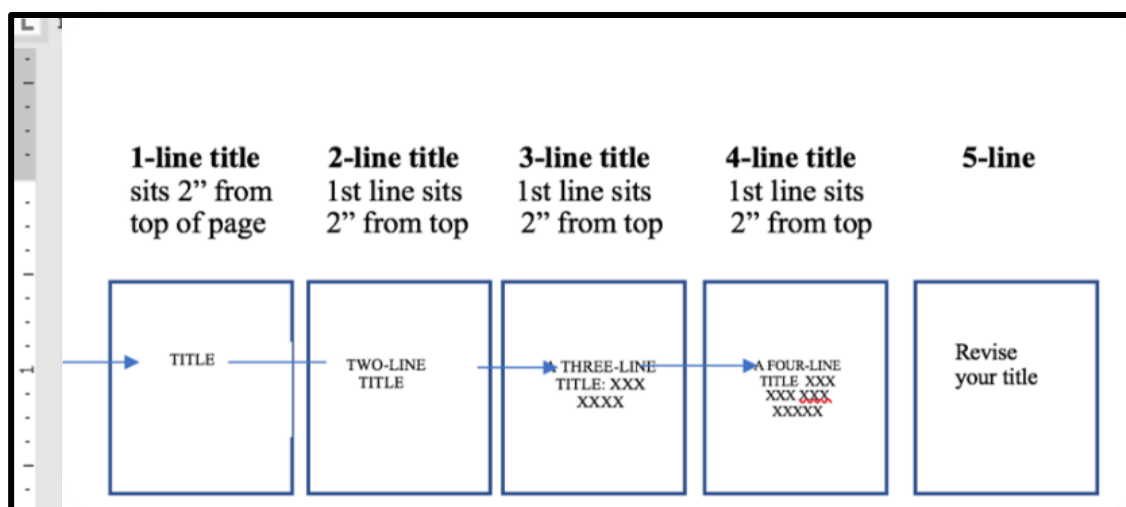
If you have several tables, examples, or figures in your paper, then you may need to place a list prior to the main body of the paper whether or not you have a table of contents. Typically, however, a list of tables, examples, or figures is only necessary in doctoral projects, theses, or dissertations.

If you reference a table in the text, unless “Table” is the first word of a sentence, don’t capitalize it. For example, “See table 7” rather than “See Table 7.” The same is true for figures.

## **2.5 First Page of Text**

The exact placement of the title on the title page is different from its placement on the first page of text (i.e., page 1, the first actual page of the paper). On the title page, the line placed two inches from the top of the page differs depending on how many lines the title has. On the first page of text, however, use a two-inch margin from the top of the page to the top of the first line of the title. (Do this regardless of the number of lines in the title.)

See the following chart for a visual example.



Notice that the title is single-spaced on the first page of text (whereas the title is double-spaced on the title page).

The title should be printed in all CAPS with no other special formatting (i.e., no bold, no italics, no underlining) and should match the title on the title page in wording and line breaks.

Another difference between the title on the title page and the title on the first page of the paper is that on the title page, a multi-line title is double-spaced, whereas on the first page of text, a multi-line title is single-spaced. Leave two empty single-spaced lines between the title and the first line of text. Note: You cannot create two blank lines by double spacing. If you press the enter key once in double-spacing, you'll get one blank line, which is incorrect. If you press the enter key twice in double-spacing, you'll get three blank lines, which is also incorrect. If you need help getting the two blank lines, see the directions at the end of section 2.7 in this style guide.

## 2.6 Subsequent Pages of Text

For the second and subsequent pages of text, use a 1-inch margin from the top of the page to the top of the type, whether the first line is text or a subheading.

## 2.7 Subheadings

Think of subheadings as parallel to the parts of an outline. The first-level (centered, bolded; capitalized headline style [see Turabian 22.3.1.1]) subheadings represent the Roman numerals in an outline: I, II, III, etc. For most non-doctoral papers, first-level subheadings to set off the main parts of the paper are all you need. If your paper is long enough and you need to subdivide the main sections, do so with second-level (left margin, bold) subheadings, the equivalent of A, B, C, etc. in an outline. Most undergraduate and master's level papers rarely require third-level subheadings.

Here's another way to think of subheadings: subheadings highlight for your reader how you've organized your thoughts. For example, a paper analyzing five views of sanctification might include subheadings with the various views: Reformed View, Lutheran View, Wesleyan View, etc. Those headings are called "first-level subheadings." First-level subheadings are the paper's major sections. If you wanted to break any of those sections into smaller sections, you would use second-level subheadings. If you do so, make sure you have at least two or more second-level subheadings (you cannot have only one in a given section).

For most research papers, one level of subheading will suffice. Multiple levels of subheadings should be rare in research papers. Seldom do research papers need to use more than two levels of subheadings.

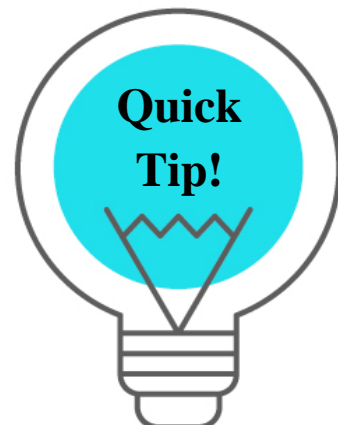
Use bold print for each subhead. Leave two empty single-spaced lines between a subheading and the text above it, regardless of whether you are creating a first-, second-, or third-level subheading. Here's how to create that extra space between the subheading and the text:

Common conundrum:

***How do I get that weird extra space before every subheading?***

It's the same space used . . .

- between a paper's title and the first line of the paper and
- between BIBLIOGRAPHY and the first bibliography entry



### With Template (preferred method)

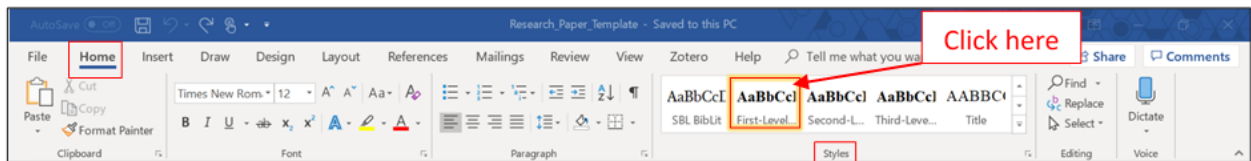
To create the larger space above a subheading and the smaller space below the subheading:

**Step #1:** Make sure you're using the appropriate template for your project.

**Step #2:** Place your cursor at the end of your last sentence. Then, press "enter."

**Step #3:** On your new line, type in your new subheading title (or a placeholder like "Section 2"). Then, select "First-Level Subheading" from the "Styles" guides on the "Home" tab (see graphic below).

**Step #4:** At the end of your new subheading, press "enter." \*The template will automatically format this new line as a paragraph (regular font, first line indent = 0.7").



**\*\*For a second-level subheading, follow steps 1–4 above (except select "Second-Level Subheading" from the "Styles" guide).**

**\*\*For a third-level subheading, follow steps 1–3 above (except select "Third-Level Subheading" from the "Styles" guide). Then, complete the following **Step #4**: At the end of your new subheading, click the "bold" button to un-bold your text.**

**For a video tutorial of how to use the templates, see [placeholder link]**

### Without Template (manually)

If you're not using a template and so do not have access to the "Styles" guide, you will have to format your subheadings manually. For a first-level subheading, complete the following steps:

**Step #1:** Place your cursor at the end of your last sentence. Then, press "enter."

**Step #2:** "Right Click" where your cursor is. Then, select "Paragraph," opening the "Paragraph" box.

**Step #3:** Make all the options in *your box* look like the options depicted box below (see graphic).

**\*\*For a second-level subheading (**Step #3**), set the options in *your box* to the following:**

In the "General" section: Alignment: "Left"

In the "Indentation" section: Left: 0"; Right: 3.5"; Special: "(none)"; By: leave blank

In the "Spacing" section: Before: 24 pt; After: 0 pt; Line Spacing: "Exactly"; At: 12 pt

**\*\*For a third-level subheading (**Step #3**), set the options in *your box* to the following:**

In the "General" section: Alignment: "Left"

In the "Indentation" section: Left: 0"; Right: 0"; Special: "First line"; By: 0.7"

In the "Spacing" section: Before: 12 pt; After: 0 pt; Line Spacing: "Exactly"; At: 24 pt

NOTE: **bold** the title and the period after the title, but un-bold the rest of the paragraph. Also, for any additional paragraphs in a third-level section, remove the "12 pt" space "before" each of those paragraphs.



### Paragraph Options for First-Level Subheading

The screenshot shows the 'Paragraph' dialog box with the 'Line and Page Breaks' tab selected. The 'General' section has 'Alignment' set to 'Centered' and 'Outline level' set to 'Level 1'. The 'Indentation' section has 'Left' and 'Right' indents set to '1.25"'. The 'Spacing' section has 'Before' and 'After' spacing set to '0 pt' and 'Line spacing' set to 'Exactly' with 'At' set to '12 pt'. The 'Preview' section shows a sample of the formatting, including a centered first-level subheading. The 'OK' button is highlighted.

Leave one empty single-spaced line between a centered (first-level subheading) or side subheading (second-level subheading) and subsequent text. However, third-level subheadings are not free-standing. They should be bolded and followed by a period. The text begins on the same line as the subheading. See the example of [2.7.3](#), which is formatted as a third-level subheading.

If two levels of subheading appear with no text between them, leave one empty single-spaced line between them. (Warning: Some professors object to two levels of subheading without text between them.)

When a subhead starts a page, place it immediately below the 1-inch top margin, with no extra space between the top margin and the subhead. When you have a subheading “[orphaned](#)” at the bottom of a page with no paragraph text beneath it (not including footnote material), insert a page break to begin the next page with the subheading immediately below the 1-inch top margin.

**PLEASE NOTICE:** The following three subheadings (2.7.1, 2.7.2, and 2.7.3) describe each level of subheading *and* model each level of subheading.

In other words, if this was a paper, 2.7.1, 2.7.2, and 2.7.3 would all be 2nd-level subheadings justified left as 2.7.2 is below because they are subpoints of section 2.7, which is a 1st-level subheading.

### **2.7.1 First-Level Subheading**

The subhead immediately above is an example of a “first-level subheading.” A first-level subhead should be centered and capitalized headline style (i.e., capitalize the first word and all other words except for articles, prepositions, conjunctions with forms of “to be”; see Turabian 22.3.1.1). If the subhead is more than 4 inches long, divide it into two or more single-spaced lines arranged in an inverted pyramid. Note: The headings for 2.7.1, 2.7.2, and 2.7.3 have all been formatted according to the type of subheading they represent (i.e., 2.7.3 is a third-level subheading). See also the sample research paper after chapter 2 for first-level and second-level subheadings in context.

### **2.7.2 Second-Level Subheading**

The subhead immediately above is an example of a “second-level subheading.” Second-level subheadings are sub-points of first-level subheadings. A second-level subhead appears at the left margin, without punctuation, and capitalized headline style (i.e., capitalize the first word and all other words except for articles, prepositions, conjunctions with forms of “to be”; see Turabian 22.3.1.1). If the subheading is more

than 3 inches long, it should be divided into two single-spaced lines approximately equal in length, each starting at the left margin. Note: if you include second-level subheadings in a given section, there must be at least two or more.

**2.7.3 Third-level subheading.** The subhead immediately preceding is an example of a “third-level subheading.” Third-level subheadings are sub-points of second-level subheadings. A third-level subhead is capitalized sentence style (i.e., capitalize the first word and all other words except for articles, prepositions, conjunctions with forms of “to be”; see Turabian 22.3.1.1). A third-level subheading should be indented 0.7-inch and followed by a period. Normal spacing follows the period, and the text begins immediately. Note: if you include third-level subheadings in a given sub-section, there must be at least two or more.

## **2.8 Indentations**

The only indentations used in SBTS formatting is 0.7 inch and 0.35 inch. **\*\*Never use the “tab” key to create an indentation; it won’t work!\*\*** Indent the first line of each new paragraph and the first line of each footnote 0.7 inch. Indent the left margin of block quotations and the second (and subsequent) lines of bibliography entries 0.35 inch. For bibliography entries, this is called a “hanging indent.”

### **2.8.1 Block Quotations**

The text immediately below explains—and is an example of—how to format a block quotation:

Indent the left margin of block quotations 0.35 inch. (Indent only the left margin for a block quotation, and continue to use 12 point font even though in some books you see block quotations centered and in a smaller font. Do not italicize block quotations unless the original is italicized.) Indent the first line of a block quotation 0.7 inch *only* if the portion of the text you are quoting is indented in the original (see Turabian 25.2.2). If the first line of the quotation is not indented in the original, the first line of the block should begin 0.35 inch from the left margin.

If a new paragraph begins later in the block quotation, indent the new paragraph .35”. There should be an empty space immediately above and immediately below a block quotation. The spacing of a block quote should be set to

**Block Quote Example!**



“Exactly 12 pt.” Any text **greater than four lines** should be formatted as a block quotation.

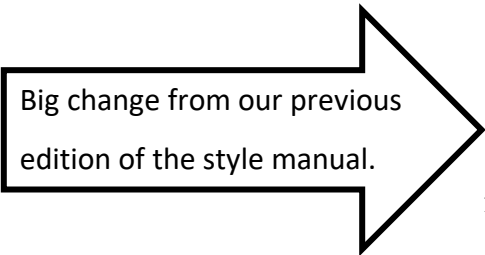
**WARNINGS ABOUT BLOCK QUOTATIONS!**

- Many readers skip over block quotations, so use them sparingly. Don’t expect the block quotation to carry your argument for you. The essence of your argument should be clear without the block quotation. Also, avoid block quotations in footnotes.
- Block quotations do not use opening and closing quotation marks; the block formatting shows readers it’s a quotation.

## 2.9 Footnotes

In the body of your text, use [superscript numbers](#) without punctuation to indicate footnotes. Place footnotes at the end of the material for which you need to cite the source. For quoted material, place the footnote number at the conclusion of the quotation following the closing quotation mark. For non-quoted material, place the footnote number after the period at the end of the sentence. If logically possible, avoid putting footnote numbers anywhere other than the end of a sentence. Rarely should a footnote number appear within a sentence.

A footnote must begin at the bottom of the page on which the corresponding footnote number appears in the text. A footnote separator line (1.5 or 2 inches; be consistent throughout your document) should appear between the text and the footnote. The first line of each footnote should be indented 0.7 inch. Footnotes should be appear in either 10-pt or 12-pt font (10-pt is preferred, but be consistent throughout your paper!).



Big change from our previous edition of the style manual.

Turabian says to include a space between the footnote number and the first word of the footnote as seen in footnote 1 on this page.

Footnote 1 below shows the (new, correct) space; footnote 2 shows the (old, no longer correct) “no space” form.<sup>1</sup>

Footnotes should be single-spaced, and there should be an empty single-spaced line between each note. See examples in the research paper example at the end of this chapter.

Long footnotes may be continued on to the next page. The beginning of the continued footnote on the next page should not be indented. The length of the footnote separator line must remain 1.5 to 2 inches (be consistent throughout the document). Some software puts a full-page separator line over footnotes. You must override this.

Set your footnotes to the “below text” setting. If the last page of a paper or a chapter is not a full page of text so that the footnotes sit high on the last page, put the cursor after the end of the last line of text and hit the enter key until the footnote separator line and any footnotes move to the bottom of the page.

Chapter 5 further addresses issues concerning footnotes. For examples of footnotes and shortened forms of footnotes, see the “[SBTS Citation Quick Guide](#)” at the end of chapter 5. For the most updated copy of this document, go to the “[Resources](#)” page of the Writing Center website ([sbts.edu/students/center-for-student-success/writing-center/](http://sbts.edu/students/center-for-student-success/writing-center/)).

## 2.10 Lists

To enumerate words or phrases *within* a paragraph, use numbers or letters surrounded by parentheses to set off (1) the enumerated words, (2) the enumerated phrases, or (3) whatever you are listing. The previous sentence exemplifies in-paragraph numbering. See also the sample paper after chapter 2.

---

<sup>1</sup> Noah Lukeman, *A Dash of Style . . .* (an example of a footnote with a space after the number) ✓

<sup>2</sup>Noah Lukeman, *A Dash of Style . . .* (an example of a footnote with no space after the number) ✗

For any freestanding list in the body of the text, use [Arabic numerals](#) (not [bullets](#)). If the list has 9 or fewer items, the numbers must be flush with the left margin. If the list has 10 or more items, the double-digit numbers must be flush with the left margin and the single-digit numbers indented so that the periods of all numbers are aligned. Single-space within each item of the list with the text of each item indented 0.35 inch from the left margin. Leave one empty single-spaced line between items and one single-spaced line before and after the list.

If the text of each enumerated item extends beyond three or four lines, do not use an enumerated list. Use standard paragraphs that begin with the words “First,” “Second,” “Third,” etc.

