

Changes to the Style Guide for July 2016:

1. Full caps (rather than small caps) for BC/AD and BCE/CE
2. Abbreviation of ordinals (without superscripts)
3. Guidelines for three or more editors
4. Revised guidelines for reprint editions
5. Guidelines for an unpublished lecture or conference presentation
6. Expanded instructions for documentation of electronic and online resources

MCMMASTER DIVINITY COLLEGE
STYLE GUIDELINES FOR ESSAYS
AND THESES/DISSERTATIONS

July, 2016



Introduction

The following standards are adapted from the Wipf & Stock *Author Guide* version 7.2 (October, 2015), online at: http://wipfandstock.com/media/wysiwyg/WS_AuthorGuide_7.2.pdf. This style sheet in turn reflects:

- ▶ *The Chicago Manual of Style*, 16th ed. (Chicago: University of Chicago Press, 2010), cited here as *CMOS* and available online at <http://www.chicagomanualofstyle.org/home.html>. An abbreviated print version is available as Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th ed. rev. Wayne C. Booth et al. (Chicago: University of Chicago Press, 2013).
- ▶ *The SBL Handbook of Style Second Edition. For Biblical Studies and Related Disciplines* (Atlanta: SBL, 2014), cited here as *SBLHS 2* (but do *not* rely on the 1999 edition).

For situations not addressed by the general guidelines outlined below, your first recourse should be either Turabian, *Manual for Writers*, or the “Student Supplement for *The SBL Handbook of Style*, Second Edition” [<https://www.sbl-site.org/assets/pdfs/pubs/SBLHSsupp2015-02.pdf>], also cited below. Again, do not rely on a previous edition of the “Student Supplement.”

In the following material, note where guidelines differ for ESSAYS and THESES or DISSERTATIONS.

General Guidelines

1. Use good quality white paper stock (e.g., 20 lb. bond), of standard letter size (8½ × 11 inches; 21.5 × 28 cm), typed on one side only, with all four page margins set to 1 inch (2.5 cm). As an exception to this rule, note that binding copies of a thesis or dissertation should have a left margin of 1.5 inches (4 cm; Guideline 25.e.i, below).
2. ESSAYS should commence with a title page that lists:
 - a. Title of essay
 - b. Name and student number of author
 - c. Name and number of course
 - d. Name of instructor
 - e. Date of submission (not the due date, even if the paper is submitted late).

[See sample title page in the Appendix]

3. THESES and DISSERTATIONS should commence with a title page that lists:
 - a. Title of thesis/dissertation
 - b. Name of author and author’s previous degrees

- c. Degree programme
- d. College of registration and year of graduation

[See sample title page in the Appendix]

- 4. **Pagination**
 - a. **ESSAYS**
 - i. Pagination, in Arabic numerals (1, 2, 3, etc.) at the top right hand corner of the page, commences on the first page of the text (not the title page).
 - ii. A header listing your name and the title of the essay is optional; if you choose this option, include pagination within the header.
 - b. **Pagination of THESES and DISSERTATIONS includes all pages**
 - i. Numbering of the Front Matter (summary page, abstract, table of contents, etc.), in lower case Roman numerals centred at the bottom of the page, begins with “ii” (the title page counts as “i” but is not numbered).
 - ii. Numbering of the body of the thesis or dissertation is in Arabic numerals, begins again at “1,” and includes any appendices.
 - iii. Pagination is centred at the bottom of the first page of each chapter (or Introduction or Appendix); subsequent pages are numbered at the top right-hand corner.
- 5. **Fonts**
 - a. Main text: Times New Roman 12
 - b. Footnotes: Times New Roman 10
- 6. **Spacing**
 - a. The body of the text (including appendices) should be vertically double-spaced.
 - b. Footnotes are single-spaced, without any additional space before or after the note.
 - c. Single spacing is also preferable for extended (block) quotations, with an extra line before and after the quoted text.
 - d. The bibliography should be single-spaced with an extra line between entries.
 - e. A single character space, not two, should separate a concluding punctuation mark from the ensuing sentence.
- 7. The main text and footnotes should be left-justified (aligned to the left margin only). The text of an indented block quotation should also be left-justified (see the “Headings and Subheadings” example page in the Appendix).
- 8. Use *italics* (not underlining, boldface, or capitalization) for emphasis, book titles, foreign words, etc. However, commonly used Latin words and abbreviations such as *ca.*, *cf.*, *et al.*, *i.e.*, *q.v.*, etc., should not be italicized.
- 9. Unless the course instructor specifies otherwise, use footnotes (not endnotes) for source references and ancillary discussion. Invoke the footnote function of your word processor,

using Arabic (not Roman) numerals. For a thesis or dissertation with multiple chapters, footnote numbering should be reset to “1” at the beginning of each chapter.

10. Headings and Subheadings

Primary heading:	centred, all capital letters, long titles single-spaced
First-level subheading:	centred, bold, capitalized headline style
Second-level subheading:	centred, capitalized headline style (not bolded)
Third-level subheading:	on left margin, bold, italics, capitalized headline style
Fourth-level subheading:	on left margin, capitalized headline style (no bold or italics)

[See example pages in the Appendix]

11. Paragraph indentation and formatting

- a. The first line of text following a heading or subheading is not indented.
- b. Indent the first line of each subsequent paragraph 0.5 inch (1.25 cm). Use the first-line indentation function of your word processor rather than tabs (with a manual backspace for the first line following a heading or subheading).
- c. Do not insert an extra space between paragraphs.

