MDC Style Guide (July, 2017)

Additions to this edition include the following (in order of occurrence):

1. Clarification of the use of underlining (p. 3)
2. Configuring Smart Quotes for numerals (p. 3)
3. Exceptions to standard conventions for citing number ranges (p. 4)
4. Guidelines for Table of Contents (p. 6 and Appendix)
5. Expanded guidelines for bibliographies (p. 7)
6. Guidelines for consecutive citations of source material (p. 7)
7. Guidelines for citing a multi-authored work without an editor (p. 10)
8. Guidelines for citing a multi-volume work with individual volume titles (p. 11)
9. Expanded guidelines and sample pages for the title page and headings and subheadings of an essay (Appendix)

Please keep in mind, however, that notwithstanding its apparently inexorable expansion, the Style Guide only provides general guidelines, and that more detailed explanation will often require users to consult the Wipf & Stock Author Guide and/or The Chicago Manual of Style.
The following standards are adapted from the Wipf & Stock Author Guide version 7.3 (July, 2016), online at: http://wipfandstock.com/media/wysiwyg/WS_AuthorGuide.pdf. This style sheet in turn reflects:


This general purpose style sheet seeks to simplify the Wipf & Stock, *CMOS*, and SBL instructions by identifying common principles and providing general examples for situations most relevant to the writing of ESSAYS, THESIS, and DISSERTATIONS at MDC, thereby offering consistent guidelines for graduate assistants and professors to evaluate written submissions. However, these instructions and examples are by no means exhaustive. For situations not addressed 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 THESIS 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 (and other assignments) 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).
3. **THESIS**es and **DISSERTATION**s 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 pages 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. **THESIS**es and **DISSERTATION**s
      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, as well as the bibliography.
      iii. Pagination is centred at the bottom of the first page of each section that has a primary heading (whether a chapter, appendix, or bibliography); 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. Use single spacing for extended (block) quotations, with an extra line/double space before and after the quoted text.
   d. The bibliography should be single-spaced with an extra line/double space 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. Underlining is acceptable (where necessary) only for the purpose of textual criticism and/or comparison of translations.

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. Remember to configure for smart quotes following numerals (e.g., “Parables in Matthew 17" rather than “Parables in Matthew 17").
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), as explained more fully in *CMOS* §9.60. The following scheme illustrates the preferred way to abbreviate inclusive numbers:
   - 10–11, 35–38, 98–99
   - 100–102, 200–252
   - 101–2, 204–11, 309–56
   - (but 294–307)
   - 1000–1004
   - 1002–8
   - 1002–16
   - 1003–1135

17. Do not abbreviate the following number forms:
   c. Roman numerals: e.g., “xxv–xxviii.”

18. Do not use superscripts when abbreviating ordinal numbers (e.g., 1st, 2nd, 3rd, 4th, rather than 1\textsuperscript{st}, 2\textsuperscript{nd}, 3\textsuperscript{rd}, 4\textsuperscript{th}, 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 McMaster Divinity College Style Guidelines for Essays and Theses/Dissertations (July, 2017)* p. 4
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), SPlonic (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 been assigned 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
Introduction
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. Table of Contents
i. A Table of Contents permits the reader quick access to different sections of the work. It normally lists front matter (sections prior to the body of the text), section and chapter titles, and back matter (appendices and bibliography), with a page number for each. For extensive chapters, the author may choose to include first level subheadings (complete with page references).

ii. See sample Table of Contents in the Appendix.

f. 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, a complete PDF 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 ($20 × 5 = $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 concluding bibliography. For an ESSAY, the bibliography may commence either immediately following the main body of the text or at the top of the following page, but in either case with the title in the form of a first-level subheading. For a THESIS or DISSERTATION, the bibliography has a primary heading and begins on a separate page. Bibliographies 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 using “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. For consecutive citations of a given source (and contrary to the Wipf & Stock Author Guide), repeat the abbreviated form rather than using “ibid.”; similarly, use the author or editor surname rather than “idem.” 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 purpose of a bibliography is to provide full and accurate publishing information in a manner that is both clear and consistent. Although not all of the following elements may be present for a particular work, the basic order of citation within a single 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:

Bibliographic entries are 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 7.3.

“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

2. One editor
   Footnote

   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
   Hanson and Oakman, Palestine, 131–59.
Bibliography

4. Two editors

Footnote

Bibliography

5. Three or more authors

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

Bibliography

6. Three or more editors

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

Bibliography

7. Book with translator

Footnote

Bibliography

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, essay, or titled part of a book by a single author

Footnote
22 Tannehill, “Magnificat,” 31–47.