## **2.11 Bibliography**

The title BIBLIOGRAPHY should appear in all CAPS placed 2 inches from the top of the page. Two empty single-spaced lines should separate the title from the first subhead or first bibliographic entry. See the sample bibliography page after chapter 2.

### **2.11.1 Spacing**

Each bibliography entry should appear single-spaced. There should be one empty single-spaced line between entries. Each entry begins at the left margin. Subsequent lines are indented 0.35 inch (i.e., “hanging indent” = 0.35 inch).

### **2.11.2 Arrangement**

Arrange entries alphabetically by the last name of the author (or editor if there is no author). For works with co-authors or co-editors, use the last name of the first person listed on the title page. If you subdivide your bibliography by resource type, entries in each section should be arranged alphabetically. Only the name of the first author should be reversed to facilitate alphabetizing; do not reverse the names of authors after the first author.

If your bibliography includes two or more works written, edited, translated, or compiled by the same person, use that person's name for the first entry. For the second and subsequent entries for that person, use a 0.7 inch line created by eight strokes on the underline key. (For examples, see John Piper and Alvin Plantinga in the sample bibliography page after chapter 2.)

Note that a line may not be used for co-authored works that appear at the end of a series of individually authored works. The author's name (which appeared at the beginning of the series) must be repeated in addition to the names of all co-authors. If subsequent works by these same co-authors are listed, then the 0.7 inch line may be used in place of all those same co-authors.

If more than one work is listed for the same author, editor, or coauthors, list those works in alphabetical order by the first word of each title. However, if the first word is an article (*A*, *An*, *The*), ignore that article and alphabetize by the next word.

See chapter 5 "Footnote and Bibliographic Forms" and Turabian chapters 16 and 17 for further instruction on these and related matters, complete with examples.

## **2.12 Example of Research Paper**

An example research paper is provided on the next pages. Please note: The page numbers on the example paper are numbered as a paper rather than sequentially with the page numbering of this manual.

Last line of title must be 2" from the top of the page; format as an inverted pyramid (though you may break between the title and sub-title)

SIGNIFICANT SILVER: THE KETEF HINNOM READINGS  
AND THEIR CONTRIBUTION TO BIBLICAL STUDIES

---

This is an example of a 2-line title; see the book review example for a 1-line title, and see the dissertation example for a 3-line title.

A Historical Report

Presented to

Dr. T. J. Betts

Always include a space between initials in text and in citation.

The Southern Baptist Theological Seminary

No page number on title pages

In Partial Fulfillment  
of the Requirements for 82140

---

by

Marcus A. Leman

mleman747@students.sbts.edu

September 10, 2014

I affirm the honor code.



The first page of text includes the title in the same format as the title page, only here use 12pt leading (no space between lines)

## SIGNIFICANT SILVER: THE KETEF HINNOM READINGS AND THEIR CONTRIBUTION TO BIBLICAL STUDIES

### Synopsis

This report will survey the archaeological background related to the discovery of two

Typically, the th introductory pa "roadmap" (meth like this one, co

**This is incorrect! There needs to be an empty single-spaced line between the line separator and the first footnote of each page.**

cess of their decipherment. These significant for biblical and ancient Near ment of a proper historical date for

these plaques and determining their precise function in ancient society. The silver scrolls of Ketef Hinnom make up one of the most remarkable archaeological finds in biblical studies. I will first present the background of this historic find, then discuss its significance and dissenting views.

**This is page 1 of the paper.**

### Discovery at Ketef Hinnom

**This is an example of a first level sub-heading, capitalize headline style (see 2.7).**

In 1979 a team of archaeologists were working at a burial co Jerusalem's Old City. The name Ketef Hinnom means "shoulder of Hir

topography in the Hinnom Valley where this site is located. The burial complex consists of various chambers branching off a central cave. Each chamber housed numerous bodies until the decomposed remains were collected and placed in a repository below the chamber.<sup>1</sup> This type of burial complex is common from the Late Iron Age onward (7th–6th centuries BC).<sup>2</sup> Most caves of this type have long since been raided and their treasures lost. Due to a partial cave in some time in antiquity, chamber 25 remained unmolested and yet held significant surprises.

**Footnote numbers come after final punctuation of all types**

<sup>1</sup> Gabriel Barkay et al., "The Amulets from Ketef Hinnom: A New Edition and Evaluation," *Bulletin-American Schools of Oriental Research* 334 (2004): 43.

<sup>2</sup> Gabriel Barkay, "The Priestly Benediction on Silver Plaques from Ketef Hinnom in Jerusalem," *Tel Aviv* 19 (1992): 143.

**Example of initial footnote format**

## Discovery of the Plaques

This is an example of a second-level subheading, a sub-point of the previous header; capitalize headline style.

The repository in chamber 25 contained a host of artifacts from various historical eras. This fact alone points to the regular use of this complex as a burial place for the elite class. The team found among the artifacts two very small metallic cylinders, which were discovered to be miniature scrolls made of almost pure silver.<sup>3</sup> “Ketef Hinnom One is only 27 x 97 mm while Ketef Hinnom Two is a mere 11 x 39.2 mm. The letters are on average about 5 mm in height on the former and just 3.5 mm on the latter.”<sup>4</sup> When the scrolls were carefully unrolled and cleansed faint letters in an ancient Hebrew script appeared to be scratched on the surface of the silver. Due to the size and deteriorated state of the plaques much uncertainty surrounded the text inscribed on the silver. Creative lighting and high resolution cameras eased the decipherment process and revealed some paradigm shifting data.<sup>5</sup>

Use of third level subheadings should be rare in papers less than 20pp.

## Decipherment of the Text

Etched in Paleo-Hebrew script, the words of these plaques prove the necessity of silver for their production and use. The introductory lines of each plate contain similar evil averting content.<sup>6</sup> Chief archaeologist Gabriel Barkay writes, “Thus, it is quite proper to classify the Ketef Hinnom artifacts as amulets having much the same apotropaic function as we find in

Footnote four or more authors with “et al.” and then list all names in the bibliography.

While the initial lines vary between plates, their final portion is the Aaronic blessing:

Example of short form citation; use after initial citation (fn #2 on the previous page).

<sup>3</sup>Barkay, “The Priestly Benediction,” 174.

<sup>4</sup>Gabriel Barkay et al., “The Challenges of Ketef Hinnom: Using Advanced Technologies to Reclaim the Earliest Biblical Texts and Their Context,” *Near Eastern Archaeology* 66, no. 4 (2003): 163. To put these figures in perspective, Ketef Hinnom #1 is approximately the size of two index fingers held side by side whereas Ketef Hinnom #2 is smaller than a credit card. Ketef Hinnom #1 is 27 x 97 mm in height.

These footnotes are incorrect; they need a space between the footnote number and the first letter of the citation. This is a change from our previous style guide!

<sup>5</sup>These photos, published as an electronic companion to Barkay et al., “The Amulets From Ketef Hinnom,” form the basis for scholarly research and review of this subject.

<sup>6</sup>A reproduction of both texts is provided at the end of this report.

<sup>7</sup>Barkay et al., “The Challenges of Ketef Hinnom,” 170.



## Example of an in text list

these mini-scrolls and the text recorded in the Masoretic tradition.<sup>15</sup> Three options exist for explaining these differences: (1) the Masoretic tradition is older and Ketef Hinnom was shortened; (2) Ketef Hinnom is older and the Masoretic tradition was expanded; (3) there were multiple versions of the blessing co-existing in antiquity. Barkay summarizes, “An accepted principle of research holds that a shorter text predates any expanded version. However, in our case the complete and consolidated structure of the Masoretic Priestly Benediction indicates that it is the earlier one.”<sup>16</sup> In other words, there are better reasons to explain why the Ketef Hinnom plaques may have been shortened from a more complete blessing than to explain why the Masoretes would have expanded a shorter blessing.<sup>17</sup> Thus, this text appears to be part of an established socio-religious context where it was well-known, well-loved, and well-preserved.<sup>18</sup>

### Linguistic Significance

**0.7”  
indent**

— In addition to the historical dating of Hebrew Scripture, the discovery of the Ketef Hinnom plaques offers significant historical linguistic considerations about the Hebrew language. Freedman summarizes the historical situation,

**Block quotes must be more than four lines long. This quote continues on the next page of the paper.**

**0.35”  
indent for a  
block quote**

— The epigraphic evidence for Hebrew orthography indicates that before the 9th century, Hebrew was written in a purely consonantal script. . . . Some time after the 10th century

**Example of a spaced ellipsis; the first dot is a period ending the first sentence.**

<sup>15</sup> This summary of the differences assumes the priority of the Masoretic tradition (MT). The first difference is that Ketef Hinnom (KH) lacks a reduplication of the כ in line one. Thus the single כ is, in a sense, playing double duty. In line two KH2 lacks the ו of ושמרך while KH1 has room for the ו but it is lost in lacuna. But notice that this word does contain the final כ lending credence to the proposal about line one. Lines 3–4 offer readings much like the MT. Lines 5–7 are clearly missing from KH2 since it skips to line 8. It is possible more of the blessing was contained by KH1. In line 8 it is likely that KH2 utilized defective spelling.

<sup>16</sup> Barkay, “The Priestly Benediction,” 177.

<sup>17</sup> Some of the reasons for assuming Ketef Hinnom is an abbreviated text include (1) the space constraints of these plaques and the cost of the material; (2) these plates would likely never be unrolled and read once they were inscribed; (3) the text of the Aaronic blessing offers somewhat of a parallelism and KH2 clearly cuts out the parallel portion but leaves the essence of the blessing intact; (4) the MT version uses terse language which results in a compact package.

<sup>18</sup> Barkay writes further, “The appearance of these expressions (Mal 1:9; 2:9) is a positive proof that in Malachi’s time, the Priestly Benediction was an old, well-known text and that paraphrases of it were clear to the prophet’s audience.” Barkay, “The Priestly Benediction on Silver Plaques from Ketef Hinnom in Jerusalem,” 178.

**All Scripture citations in footnotes must be abbreviated whether in parentheses or not.**

**This is page 5 of the paper, not the style guide.**

Organize the bibliography alphabetically according to the last name of authors.

See Turabian ch.16–17 for complete instructions on bibliographic form; see also the “SBTS Turabian Quick Guide,” included after ch.5 of this style guide, for numerous examples.

Piper, John. *Desiring God*. Colorado Springs: Multnomah Books. 2011.

\_\_\_\_\_. “Doctrine Matters: Ten Theological Trademarks from a Lifetime of Preaching.” *Desiring God*. <https://document.com>

For sources by the same author use 8 underscore lines instead of repeating the name. If the same person co-authored a source, include his or her name with the co-author after the single-author sources.

\_\_\_\_\_. “Expressing Truth.” Commencement address, Bethlehem College and Seminary, Minneapolis, May 16, 2014. Accessed May 1, 2015. <https://thebethleheminstitute.org/index.php/news/item/expressing-truth>.

\_\_\_\_\_. “In the Beginning Was the Word.” Sermon, Bethlehem Baptist Church, Minneapolis, September 21, 2008. Accessed November 12, 2015. <http://www.desiringgod.org/messages/in-the-beginning-was-the-word>.

\_\_\_\_\_. “Is There Christian Eloquence?” In *Power of Words and the Wonder of God*, edited by John Piper and Justin Taylor, 67-80. Wheaton, IL: Crossway, 2009.

\_\_\_\_\_. *Think: The Life of the Mind and the Love of God*. Wheaton, IL: Crossway, 2010.

Plantinga, Alvin. “Advice to Christian Philosophers.” *Faith and Philosophy: Journal of the Society of Christian Philosophers* 1, no. 3 (July 1984): 253-71.

\_\_\_\_\_. ~~The~~ *Analytic Theist: An Alvin Plantinga Reader*. Edited by James F. Sennett. Grand Rapids: William B. Eerdmans, 1998.

\_\_\_\_\_. *Engaging God’s World: A Christian Vision of Faith, Learning, and Living*. Grand Rapids: Wm. B. Eerdmans, 2002.

\_\_\_\_\_. *Warranted Christian Belief*. New York: Oxford University Press, 2000.

Organize works by the same author alphabetically; do not consider articles.

Plato. *Phaedrus*. Edited by Benjamin Jowett. Champaign, IL: Project Gutenberg, n.d. Accessed May 5, 2017, eBook Collection (EBSCOhost).

\_\_\_\_\_. *Symposium and Phaedrus*. Translated by Tom Griffith. New York: Alfred A Knopf, 1989.

Pough, Gwendolyn D. “2011 CCCC Chair’s Address: It’s Bigger Than Comp/Rhet: Contested and Undisciplined.” *College Composition and Communication* 63, no. 2 (December 2011): 301-13.

Powlison, David. “Cure of Souls and Modern Psychotherapy.” Christian Counseling and Education Foundation. April 10, 2010. Accessed July 11, 2015. <https://www.ccef.org/resources/blog/cure-souls-and-modern-psychotherapies>.

Note: Use author’s name exactly as it appears on the title page of the book or article.

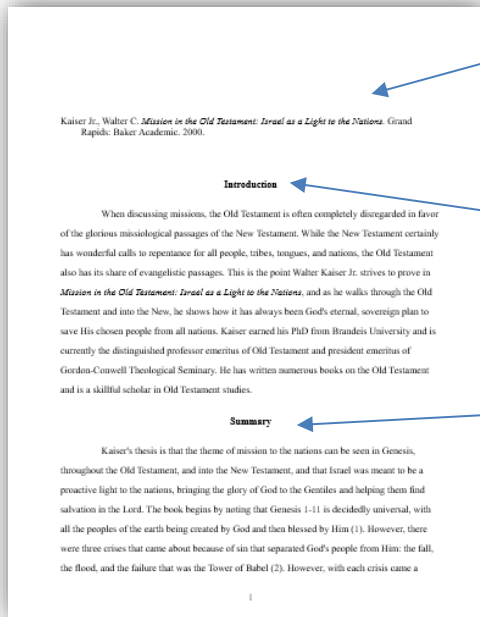
This is the page number of the example paper, not this style guide.





## Here's What You'll Find in Chapter 3

A book review includes four major sections: the introduction, the summary, the critical evaluation, and the conclusion. Instead of footnotes, use parenthetical page references (3.3).



### First page of the book review (3.2)

- Use the bibliographic entry as the title.
- Left-justify and single-space the entry.

### Introduction (3.4.1)

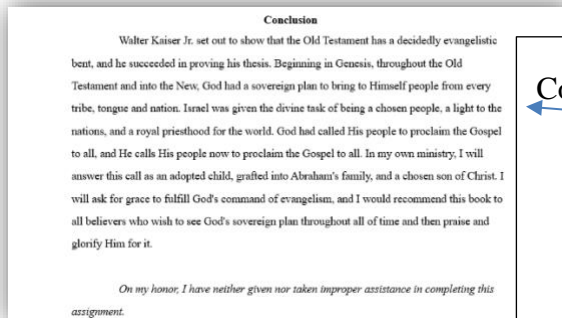
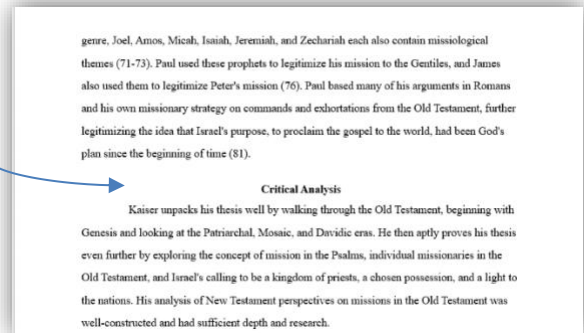
- Introduce the author, his or her background and qualifications to write this book.
- Introduce the topic and thrust of the book.
- Length should be one to two paragraphs.

### Summary (3.4.2)

- Identify the author's thesis.
- Summarize author's main points.
- Avoid chapter-by-chapter summarizing.

### Critical Evaluation (3.4.3)

- Carefully weigh the author's claims and arguments.
- Avoid blanket statements.
- Give specific and thorough critiques backed by evidence and examples.



### Conclusion (3.4.4)

- Length should be one to two paragraphs.
- Give overall evaluation of the book.
- State the book's practical value, the author's achievement, and to whom the book might be useful.

## CHAPTER 3

### BOOK REVIEW STYLE GUIDELINES

The format of a book review is a modified form of the style for a research paper. It adopts the same margins, indentations, etc. as discussed in chapters 1 and 2. This chapter will address only those features in which the book review differs from the research paper style guidelines. More information about book reviews is available in the Writing Center resource “[Book Review Guide](http://sbts.edu/students/center-for-student-success/writing-center/)” on the Writing Center website ([sbts.edu/students/center-for-student-success/writing-center/](http://sbts.edu/students/center-for-student-success/writing-center/)) under “[Resources](#).”

#### 3.1 Title Page

Follow the guidelines in “2.2 Title Page” for the title page of a book review, but use the title of the book being reviewed italicized in all CAPS for your title. Put “A Book Review” on the line to identify the type of paper.