12. Quotations and quotation marks

- a. Quotations containing fewer than five lines of text are indicated by double quotation marks and a footnote.
- b. Quotations should be enclosed in double quotation marks; single quotation marks should enclose quotations within quotations.
- c. Periods and commas *precede* closing quotation marks, whether double or single. Colons, semicolons, question marks, and exclamation points, however, all *follow* closing quotation marks unless they are part of the quoted material.
- d. Set your software programme to select “smart quotes” rather than “straight” quotation marks (both single and double). In Word, select File → Options → Proofing → AutoCorrect Options → AutoFormat/AutoFormat As You Type; in WordPerfect, select Tools → QuickCorrect → SmartQuote.
- e. Quotations consisting of five or more lines of text must be block-indented 0.5 inch (1.25 cm), without quotation marks, and may be single-spaced.

13. The final two items in a series or list should be preceded by a comma (commonly known as the Oxford or serial comma), as in the following examples:

- a. And now these three remain: faith, hope, and love.
- b. Abraham was the father of Isaac, Isaac the father of Jacob, and Jacob the father of Judah and his brothers.

14. Hyphens and dashes

- a. Use en-dashes (–), rather than hyphens, between page numbers (146–56), verses (vv. 13–26), and dates (1938–1945).

- b. Use em-dashes (—), rather than hyphens, between phrases—but without additional spacing on either side.
 - c. For the proper use of dashes in chapter and verse citations, see *Citations of Scripture and Other Ancient Sources*, below.
 - d. Do not use the hyphenation function for end-of-line word wrapping.
15. For an ellipsis, use three periods with a hard space before and after each period (. . .) rather than the ellipsis character or three unspaced periods.
16. Abbreviate inclusive numbers according to the conventions outlined in *SBLHS 2* §4.2.4–7 (pp. 19–21). The following scheme illustrates the preferred way to abbreviate inclusive numbers:
- | | |
|-------------------------|-------------|
| ▶ 10–11, 35–38, 98–99 | ▶ 1000–1004 |
| ▶ 100–102, 200–252 | ▶ 1002–8 |
| ▶ 101–2, 204–11, 309–56 | ▶ 1002–16 |
| (but 294–307) | ▶ 1003–1135 |
17. Do not abbreviate numbers in date ranges: use “1946–1964” rather than “1946–64.” Where necessary, use either BC/AD or (preferably) BCE/CE (in full caps, but without periods).
18. Do not use superscripts when abbreviating ordinal numbers (e.g., 1st, 2nd, 3rd, 4th, rather than 1st, 2nd, 3rd, 4th, etc.); superscripting should therefore be disabled in software that makes this change automatically.
19. Apart from their use in page references or to identify citations from ancient literature (on which see *Citations of Scripture and Other Ancient Sources*, below), whole numbers from one through one hundred, round numbers, and any number beginning a sentence should be spelled out, with the following exceptions:
- a. Percentages should be written as “10 percent.”
 - b. Chapter numbers should be written as “Chapter 1,” “Chapter 2,” etc.
20. Spellcheck then proofread your work carefully, giving close attention to grammar and syntax. If possible, have another knowledgeable reader proofread your work prior to submission. Be consistent in your use of spelling conventions (i.e., Canadian or American). For Canadian usage, you may consult Katherine Barber, ed., *The Canadian Oxford Dictionary* (2nd ed.; Don Mills, ON: Oxford University Press, 2004) or Margery Fee and Janice McAlpine, *Guide to Canadian English Usage* (2nd ed.; Don Mills, ON: Oxford University Press, 2007). For questions of grammatical usage, consult Jeremy Butterfield, *Fowler’s Dictionary of Modern English Usage*, 4th ed. (Oxford: Oxford University Press, 2015).
21. Non-English languages
- a. Quotations from non-English languages should be accompanied by a translation into English (either within the body of the text or in a footnote).

- b. For Greek or Hebrew characters, or for transliteration, use the following:
 - i. SBL Unicode Hebrew font:
http://www.sbl-site.org/educational/BiblicalFonts_SBLHebrew.aspx
 - ii. SBL Unicode Greek font:
http://www.sbl-site.org/educational/BiblicalFonts_SBLGreek.aspx
 - iii. SP Legacy fonts: SPTiberian (Hebrew), SPIonic (Greek), and SPAtlantis (transliteration). These and other fonts are available free of charge from http://www.sbl-site.org/educational/BiblicalFonts_SPlegacyFonts.aspx.
 - iv. Alternative language fonts (e.g., Gentium) may used with permission of the instructor.
 - c. Students unfamiliar with Hebrew, Aramaic, or Greek may use the SBL “General Purpose Style” (*SBLHS 2* §5.1.2 and §5.3 [pp. 58–60]); otherwise, relevant texts should be cited in their original form.
22. Assignments are to be submitted in hard copy, unless the course instructor gives explicit permission for electronic submission (e.g., via Avenue to Learn or Dropbox).
 23. Where an essay, proposal, thesis, dissertation, etc., has a specified word count, the count is to be considered global and inclusive, incorporating all titles, footnotes, bibliography, appendices, and/or ancillary material.
 24. Penalties for late submission (if permitted) are determined by individual instructors. If you are handing in an assignment outside of class and the instructor is not available, have a member of the administrative staff date stamp your essay.
 25. Standard format and binding guidelines for THESES and DISSERTATIONS
 - a. Content must be arranged in the following order (note pagination). Italicized items are optional:
 - [i.] Title Page
 - ii. Summary Page
 - iii. Blank Sheet (signature page)
 - iv. Abstract
 - v. *Acknowledgments/Dedication*
 - vi. Table Of Contents
 - List of Illustrations*
 - List of Tables*
 - List of Appendices*
 - List of Abbreviations*
 - Chronology* ↓ Pagination in lowercase Roman numerals
 - Introduction* ↓ Pagination in Arabic numerals
 - Body of Thesis/Dissertation
 - Appendices*
 - Bibliography