Bibliography
9. Chapter, essay, or titled part of a multi-authored work
   a. With an editor
      Footnote
      Bibliography
   b. Without an editor
      Footnote
      Bibliography

10. Book in a series
    Footnote
    32 Oakman, Jesus and the Peasants, 123–25.
    Bibliography

11. Reprint edition
    Footnote
    34 Jeremias, Jesus’ Promise to the Nations, 46–51.
    Bibliography

    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 work
   a. Without an individual volume title (e.g., a multi-volume commentary)
      Footnote
      35 Davies and Allison, Matthew, 3:568.
      Bibliography
b. With individual volume titles

Footnote

Bibliography

13. Article in a journal/periodical

Footnote

Bibliography

14. Article in an encyclopaedia or dictionary

Footnote

Bibliography

or:

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

Bibliography

16. Unpublished lecture or conference presentation

Footnote

Bibliography
17. Book review

Footnote


Bibliography


18. Multiple works by the same author in a bibliography


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

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

Footnote


Bibliography


b. Online article with a DOI or URL only:

Footnote


Bibliography


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

Footnote

Dowd and Malbon, “Significance,” 274.

Bibliography

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

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

f. Blogs:

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

Bibliography

Note: Contrary to *SBLHS2* §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* §14.4–13, 166–69, 184–85, and 243–46; *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:_

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

_New Testament:_

<table>
<thead>
<tr>
<th>English abbrev.</th>
<th>Hebrew abbrev.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matt 1–2 Cor</td>
<td>1–2 Tim 1–2–3 John</td>
</tr>
<tr>
<td>Mark Gal</td>
<td>Titus Jude</td>
</tr>
<tr>
<td>Luke Eph</td>
<td>Phlm Rev</td>
</tr>
<tr>
<td>John Phil</td>
<td>Heb</td>
</tr>
<tr>
<td>Acts Col</td>
<td>Jas</td>
</tr>
<tr>
<td>Rom 1–2 Thess</td>
<td>1–2 Pet</td>
</tr>
</tbody>
</table>

_Apocryphal / Deuterocanonical Books:_

<table>
<thead>
<tr>
<th>English abbrev.</th>
<th>Hebrew abbrev.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tob Sir</td>
<td>Pr Azar Pr Man</td>
</tr>
<tr>
<td>Jdt Bar Sg Three</td>
<td>1–2 Macc</td>
</tr>
<tr>
<td>Add Esth 1–3 Esd</td>
<td>Sus 3–4 Macc</td>
</tr>
<tr>
<td>Wis Ep Jer Bel</td>
<td>Ps 151</td>
</tr>
</tbody>
</table>

_Other Ancient Near Eastern Sources:_

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

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Common abbreviations include:


Sample footnote and bibliographic citations employing standard abbreviations for reference works:

Works with a single author:


Multi-authored works:


Single volume works that use page numbers:

N:  BDB 122.

Single volume works that use section numbers:

N:  BDF §156.

Works with foreign language titles:


*McMaster Divinity College Style Guidelines for Essays and Theses/Dissertations (July, 2017)* p. 16
Works cited with both original publication and translation:


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. For an ESSAY
   i. Title Page
   ii. Headings and Subheadings

b. For a THESIS or DISSERTATION
   i. Title page
   ii. Summary page
   iii. Abstract
   iv. Table of Contents
   v. Headings and Subheadings
MUSICAL DEVELOPMENTS IN THE HISTORY OF SEVENTEENTH-CENTURY BIBLICAL THEOLOGY

by

Mary J. Blige
SID 98076995

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

Dr. George Syngen-Quinby
November 11, 1911
Pagination (at the top right hand corner throughout) commences on the first page of the essay itself, not on the title page. Since the title page takes the place of a primary heading, the essay title should not be repeated at the top of the first page; any subsequent sections within the essay are indicated by subheadings. However, if the essay begins with an “Introduction,” this title will be formatted as a first-level subheading, with the page number remaining at the top right.

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

Although subdivision is not always necessary, the example given here is for an essay that is divided into separate sections. Following any level of subheading, 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.

Insert 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. Nor is there an intervening space when a subheading follows immediately after a prior level heading or subheading.

**Second-Level Subheading**

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

Again, insert an extra blank line between the text of the preceding section and the next subheading. However, a subheading should never appear alone at the bottom of a page; 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 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.”  

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

---

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.
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 “Student Supplement,” 15.
MATTHIAS FLACCIIUS ILLYRICUS AGAINST THE ADIAPHORISTS:
A PROVISIONAL RE-EVALUATION

by

John Q. Fletcher, B.A.

the Faculty of McMaster Divinity College
in partial fulfilment of the requirements
for the degree of [Master of Arts (Christian Studies)]
[Doctor of Philosophy (Christian Theology)]

McMaster Divinity College
Hamilton, Ontario
2023
Fishing as a Metaphor for the Eschatological Judgement of God: An Intertestamental Perspective

AUTHOR:
Wanda F. Osteichthyes

SUPERVISOR:
Dr. Wilhelm H. Wüllner

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“I Long to See You’: Romans 1:11 in Context”

John S. D. Thompson
McMaster Divinity College
Hamilton, Ontario
Master of Theological Studies, 1894

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.
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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 subheading), and the pagination shifts to the bottom of the page. Following a heading or subheading, 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). Note that the bibliography and appendices to a thesis or dissertation are treated in the same manner as chapters.

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

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4 “Student Supplement,” 15.