#### 3.2 First Page of Text

Include a full bibliographic reference to the book on the first page of text. The reference should be left justified and 2 inches from the top of the page (this reference occupies the position for the title in a research paper; see “[2.5 First Page of Text](#)”). Do not include the number of pages or the price of the book (information required by the style manual many ago but which is no longer used). Leave two empty single-spaced lines between the bibliographic reference and the body of your review.

#### 3.3 Page References

You may use parentheses in the body of your review to refer to pages in the book you are reviewing. It is unnecessary to cite the author's name; simply reference the page number(s) in parenthesis (104). Omit the abbreviations p., pg., and pp.



Example of parenthetical page number!

Typically, you will not cite other works in a book review, so footnotes and a bibliography are unnecessary (unless your professor specifically asks you to do so). If a book review does reference another source, a general reference in the text is adequate.

For example,

“Smith echoes Charles Spurgeon’s argument in *The Suffering Letters* . . .”

### **3.4 Divisions of a Book Review**

While no model can fit every book review assignment, what follows provides general guidelines if your professors do not provide their own guidelines for book reviews. The guidelines below discuss a five-page review. If the review you are assigned is longer or shorter, you will need to adjust the content of each section. Remember that the most important guidelines for any book review are the specifications provided by the professor making the assignment. For example, some professors do not allow subheadings in book reviews fewer than five pages. For more information, see the “[Book Review Guide](#)” on the “[Resource](#)” page of the Writing Center website ([sbts.edu/students/center-for-student-success/writing-center/](http://sbts.edu/students/center-for-student-success/writing-center/)). See the sample pages at the beginning of this chapter.

#### **3.4.1 Introduction**

Begin the review with a section that briefly introduces the book and the book's author. Biographical information about the author (education, training, experience, etc.) should be included only as it demonstrates the author's competency to write the book. Within the context of the paper, do not use titles (Dr., Rev., etc.).

In most five-page reviews, the introduction is typically one or two paragraphs.

#### **3.4.2 Summary**

A critical book review provides a minimal summary of the book. Address first of all the author’s purpose and the primary thesis that he or she is presenting. In a longer review, you might relate that purpose or thesis to the work of others in the field. For example, is the author



contradicting, supporting, or building off the work of others? Follow this information with a summary of the main points by which the author argues the thesis or accomplishes the book's purpose. Overall, the summary should extend to no more than two pages in a five-page review. Avoid chapter-by-chapter summarizing; instead, provide an overview of the book. Furthermore, avoid over-quoting the author. Instead, summarize the author's ideas in your own words.

### **3.4.3 Critical Evaluation (or Critical Analysis)**

In academic writing, “critical” does not necessarily mean saying something negative. In a book review, “critical” implies a careful weighing of the claims and arguments used to support them—that is, your analysis of the author's success (or failure) in achieving his or her goal for the book. On the one hand, you should avoid bland endorsements, such as “This is a good book that should be recommended reading for everyone.” Avoid blanket dismissals as well, such as “This is a useless book not worth reading.” On the other hand, avoid trivial criticisms. Instead, engage the main points that relate to the author's argument. Questions to ask yourself may include the following:

1. Are the claims and arguments well supported? Do factual errors occur among the author's main contentions? What are the strengths and weaknesses in the author's argumentation? For example, you might include an evaluation of the arguments biblically and theologically, if appropriate.
2. Does the author approach the subject with any overall perspectives (or presuppositions) that influence or condition his or her conclusions? These may be theological, experiential, philosophical, denominational, or cultural perspectives. Do these perspectives limit the value of the work or its applicability (in certain cultures, certain settings, etc.)?
3. If you've read other books on the topic, how does the author's presentation fare compared to other work done in the field? How successful and significant is this work when evaluated within its own field? To what extent does work done in other fields affirm or challenge the author's claims? (If you have not read extensively in the field, you will most likely skip this third set of questions.)

Throughout your critique, be specific in your evaluations. Do not just tell the reader about the book; tell and show the reader with concrete examples from the book. As previously suggested, include page numbers when making specific references to the book. However, avoid lengthy quotations.

### **3.4.4 Conclusion**

In a final paragraph or two, give your overall evaluation of the book. In light of its strengths and weaknesses, state the value of the work for your own research, general knowledge, or ministry. Conclude with a brief comment about the author's achievement and to whom the book would be useful. Be discerning and specific rather than broad and general about any recommendation because your professors probably will assess your grasp of the book when they read your recommendation.

Example of a general versus specific evaluation:

[Vague and not useful] All good Christians should read this book.

[Better] This book would be useful to a youth pastor interested in strengthening . . .

### **3.4.5 Example of Book Review Formatting**

The following pages illustrate book review formatting.

Title = title of book italicized; double-spaced; inverted pyramid (each line is narrower than the line above it)

*THE SERMON ON THE MOUNT AND HUMAN FLOURISHING:*  
*A THEOLOGICAL COMMENTARY*

---

A Book Review

Presented to

Dr. Arthur Morgan

The Southern Baptist Theological Seminary

---

In Partial Fulfillment  
of the Requirements for 20200

---

by

John Marston

jmarston@students.sbts.edu

January 5, 2022

I affirm the honor code.

There should be no page number on the title page

Book citation begins 2" from the top of the page; indent second line to 0.35" (see template)

First-level subheading: two empty single-spaced lines before, one empty single-spaced line after (see 2.7 for spacing tutorial). **Check with your professor**: some may not want any subheadings in a book review since they take up space in a short paper.

Pennington, Jonathan T. *The Sermon on the Mount and Human Flourishing*. Grand Rapids: Baker Academic, 2017.

Indent first line 0.7"

Do not use a subheading here!

→ This section should be 1-2 paragraphs, no more than 1/2 of a page in a five-page book

review. In other words, no matter what length your book review is required to be, the introduction should be 15-20% of the total pages. Here, briefly introduce the author, telling the reader why he or she is an authority on this subject. Also, answer the following questions: What is the thesis of the book? Who is the audience? What is the main purpose of the book (i.e., why did the author write it)? Do not use honorifics (Dr., Mrs., Mr.). Use full name for first mention of the author, then last name only for all subsequent references. See the "Book Review Guide" on the Writing Center resource page for more information on what to include in the "Introduction" section.

1"  
margins  
all sides

## Summary

This section should be 2 pages maximum in a five-page book review, often less. In other words, no matter what length your book review is required to be, the summary should be no more than 25% of the total page count. Briefly summarize the major ideas and arguments the author uses to support the thesis of the book. Do not give chapter-by-chapter summaries. This section should be objective—do not add commentary or any of your own opinions. See the "Book Review Guide" on the Writing Center resource page for more information on what to include in the "Summary" section.

All  
body  
text =  
24-pt  
spacing

## Critical Evaluation

This section should be the largest section of the paper because it is the most important section of the book review and should therefore, account for 40-45% of the book review's

All subsequent pages begin 1" from  
top of page (per 1" margins)

length. Here, evaluate the book, providing your opinion of how well (or how poorly) the author fulfilled his or her purpose/supported the thesis. Discuss both strengths and weaknesses. Be fair, not condescending. If you give examples from the book, be brief; you do not want this section to sound like a secondary summary section. Questions to ask: Are there any biases that the author evidences in his or her writing? Are there any presuppositions that undergird the contents of the book? Is anything missing? Could the author have been clearer or more thorough at certain points? See the "Book Review Guide" on the Writing Center resource page for more information on what to include in the "Critical Evaluation" section.

### **Conclusion**

This section should be 1-2 paragraphs, usually about 1/2 of a page in a five-page book review, but it may be up to 15% of the paper. Here, give your final evaluation of the book (did the author succeed or fail overall?). Describe, briefly, how it affected you personally or how it would be beneficial in ministry. To whom would you recommend this book? Who would find it useful? See the "Book Review Guide" on the Writing Center resource page for more information on what to include in the "Conclusion" section.

The next page shows page one of a book review.

No bibliography page needed  
(since book citation appears at  
beginning of page 1)

For a book review, in place of a title, provide the full bibliographic entry 2" from the top of the page.

See Turabian chap. 16-17 on bibliographic form; see also the SBTS Citation Quick Guide for numerous examples.

Sire, James W. *Habits of the Mind: Intellectual Life as a Christian Calling*. Downers Grove, IL: IVP, 2000.

While serving as James Sire chief editor for InterVarsity Press, Sire advanced the Christian worldview movement to the forefront. He worked with Francis Schaeffer on his *How Should We Live?* and published his own most famous work, *The Universe Next Door*.

In-text lists should be numbered as this example shows.

The central goal of this book is (1) to identify, describe, and encourage those habits of the mind that are central to our fulfilling the call to glorify God by thinking well (10), (2) to convince readers that thinking feels, and (3) to suggest that thinking well is a vital aspect of righteous behavior (12), for "great men alone" "grasp" great ideas (62). Therefore, Sire's primary purpose is to push believers to think more deeply as a catalyst for a new way to think deeper about truth is to be able to act truth (11).

Parenthetical page references to the book under review

### Summary

In the first several chapters, the author explores what the intellect means, according to the thoughts, words, and life of John Henry Newman. Newman's tenacious insistence that ideas of godliness are inseparably intertwined is reviewed (38). Following his lead, Sire spends three chapters on intellectual practice: virtues, disciplines, and a look at Jesus as a thinker and intellectual model for Christians. The exhortation to follow Jesus in thinking well "and in so doing to seek first the glory of God" (14).

Four sections of an SBTS book review:  
1. Introduction  
2. Summary  
3. Critical Evaluation  
4. Conclusion

Sire's conclusion is that the "life of the mind becomes a vital part of the full-orbed life in Christ" (74); "We only believe what we obey" (96). The Christian intellectual is distinctly different from the non-Christian intellectual because fully comprehending truth



## Here's What You'll Find in Chapter 4

Southern style defines a number of formatting issues (e.g., punctuation, numbers ranges, dashes, ellipses, parentheses, etc.). Make regular reference to this chapter and the examples in chapter 7 until you have mastered these formatting guidelines.

### Ellipses and dashes (4.2, 4.3)

- ☐ Instead of three periods to express a continuing thought, use a spaced ellipsis.
- ☐ Know when to use a dash and when to use a hyphen.

|  |                                    |
|--|------------------------------------|
| <b>YES:</b> "and . . . he wrote"       | <b>NO:</b> "and...he wrote"        |
| <b>Dash:</b> 123–257,<br>"joy—the end" | <b>Hyphen:</b><br>first-level rank |

| First Number                           | Second Number   | Examples                 |
|--|---|--------------------------|
| 1-99                                   | Use all digits  | 3-10, 71-72, 96-117      |
| 100 or multiples of 100                | Use all digits  | 100-104, 1100-1113       |
| 101 through 109, 201 through 209, etc. | Use changed part only   | 101-8, 1103-4            |
| 110 through 199, 210 through 299, etc. | Use two or more digits as needed                                | 245-48, 498-532, 1929-94 |
|  | But if three digits change in a four-digit number, use all four | 1894-1989, 2787-2816     |

### Numbers, percentages, and numerical sequences (4.7, 4.8)

- ☐ Refer to this table to write out numerical sequences (4.8).
- ☐ See Turabian chapter 23 for specific numerical instructions (4.7).
- ☐ Spell out numbers up to two words (e.g., fifty-one) (4.7.1).
- ☐ Express numbers in a series as numerals (4.7.1).

### Punctuation, quotation marks, and commas in a series (4.5, 4.6)

- ☐ A closing period or comma always precedes a closing quotation mark.
- ☐ Use a serial comma before the "and" or the "or" in a series of three or more items. (e.g., The style guide includes tips, rules, and examples for aspiring writers.)

### Spelling, capitalizations, and abbreviations (4.9, 4.10, 4.13)

- ☐ See 4.13 for a detailed list of common capitalization issues.
- ☐ Abbreviate Bible book names in parenthetical citations and any reference in footnotes (4.10).
- ☐ Refer to the *SBL Handbook* for an extensive list of abbreviations.

### Tables and figures (4.12)

- ☐ These provide an excellent avenue for presenting data at a glance.
- ☐ If you need to use a table or figure in your paper, make sure to follow the various guidelines in 4.12.1 and 4.12.2.

Table 5. Pattern example: Judges 1:3

|                                    |   |    |
|------------------------------------|---|----|
| Intro to DS (character #1)         | וְאָמַר יְהוָה לְשִׁמְעוֹן אֲחִיו           | 3a |
| Imperative/Request                 | עֲלֵה אִתִּי בְּנִרְלִי                     | 3b |
| Cohortative                        | וְנִלְחָמָהּ בְּכַנְנֵנִי                   | 3c |
| Future Result [Etnachta]           | וְהָלַכְתִּי גַם־אִתְּךָ אִתְּךָ בְּנִרְלִי | 3d |
| Response to Request (character #2) | וַיֵּלֶךְ אִתּוֹ שִׁמְעוֹן:                 | 3e |



## CHAPTER 4

### MISCELLANEOUS FORMATTING GUIDELINES

The sample paper after chapter 2 exemplifies many of the formatting guidelines in this chapter.

#### 4.1 Ellipses

Use three spaced dots for omission *within* a quoted sentence. Do not use ellipses before or after quoted material; use them only in the middle.

Use four spaced dots for omission between quoted sentences—three to indicate omission and the fourth for the period of the sentence. (If the terminal mark between sentences is a question mark instead of a period, use three dots and the question mark.) See Turabian 25.3.2.1–4 for examples and specifics.

If an omission between sentences involves a question, see Turabian 25.3.2.2 for instructions.

Consider these examples and see the sample paper after chapter 2. These are the more common ellipses situations, but check Turabian for others.

|   |
|---|
| <p><b>Correct example of material taken out within a single sentence:</b></p> <p>“The metanarrative of the Bible . . . is so pervasive, so all-encompassing, that we can hear an echo of it . . . in all other stories.”</p>  |
| <p><b>Two <i>incorrect</i> ways to show material removed within a sentence</b></p> <p>“The metanarrative of the Bible ... is so pervasive, so all-encompassing, that we can hear an echo of it...in all other stories.”</p> <p>The first ellipses are <b>WRONG</b> because the dots don’t have spaces between them.<br/>The second ellipses are <b>WRONG</b> because there is no space before and after the ellipses.</p> |

**If you take out material *after* a period, this is the correct form:**

“To the contrary, we find ourselves, in Christ, right in the middle of the Trinitarian Persons’ mutual delight and self-giving. . . . Our union with Christ through the Spirit helps us make sense of Peter’s statement of our shockingly close proximity to God.”

This is the sentence’s period. (No space after the word “self-giving” because that word ended the sentence.

**If you remove the end of one sentence and start again at the beginning of the next sentence—**

“When men engage in abstractions, they are basically doing one of two things . . . . If they are Hebraic in their ‘abstractions,’ they are describing.”

This sentence’s period is the 4th ellipsis dot, but since “things” does not end a sentence, the four dots are equally spaced.

If punctuation precedes an ellipsis (for example, a period, semicolon, etc.), the punctuation mark appears without any space between the word and the punctuation mark. After the punctuation mark, leave one space and begin the first period of the ellipsis (see Turabian 25.3.2.2 “General Method for Ellipses”).

## 4.2 Dashes

For dashes, you may use either an [en dash](#) or an [em dash](#) as long as you are consistent throughout the document. Do not use a [hyphen](#) as a dash. Do not space before or after a dash (see Turabian 21.7.2). Hyphens are used to combine two words into a single word.

For example, “The green-eyed monster raged.”

## 4.3 Parentheses and Brackets

Note that in a quotation, any parentheses must appear in the original quotation. If you add any kind of correction or notation within quoted material, you must do so in square brackets, not parentheses. See Turabian 21.8 for guidelines regarding parentheses and brackets.

#### 4.4 Punctuation and Quotation Marks

Terminal punctuation, quotation marks, footnotes following terminal punctuation, and colons *must* be followed by only one space throughout one's document. In other words, use only one space after every sentence—not two (\*\*this is a change from the previous version of the style manual\*\*). For more information, see Turabian (9th ed.) 21.1 “Periods.” Also, notice that the present version of the style manual follows this rule consistently.

According to American usage, a closing period or a comma always precedes a closing quotation mark, whether it is part of the quoted matter or not. Question marks and exclamation points precede quotation marks if they are part of the quoted matter or follow the quotation marks if they pertain to the entire sentence of which the quotation is a part. Semicolons and colons follow quotation marks. If the quoted passage ends with a semicolon or a colon in the original, the mark may be changed to a period or a comma to fit the structure of the main sentence (see Turabian 21.12.2.1).

#### 4.5 Commas in a Series

According to American usage, a [serial comma](#) (also called an Oxford comma) appears before the *and* and *or*, indicating the last item in a series of three or more items (see also Turabian 21.2.2).

For example:

[INCORRECT because there is no comma after *danger*]

Lewis uses atmosphere, danger and narrative development.

[CORRECT with the comma after *danger*]

Lewis uses atmosphere, danger, and narrative development.