- b. Title page
 - i. Following the thesis/dissertation title (in capital letters), the student's name, and previous degrees, the title page should state, "A thesis [*or* dissertation] submitted to the faculty of McMaster Divinity College in partial fulfilment of the requirements for the degree of [full name of degree]," and conclude with the institution name and year of graduation.
 - ii. For more details, see sample page in the Appendix.
- c. Summary page
 - i. See sample summary page in the Appendix.
- d. Abstract
 - i. The abstract (double-spaced in 12-point font) must not exceed 150 words for a master's degree thesis or 350 words for a doctoral dissertation.
 - ii. The abstract must list the thesis or dissertation title, name of author, institution, degree, and year of convocation (but this information is not included in the 150/350 word count).
 - iii. See sample abstract in the Appendix.
- e. Examination and binding-ready copies
 - i. Whereas page margins for examination copies are 1 inch (2.5 cm) on all sides, the left margin for the final, binding copy of a thesis or dissertation must be 1.5 inches (4 cm); other margins remain at 1 inch (2.5 cm).
 - ii. Examination copies are submitted to the registrar's office either three-hole-punched in a binder or spiral-bound (normally, three copies for a thesis, four for a dissertation).
 - iii. Following the defence (as well as the completion and approval of any required revisions), but prior to submission for binding, one complete copy of the thesis or dissertation must be submitted to the registrar's office for verification of full conformity to the MDC Style Guidelines.
 - iv. Following verification and in preparation for binding, five copies of the thesis or dissertation (one of which must be the original) are submitted unbound (and without hole punching) to the registrar's office, each copy separated by a coloured sheet indicating the student's name, number, and degree, and the copy number (e.g., 1 of 5).
 - v. For the student to graduate in May, binding-ready copies must be submitted with binding fees ($5 \times \$20 = \100) paid in full to McMaster Divinity College (via the registrar's office) by the grade submission deadline.
 - vi. Bound copies will be distributed as follows:
 - (1) One copy to the Canadian Baptist Archives
 - (2) One copy to Mills Library
 - (3) One copy to the first reader
 - (4) One copy to the second reader
 - (5) One copy to the student
 - vii. Binding of additional copies may be ordered at the discretion of the student (at a cost of \$20 each).

Footnotes and Bibliography

The full form of any reference source should appear in a bibliography at the end of the essay, and the bibliography should consist only of sources cited in the footnotes. Accordingly, sources cited in notes can be reduced to the author(s)'s or editor(s)'s last name(s), short title, and page range (but avoid use of "ff."). Abbreviated titles should consist of at least the first noun or noun phrase, but should not include any subtitles. Remember to be consistent in your abbreviated version of a given title, and to use a form that is both clear and easy to distinguish from other abbreviated titles (but do not use "ibid." for consecutive citations of a given source). The superscript number and first line of a footnote are indented one half inch, whereas bibliographic entries have a half inch hanging indent (see examples below). When citing a source in the course of a footnote discussion, include the abbreviated title and page range in parentheses following the name of the author, as follows:

⁷ Bosch (*Transforming Mission*, 264–67) discusses seven key dimensions of the Enlightenment worldview, focusing on various aspects of "faith in humankind" (267).

The basic order of citation within a single bibliographic entry is author, title, editor, translator, number of volumes, edition (only for second or subsequent editions), series, place name, publisher, and date, as per the following example:

Luz, Ulrich. *Matthew: A Commentary*, edited by Helmut Koester. Translated by James E. Crouch. 3 vols. Hermeneia. Minneapolis: Fortress, 2001–2007.

Bibliographic entries are to be arranged in alphabetical order by author surname. Multiple entries under the same surname should be arranged by alphabetical order of first name. Multiple entries by the same author should follow the sequence: items with sole authorship; items with multiple authorship; items with sole editorship; items with multiple editorship. Multiple entries within each of these categories should be arranged by alphabetical order of title (for sole authorship/ editorship) or by alphabetical order of co-author(s) or co-editor(s). When citing multiple sources by a single author, the second and subsequent entries should begin with three em-dashes (—) rather than hyphens or underlining (example 18, below). For further details, see the "Guidance on Footnotes and Bibliographic Entries" and "Sample Bibliography" on pp. 36–42 of the Wipf & Stock *Author Guide 7.2*.

