

MCMMASTER DIVINITY COLLEGE  
STYLE GUIDELINES FOR ESSAYS  
AND THESES/DISSERTATIONS

July, 2019



*Introduction*

The following standards are adapted from the Wipf & Stock *Author Guide* version 9.0 (May, 2019), online at: [http://wipfandstock.com/media/wysiwyg/WS\\_AuthorGuide.pdf](http://wipfandstock.com/media/wysiwyg/WS_AuthorGuide.pdf). This style sheet in turn reflects:

- ▶ *The Chicago Manual of Style*, 17th ed. (Chicago: University of Chicago Press, 2017), cited here as *CMOS17* 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, Ninth Edition: Chicago Style for Students and Researchers*, rev. Wayne C. Booth et al. (Chicago: University of Chicago Press, 2018); <https://www.chicagomanualofstyle.org/turabian.html>.
- ▶ *The SBL Handbook of Style Second Edition. For Biblical Studies and Related Disciplines* (Atlanta: SBL, 2014), cited here as *SBLHS2* (but do *not* rely on the 1999 edition).

This general purpose style sheet seeks to simplify the Wipf & Stock, *CMOS17*, and SBL instructions by identifying common principles and providing *general* examples for situations most relevant to the writing of ESSAYS, THESES, and DISSERTATIONS at MDC, thereby offering consistent guidelines for graduate assistants and professors to evaluate written submissions. However, these instructions and examples are far from 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>). Again, do not rely on a previous edition of the “Student Supplement.”

In the following section, 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 (and all other written 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. 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 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. THESES and DISSERTATIONS
    - 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 (including title page): 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 (e.g., ca., cf., et al.,

i.e., q.v., sic, etc.) should not be italicized. Underlining is acceptable 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. Capitalization

- a. In keeping with *CMOS17* §8.108 (but contrary to *SBLHS2* §4.3.3.6), “religious events and concepts of major theological importance” should be capitalized, except when the terms in question are employed generically. Thus, “the Creation,” “the Fall,” “the Crucifixion,” “the Second Coming,” etc., but “Most religions have creation myths” and “For the Romans, crucifixion was a common form of execution.”
- b. Take particular care that capitalization conventions remain consistent within a given essay or work.

11. 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 sample pages in the Appendix, below]

12. 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.

13. 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.
14. 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.
15. 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.
16. For an ellipsis, use three periods with a hard space before and after each period ( . . . ) rather than the ellipsis character or three unspaced periods.
17. Abbreviate inclusive numbers according to the conventions outlined in *SBLHS2* §4.2.4–7 (pp. 19–21), as explained more fully in *CMOS17* §9.60. 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, 146–49, 204–11, 309–56 (but 294–307)	▶ 1002–16
	▶ 1003–1135
18. Do not abbreviate the following number forms:
  - a. Numbers in date ranges: use “1946–1964” rather than “1946–64.” Where necessary, use BCE/CE (in full caps, but without periods); hence, “253–249 BCE.”
  - b. Paragraph/section ranges in ancient sources: e.g., Josephus, *War* 3:121–132.
  - c. Roman numerals: e.g., “xxv–xxviii.”
19. Do not use superscripts when abbreviating ordinal numbers (e.g., 1st, 2nd, 3rd, 4th, rather than 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, etc.); superscripting should therefore be disabled in software that makes this change automatically.
20. 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.
21. Spellcheck then proofread your work carefully, giving close attention to grammar and syntax. If possible, request that 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, 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). Errors of spelling or form in quoted material should be cited verbatim, followed by “[sic]” (within square brackets).
22. 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. Titles of articles or books should be cited in their original languages, following the capitalization conventions of the original. See further *SBLHS2* §6.1.3.4 (p. 73) and *CMOS17* §§11.1–124.
  - c. 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](http://www.sbl-site.org/educational/BiblicalFonts_SBLHebrew.aspx)
    - ii. SBL Unicode Greek font:  
[http://www.sbl-site.org/educational/BiblicalFonts\\_SBLGreek.aspx](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](http://www.sbl-site.org/educational/BiblicalFonts_SPLegacyFonts.aspx).
    - iv. Alternative language fonts (e.g., Gentium) may be used with permission of the instructor.
  - d. Students unfamiliar with Hebrew, Aramaic, or Greek may use the SBL “General Purpose Style” (*SBLHS2* §5.1.2 and §5.3 [pp. 58–60]); otherwise, relevant texts should be cited in their original form.
23. Assignments are to be submitted in hard copy, unless the course instructor explicitly requires electronic submission (e.g., via Avenue to Learn or Dropbox).
24. 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.