#### 4.6 Numbers

See Turabian chapter 23 for guidelines regarding numbers. Note that any number serving as the first word of a sentence must be written as a word, including enumerated books of the Bible (e.g., “First Chronicles 1–9 represents . . .”). Use 2nd, 3rd, 4th, etc., not 2<sup>nd</sup> or 3<sup>d</sup>. Use

the full-sized 1/2 and 3/4 rather than the smaller ½ and ¾ . Use “no.” to abbreviate “number” rather than the # sign.

#### 4.6.1 Using Numbers in Body of Papers

Numbers of one or two words are spelled out, as are whole numbers ending with *hundred, thousand, hundred thousand, million*, etc. Numbers that are three words are expressed as numerals. (For example: fifty is one word and is written out; fifty-one is two words and is written out; fifty-three thousand is three words, but is a whole number ending with “thousand,” so it is written out; five hundred one is three words, so it is expressed with numerals as 501.)

Express numbers in a series as numerals. (For example: “The respondents were distributed as follows: 100 were freshmen, 51 were sophomores, 25 were juniors, and 10 were seniors,” or, “The most frequently missed questions were numbers 50, 51 and 52.”)

To avoid confusion, spell out one set of numbers in an expression that involves two or more series of numbers. (For example, “In the first survey, 21 respondents failed to meet inclusion criteria; in the second survey, only 5 respondents failed to meet inclusion criteria.”)

Multiple chapters, phases, stages, steps, tasks, etc. are numbered and referenced with [Arabic numerals](#) (e.g., Phase 1, Phase 2, etc.).

Write out the word “percent” after numeric values except for statistics reported from precedent literature or data derived in your research. (The percent symbol may be used in tables to save space. See Turabian 23.4.1).

|  |
|--|
| <b>Example of a percentage starting a sentence,</b><br>Five percent of the respondents agreed. |
| <b>Example of a percentage midsentence,</b><br>Of those who responded, 5% agreed.              |

Decimal are expressed with one leading zero, and zeros following the decimal point as required for the statistical number being reported. All numbers presented in tables must be

decimal aligned.

Any number used as the first word in a sentence must be written out as a word.

**Example,** Three hundred thousand people gathered for the meeting.

This rule applies for books of the Bible too.

**Example,** First Kings follows the book of 2nd Samuel.

#### 4.6.2 Using Numbers in Tables

The word “percentage” (not “percent”) is used when no number is given.

#### 4.7 Numerical Sequences

Use abbreviation system in table 1 for inclusive page numbers. Ranges of years should not be abbreviated however (see Turabian 23.2.4). Note that an unspaced hyphen or en dash is used to separate inclusive numbers.

Table 1. Abbreviation system for inclusive numbers

| First Number                              | Second Number   | Examples                               |
|---|---|--|
| 1–99                                      | Use all digits  | 3–10, 71–72, 96–117                    |
| 100 or multiples of 100                   | Use all digits  | 100–104, 1100–1113                     |
| 101 through 109,<br>201 through 209, etc. | Use changed part only   | 101–8, 808–33, 1103–4                  |
| 110 through 199,<br>210 through 299, etc. | Use two unless more are<br>needed to include all<br>changed parts | 321–28, 498–532, 1087–<br>89, 1496–500 |

Source: Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed. (Chicago: University of Chicago Press, 2018), table 23.2.

## 4.8 Spelling and Capitalization

Section [4.10](#) in this manual provides a short selection of standard capitalization conventions for biblical and theological academic studies. *The SBL Handbook of Style* provides a more thorough list (see 4.3.6 [2nd ed.] “Capitalization and Spelling Examples”). Consult *The SBL Handbook of Style* for any spelling or capitalization questions not answered in this style guide. Consistency should be maintained where there are multiple spelling options.

Current practice in academic writing is to avoid capitalizing divine pronouns (see *The SBL Handbook of Style* [2nd ed] 4.3.4.3 “Pronouns Referring to God”). Students who feel strongly about this matter may follow their conscience.

## 4.9 Abbreviations

*The SBL Handbook of Style* (2nd ed.) provides a thorough list of the standard abbreviations in biblical and theological academic studies (see 8.1, “General Abbreviations” in *The SBL Handbook of Style*). Use the abbreviations in footnotes and parenthetical Scripture references in text. Below we provide the abbreviations for Bible texts, versions, biblical books, etc. as they appear in *The SBL Handbook of Style*.<sup>1</sup>

### Divisions of the canon

|    |               |
|----|---------------|
| HB | Hebrew Bible  |
| NT | New Testament |
| OT | Old Testament |

### Units of text:

|              |  |
|--------------|--|
| chap./chaps. | chapter/chapters                           |
| v./vv.       | verse/verses                               |
| par(r).      | and the parallel text(s); see [SBL] §8.2.2 |

### Ancient texts, text types, and versions:

|       |                 |
|-------|-----------------|
| Byz.  | Byzantine       |
| Copt. | Coptic          |
| LXX   | Septuagint      |
| MT    | Masoretic Text  |
| Syr.  | Syriac          |
| TR    | Textus Receptus |
| Vulg. | Vulgate         |

---

<sup>1</sup>Society of Biblical Literature, *The SBL Handbook of Style: For Biblical Studies and Related Disciplines*, 2nd ed. (Atlanta: SBL Press, 2014), 119–25.

Modern editions:

|                  |  |
|------------------|--|
| BF <sup>2</sup>  | British and Foreign Bible Societies, 2d edition                      |
| BHK              | <i>Biblia Hebraica</i> , ed. R. Kittel                               |
| BHL              | <i>Biblia Hebraica Leningradensia</i> ed. A. Dotan                   |
| BHQ              | <i>Biblia Hebraica Quinta</i>  |
| BHS              | <i>Biblia Hebraica Stuttgartensia</i>                                |
| HBCE             | The Hebrew Bible: A Critical Edition                                 |
| NA <sup>28</sup> | <i>Novum Testamentum Graece</i> , Nestle-Aland, 28 <sup>th</sup> ed. |
| SBLGNT           | The Greek New Testament: SBL Edition                                 |
| UBS <sup>5</sup> | <i>The Greek New Testament</i> , United Bible Societies, 5th ed.     |
| WH               | Westcott-Hort  |

Modern versions:

|                 |  |
|-----------------|--|
| ASV             | American Standard Version  |
| CEB             | Common English Bible   |
| CEV             | Contemporary English Version   |
| ESV             | English Standard Version   |
| GNB             | Good News Bible  |
| Goodspeed       | <i>The New Testament: An American Translation</i> , by Edgar J. Goodspeed; <i>The Apocrypha: An American Translation</i> , by Edgar J. Goodspeed. For <i>The Complete Bible</i> , see Smith-Goodspeed. |
| HCSB            | Holman Christian Standard Bible  |
| JB              | Jerusalem Bible  |
| KJV             | King James Version   |
| Lamsa           | <i>Holy Bible from Ancient Eastern Manuscripts . . . Translated from the Peshitta</i> , by George M. Lamsa   |
| LB              | Living Bibles  |
| MLB             | Modern Language Bible  |
| Moffatt         | <i>The New Testament: A New Translation</i> , James Moffatt  |
| NAB             | New American Bible   |
| NABR            | New American Bible, Revised Edition  |
| NASB            | New American Standard Bible  |
| NEB             | New English Bible  |
| NET             | New English Translation  |
| NETS            | <i>A New English Translation of the Septuagint</i> . Edited by Albert Pietersma and Benjamin G. Wright. New York: Oxford University Press, 2007.   |
| NIV             | New International Version  |
| NIVI            | New International Version, Inclusive Language Edition  |
| NJB             | New Jerusalem Bible  |
| NJPS            | <i>Tanakh: The Holy Scriptures: The New JPS Translation according to the Traditional Hebrew Text</i>   |
| NKJV            | New King James Version   |
| NLT             | New Living Translation   |
| NRSV            | New Revised Standard Version   |
| Phillips        | <i>The New Testament in Modern English</i> , J. B. Phillips  |
| REB             | Revised English Bible  |
| RSV             | Revised Standard Version   |
| RV              | Revised Version  |
| Smith-Goodspeed | <i>The Complete Bible: An American Translation</i> , OT trans. J. M. Powis Smith et al.; Apocrypha and NT trans. Edgar J. Goodspeed  |
| SV              | <i>The Complete Gospels Annotated Scholars Version</i> , ed. Robert J. Miller  |

|          |  |
|----------|--|
| TEV      | Today's English Version (= Good News Bible)                |
| TNIV     | Today's New International Version                          |
| Weymouth | <i>The New Testament in Modern Speech</i> , R. F. Weymouth |

## Hebrew Bible/Old Testament

Use the abbreviations of books of the Bible in footnotes and parenthetical Scripture references. These abbreviations do not include a period, nor are they italicized.

Example: The Bible says God created and ordered the world in a certain way (Gen 1-3).  
For extra information, see the Writing Center [Bible Citation blog](#).

|                |   |
|----------------|---|
| Gen            | Genesis                                       |
| Exod           | Exodus  |
| Lev            | Leviticus                                     |
| Num            | Numbers                                       |
| Deut           | Deuteronomy                                   |
| Josh           | Joshua  |
| Judg           | Judges  |
| Ruth           | Ruth  |
| 1-2 Sam        | 1-2 Samuel                                    |
| 1-4 Kgdms      | 1-4 Kingdoms (LXX)                            |
| 1-2 Kgs        | 1-2 Kings                                     |
| 1-2 Chr        | 1-2 Chronicles                                |
| Ezra           | Ezra  |
| Neh            | Nehemiah                                      |
| Esth           | Esther  |
| Job            | Job   |
| Ps/Pss         | [Psalm] Psalms                                |
| Prov           | Proverbs                                      |
| Eccl (or Qoh)  | Ecclesiastes (or Qoheleth)                    |
| Song (or Cant) | Song of Songs (Song of Solomon, or Canticles) |
| Isa            | Isaiah  |
| Jer            | Jeremiah                                      |
| Lam            | Lamentations                                  |
| Ezek           | Ezekiel                                       |
| Dan            | Daniel  |
| Hos            | Hosea   |
| Joel           | Joel  |
| Amos           | Amos  |
| Obad           | Obadiah                                       |
| Jonah          | Jonah   |
| Mic            | Micah   |
| Nah            | Nahum   |
| Hab            | Habakkuk                                      |
| Zeph           | Zephaniah                                     |
| Hag            | Haggai  |
| Zech           | Zechariah                                     |
| Mal            | Malachi                                       |



## New Testament

Abbreviations for books of the Bible do not include a period, nor should they be italicized. Use these abbreviations in footnotes and parenthetical citations. For extra information, see the Writing Center [Bible Citation blog](#).

Example: Paul repeats this idea (2 Thess 1:6-7).

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

Students requiring abbreviations for the Apocrypha and Septuagint, the Old Testament Pseudepigrapha, Dead Sea Scrolls and related texts, Philo, Josephus, Mishnah, Talmud, targumic texts, other rabbinic works, apostolic fathers, Nag Hammadi codices, New Testament Apocrypha and Pseudepigrapha, classical and ancient Christian writings, Latin names of biblical books, papyri, ostraca, epigraphical citations, and ancient Near Eastern texts should consult *The SBL Handbook of Style* (see 8.3.3–17). For abbreviations of secondary sources (e.g., journals, periodicals, major reference works, and series), consult *The SBL Handbook of Style* (8.4). Students may also choose to consult the “Abbreviations of Modern Publications” [here](#). Consistency should always be maintained.

## State Abbreviations in Citations

Use postal codes—two-uppercase letters in all CAPS, no periods—to abbreviate U.S.

states and Canadian provinces in bibliography and footnote entries (see Turabian 24.3.1). We don't use state abbreviations with the largest cities or best-known cities in the United States. If you are new to the US, you may find this list helpful. Don't use state abbreviations when the publisher is located in one of these cities:

|   |               |
|---|---------------|
| Atlanta   | Los Angeles   |
| Baltimore   | Louisville    |
| Berkley   | Memphis       |
| Boston  | Nashville     |
| Chicago   | New York      |
| Dallas  | Oklahoma City |
| Denver  | Philadelphia  |
| Detroit   | Phoenix       |
| Grand Rapids  | San Antonio   |
| ( <i>Grand Rapids is a major publishing city.</i> ) | San Diego     |
| Houston   | San Francisco |
| Indianapolis  | Seattle       |
| Las Vegas   |               |

If the state is mentioned in the publisher's name, omit the state abbreviation after the city. For instance, in the example below, "Indiana" is included in the publisher's name, so even though Bloomington is not one of the largest cities in the US, the state name is not repeated after the city.

<sup>6</sup>Russell E. Richey, *Early American Methodism* (Bloomington: Indiana University Press, 1991), 76.

For a well-known international city of publication, omit the country name. For a less well-known international city, include the country name but do not abbreviate it. The exception is for less well-known cities in the UK; you may abbreviate UK for the United Kingdom.

Example of not well-known city:  
Fern, Scotland: Christian Focus

Example of not well-known city:  
Edinburgh: University of Edinburgh Press

Be consistent with the use of states/countries in the footnote and its corresponding bibliography entry.

## 4.10 Capitalization List

For a more complete list, see *The SBL Handbook*.

Acts of the Apostles  
AD (*anno Domini*)—precedes date, avoid using with centuries  
the Almighty  
ancient Near East  
ante-Nicene fathers  
Apocrypha, apocryphal  
an apostle, the apostles, apostle Paul  
ark (Noah's)  
ark of the covenant  
BC (before Christ)—follows date  
BCE (before the common era)—follows date  
the Beatitudes  
Bible, biblical; also see Scripture  
book of Job  
catholic (universal), Catholic (Roman Catholic Church)  
century—spell out numbers in the text (the twentieth century, twentieth-century theology; note that when the century term is an adjective, it is hyphenated)  
chapter 5 (note that the chapter number is a numeral, not a word)  
CE (common era)—follows date  
Christian (both noun and adjective)  
Christian era  
Christology, christological  
Church—capitalize in titles (First Baptist Church, Roman Catholic Church, Church of England), lower case for universal church (the church, a Baptist church, the Methodist church)  
the Dark Ages  
day of Pentecost, day of judgment, Day of the Lord  
the Decalogue  
Deuteronomy, deuteronomic, the Deuteronomist  
the Diaspora, diaspora Jews  
epistle—lower case when not a title (this epistle, these epistles)  
the Epistles—capitalize for the whole group in the New Testament and in titles (the Epistle of James, the First Epistle of John, the Pastoral Epistles)  
the exile (the Babylonian captivity)  
the exodus  
the fall  
the fall of Rome  
the Father, our heavenly Father, the fatherhood of God  
the Fathers, church fathers  
the flood  
Gentile(s) (noun and adjective)  
Gnosticism, gnostic (noun and adjective)  
gospel—the good news  
Gospel—capitalize when referring to one of the gospels (Gospel of Mark, the Fourth Gospel, the synoptic Gospels, the Gospel)  
hell  
Holy Week  
judgment day  
kingdom of God  
Koran—use Qur'an instead

law of Moses, the Law (the Pentateuch)  
Lord's Supper  
medieval, medieval theology  
the Messiah (Christ), messianic  
Middle Ages, late Middle Ages, the High Middle Ages  
Mishnah  
Near Eastern  
neo-Classicism  
Nicene Creed  
parable of the Good Samaritan (etc.)  
Passover  
Pentateuch  
Pharisee(s)  
Protestant  
Psalm 45; a praise psalm, twenty-third Psalm; in parentheses and footnotes: Ps 23; Pss 21-26  
Qur'an  
Reformation  
Renaissance  
Scripture (when referring to the Bible), Scriptures, the Scriptures, scriptural, scripture (non-biblical general reference to religious writings)  
the second coming  
Sermon on the Mount  
the Son, Son of God, Son of Man  
Sunday school  
the Supper  
Ten Commandments  
the Word, the Word of God (for Jesus or the Bible)

## 4.11 Transliteration

Students are encouraged to incorporate Hebrew and Greek fonts in their writing. If transliteration is necessary, students should use the following transliteration styles from *The SBL Handbook of Style* (5.1.2 “General-Purposes Style” and 5.3 “Greek”), reproduced below.