"Where two or more cities are given... only the first is normally included in the documentation" (CMOS §14.135). Use postal abbreviations for the names of states and provinces (included only where clarification is necessary). Names of publishers omit "Press," "Publishing Company," "Verlag," etc., except in the case of university presses and other instances in which the fuller name is required to avoid ambiguity (e.g., "Free Press"; "Association Press"). The ampersand ("&") may replace "and" in a publisher's name (e.g., "T. & T. Clark"; "Wipf & Stock"), so long as usage remains consistent throughout the footnotes and bibliography.

CMOS §14 and SBLHS 2 §6.1–4 (pp. 68–104) offer a more comprehensive series of conventions for footnoting and bibliographies, but basic examples to note include the following:

1. One author

Footnote

¹ Sanders, *Torah and Canon*, 113–23.

Bibliography

Sanders, James A. *Torah and Canon*. 2nd ed. Eugene, OR: Cascade, 2005.

2. One editor

Footnote

⁹ Barrett, ed., *New Testament Background*, 173.

Bibliography

Barrett, C. K., ed. *The New Testament Background: Selected Documents*. New York: Harper and Row, 1961.

Note: Use this format to cite editorial introductions or commentary; where the citation refers to an individual article in an edited volume, follow the format of example 8 (below).

3. Two authors

Footnote

¹² Hanson and Oakman, *Palestine*, 131–59.

Bibliography

Hanson, K. C., and Douglas E. Oakman. *Palestine in the Time of Jesus: Social Structures and Social Conflicts*. 2nd ed. Minneapolis: Fortress, 2008.

4. Two editors

Footnote

¹⁴ Bird and Sprinkle, eds., *Faith of Jesus Christ*, 24–28.

Bibliography

Bird, Michael F., and Preston M. Sprinkle, eds. *The Faith of Jesus Christ: Exegetical, Biblical, and Theological Studies*. Milton Keynes, UK: Paternoster, 2010.

5. Three or more authors

Footnote

¹⁷ Pelikan et al., *Religion and the University*, 175–85.

Bibliography

Pelikan, Jaroslav, et al. *Religion and the University*. York University Invitation Lecture Series. Toronto: University of Toronto Press, 1964.

6. Three or more editors

Footnote

¹⁹ Boda et al., eds., *The Prophets Speak*, viii.

Bibliography

Boda, Mark J., et al., eds. *The Prophets Speak on Forced Migration*. Ancient Israel and its Literature 21. Atlanta: SBL, 2015.

7. Book with translator

Footnote

²¹ Hengel, *The Atonement*, 36.

Bibliography

Martin Hengel. *The Atonement: A Study of the Origins of the Doctrine in the New Testament*. Translated by John Bowden. London: SCM, 1981.

Note: The name of the translator may be included in a footnote if this information is critical to the discussion in question, e.g., Whiston, trans., *Flavius Josephus* [1737], 1.18.2; Nodet, trans., *Les Antiquités Juives* [1990], I.B 57.

8. Chapter or titled part of a book by a single author

Footnote

²² Tannehill, “Magnificat,” 31–47.

Bibliography

Tannehill, Robert C. “The Magnificat as Poem.” In *The Shape of Luke’s Story: Essays on Luke-Acts*, 31–47. Eugene, OR: Cascade, 2005.

9. Essay in a multi-authored work

Footnote

⁵⁴ Rummel, “Ninth Day,” 313–14.

Bibliography

Rummel, Stan. “The Ninth Day of Creation.” In *Problems in Biblical Theology: Essays in Honor of Rolf Knierim*, edited by Henry T. C. Sun et al., 295–314. Grand Rapids: Eerdmans, 1997.

10. Book in a series

Footnote

³² Oakman, *Jesus and the Peasants*, 123–25.

Bibliography

Oakman, Douglas E. *Jesus and the Peasants*. Matrix: The Bible in Mediterranean Context 4. Eugene, OR: Cascade, 2006.

11. Reprint edition

Footnote

³⁴ Jeremias, *Jesus’ Promise to the Nations*, 46–51.

Bibliography

Jeremias, Joachim. *Jesus’ Promise to the Nations*. Translated by S. H. Hooke. 1958. Reprint, Philadelphia: Fortress, 1982.

Note: For reprint editions, the Wipf & Stock *Author Guide* omits the original place of publication and publisher name whereas *SBHLH2* §6.2.17–18 includes them. As stipulated by *CMOS* §14.119, include these details only where relevant.