### 4.11.1 Hebrew

Table 2. Hebrew consonants

| Character |              | Transliteration                | Character |              | Transliteration                |
|-----------|--------------|--------------------------------|-----------|--------------|--------------------------------|
| א         | <i>alef</i>  | ' or omit                      | מ, ם      | <i>mem</i>   | <i>m</i>                       |
| ב         | <i>bet</i>   | <i>b</i> ; <i>v</i> [spirant]  | נ, ן      | <i>nun</i>   | <i>n</i>                       |
| ג         | <i>gimel</i> | <i>g</i> ; <i>gh</i> [spirant] | ס         | <i>samek</i> | <i>s</i>                       |
| ד         | <i>dalet</i> | <i>d</i> ; <i>dh</i> [spirant] | ע         | <i>ayin</i>  | ' or omit                      |
| ה         | <i>he</i>    | <i>h</i>                       | פ, ף      | <i>pe</i>    | <i>p</i> ; <i>f</i> [spirant]  |
| ו         | <i>vav</i>   | <i>v</i> or <i>w</i>           | צ, ץ      | <i>tsade</i> | <i>ts</i>                      |
| ז         | <i>zayin</i> | <i>z</i>                       | ק         | <i>qof</i>   | <i>q</i>                       |
| ח         | <i>khet</i>  | <i>h</i> or <i>kh</i>          | ר         | <i>resh</i>  | <i>r</i>                       |
| ט         | <i>tet</i>   | <i>t</i>                       | ש         | <i>sin</i>   | <i>s</i>                       |
| י         | <i>yod</i>   | <i>y</i>                       | שׁ        | <i>shin</i>  | <i>sh</i>                      |
| כ, ך      | <i>kaf</i>   | <i>k</i> ; <i>kh</i> [spirant] | ת         | <i>tav</i>   | <i>t</i> ; <i>th</i> [spirant] |
| ל         | <i>lamed</i> | <i>l</i>                       |           |              |                                |

### 4.11.1.2 Vowels

|    |                        |           |   |                      |          |
|----|------------------------|-----------|---|----------------------|----------|
| -  | <i>patakh</i>          | <i>a</i>  | ֿ | <i>qamets khatuf</i> | <i>o</i> |
| -  | furtive <i>patakh</i>  | <i>a</i>  | ֿ | <i>holem</i>         | <i>o</i> |
| ֿ  | <i>qamets</i>          | <i>a</i>  | י | full <i>holem</i>    | <i>o</i> |
| הֿ | final <i>qamats he</i> | <i>ah</i> | ֿ | short <i>qibbutz</i> | <i>u</i> |
| ֿ  | <i>segol</i>           | <i>e</i>  | ֿ | long <i>qibbutz</i>  | <i>u</i> |

|     |                    |          |    |                      |          |
|-----|--------------------|----------|----|----------------------|----------|
| ..  | <i>tsere</i>       | <i>e</i> | ⱱ  | <i>shureq</i>        | <i>u</i> |
| ˈ.. | <i>tsere yod</i>   | <i>e</i> | ˈˌ | <i>khatēf qamets</i> | <i>o</i> |
| .   | <i>short hireq</i> | <i>i</i> | ˌ  | <i>khatēf patakh</i> | <i>a</i> |
| .   | <i>long hireq</i>  | <i>i</i> | ˌˌ | <i>khatēf segol</i>  | <i>e</i> |
| ˈ.  | <i>hireq yod</i>   | <i>i</i> | ˈˌ | <i>vocal shewa</i>   | <i>e</i> |

#### 4.11.2 Greek

|   |                    |                              |      |   |   |
|---|--------------------|------------------------------|------|---|---|
| α | <i>alpha</i>       | <i>a</i>                     | ξ    | <i>xi</i>   | <i>x</i>  |
| β | <i>bēta</i>        | <i>b</i>                     | ο    | <i>omicron</i>  | <i>o</i>  |
| γ | <i>gamma</i>       | <i>g</i>                     | π    | <i>pi</i>   | <i>p</i>  |
| γ | <i>gamma nasal</i> | <i>n</i> (before γ, κ, ξ, χ) | ρ    | <i>rho</i>  | <i>r</i>  |
| δ | <i>delta</i>       | <i>d</i>                     | ρ̣   | initial <i>rho</i> (or in medial double <i>rho</i> : e.g., <i>Pyrrhos</i> ) | <i>rh</i>   |
| ε | <i>epsilon</i>     | <i>e</i>                     | σ, ς | <i>sigma</i>  | <i>s</i>  |
| ζ | <i>zēta</i>        | <i>z</i>                     | τ    | <i>tau</i>  | <i>t</i>  |
| η | <i>ēta</i>         | <i>ē</i>                     | υ    | <i>upsilon</i>  | <i>y</i> (not in diphthong)   |
| θ | <i>thēta</i>       | <i>th</i>                    | υ    | <i>upsilon</i>  | <i>u</i> (in diphthongs: <i>au</i> , <i>eu</i> _ <i>u</i> , <i>ou</i> , <i>ui</i> ) |
| ι | <i>iōta</i>        | <i>i</i>                     | φ    | <i>phi</i>  | <i>ph</i>   |
| κ | <i>kappa</i>       | <i>k</i>                     | χ    | <i>chi</i>  | <i>ch</i>   |
| λ | <i>lambda</i>      | <i>l</i>                     | ψ    | <i>psi</i>  | <i>ps</i>   |
| μ | <i>mu</i>          | <i>m</i>                     | ω    | <i>ōmega</i>  | <i>ō</i>  |
| ν | <i>nu</i>          | <i>n</i>                     | ‘    | rough breathing   | <i>h</i> (preceding initial vowel or diphthong)                                     |

## **4.12 Tables and Figures**

Tables are used for data presented in rows and columns; all other graphics should be labelled as figures in a thesis, dissertation, or D.Min. project (see Turabian 26 “Tables and Figures,” but note the ways in which this style manual emends or otherwise departs from these instructions).

### **4.12.1 Tables**

Every table must have both a number and a title above it, centered on the page (see table 2 under section [4.11.1](#)). The word “Table” should precede the number, which begins at 1 and proceeds sequentially throughout the text of a thesis, dissertation, or DMin project. A period should follow the table number. The title of a table follows the table number and should appear capitalized sentence style (i.e., only the first word and proper nouns are capitalized), but with no final punctuation. The length of the table title should not extend beyond the width of the table. Longer titles should be broken into two or more lines and appear in inverted pyramid style. A single space should separate the table title from the table itself.

Numbering tables in appendixes should restart at 1 prefixed with the letter “A”: for example, Table A1. Numbering should proceed sequentially throughout all appendixes. When tables appearing in appendixes are referenced in the text, always include with the reference the appropriate appendix number: for example, “See table A1 in appendix 1.”

A full border should outline tables. Use borders on all sides of a cell except where data spans two cells and the interior border is not appropriate. All borders and rules should be 1/2 point or hairline width.

Tables are presented in the same font, size, and color as the body of text (see [“1.2 Font”](#)). If reducing the font size in a table allows for the table to be on a single page instead of spread over two pages, 10 point font size is allowed. If a table needs to

continue onto a second page, do not put a bottom border on the first page. The column headings need to be repeated on the second page. (For an example, see this style guide's table of contents. Notice how "chapter" and "page" are repeated at the top of each page.) Bold, underline, and colored text should be avoided for emphasis, but italic font may be used for category titles within the table.

Numbers in cells should appear right aligned and decimal aligned with equal number of decimal places. When no data is contained in a cell, use an em dash (—) to indicate no data rather than a hyphen (-) or zeros; however, use zeros to indicate computed results in a distribution of data. Use at least one leading zero before a decimal figure less than one. Do not repeat % or \$ symbols in each cell, but indicate the symbol in the categorical title.

If necessary, a table note should appear below the table, separated by a single space. Notes aid readers in interpreting the data or explaining the table. They should appear left justified and should be capitalized sentence style with no terminal punctuation. The word "Note" followed by a colon should precede the note. All text should appear left justified and single-spaced. See the sample paper after chapter 2.

Any table and its corresponding title (and note, if any), should be separated from text or other graphic above and below with three blank lines. Tables appear centered between the left and right margins horizontally and, when filling a full page, between the top and bottom margins. Do not split a table that could fit on a single page. If a table can fit on one page but remaining space in the document does not allow for the table to fit on the page, the whole table should appear at the top of the next page.

If necessary to avoid large white space, move text to fill the preceding page when the whole table is moved to the next page. When a table is larger than one full page, continue the table on the next page. When spanning more than one page, a modified table title should appear on subsequent pages consisting of the word "*Table*," the table number,



and the word “*continued*” with no terminal punctuation, all in italics. The table note, if any, should appear on the final page below the last line of the table. Tables should be formatted to fit within the page margins of the document (see “[1.4 Margins](#)”).

#### **4.12.2 Figures**

Every figure must have a number and title. The formatting is similar to the formatting for tables (“[4.12.1 Tables](#)”) with two exceptions: figure numbers and titles appear one single space below the figure, and the word “Figure” should replace the word “Table.”

Unlike tables, figures do not require a border unless they are reproductions and part of the original documents.

If necessary, a figure note or legend should appear below the figure title, separated by a single space. Otherwise, the formatting is same for table notes (“[4.12.1 Tables](#)”).

All graphics and research instruments must fit within the margin specifications for papers, dissertations, or D.Min. projects to ensure proper integration in the document (see “[1.4 Margins](#)”).

Configure all figures according to grayscale colors to ensure appropriate sharpness, clarity, and contrast when printed with black ink.

## Here's What You'll Find in Chapter 5

This chapter contains some specific footnote and bibliography requirements for SBTS, but students are encouraged to purchase a copy of the newest edition of *A Manual for Writers*, by Kate L. Turabian. The newest edition should always be purchased, as older editions may include outdated style guidelines. Find a detailed citation guide at the end of this chapter.

### Importance to Ancient Near Eastern Studies

A landmark discovery both in 1879 and today, the Cyrus Cylinder is important to ancient near eastern studies because it gives a unique and vital perspective on the circa 500 B.C. period, records and explains Persian politics and policy, and has been used in recent times to both

<sup>1</sup>Clyde E. Fant and Mitchell G. Reddish, *Lost Treasures of the Bible* (Grand Rapids: Wm. B. Eerdmans Publishing Co., 2008), 267.

<sup>2</sup>CYRUS IV: The Cyrus Cylinder," *Encyclopedia Iranica*, 1993, 521-522, available online at: <http://www.iranicaonline.org/articles/cyrus-iv>, (accessed on 3 November, 2017).

<sup>3</sup>John McRay and Alfred J. Hoerth, *Bible Archaeology: An Exploration of the History and Culture of Early Civilizations* (Grand Rapids: Baker Books, 2005), 135.

<sup>4</sup>"CYRUS IV: The Cyrus Cylinder," *Encyclopedia Iranica*, 521-2.

### Author's name (5.2)

- ☐ Refer to chapters 16 and 17 in *Turabian* for detailed steps on creating footnotes.
- ☐ List each author's name as it appears on the title page without titular information (Dr., Rev., etc.).

### Shortened footnotes (5.1)

- ☐ Provide a complete citation the first time you cite a work. Use a shortened "author-title" footnote for each subsequent citation of the same work.
- ☐ *Turabian* discourages the use of "Ibid." If you do, follow the guidelines closely.
- ☐ Do not use "author-only" footnotes.

<sup>1</sup>Terence E. Fretheim, *The Book of Genesis: Introduction, Commentary, and Reflections* in vol. 1 of *The New Interpreter's Bible*, ed. Leander E. Keck (Nashville: Abingdon Press, 1994), 319-674.

<sup>2</sup>Terence E. Fretheim, *The Book of Genesis: Introduction, Commentary, and Reflections*, in vol. 1 of *The New Interpreter's Bible*, ed. Leander E. Keck (Nashville: Abingdon Press, 1994), 354-57.

In the bibliography, comprehensive pages should appear between the editor and the facts of publication. For example:

Fretheim, Terence E. *The Book of Genesis: Introduction, Commentary, and Reflections*. In vol. 1 of *The New Interpreter's Bible*. Edited by Leander E. Keck, 319-674. Nashville: Abingdon Press, 1994.

### Commentary citations (5.3)

- ☐ Various types of commentaries will require different citation formats; pay close attention to these guidelines.
- ☐ Commentary series should be formatted according to the "Series" entry in *Turabian* 17.1.5.
- ☐ Commentary sets should be formatted according to the "Volume" entry in *Turabian* 17.1.4.

## CHAPTER 5

### FOOTNOTE AND BIBLIOGRAPHIC FORMS

For footnote and bibliography forms, use the guidelines for “Notes-Bibliography Style” in chapters 16 and 17 of Turabian in your papers, theses, projects, and dissertations.

This chapter 5 of the SBTS style manual contains supplemental material about specific SBTS requirements. Please obtain a copy of Turabian because many of its guidelines are not reproduced in this manual. You may also consult the “[SBTS Citation Quick Guide](#),” a distilled version of chapters 16 and 17 of Turabian. (You’ll find it by going to “[Resources](#)” on the Writing Center website: [sbts.edu/students/center-for-student-success/writing-center/](http://sbts.edu/students/center-for-student-success/writing-center/)). You may also find helpful information about unusual or complicated citations in chapter 14 of [\*The Chicago Manual of Style\*](#) (17th ed.).

#### **WARNING!**

For information on citing sources, use chapters 16 and 17 in Turabian.  
*Don’t use* chapters 18 and 19 “Parenthetical Citations-Reference List Style.”

### **5.1 Shortened Footnotes**

In papers, students should provide a complete citation the first time they cite a work. Subsequent citations of this work should appear as a shortened “author-title” footnote (see Turabian 16.4.1 “Shortened Notes”). Do not use “author-only” footnotes. Use the author-title format instead. Both Turabian and *The Chicago Manual of Style* discourage the use of “Ibid.” beginning with the 9th edition. (See the next page for examples of the change.) “Ibid.” is an option, but note the following problems: (1) Using *ibid.* is not permitted in the first footnote on any page, and (2) if you insert any additional information between the citation and an “Ibid.,” the “Ibid.” no longer refers to the correct

source. Extreme care must be taken when using “Ibid.” More information on using *ibid.* and the changes from the previous version of Turabian are included below. Also see Turabian 16.4.2.

### “Ibid.” Is Discouraged

**Turabian 8th ed.** encouraged academic writers to use “Ibid.” for subsequent references to the same source. Your footnotes would have looked like this:

<sup>1</sup> Gregg R. Allison, *Sojourners and Strangers: The Doctrine of the Church, Foundations of Evangelical Theology* (Wheaton, IL: Crossway, 2012), 112.

<sup>2</sup> *Ibid.*, 113. [old method = bad]

Now, however, **Turabian 9th ed.** discourages the use of “Ibid.” in footnotes. Instead, after you have given full citation (long form), you should use the short form (“last name-shortened title-page number”) for all subsequent citations to the same source. You may use “last name-page number” (super short form) *only* below a single short form citation of the same source. However, you may well choose to use short form citations throughout (a never use super short form citations). This decision is perfectly acceptable. If you do choose to use super short form citations, then your footnotes should look like this:

<sup>1</sup> Gregg R. Allison, *Sojourners and Strangers: The Doctrine of the Church, Foundations of Evangelical Theology* (Wheaton, IL: Crossway, 2012), 112.

<sup>2</sup> Allison, *Sojourners and Strangers*, 113.

<sup>3</sup> Jonathan T. Pennington, *The Sermon on the Mount and Human Flourishing* (Grand Rapids: Baker Academic, 2017), 93.

<sup>4</sup> Allison, *Sojourners and Strangers*, 113.

<sup>5</sup> Allison, 114-15.

<sup>6</sup> Pennington, *Sermon on the Mount and Human Flourishing*, 96.

<sup>7</sup> Pennington, 97.

\*NOTE: If you cite multiple sources by the same author, then you must *always* include the shortened title in subsequent references to the same work so as to not confuse the reader.

**\*\*NOTE:** Omit the page number in subsequent citations to the same page location as the previous citation of the same source. In such instances, your footnotes would look as follows:

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<sup>1</sup> Gregg R. Allison, *Sojourners and Strangers: The Doctrine of the Church*, Foundations of Evangelical Theology (Wheaton, IL: Crossway, 2012), 112.

<sup>2</sup> Allison, *Sojourners and Strangers*.                      **[same page number as above, so omit]**

<sup>3</sup> Allison, 112-13.                      **[page number overlaps with above note, so include]**

For more information, see Turabian (9<sup>th</sup> ed.), 16.4.1, “Shortened Notes” and 16.4.2, “Ibid.”

## **5.2 Author’s Name**

In footnotes, each author’s name must appear as it is listed on the title page of his/her work. Do not include any titles (e.g., Dr., Rev., etc.). In bibliography entries, the author’s name should appear in inverted order (e.g., Pennington, Jonathan T.). If authors have a “Jr.,” “Sr.,” or number such as “III” with their name, that designation goes at the end of the reversed name in the bibliography.

Examples:

R. Albert Mohler Jr. = Mohler, R. Albert, Jr.

Tremper Longman III = Longman, Tremper, III.

See also Turabian 16.2.2.2 “Special Types of Names.”

## **5.3 Commentary in a Set or Series**

It is important to distinguish between commentaries that are a part of a set and those that are a part of a series as this distinction dictates how to cite the commentary.

### **5.3.1 Commentary Series**

When each volume of a commentary collection is individually authored and individually titled, this is a commentary series. Examples include Anchor Bible Commentary, Baker Exegetical Commentary on the New Testament, Hermeneia, Interpretation, New International Commentary on the Old Testament, Pillar New Testament Commentary, and Word

Biblical Commentary. Consult Turabian 17.1.5 “Series” for citing commentaries that belong to this category. When citing a volume from a commentary series, the volume is italicized, but the title of a commentary series is not italicized.

### 5.3.2 Commentary Set

When citing a selection from a volume in a commentary set, the selection (the book length contribution by the author) and the commentary set title are both italicized.