12. One or more volumes of a multi-volume commentary
Footnote
³⁵ Davies and Allison, *Matthew*, 3:568.
Bibliography
 Davies, W. D., and Dale C. Allison. *A Critical and Exegetical Commentary on the Gospel According to Saint Matthew*. 3 vols. ICC. Edinburgh: T. & T. Clark, 1988–1997.
13. Article in a journal/periodical
Footnote
⁴³ Ellul, “Technology,” 116–17.
Bibliography
 Ellul, Jacques. “Technology and the Gospel.” *International Review of Mission* 66 (1977) 109–17.
14. Article in an encyclopaedia or dictionary
Footnote
⁶² Bassler, “God,” 1054–55.
Bibliography
 Bassler, Jouette M. “God in the New Testament.” In *ABD* 2:1054–55.
- Note:* Use an abbreviated title only when full bibliographic information appears in a List of Abbreviations (below, pp. 14–15)
15. Unpublished thesis or dissertation
Footnote
⁶⁵ Collier, “Nonviolent Augustinianism?,” 22–26.
Bibliography
 Collier, Charles M. “A Nonviolent Augustinianism?: History and Politics in the Theologies of St. Augustine and John Howard Yoder.” PhD diss., Duke University, 2008.
16. Unpublished lecture or conference presentation
Footnote
⁶⁸ Stovell, “‘Sky will Answer Earth, Earth will Answer Grain,’” 2.
Bibliography
 Stovell, Beth M. “‘Sky Will Answer Earth, Earth Will Answer Grain’: The Personification of Nature in the Book of the Twelve.” Paper presented at the Annual Meeting of the Society of Biblical Literature, Baltimore, MD, November 24, 2013.
17. Book review
Footnote
⁷⁸ Bultmann, Review of *Gnosis*, 12–13.

Bibliography

Bultmann, Rudolf. Review of *Gnosis*, by Jacques Dupont. *Journal of Theological Studies* 3 (1952) 10–26.

18. Multiple works by the same author in a bibliography

Hedrick, Charles W. *The Apocalypse of Adam: A Literary and Source Analysis*. 1980. Reprint, Ancient Texts and Translations. Eugene, OR: Cascade, 2005.

———. *Parables as Poetic Fictions: The Creative Voice of Jesus*. 1994. Reprint, Eugene, OR: Cascade, 2005.

———. “The Tyranny of the Synoptic Jesus.” *Semeia* 44 (1988) 1–8.

19. Online resources (citing a Digital Object Identifier where available)

a. Online article with neither a DOI nor a print counterpart:

Footnote

⁹¹ Avila, “Diary,” para. 6.

Bibliography

Avila, Wanda. “*The Diary of a Country Priest*: The Transcendent on Film.” *Journal of Religion and Film* 10 (October 2006). No pages. Online: http://www.unomaha.edu/jrf/Vol10No2/Avila_CountryPriest.htm.

b. Online article with a DOI or URL only:

Footnote

⁹⁸ Denham, “Relationships Between Family Rituals,” 317–18.

Bibliography

Denham, Sharon. “Relationships Between Family Rituals, Family Routines, and Health.” *Journal of Family Nursing* 9 (2003) 305–30, DOI: 10.1177/1074840703255447

c. Online article with both a DOI and a print counterpart:

Footnote

¹⁰⁵ Dowd and Malbon, “Significance,” 274.

Bibliography

Dowd, Sharyn, and Elizabeth Struthers Malbon. “The Significance of Jesus’ Death in Mark: Narrative Context and Authorial Audience.” *Journal of Biblical Literature* 125 (2006) 271–97, DOI: 10.2307/27638361, <http://www.jstor.org/stable/27638361>.

d. Online or other electronic resource without page numbers (Kindle edition, CD-ROM, etc.):

Footnote

¹¹⁷ Carson and Moo, *Introduction*, chapter 13, para. 9, location 12411.

Bibliography

Carson, D. A., and Douglas J. Moo. *An Introduction to the New Testament*. Grand Rapids: Zondervan, 2009. Kindle edition.

e. Web pages/posts:

Footnote

¹²³ “Director-General Irina Bokova Firmly Condemns the Destruction of Palmyra’s Ancient Temple of Baalshamin, Syria,” [n.d.].

Bibliography

“Director-General Irina Bokova Firmly Condemns the Destruction of Palmyra’s Ancient Temple of Baalshamin, Syria” [n.d.], <http://en.unesco.org/news/director-general-irina-bokova-firmly-condemns-destruction-palmyra-s-ancient-temple-baalshamin> [n.d.].

f. Blogs:

Footnote

¹³¹ Goodacre, “Gospel of Jesus’ Wife” (blog), June 20, 2016.

Bibliography

Goodacre, Mark. “Gospel of Jesus’ Wife: Last Chapter Round-Up,” *NT Blog*, June 20, 2016, <http://ntweblog.blogspot.ca/2016/06/gospel-of-jesus-wife-last-chapter-round.html>

Note: Contrary to *SBHLH2* §6.4.15, use an abbreviated title in the footnote but provide full citation information (which should include the original date of posting, if available) in the bibliography. Where no author is indicated, alphabetize by title. For more comprehensive discussion of citation protocols for electronic media, see *CMOS* §14.4–17, 166–69, and 184–85; *SBLHS2* §6.1.6, 6.3.10, and 6.4.12–15; also “Student Supplement” §1.6.

Citations of Scripture and Other Ancient Sources

Biblical citations should be cited by book, chapter, and verse. The words “First” and “Second” should be spelled out when they occur as the first word of a sentence. Spell out the name of the book when the whole book is cited. Use an en-dash (–), without additional spaces, between verses and between whole chapters; use an em-dash (—), again without additional spaces, between chapter and verse citations. Examples:

- a. Matt 13:3b–8; Mark 4:3–8; Luke 8:5–8a; *Gos. Thom.* 9–11 (en-dashes)
- b. 1 Kgs 17:1—18:35 (em-dash)
- c. Neh 7–9 (en-dash)
- d. First Samuel 10 narrates the anointing of Saul.
- e. The book of Genesis manifests a complex literary structure.