**5.3.2.1 Multiple authors.** When each volume of a commentary collection compiles book-length entries, each individually authored, this is a commentary set. Examples include *The Expositor’s Bible Commentary*, *The Interpreter’s Bible*, *The New Interpreter’s Bible*, and *Zondervan Illustrated Bible Backgrounds Commentary*. Consult chapter 7 “Research Paper, Citation Examples, Commentary” or Turabian 17.1.4 “Volume” for citing commentaries that belong to this category.

In addition to the guidelines in Turabian for a footnote, you should include specific page number(s) for an individual entry in a commentary set. In the footnote, include comprehensive pages only if you are citing the work in its entirety and not a specific page or page range.

For example, below are two sample footnotes. The first entry is a reference to the work as a whole, which spans pages 319-674; the second entry is to a specific page range within the commentary:

<sup>1</sup> Terence E. Fretheim, *The Book of Genesis: Introduction, Commentary, and Reflections*, in vol. 1 of *The New Interpreter’s Bible*, ed. Leander E. Keck (Nashville: Abingdon Press, 1994), 319-674.

<sup>1</sup> Terence E. Fretheim, *The Book of Genesis: Introduction, Commentary, and Reflections*, in vol. 1 of *The New Interpreter’s Bible*, ed. Leander E. Keck (Nashville: Abingdon Press, 1994), 354-57.

In the bibliography, comprehensive pages should appear between the editor and the facts of publication. For example:

Fretheim, Terence E. *The Book of Genesis: Introduction, Commentary, and Reflections*. In vol. 1 of *The New Interpreter’s Bible*. Edited by Leander E. Keck, 319-674. Nashville: Abingdon Press, 1994.

Note that in both the footnote and the bibliography, the title of the entry is followed by “In vol.” to indicate that the entry is a part of the volume, not the volume in its entirety. The individual title of volume 1 in this series, *General Articles on the Bible; General Articles on the Old Testament; Genesis; Exodus; Leviticus*, is omitted in both references. Note also that in the bibliography, the multivolume title, *The New Interpreter’s Bible*, is punctuated with a period and the subsequent term “Edited” is capitalized.

**5.3.2.2 Single author.** When a single author is responsible for an entire commentary collection, this too is a commentary set. For example,

<sup>1</sup> John MacArthur, *Matthew 1-7, The MacArthur New Testament Commentary* (Chicago: Moody, 1985), 104.

MacArthur, John. *Matthew 1-7. The MacArthur New Testament Commentary*. Chicago: Moody, 1985.

Note that the title of the individual volume, *Matthew 1-7*, is included alongside of the title of the multivolume set, *The MacArthur New Testament Commentary*.

## 5.4 Abbreviating the Books of the Bible

In footnotes and parenthetical citations, all books of the Bible are abbreviated without periods. (See Abbreviations in [4.9](#) for the SBTS required abbreviations.)

## 5.5 SBTS Citation Quick Guide

The SBTS Citation Quick Guide begins on the following page. For those reading a print copy—this document is updated frequently. Please check the Writing Center website ([sbts.edu/students/center-for-student-success/writing-center/](https://sbts.edu/students/center-for-student-success/writing-center/)) for a link to the [latest version](#).

## **CITATIONS**

### Turabian's "Notes-Bibliography" Style

Examples will be presented in the following order: (1) full footnote citation, (2) shortened footnote citation, (3) bibliographic form. SBTs uses the "author-title" format for shortened footnote citations. Please see chapters 16 and 17 of Turabian for more information.

**NOTE ON CITIES:** City and state names. Major US cities should not include a two-letter postal state abbreviation in either footnotes or the bibliography. For example, if a book is published in Boston, do not use "Boston, MA" in the citation. Grand Rapids is not one of the largest US cities, but it is a major publishing city, so do not use "MI" in citations. For other examples of cities we do not use state abbreviations with, [see section 4.9](#).

## **BOOK**

### Single Author

<sup>1</sup> R. Albert Mohler Jr., *The Conviction to Lead: 25 Principles for Leadership That Matters* (Minneapolis: Bethany House, 2012), 60.

<sup>2</sup> Mohler, *Conviction to Lead*, 101.

Mohler, R. Albert, Jr. *The Conviction to Lead: 25 Principles for Leadership That Matters*. Minneapolis: Bethany House, 2012.

### Multiple Authors

[Footnote four or more authors with the name of the first author followed by "et al.,"  
List all authors in the bibliography.]

<sup>1</sup> Peter J. Gentry and Stephen J. Wellum, *Kingdom through Covenant: A Biblical-Theological Understanding of the Covenants* (Wheaton, IL: Crossway, 2012), 169.

<sup>2</sup> Gentry and Wellum, *Kingdom through Covenant*, 703.

Gentry, Peter J., and Stephen J. Wellum. *Kingdom through Covenant: A Biblical-Theological Understanding of the Covenants*. Wheaton, IL: Crossway, 2012.

### No Author/Editor

<sup>1</sup> *Catechism of the Catholic Church* (Mahwah, NJ: Paulist Press, 1994), 15.

<sup>2</sup> *Catechism of the Catholic Church*, 15.

*Catechism of the Catholic Church*. Mahwah, NJ: Paulist Press, 1994.

### Editor/Translator, No Author



<sup>1</sup> Jacob Neusner, trans., *The Mishnah: A New Translation* (New Haven, CT: Yale University Press, 1988), 244.

<sup>2</sup> Neusner, *Mishnah*, 723.

Neusner, Jacob, trans. *The Mishnah: A New Translation*. New Haven, CT: Yale University Press, 1988.

#### Author(s), in addition to Editor/Translator

<sup>1</sup> William Wickes, *A Treatise on the Accentuation of the Twenty-One So-Called Prose Books of the Old Testament* (טעמי כ"א ספרים), ed. Harry M. Orlinsky (New York: KTAV, 1970), 18.

<sup>2</sup> Wickes, *Accentuation of the Twenty-One*, 56.

Wickes, William. *A Treatise on the Accentuation of the Twenty-One So-Called Prose Books of the Old Testament* (טעמי כ"א ספרים). Edited by Harry M. Orlinsky. New York: KTAV, 1970.

#### Edition Number

<sup>1</sup> Joseph M. Williams and Gregory G. Colomb, *Style: The Basics of Clarity and Grace*, 4th ed. (New York: Longman, 2012), 52.

<sup>2</sup> Williams and Colomb, *Style*, 76.

Williams, Joseph M., and Gregory G. Colomb. *Style: The Basics of Clarity and Grace*. 4th ed. New York: Longman, 2012.

#### Single Chapter/Article (in an edited book)

[This form is also used for a hymn, a poem, or a sermon in an edited book.]

<sup>1</sup> R. Albert Mohler Jr., "When the Bible Speaks, God Speaks: The Classic View of Biblical Inerrancy," in *Five Views on Biblical Inerrancy*, ed. James R. Merrick and Stephen F. Garrett, Counterpoints (Grand Rapids: Zondervan, 2013), 32.

<sup>2</sup> Mohler, "When the Bible Speaks, God Speaks," 33.

Mohler, R. Albert, Jr. "When the Bible Speaks, God Speaks: The Classic View of Biblical Inerrancy." In *Five Views on Biblical Inerrancy*. Edited by James R. Merrick and Stephen F. Garrett, 29–58. Counterpoints. Grand Rapids: Zondervan, 2013.

[If you cite two or more chapters or articles in the same edited collection, use the full citation form for the first entry (as shown above), and then use the shortened citation form for all subsequent references to the same edited collection (as shown below).]

<sup>1</sup> Kevin J. Vanhoozer, "Augustinian Inerrancy: Literary Meaning, Literal Truth, and Literate Interpretation in the Economy of Biblical Discourse," in Merrick and Garrett, *Five Views on Biblical Inerrancy*, 200.

<sup>2</sup> Vanhoozer, “Augustinian Inerrancy,” 201–202.

Vanhoozer, Kevin J. “Augustinian Inerrancy: Literary Meaning, Literal Truth, and Literate Interpretation in the Economy of Biblical Discourse.” In *Five Views on Biblical Inerrancy*. Edited by James R. Merrick and Stephen F. Garrett, 199–235. Counterpoints. Grand Rapids: Zondervan, 2013.

[Even if you include bibliographic entries for each chapter/article, you should also include a full bibliographic reference to the edited work as a whole.]

Merrick, James R., and Stephen F., eds. Garrett. *Five Views on Biblical Inerrancy*. Counterpoints. Grand Rapids: Zondervan, 2013.

### Preface, Foreword, Introduction

<sup>1</sup> Menahem Mansoor, introduction to *Biblical Archaeology in Focus*, by Keith N. Schoville (Grand Rapids: Baker Book House, 1978), 11.

<sup>2</sup> Mansoor, introduction to *Biblical Archaeology in Focus*, 12.

Mansoor, Menahem. Introduction to *Biblical Archaeology in Focus*, by Keith N. Schoville, 11–12. Grand Rapids: Baker Book House, 1978.

### One Source Quoted in Another

[\*\*Responsible writers are always expected to consult the original source whenever possible.\*\*  
However, if the original source is unavailable (e.g., out of print), cite the original source as “quoted in” the secondary source. For more information, see Turabian (9th ed.) 17.9.3.]

<sup>1</sup> Charles Haddon Spurgeon, *The Sword and the Trowel* (London: Passmore & Alabaster, 1869), 349, quoted in Kirk R. MacGregor, *Contemporary Theology: An Introduction: Classical, Evangelical, Philosophical, and Global Perspectives* (Grand Rapids: Zondervan, 2019), 76.

Spurgeon, Charles Haddon. *The Sword and the Trowel*. London: Passmore & Alabaster, 1869, 349. Quoted in Kirk R. MacGregor, *Contemporary Theology: An Introduction: Classical, Evangelical, Philosophical, and Global Perspectives* (Grand Rapids: Zondervan, 2019).

### Book with a Volume Number

[Note: This is an example of a multi-volume book. The footnotes list the volume along with the page number. If multiple volumes are used, list both in a single bibliographic entry.]

<sup>1</sup> Michael Horton, *Justification*, New Studies in Dogmatics, ed. Michael Allen and Scott R. Swain (Grand Rapids: Zondervan, 2018), 1:27.

<sup>2</sup> Horton, *Justification*, 2:169.

Michael Horton. *Justification*. Vols. 1 and 2. Edited by Michael Allen and Scott R. Swain. Grand Rapids: Zondervan, 2018.

#### Book with a Series Number

[Note: This is an example of a single volume in a series. If you choose to include the series editor as well, include “vol.” before the volume number.]

<sup>1</sup> Constantine Campbell, *Verbal Aspect and Non-Indicative Verbs: Further Soundings in the Greek of the New Testament*, Studies in Biblical Greek 15 (New York: Peter Lang, 2008), 67-69.

<sup>2</sup> Campbell, *Verbal Aspect and Non-Indicative Verbs*, 115–17.

Campbell, Constantine. *Verbal Aspect and Non-Indicative Verbs: Further Soundings in the Greek of the New Testament*. Studies in Biblical Greek 15. New York: Peter Lang, 2008.

#### Reprint Edition

<sup>1</sup> Betty Friedan, *The Feminine Mystique* (1963; repr., New York: W. W. Norton, 1997), 487.

<sup>2</sup> Friedan, *The Feminine Mystique*, 101.

Friedan, Betty. *The Feminine Mystique*. 1963. Reprint, New York: W. W. Norton, 1997.

#### Material in Footnotes

[If the note cited is the only footnote on a particular page or is an unnumbered footnote, the page number is followed by *n* alone]

<sup>1</sup> Myk Habets, *The Progressive Mystery: Tracing the Elusive Spirit in Scripture and Tradition* (Bellingham, WA: Lexham Press, 2019), 183n.

[If there are multiple footnotes on a particular page, then use *n* (for singular note) or *nn* (for multiple notes followed by the footnote number(s) being referenced.)]

<sup>2</sup> Habets, *The Progressive Mystery*, 86n20, 129nn13–14, 174–75n8.

### **CLASSICAL, MEDIEVAL, OR EARLY ENGLISH LITERARY WORKS**

[Cite *only* the historic author in footnotes, then include all citation information in the bibliographic entry. For more information, see Turabian (9th ed.) 17.8.1.]

<sup>1</sup> Augustine of Hippo, *On the Trinity* 1.4.7.

<sup>2</sup> Augustine, *On the Trinity* 1.5.1.

Augustine of Hippo. “On the Trinity.” Translated by Arthur West Haddan. Edited by William G. T. Shedd. In *A Select Library of the Nicene and Post-Nicene Fathers of the Christian Church*, edited by Philip Schaff, Series 1, vol. 3, *St. Augustine: On the Holy Trinity, Doctrinal Treatises, Moral Treatises*, 17–228. Buffalo, NY: Christian Literature, 1887. Logos Bible Software.

## ELECTRONIC BOOK

### Electronic Book (with page numbers)

<sup>1</sup> Timothy S. Lane and Paul David Tripp, *How People Change* (Greensboro, NC: New Growth Press, 2008), 24, Kindle.

<sup>2</sup> Lane and Tripp, *How People Change*, 56.

Lane, Timothy S., and Paul David Tripp. *How People Change*. Greensboro, NC: New Growth Press, 2008. Kindle.

### Electronic Book (without page numbers)

[Page numbers are more precise and preferred wherever possible, even if this means finding a hard copy of the book in the library. Turabian discourages the use of “locations” (e.g., Loc 241) in footnotes. Instead, cite by chapter and section number (or by section name if section are unnumbered.)]

<sup>1</sup> Eugene H. Peterson, *A Long Obedience in the Same Direction: Discipleship in an Instant Society*, 2nd ed. (Downers Grove, IL: InterVarsity Press, 2000), chap. 3, “Traveler’s Advisory,” para. 2, Kindle.

<sup>2</sup> Peterson, *A Long Obedience in the Same Direction*, chap. 4, sec. 1, para. 5.

Peterson, Eugene H. *A Long Obedience in the Same Direction: Discipleship in an Instant Society*. 2nd ed. Downers Grove, IL: InterVarsity Press, 2000. Kindle.

[In the first example above (<sup>1</sup>), there are no section numbers, so the section title is listed. Also, for greater specificity, the paragraph number referred to is listed. In the second example (<sup>2</sup>), the first section of chapter 4 is untitled, so the section number is listed.

Use the following abbreviations: “book” = bk., “part” = pt., “section” = sec., and “paragraph” = para. For more information concerning how to properly format electronic book sources in footnotes and bibliographies, see Turabian (9<sup>th</sup> ed.), 17.1.10, “Electronic Books.”]

### Electronic Book (online)

<sup>1</sup> Robert Keith, *The History of the Affairs of Church and State in Scotland: From the Beginning of the Reformation in the Reign of King James V. to the Retreat of Queen Mary into England, Anno 1568* (Edinburgh: Thomas and Walter Ruddimans, 1734), 51, Eighteenth Century Collections Online.

<sup>2</sup> Keith, *History of the Affairs in Scotland*, 68.

Keith, Robert. *The History of the Affairs of Church and State in Scotland: From the Beginning of the Reformation in the Reign of King James V. to the Retreat of Queen Mary into England, Anno 1568*. Edinburgh: Thomas and Walter Ruddimans, 1734. Eighteenth Century Collections Online.

### Electronic Book (Bible software)

<sup>1</sup>Ludwig Koehler and Walter Baumgartner, “יָדַע,” in *The Hebrew and Aramaic Lexicon of the Old Testament*, trans. and ed. M. E. J. Richardson (Leiden, Netherlands: Brill, 2000), Accordance Bible Software.

<sup>2</sup> Koehler and Baumgartner, “יָדַע.”

Koehler, Ludwig, and Walter Baumgartner. “יָדַע,” in *The Hebrew and Aramaic Lexicon of the Old Testament*. Translated and edited under M. E. J. Richardson. Leiden, Netherlands: Brill, 2000. Accordance Bible Software.

### Electronic Book (chapters on different pages)

[For this example, each chapter does not have a unique URL. In this case the chapter number is necessary to help indicate where the citation comes from.]

<sup>1</sup> “Of the Fall of Man, of Sin, and the Punishment thereof,” in *The Westminster Confession of Faith 1646* (Center for Reformed Theology and Apologetics, 2017), chap. 6, [http://www.reformed.org/documents/wcf\\_with\\_proofs](http://www.reformed.org/documents/wcf_with_proofs).

<sup>2</sup> “Of the Fall of Man,” chap. 6.

“Of the Fall of Man, of Sin, and the Punishment thereof.” In *The Westminster Confession of Faith 1646*. Center for Reformed Theology and Apologetics, 2017. [http://www.reformed.org/documents/wcf\\_with\\_proofs](http://www.reformed.org/documents/wcf_with_proofs).

## **COMMENTARY**

[When you are citing a commentary, decide if it is part of a commentary series or a commentary set. This will determine which format to use.]

### Commentary Series (see Turabian 17.1.5)

[The commentary series format is used when each book in a series has its own title and its own author. The series will also have a title. Include series volume number if available.]

<sup>1</sup> F. F. Bruce, *The Epistle to the Galatians: A Commentary on the Greek Text*, New International Greek Testament Commentary (Grand Rapids: William B. Eerdmans, 1982), 53.

<sup>2</sup> Bruce, *Galatians*, 155.

Bruce, F. F. *The Epistle to the Galatians: A Commentary on the Greek Text*. New International Greek Testament Commentary. Grand Rapids: William B. Eerdmans, 1982.

### Commentary Set (multiple authors)

[The commentary set format is used when each book in the set has multiple authors included, even if the authors’ submissions are book length. For example, a commentary set might have Matthew and Mark bound together but the Matthew section is written by one author and the Mark section written by another.]

[In this first example, Ecclesiastes is in italics because it is a book-length entry in the volume.]

<sup>1</sup> Duane Garrett, *Ecclesiastes*, in vol. 5 of *Zondervan Illustrated Bible Backgrounds Commentary*, ed. John H. Walton (Grand Rapids: Zondervan, 2009), 510.

<sup>2</sup> Garrett, *Ecclesiastes*, 515.

Garrett, Duane. *Ecclesiastes*. In vol. 5 of *Zondervan Illustrated Bible Backgrounds Commentary*. Edited by John H. Walton, 504–15. Grand Rapids: Zondervan, 2009.

#### Commentary Set (single author)

[Both the title of the volume and the multi-volume set are included alongside one another.]

<sup>1</sup> John MacArthur, *Matthew 1–7*, *The MacArthur New Testament Commentary* (Chicago: Moody, 1985), 104.

<sup>2</sup> MacArthur, *Matthew 1–7*, 156.

MacArthur, John. *Matthew 1–7. The MacArthur New Testament Commentary*. Chicago: Moody, 1985.

#### Compilation Commentary

<sup>1</sup> John L. Thompson, ed., *Genesis 1–11*, *Reformation Commentary on Scripture*, Old Testament I (Downers Grove, IL: IVP Academic, 2012), 53.

<sup>2</sup> Thompson, *Genesis 1–11*, 78.

Thompson, John L. *Genesis 1–11. Reformed Commentary on Scripture*. Old Testament I. Downers Grove, IL: IVP Academic, 2012.

#### Translated Commentary

<sup>1</sup> Ernst Käsemann, *Commentary on Romans*, ed. and trans. Geoffrey W. Bromiley (Grand Rapids: Eerdmans, 1980), 56.

<sup>2</sup> Käsemann, *Romans*, 75.

Käsemann, Ernst. *Commentary on Romans*. Edited and translated by Geoffrey W. Bromiley. Grand Rapids: Eerdmans, 1980.

### **DICTIONARY WITH ARTICLE LENGTH ENTRIES**

[See “Single Chapter/Article in an Edited Book” above for a simple example.  
The example below assumes the editors for this volume did NOT edit all volumes in the series.]

<sup>1</sup> Aron Dotan, “Masorah,” in *Encyclopedia Judaica*, 2nd ed. (New York: Macmillan Reference, 2007), 13:623.

<sup>2</sup> Dotan, “Masorah,” 637.

Dotan, Aron. "Masorah." In vol. 13 of *Encyclopedia Judaica*, 2nd ed., 603–56. New York: Macmillan Reference, 2007.

## **JOURNAL ARTICLE**

### Print Journal

<sup>1</sup> Nadav Na'aman, "A New Appraisal of the Silver Amulets of Ketef Hinnom," *Israel Exploration Journal* 61, no. 2 (2011): 190.

<sup>2</sup> Na'aman, "A New Appraisal," 192.

Na'aman, Nadav. "A New Appraisal of the Silver Amulets of Ketef Hinnom." *Israel Exploration Journal* 61, no. 2 (2011): 184–95.

### Online Journal

<sup>1</sup> Andrew David Naselli, "12 Reasons You Should Pray Scripture," *Themelios* 38, no. 3 (November 2013): 418, <http://tgc-documents.s3.amazonaws.com/themelios/Themelios38.3.pdf#page=67>.

<sup>2</sup> Naselli, "12 Reasons," 421.

Naselli, Andrew David. "12 Reasons You Should Pray Scripture." *Themelios* 38, no. 3 (November 2013): 417–25. <http://tgc-documents.s3.amazonaws.com/themelios/Themelios38.3.pdf#page=67>.

## **MAGAZINE ARTICLE**

<sup>1</sup> Jeremy Weber, "God at Work Along the Refugee Highway," *Christianity Today*, March 2016, 29.

<sup>2</sup> Weber, "God at Work," 33.

Weber, Jeremy. "God at Work Along the Refugee Highway." *Christianity Today*, March 2016.

## **NEWSPAPER ARTICLE**

[These articles may be cited in running text and omitted from footnotes and bibliography or cited in a footnote but excluded from the bibliography; therefore, no bibliography entry is shown below.]

<sup>1</sup> Edward Rothstein, "It's a Bird! It's a Plane! It's an Origin Story!" *Wall Street Journal*, December 17, 2015, D5.

<sup>2</sup> Rothstein, "It's a Bird!," D5.

[No bibliographic entry necessary for newspaper articles.]

## BOOK REVIEW

<sup>1</sup> Alexander E. Stewart, review of *Recent Research on Revelation*, by Russell S. Morton, *Journal of the Evangelical Theological Society* 58, no. 3 (2015): 658.

<sup>2</sup> Stewart, review of *Recent Research on Revelation*, 659.

Stewart, Alexander E. Review of *Recent Research on Revelation*, by Russell S. Morton. *Journal of the Evangelical Theological Society* 58, no. 3 (2015): 658–60.

## THESIS/DISSERTATION

<sup>1</sup> Jason Shane DeRouchie, “A Call to Covenant Love: Text Grammar and Literary Structure in Deuteronomy 5–11” (PhD diss., The Southern Baptist Theological Seminary, 2005), 76.

<sup>2</sup> DeRouchie, “A Call to Covenant Love,” 135.

DeRouchie, Jason Shane. “A Call to Covenant Love: Text Grammar and Literary Structure in Deuteronomy 5–11.” PhD diss., The Southern Baptist Theological Seminary, 2005.

## ACADEMIC PAPER PRESENTATION

[Presented at a conference or meeting]

<sup>1</sup> Daniel I. Block, “The Deuteronomic Torah: A Call for Responsible and Compassionate Patricentrism” (paper presented at the annual meeting for the Evangelical Theological Society, Atlanta, Georgia, November 17–19, 2015).

<sup>2</sup> Block, “The Deuteronomic Torah.”

Block, Daniel I. “The Deuteronomic Torah: A Call for Responsible and Compassionate Patricentrism.” Paper presented at the annual meeting for the Evangelical Theological Society, Atlanta, Georgia, November 17–19, 2015.

## CLASS LECTURE OR SERMON

[Class lectures or notes should be cited sparingly. Sometimes, your professors will advise you to consult their lecture materials. If a sermon does not have a printed transcript, it should be cited but not quoted.]

<sup>1</sup> John David Trentham, “The Essence of Christian Discipleship,” unpublished class notes for 45150 (The Southern Baptist Theological Seminary, Fall Semester, 2018), 4.

<sup>2</sup> Trentham, “The Essence of Christian Discipleship,” 5.

Trentham, John David. “The Essence of Christian Discipleship.” Unpublished class notes for 45150. The Southern Baptist Theological Seminary. Fall Semester, 2018.



## WEBSITE

[Material on websites may be cited in running text or mentioned in a footnote. Whether citing formally or informally, be sure to include the date when material was published or last modified since it is subject to frequent change. *Include the access date only if there is no publication date or last modified date posted.* This is a change from Turabian 8th ed.]

Big change!

[The example below does have a publication or last modified date, so there is no access date.]

<sup>1</sup> “Abstract of Principles,” The Southern Baptist Theological Seminary Beliefs, last modified May 15, 2002, <http://www.sbts.edu/about/abstract/>.

<sup>2</sup> The Southern Baptist Theological Seminary, “Abstract of Principles.”

The Southern Baptist Theological Seminary. “Abstract of Principles.” The Southern Baptist Theological Seminary Beliefs. Last modified May 15, 2002. <http://www.sbts.edu/about/abstract/>.

[The example below does not have a publication or modified date, so there is an access date.]

<sup>1</sup> Michael J. Svigel, “Orthodoxy in Retrospect,” RetroChristianity, accessed October 30, 2018, <http://www.retrochristianity.org/orthodoxy-in-retrospect/>.

<sup>2</sup> Svigel, “Orthodoxy in Retrospect.”

Svigel, Michael J. “Orthodoxy in Retrospect.” RetroChristianity. Accessed October 30, 2018. <http://www.retrochristianity.org/orthodoxy-in-retrospect/>.

## BLOG ENTRY

[Material on blogs may be cited in running text and omitted from footnotes and bibliography. Following is a more formal citation for such an article.]

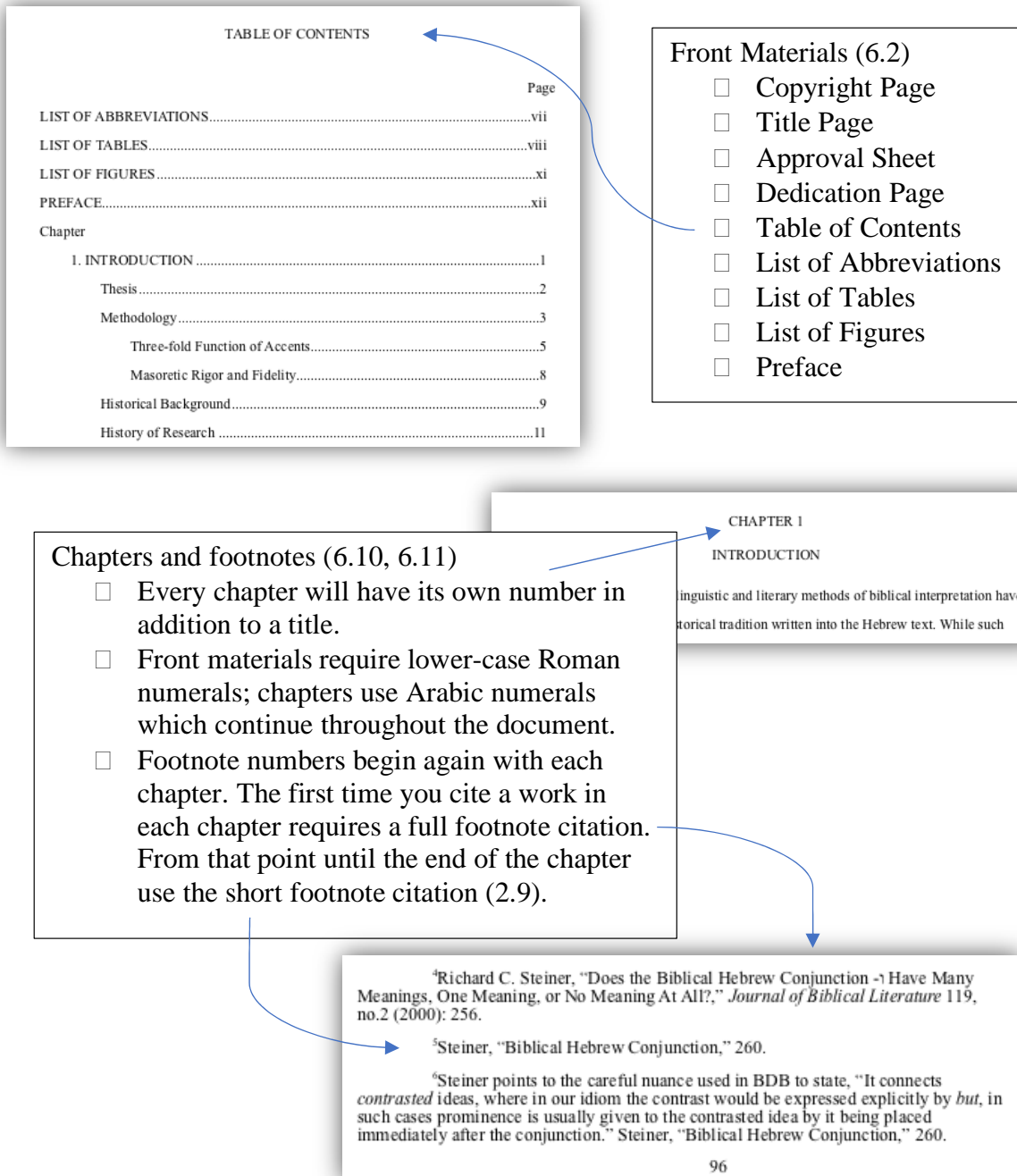
<sup>1</sup> John Piper, “O Come, O Come Emmanuel,” *Desiring God Blog*, December 13, 2015, <http://www.desiringgod.org/articles/o-come-o-come-emmanuel>.

<sup>2</sup> Piper, “O Come, O Come Emmanuel.”

Piper, John. “O Come, O Come Emmanuel.” *Desiring God Blog*, December 13, 2015. <http://www.desiringgod.org/articles/o-come-o-come-emmanuel>.

## Here's What You'll Find in Chapter 6

A prospectus, thesis, dissertation, or doctoral project follows the general style guidelines but also requires some additional elements. Pay close attention to the front/end materials and details regarding chapters (6.10, 6.11). Be prepared to consult *Turabian* for questions not resolved in this Style Guide.



## CHAPTER 6

### STYLE GUIDELINES FOR PROSPECTUSES, THESES, DISSERTATIONS, AND PROJECTS

The style guidelines for prospectuses, theses, dissertations, and projects follow the General Style Guidelines discussed in chapter 1. Below are additional or exceptional guidelines that address the unique aspects of prospectuses, theses, dissertations, and D.Min. projects. Section 6.1 is specific to the prospectus. Sections 6.2–6.15 describe the elements of a thesis, dissertation, and project.

In a later version of the style guide, sample pages will be added to this chapter. In the meantime, please see the “[Dissertation Example](#)” under the resources tab on the Writing Center website ([www.sbts.edu/writing/resources](http://www.sbts.edu/writing/resources), then scroll down)

#### **6.1 Prospectus**

For the title page of a prospectus, see 6.4 “Title Page.” Text-based Ph.D. prospectuses should include the following seven sections (using first-level subheadings as demonstrated below). (Professional doctoral students should follow [instructions provided by the PDS office](#). Ed.D. students should consult the [Ed.D. Program Handbook](#) for guidelines regarding the organization and development of the prospectus.)

**Thesis**

**Methodology**

**Historical Summary of the Research**

**Significance**

**Argument**

**Timeline**

## **Bibliography**

Each section is described below. The prospectus should be 3000 words in length, not including footnotes or bibliography.

### **6.1.1 Thesis**

This section should include the research question as well as a clear thesis statement.

### **6.1.2 Methodology**

This section should include a summary of the methods you will employ to advance your thesis.

### **6.1.3 Historical Summary of the Research**

This section summarizes the history of the research previously completed in the field, showing the state of research prior to this doctoral work's contribution.

### **6.1.4 Significance**

This section shows the significance of the research for the field of study, demonstrating the need for the research to be done.

### **6.1.5 Argument**

This section is a detailed explanation of the dissertation's argument in paragraph form, not outline form.

### **6.1.6 Timeline**

This section offers a timeline for the completion of the research.

### **6.1.7 Bibliography**

## 6.2 Order of Pages for Dissertations, Theses, Projects

|                                   |                  |  |                                    |
|-----------------------------------|------------------|--|------------------------------------|
| Copyright Page                    | Required         | Not counted                              | No page number                     |
| Title Page                        | Required         | Counted (i) but no page number visible   | Not numbered                       |
| Approval Sheet                    | Required         | Counted (ii) but no page number visible  | Not numbered                       |
| Dedication Page                   | Not required     | Counted (iii) but no page number visible | Not numbered                       |
| Table of Contents                 | Required         | Counted (iv) (iii if no dedication page) | Lower case Roman numerals          |
| List of Abbreviations             | Required if used | Counted                                  | Lower case Roman numerals          |
| List of Tables                    | Required if used | Counted                                  | Lower case Roman numerals          |
| List of Figures or Music Examples | Required if used | Counted                                  | Lower case Roman numerals          |
| Preface                           | Required         | Counted                                  | Roman numerals                     |
| Body of Text                      | Required         | Counted                                  | Arabic numerals beginning with “1” |
| Appendixes                        | Not required     | Counted                                  | Arabic numerals                    |
| Bibliography                      | Required         | Counted                                  | Arabic numerals                    |
| Abstract                          | Required         | Not counted                              | No page number                     |
| Vita                              | Required         | Not counted                              | No page number                     |

The title page should not show a page number. If there is any front matter, it should be paginated with lower case [Roman numerals](#). Use [Arabic numerals](#) beginning with the first page of text (page “1”) and continuing throughout the rest of the paper, including sections subsequent to the main body of the paper (i.e., appendix, bibliography). Center all page numbers below the bottom margin, 0.7 inch from the bottom of the sheet.