When citing modern Bible versions, standard abbreviations (NASB, NJPS, NRSV, TNIV, etc.) take the place of publication information. If your essay employs a single translation throughout, indicate the version as part of the initial scriptural reference (e.g., Qoh 12:12 NRSV); if you quote several translations, indicate the source of each reference.

Abbreviations for titles of biblical books

Hebrew Bible / Old Testament:

Gen	1–2 Kgs	Song	Obad
Exod	1–2 Chr	Isa	Jonah
Lev	Ezra	Jer	Mic
Num	Neh	Lam	Nah
Deut	Esth	Ezek	Hab
Josh	Job	Dan	Zeph
Judg	Ps (<i>pl.</i> Pss)	Hos	Hag
Ruth	Prov	Joel	Zech
1–2 Sam	Eccl (or Qoh)	Amos	Mal

New Testament:

Matt	1–2 Cor	1–2 Tim	1–2–3 John
Mark	Gal	Titus	Jude
Luke	Eph	Phlm	Rev
John	Phil	Heb	
Acts	Col	Jas	
Rom	1–2 Thess	1–2 Pet	

Apocryphal / Deuterocanonical Books:

Tob	Sir	Pr Azar	Pr Man
Jdt	Bar	Sg Three	1–2 Macc
Add Esth	1–3 Esd	Sus	3–4 Macc
Wis	Ep Jer	Bel	Ps 151

Other Ancient Near Eastern Sources:

a.	Mishnah:	<i>m. Ketub.</i> 3:6
b.	Tosefta:	<i>t. Ber.</i> 1:15
c.	Jerusalem Talmud:	<i>y. Sukk.</i> 55d
d.	Babylonian Talmud:	<i>b. B. Bat.</i> 24b
e.	Josephus:	Josephus, <i>War</i> 3:121–132; <i>Ant.</i> 19:12
f.	Philo:	Philo, <i>Spec. Laws</i> 2:1–2
g.	Dead Sea Scrolls:	1QS 9:17–19
h.	Nag Hammadi Codices:	<i>Gos. Thom.</i> 68–69 (NHC II, 2)

Abbreviations for Other Reference Works

For more comprehensive lists of abbreviations for biblical, intertestamental, post-biblical, classical, and modern reference sources, refer to *SBLHS 2* §8.1–4 (pp. 117–260) and Appendices A–C (pp. 261–330).

In footnotes, names of standard reference works may be abbreviated according to the conventions indicated by *SBLHS 2*, but only if a full citation for the work is included in the Bibliography or List of Abbreviations (see examples below). Note that works cited by authors' or editors' initials are not italicized. For standard journal and series titles, use the abbreviations specified by *SBLHS 2*; in the case of lesser-known journals or series, provide the complete title in the Bibliography or List of Abbreviations. Common abbreviations include:

- ABD* Freedman, David Noel, ed. *The Anchor Bible Dictionary*. 6 vols. New York: Doubleday, 1992.
- ANET* Pritchard, James B., ed. *Ancient Near Eastern Texts Relating to the Old Testament*. 3rd ed. Princeton: Princeton University Press, 1969.
- BDAG* Bauer, Walter, et al. *Greek-English Lexicon of the New Testament and Other Early Christian Literature*. 3rd ed. Chicago: University of Chicago Press, 2000.
- BDB* Brown, Francis, et al. *Hebrew and English Lexicon of the Old Testament*. Oxford: Clarendon, 1907.
- BDF* Blass, Friedrich, and Albert Debrunner. *A Greek Grammar of the New Testament and Other Early Christian Literature*. Translated and revised by Robert W. Funk. Chicago: University of Chicago Press, 1961.
- CD* Barth, Karl. *Church Dogmatics*. Edited by T. F. Torrance and G. W. Bromiley. Translated by G. T. Thomson et al. 14 vols. Edinburgh: T. & T. Clark, 1936–1977.
- ER* Eliade, Mircea, ed. *The Encyclopedia of Religion*. 16 vols. New York: Macmillan, 1987.
- IDB* Buttrick, George Arthur, ed. *The Interpreter's Dictionary of the Bible*. 4 vols. Nashville: Abingdon, 1962.
- IDBSup* Crim, Keith, ed. *The Interpreter's Dictionary of the Bible. Supplementary Volume*. Nashville: Abingdon, 1976.
- LSJ* Liddell, Henry George, et al. *A Greek-English Lexicon*. 9th ed. Oxford: Clarendon, 1996.