## 6.3 Copyright Page

The copyright page should include the word “Copyright,” followed by the copyright symbol, followed by the anticipated year of graduation, followed by the author’s full legal name (no initials). Below this line, the copyright notice should appear single-spaced and read, “All rights reserved. The Southern Baptist Theological Seminary has permission to reproduce and

disseminate this document in any form by any means for purposes chosen by the Seminary, including, without limitation, preservation or instruction.”

#### **6.4 Title Page**

The layout of the title page for a prospectus, thesis, dissertation, or D.Min. project follows the instructions discussed on “2.2 Title Page” with the following exceptions.

The second item of information identifies the work as either a “Prospectus,” “Thesis,” “Dissertation,” or “Project.” This work is presented to “the Faculty of / The Southern Baptist Theological Seminary” (not to an individual faculty member).

The third item of information identifies the degree for which this project is a requirement, “In Partial Fulfillment / of the Requirements for the Degree [type of degree].”

#### **6.5 Approval Sheet**

The heading “**APPROVAL SHEET**” (bold and in all CAPS) appears centered 2 inches from the top of the page. On the third single-spaced line below that heading, center the title of the work (double-spaced and in all CAPS, as on the title page). On the fourth single-spaced line below the title, print your full name (do not use all CAPS or include the word “by”).

On the fourth single-spaced line below your name, include “Read and Approved by:” left justified. On the fourth single-spaced line below this, include a 3.5-inch solid line, indented 0.7 inch. On the next single-spaced line, indent 0.7 inch and type the formal name of the chair (for Ed.D., D.Miss., or Ph.D. students) or faculty supervisor (for D.Min. or D.Ed.Min. students) of your supervisory committee followed by the parenthesis “(Chair)” or “(Faculty Supervisor),” respectively. On the fourth single-spaced line below the name of the chair or faculty supervisor, include another 3.5-inch solid line, indented 0.7 inch. On the next single-spaced line, indent 0.7 inch and type the formal name of the second reader of your supervisory committee (no parenthetical designation follows this name). If your supervisory committee has a third member, include a third solid line and name, following the previous instructions. Do not include a line for

an external reader, even if an external reader serves as the third member of your supervisory committee. D.Min. projects have two signature lines. The name is followed by the parenthesis “(Faculty Supervisor).” Th.M. theses will include only a single name line followed by the parenthesis “(Faculty Advisor).”

On the fourth line below the name of the last reader, type the word “Date” left justified followed by a 2.5-inch solid line.

Consult the Seminary catalog for the formal name of the members of your supervisory committee. Do not add professional titles before or degrees after the formal name.

## **6.6 Dedication Page**

A dedication page is optional. The dedication appears centered and in the middle of the page. Use double-spacing (i.e., “exactly 24 point”).

## **6.7 Table of Contents**

The heading “TABLE OF CONTENTS” (in all CAPS) appears 2 inches from the top of the page. On the third line below the heading, the word “Page” should appear right justified. Use double-spacing for the contents of the table that follow. The entries correspond to chapters, headings, and subheadings which follow the table of contents. If the chapter title, heading, or subheading of any entry is too long for one line, subdivide the entry and single-space, leaving at least a 0.5-inch space between any portion of the chapter title and the page number. Align the second line of a chapter title with the first line. The second line of a subheading should be indented 0.35 inch more than the first line of that subheading.

Major headings (such as LIST OF ABBREVIATIONS, PREFACE, and BIBLIOGRAPHY) appear in all CAPS. Chapter titles and appendix titles are also in all CAPS. The words “Chapter” and “Appendix” should appear left-justified before the entries of chapter titles and appendix titles. All other levels of heading are capitalized headline style (see Turabian 22.3.1.1).

Include all subheadings with their page locations in the table of contents unless doing so would lengthen the table to more than four pages. In such cases, the table of contents may be limited to first- and second-level subheadings or to first-level subheadings only. Chapter titles are preceded by the chapter number, a period, and the spacing created by the computer. The chapter number is indented 0.35 inch from the left margin. First-level subheadings are indented 0.35 inch from the position of the chapter number (0.70 inch from the left margin). Each level subheading is indented 0.35 inch more than the previous level.

[Leaders](#) from an entry to its page number should be arranged using periods (not dashes, solid lines, or other characters).

Page numbers are justified to the right margin; the last number of each page reference should line up vertically.

Subsequent pages of a table of contents begin at the top (1-inch) margin with the word “Chapter” left-justified and the word “Page” right-justified. However, if no new chapter is listed on a subsequent page, omit the word “Chapter.” The next line continues the sequence of entries from the previous page.

Each page in the table of contents is numbered with lower case [Roman numerals](#) centered at the bottom of each page (beginning with either iii or iv, depending on whether or not a dedication page is included).

## **6.8 Lists in Preliminary Pages**

If a list of tables, figures, or examples contains more than 9 entries, indent the first 9 entries so that the periods after the two-digit numbers align with the periods after the single-digit numbers.

In a list of abbreviations, four blank spaces must appear between the longest abbreviation and its descriptive text. Once the ruler position of the start of the longest abbreviation’s descriptive text is determined, create a left align tab stop for that position and apply it to all entries in the list (logically, shorter abbreviations will have more spaces between



their entries and their descriptive text).

What should be included in your list? Titles of sources used so frequently in your footnotes that the abbreviation helps declutter the footnotes (e.g., titles of commentary series, titles of journals, specialty dictionaries or lexicons.) The list should not include abbreviations of versions for the Bible, names of churches, programs, institutions (e.g., the IMB). To abbreviate any of those, when you first mention the name, write it out fully and insert the abbreviation in parentheses and then finish the sentence. Then use the abbreviation thereafter. It does not need to be fully written out in any other chapter. [For example: “The bylaws of First Baptist Church of Reedsburg (FBCR) concur with this stance. Further, FBCR’s bylaws state . . .” ]

## **6.9 Preface**

The preface is a place to acknowledge the influence, assistance, or support of individuals or organizations throughout the course of your education and/or particularly during the course of writing the dissertation, thesis, or project. It is also a place for personal reflection; as such, it should not include any argumentation of or discussion about your thesis. Mention your supervisor by name and mention his or her efforts on your behalf. A thank you to SBTS would not go amiss either.

The heading “PREFACE” (in all CAPS) appears 2 inches from the top of the page. The preface begins on the third line below the heading. The author’s name (informal is permissible only here) appears on the third line below the last line of the preface, right-justified. The city and state of composition appears on the next line, left-justified. Do not abbreviate the state name. The month and year of anticipated graduation appears on the next line. Use standard dating (month, day, year). Do not abbreviate the month.

## **6.10 Body of the Text**

On the first page of each chapter, the word “CHAPTER” in all CAPS, followed by its corresponding Arabic numeral, should appear 2 inches from the top of the sheet (see also “[2.5](#)

[First Page of Text](#)”). The chapter title is placed in all CAPS on the second single-spaced line below the word “CHAPTER.” If the chapter title is more than 4 inches long, it must be divided, arranged inverted pyramid style (i.e., each subsequent line is shorter than the line above it), and be single-spaced. The title of the dissertation, thesis, or project never serves as the title of chapter 1. Instead, use “Introduction” as the title for chapter 1, unless your supervisor approves some other title.

The first line of text is placed on the third single-spaced line below the chapter title. The spacing between the chapter title and the first line of text is the same as between the last line of text and a subheading (see also [“2.7 Subheading”](#)).

Line spacing, indentation, and block quotation guidelines all conform to previous sections of this manual (see [“1.3 Line Spacing”](#) and [“2.8 Indentations”](#)).

Begin using [Arabic numerals](#) for the pagination of the body of the text (see also [“6.2 Order of Pages”](#)). The first page of chapter 1 is always page 1.

## **6.11 Footnotes**

Footnotes are numbered consecutively, starting over with number 1 at the beginning of each chapter. Footnote entries must be given in full the first time a work is cited. However, first references may use abbreviations given in a List of Abbreviations at the beginning of your work. Subsequent references within a chapter should be shortened (see also [“2.9 Footnotes,”](#) chapter 5 “Footnote and Bibliographic Forms,” and Turabian chapter 16).

## **6.12 Appendices**

If your work has one appendix, the heading “APPENDIX” (in all CAPS) should appear 2 inches below the top of the page. The text of the appendix follows on the third single-spaced line below the heading. If you wish to give the appendix a title, place the title below the heading, like a chapter title (see [“6.7 Table of Contents”](#) and [“6.10 Body of Text”](#)). If you have more than one appendix, you must number each appendix as you do chapters (APPENDIX 1,

APPENDIX 2, etc.), and each must have its own title.

As with chapters, the pagination of your work continues successively through the appendix or appendices with the page numbers centered at the bottom margin.

### **6.13 Bibliography**

All dissertations, theses, and projects must include a bibliography.

Spacing, formatting, and page layout are the same as for research papers (see “[2.11 Bibliography](#)”), except for the left and right margins, which for all doctoral manuscripts should be 1.25 inches. Bibliographic entries should be alphabetized (see “[2.11.2 Arrangement](#)” and Turabian 16.2.2 “Arrangement of Entries”).

Turabian 16.2.2 recommends no bibliographic subdivisions. However, a bibliography may be divided among books, articles, theses and dissertations, and unpublished materials (in that order). If your professor instructs you to subdivide your bibliography into types of resources, ask your instructor which categories to use for types of resources. Use first-level subheading to divide the bibliography (see instructions in “[2.7 Subheadings](#)”). Leave one empty single-spaced line between a subhead and the first entry under that subhead. It may also be desirable to separate primary and secondary works. The works in each section of a bibliography must be arranged alphabetically. Consult with your committee their preference.

### **6.14 Abstract**

The abstract of the thesis, dissertation, or project presents a brief synopsis of the work. It will appear in a database along with bibliographic information on your thesis, dissertation, or project. The abstract should include (1) the complete title of your work as it appears on the title page (but single-spaced), (2) your full legal name as it appears on the title page, (3) the degree for which the thesis, dissertation, or project was written, which also appears on the title page, (4) your institution (i.e., The Southern Baptist Theological Seminary), (5) the year of submission, (6) the name of your chair or faculty supervisor, and (7) the body of the abstract, which may not

exceed 350 words for dissertations or 150 words for theses and projects.

### **6.15 Vita**

The vita provides brief autobiographical information. It should appear on a page by itself after the bibliography and should not be more than one page. It includes the following categories of information: author's name, education (e.g., colleges, universities, and seminaries attended and degrees conferred), academic publications if any (only include peer-reviewed or edited works), professional organizations (e.g., Society of Biblical Literature, Evangelical Theological Society), and academic and ministerial employment. Each category should appear in CAPS and be left-justified. The items under each category should appear single-spaced and indented 0.7 inch. One empty single-spaced line should separate each category.

Do not include seminar papers, conference papers, materials prepared for a project, your thesis, or dissertation. Only peer-reviewed articles and scholarly books you have published should be included in the vita.

### **6.16 Using Color**

The primary color of the document, including text, graphics, and appendixes, should be black on white. However, color is allowed in rare situations when permission is granted in advance by the doctoral studies office. (Supervisors cannot grant this permission.) In graphics or appendixes, color is permitted only when it has a functional and necessary purpose (e.g., using colored diagrams to illustrate the synoptic problem). Colors are not permitted for purely aesthetic reasons. If you are submitting your document electronically to ProQuest (this applies to all doctoral dissertations, theses, and projects), you should format URLs into hyperlinks that should appear underlined and in [the default blue color associated with hyperlinks](#).

### **6.17 Line Spacing**

Doctoral pages should always use “exactly 24 point” instead of double spacing. (See [“1.3 Line Spacing.”](#))



## APPENDIX

# QUICK GUIDE

[sbts.edu/writingcenter](http://sbts.edu/writingcenter) | [sbtswriting.squarespace.com/](http://sbtswriting.squarespace.com/) | [writingcenter@sbts.edu](mailto:writingcenter@sbts.edu) | @SBTSwriting

## 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) and *Book Titles*.

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

**Margins:** 1 inch on all sides.

**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.

**Indent Setting:** 0.7 inch for first line of every paragraph.

**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.

## BOOK REVIEWS

**Components:** (1) Title Page; (2) Body: (2.1) Book Citation, (2.2) Introduction, (2.3) Summary, (2.4) Critical Evaluation, (2.5) Conclusion

1. **Title Page:** See *Southern Seminary Manual of Style* section 2.2; use “Book Review Template” → Go to <https://sbtswriting.squarespace.com/resources/>.
2. **First Page of Text:** There is no title. Instead, book citation (formatted as a Turabian-style bibliography entry) begins 2 inches from the top of the page; single-spaced; hanging indent 0.35 inch. The body of the paper begins after two single-spaced lines below the book citation.
3. **Subsequent Pages:** All text begins 1 inch from the top of the page.
4. **Subheadings and Sections:** A book review has four sections: (1) Introduction, (2) Summary, (3) Critical Evaluation, and (4) Conclusion. Each of these sections should begin with a first-level subheading (centered, bolded, capitalize headline style, left & right indent = 1.25 inches), though the subheading for “Introduction” is optional. \*The spacing of a subheading should be as follows: “before” = 24 point; “after” = 0 point; “line spacing” = 12 point.\* Also, though book reviews typically should not include sub-sections, any sub-sections that are created (there must be at least two subsections per section) require a second-level subheading (justified, bolded, capitalize headline style, right indent = 3.5 inches).
5. **Paragraphs:** The first line of every paragraph should be indented 0.7 inch. The spacing for paragraphs should be set to 24 point leading: “before” = 0; “after” = 0; “line spacing” = 24 point. To access spacing and indentation settings, right click text, then select “Paragraph.”
6. **Parenthetical Citations:** When quoting an author or citing certain parts of the book in the text, use parenthetical citations: “quote” (41). Do not use “pg.” before the number, and do not use footnotes.
7. **Lists:** When listing an author’s ideas, use an enumerated list within the paragraph. Ex: The author then provides three suggestions for implementing her proposed strategies: (1) suggestion #1, (2) suggestion #2, and (3) suggestion #3. If the listed items are quite long, use in-text sentences that begin with the words “First,” “Second,” etc. Do not use a bulleted or numbered list in a book review (or any SBTS paper).
8. **Bibliography:** A book review does not need a bibliography page, since the book citation appears at the beginning of the paper.

the Writingcenter

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.

## Title Page

Title = title of book italicized; double-spaced; inverted pyramid (each line is narrower than the line above it)

THE SERMON ON THE MOUNT AND HUMAN FLOURISHING:  
A THEOLOGICAL COMMENTARY

A Book Review  
Presented to  
Dr. Arthur Morgan  
The Southern Baptist Theological Seminary

In Partial Fulfillment  
of the Requirements for 20200

by  
John Marston  
jmarston@students.sbps.edu  
January 5, 2022

There should be no page number on the title page

## First Page

Book citation begins 2" from the top of the page; indent second line to 0.35" (see template)

First-level Subheading: two empty single-spaced lines before, one empty single-spaced line after. (see *Manual of Style 5.0* 2.7 "Subheadings")

Pennington, Jonathan T. *The Sermon on the Mount and Human Flourishing*. Grand Rapids: Baker Academic, 2017.

### Indent first line 0.7"

### Introduction

1"  
margins  
all sides

This section should be 1-2 paragraphs, no more than 1/2 of a page. Here, briefly introduce the author, telling the reader why he or she is an authority on this subject. Also, introduce the reader to the main idea or theme of the book. Do not use honorifics (Dr., Mrs., Mr.). Use full name for first mention of the author, then last name only for all subsequent references. See the "Book Review Guide" on the Writing Center website for more information on what to include in the "Introduction" section.

### Summary

This section should be 2 pages maximum, often less. Answer the following questions: What is the thesis of the book? Who is the audience? What is the main purpose of the book (i.e., why did the author write it)? Briefly summarize the major ideas and arguments the author uses to support the thesis of the book. This section should be objective—do not add commentary or any of your own opinions. See the "Book Review Guide" on the Writing Center website for more information on what to include in the "Summary" section.

All body  
text =  
double-  
spaced

### Critical Evaluation

This section should be about 1/3 of the paper. It is the most important section of the book review. Here, evaluate the book, providing your opinion of how well (or how poorly) the author fulfilled his or her purpose/supported the thesis. Discuss both strengths and weaknesses. Be fair, not condescending. If you give examples from the book, be brief; you do not want this section to sound like a secondary summary section. Questions to ask: Are there any biases that the author evidences in his or her writing? Are there any presuppositions that undergird the

1 ← Page number begins at "1" on this page (centered; 12 pt Times New Roman)

## Second Page

Pages 2 and following begin 1" from top of page (per 1" margins)

contents of the book? Is anything missing? Could the author have been clearer or more thorough at certain points? See the "Book Review Guide" on the Writing Center website for more information on what to include in the "Critical Evaluation" section.

### Conclusion

This section should be 1-2 paragraphs, no more than 1/2 of a page. Here, give your final evaluation of the book (did the author succeed or fail overall?). Describe, briefly, how it affected you personally or how it would be beneficial in ministry. Who would you recommend this book to? Who would find it useful? See the "Book Review Guide" on the Writing Center website for more information on what to include in the "Conclusion" section.

No bibliography page needed (since book citation appears at beginning of page 1)



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