- MM Moulton, James Hope, and George Milligan. *The Vocabulary of the Greek Testament: Illustrated from the Papyri and Other Non-Literary Sources*. 1930. Reprint, Peabody, MA: Hendrickson, 1997.
- NIDB Sakenfeld, Katharine Doob, et al., eds. *The New Interpreter's Dictionary of the Bible*. 5 vols. Nashville: Abingdon, 2006–2009.
- ODCC Cross, F. L., and E. A. Livingstone, eds. *The Oxford Dictionary of the Christian Church*. 3rd ed. Oxford: Oxford University Press, 2005.
- OTP Charlesworth, James H., ed. *The Old Testament Pseudepigrapha*. 2 vols. Garden City: Doubleday, 1983–1985.
- TDNT Kittel, Gerhard, and Gerhard Friedrich, eds. *Theological Dictionary of the New Testament*. Translated by Geoffrey W. Bromiley. 10 vols. Grand Rapids: Eerdmans, 1964–1976.
- TDOT Botterweck, G. Johannes, et al., eds. *Theological Dictionary of the Old Testament*. Translated by Geoffrey W. Bromiley et al. 15 vols. Grand Rapids: Eerdmans, 1974–2006.
- TLOT Jenni, Ernst, and Claus Westermann, eds. *Theological Lexicon of the Old Testament*. Translated by Mark Biddle. 3 vols. Peabody, MA: Hendrickson, 1997.
- TWNT Kittel, Gerhard, and Gerhard Friedrich, eds. *Theologische Wörterbuch zum Neuen Testament*. 10 vols. Stuttgart: Kohlhammer, 1932–1979.

Sample Footnote and Bibliographic Citations Employing Standard Abbreviations

Works with a single author:

- N: Barth, CD 1/1:236–37.
 B: Barth, Karl. *Church Dogmatics 1/1: The Doctrine of the Word of God*. Translated by G. T. Thomson. Edinburgh: T. & T. Clark, 1936.

Multi-authored works:

- N: Collins, “Dead Sea Scrolls,” 89–90.
 B: Collins, John J. “Dead Sea Scrolls.” In *ABD* 2:85–101.

Single volume works that use page numbers:

- N: BDB 122.
 B: Brown, Francis, et al. *Hebrew and English Lexicon of the Old Testament*. Oxford: Clarendon, 1907.

Single volume works that use section numbers:

- N: BDF §156.
- B: Blass, Friedrich, and Albert Debrunner. *A Greek Grammar of the New Testament and Other Early Christian Literature*. Translated and revised by Robert W. Funk. Chicago: University of Chicago Press, 1961.

Works with foreign language titles:

- N: Bultmann, “πιστεύω, πίστις, κ.τ.λ.,” 176–77.
- B: Bultmann, Rudolf. “πιστεύω, πίστις, κ.τ.λ.” In *TDNT* 6:174–228.

Works cited with both original publication and translation:

- N: Bultmann, “πιστεύω, πίστις, κ.τ.λ.,” in *TWNT* 6:176–78 = *TDNT* 6:177–79.
- B: Bultmann, Rudolf. “πιστεύω, πίστις, κ.τ.λ.” In *TWNT* 6:174–230 = *TDNT* 6:174–228.

Gender Inclusive Language

McMaster Divinity College employs inclusive language for human beings in worship services, student written materials, and all publications. In reference to biblical texts, the integrity of the original expressions and the names of God should be respected. The NRSV and TNIV provide examples of the use of inclusive language for human subjects. Inclusive language is to be used in all assignments.

Academic Honesty

Academic dishonesty is a serious offence that may take any number of forms, including plagiarism, the submission of work that is not one’s own or for which previous credit has been obtained, and/or unauthorized collaboration with other students. Academic dishonesty can result in severe consequences, e.g., failure of the assignment, failure of the course, a notation on one’s academic transcript, and/or suspension or expulsion from the College. Students are responsible for understanding what constitutes academic dishonesty (as indicated by the Divinity College Statement on Academic Honesty: <http://www.mcmasterdivinity.ca/programs/rules-regulations>).

Appendix

The following pages offer samples of:

- a. Title page for ESSAY
- b. Title page for THESIS or DISSERTATION
- c. Summary page for THESIS or DISSERTATION
- d. THESIS or DISSERTATION abstract
- e. Headings and Subheadings

[sample title page for ESSAY]

[title of essay in capital letters, 2 inches (5 cm) from top of page]

MUSICAL DEVELOPMENTS IN THE HISTORY
OF SEVENTEENTH-CENTURY BIBLICAL THEOLOGY

[1½ inch space]

by

[1½ inch space]

[student's name and number]

Mary J. Blige
SID 98076995

[1½ inch space]

[Name and number of course]

History of Exegesis
BS/CH/MS/TH 6ZB6

[name of instructor]

Dr. George Syngen-Quinby

[date of submission]

November 11, 1911

[sample title page for THESIS or DISSERTATION]

[title of thesis in capital letters, 2 inches (5 cm) from top of page]

MATTHEAS FLACCIUS (ILLYRICUS) AGAINST THE ADIAPHORISTS:
A PROVISIONAL RE-EVALUATION

[1½ inch space]

by

[1½ inch space]

[student's name, previous degrees] John Q. Fletcher, B.A.

[2 inch space]

A [thesis/dissertation] submitted to
the Faculty of McMaster Divinity College
in partial fulfilment of the requirements
[name of degree] for the degree of [Master of Arts (Christian Studies)]
[Doctor of Philosophy (Christian Theology)]

[1½ inch space]

McMaster Divinity College
Hamilton, Ontario
2023

[summary page for THESIS or DISSERTATION]

[title of degree, 2 inches (5 cm) from top of page]

MASTER OF ARTS
(Christian Studies)

McMaster Divinity College
Hamilton, Ontario

[or]

DOCTOR OF PHILOSOPHY
(Christian Theology)

McMaster Divinity College
Hamilton, Ontario

[double space]

TITLE:

Fishing as a Metaphor for the Eschatological Judgement of God:
An Intertestamental Perspective

[double space]

AUTHOR:

Wanda F. Osteichthyes

[double space]

SUPERVISOR:

Dr. Wilhelm H. Wüllner

[double space]

NUMBER OF PAGES:

xiii + 382

[introductory pages + body, including appendices]

[THESIS/DISSERTATION abstract]

ABSTRACT

“I Long to See You’: Romans 1:11 in Context” [thesis title, 2 inches (5 cm) from top of page]

[double space]

John S. D. Thompson

[name of student]

McMaster Divinity College

[institution]

Hamilton, Ontario

Master of Theological Studies, 1894

[degree and year of convocation]

[text double-spaced in 12-point font: max. 150 words for M.A.; 350 words for Ph.D.]

Paulus, servus Christi Iesu, vocatus apostolus, segregatus in evangelium Dei, quod ante promiserat per prophetas suos in scripturis sanctis de Filio suo, qui factus est ex semine David secundum carnem, qui praedestinatus est Filius Dei in virtute secundum Spiritum sanctificationis ex resurrectione mortuorum Iesu Christi Domini nostri: per quem accepimus gratiam, et apostolatum ad oboediendum fidei in omnibus gentibus pro nomine eius, in quibus estis et vos vocati Iesu Christi: omnibus qui sunt Romae, dilectis Dei, vocatis sanctis. Gratia vobis et pax a Deo Patre nostro et Domino Iesu Christo. Primum quidem gratias ago Deo meo per Iesum Christum pro omnibus vobis: quia fides vestra adnuntiatur in universo mundo. Testis enim mihi est Deus, cui servio in spiritu meo in evangelio Filii eius, quod sine intermissione memoriam vestri facio semper in orationibus meis: obsecrans, si quo modo tandem aliquando prosperum iter habeam in voluntate Dei veniendi ad vos. Desidero enim.

[examples of headings and subheadings]

[chapter title is 2 inches (5 cm) from top of page]

PRIMARY HEADING IS CENTRED, IN CAPITAL LETTERS, WITH LONG TITLES
SINGLE-SPACED ON SUBSEQUENT LINES

The example given here is for a chapter in a thesis or dissertation, which is divided into separate chapters. When a primary heading appears at the top of the page, there is an extra double-spaced line between the primary heading and the ensuing text (or sub-heading), and the pagination shifts to the bottom of the page. Following a primary heading, the first line of the initial paragraph is not indented, whereas the first line of each subsequent paragraph is indented 0.5 inch (1.25 cm), as in the text that follows immediately below.

While an essay may have various sub-headings, it is not sub-divided into chapters, and thus does not require a primary heading at the top of the first page. Instead, any titular or related information appears on the title page. Remember that pagination (at the top right hand corner throughout) commences on the first page of the essay itself, not on the title page.

First-Level Subheading: Centred, Bold, Capitalized Headline Style

Keep an extra blank line between the text of the preceding section and a subheading, regardless of the level. There is no additional space between a subheading and the ensuing paragraph.

Second-Level Subheading

A second-level subheading is centred and capitalized headline style (but without bolding).

Again, there is an extra blank line between the text of the preceding section and the next subheading. However, a sub-heading should never appear alone at the bottom of a page; as indicated in this example, use text blocking or insert a manual page break to ensure that the title and the first paragraph to which it refers both appear on the same page.

Third-Level Subheading

A third level subheading is on the left margin, in bold, italicized, and capitalized headline style.

A heading should never be the last line of text on a page. If necessary, invoke the “Widow/Orphan” and/or “Keep lines [*or text*] together” functions of your word processor in order to place the heading on the following page.

Fourth-Level Subheading

A fourth-level subheading is on the left margin, capitalized headline style (but without bolding or italics).

The number for a page with a main heading is at the bottom centre of that page, whereas numbers for all subsequent pages (with or without subheadings) are at the top right. The main text is double spaced, although block quotations are single spaced, as follows:

In keeping with *The SBL Handbook of Style*, block quotations consist of five or more lines of quoted text. The quoted material is single spaced, left-justified, in the same font and point size as the main text, and indented 0.5 inch (1.25 cm), but with a double space before and after. No quotation marks are used at the beginning or end of the quoted text; double quotation marks indicate quotations within this block. These provisions are

repeated on pages 14 and 15 of the SBL “Student Supplement,” from which much of the material on this and the previous sample page has been deftly “borrowed.”¹

Text following the block quotation is again double spaced, resuming at the left margin unless it begins a new paragraph.

The *SBLHS 2* “Student Supplement” also proposes a solution to the frequent problem of having a footnote number and the footnote itself appear on different pages (since a footnote should always commence on the page where its number appears in the main text). It observes that “When a word processor such as Microsoft Word does not accomplish this automatically [i.e., keeping number and note on the same page], adjust the line spacing to ‘exactly’ on the ‘paragraph’ window.”²

¹ “Student Supplement,” 14–15; cf. *SBL Handbook of Style* §2.1.3.3. (p. 4). Remember that footnotes are single spaced, in 10 point Times New Roman font, with the first line indented one half inch but without any additional spacing between notes.

² “Student Supplement,” 15.