25. 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, ask a member of the administrative staff to date stamp your essay.
26. 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 (abbreviated without periods or spaces), 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 an MA thesis or 350 words for a DPT or PhD 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 ( $5 \times \$20 = \$100$ ) 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 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. When citing numbered notes, use "n" or "nn" without additional spacing (see examples under §12, below). For consecutive citations of a given source, 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:

<sup>7</sup> 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:

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

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* 9.0.

“Where two or more cities are given . . . only the first is normally included in the documentation” (*CMOS17* §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.

*CMOS17* §14 and *SBLHS2* §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*

<sup>1</sup> Spinks, *Bible and Crisis*, 5–7.



*Bibliography*

Spinks, D. Christopher. *The Bible and the Crisis of Meaning: Debates on the Theological Interpretation of Scripture*. London: T. & T. Clark, 2007.

2. One editor

*Footnote*

<sup>9</sup> Barrett, ed., *New Testament Background*, 173.

*Bibliography*

Barrett, C. K., ed. *The New Testament Background: Selected Documents*. Harper Torchbook. 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*

<sup>12</sup> 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*

<sup>14</sup> 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; Peabody, MA: Hendrickson, 2009.

5. Three or more authors

*Footnote*

<sup>17</sup> 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*

<sup>19</sup> Boda et al., eds., *The Prophets Speak*, ix–xii.

*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*

<sup>21</sup> Hengel, *The Atonement*, 36.

*Bibliography*

Hengel, Martin. *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, essay, or titled part of a book by a single author

*Footnote*

<sup>22</sup> 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. Chapter, essay, or titled part of a multi-authored work

a. With an editor

*Footnote*

<sup>54</sup> Rummel, “Ninth Day,” 313–14.

*Bibliography*

Rummel, Stan. “The Ninth Day: To Say ‘Creation’ in Genesis 1:1—11:26.” 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.

b. Without an editor

*Footnote*

<sup>27</sup> Boers, “Introduction,” xi–xx.

*Bibliography*

Boers, Hendrikus. “Introduction.” In *How to Read the New Testament: An Introduction to Linguistic and Historical-Critical Methodology*, by Wilhelm Egger, xi–xxi. Translated by Peter Heinegg. Peabody, MA: Hendrickson, 1996.

10. Book in a series

*Footnote*

<sup>32</sup> 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*

<sup>34</sup> 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 *SBLHS2* §6.2.17–18 includes them. As stipulated by *CMOS17* §14.119, include these details only where relevant.

12. One or more volumes of a multi-volume work

- a. Without an individual volume title (in this case a multi-volume commentary, with the volume number indicated in Arabic numerals):

*Footnote*

<sup>35</sup> Davies and Allison, *Matthew*, 3:568n44.

*Bibliography*

Davies, W. D., and Dale C. Allison. *A Critical and Exegetical Commentary on the Gospel According to Saint Matthew*. 3 vols. International Critical Commentary. Edinburgh: T. & T. Clark, 1988–1997.

- b. With individual volume titles

*Footnote*

<sup>39</sup> Old, *The Age of the Reformation*, 109n190.

*Bibliography*

Old, Hughes Oliphant. *The Age of the Reformation*. Vol. 4 of *The Reading and Preaching of the Scriptures in the Worship of the Christian Church*. Grand Rapids: Eerdmans, 2002.

13. Article in a journal/periodical

*Footnote*

<sup>43</sup> 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*

<sup>62</sup> Bassler, “God,” 1054–55.

*Bibliography*

Bassler, Jouette M. “God in the New Testament.” In *The Anchor Bible Dictionary*, edited by David Noel Freedman, 2:1054–55. New York: Doubleday, 1992.

*or:*

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*

<sup>65</sup> Collier, “Nonviolent Augustinianism,” 22–26.

<sup>66</sup> Lieberman, “Rhetoric of Prophetic Utterance,” 41–57.

*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.

Lieberman, Sandra J. “Amos and the Rhetoric of Prophetic Utterance.” MA thesis, State University of New York College at Brockport, 1979.

16. Unpublished lecture or conference presentation

*Footnote*

<sup>68</sup> 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*

<sup>78</sup> 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*

<sup>91</sup> 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](http://www.unomaha.edu/jrf/Vol10No2/Avila_CountryPriest.htm).

b. Online article with a DOI or URL only:

*Footnote*

<sup>98</sup> 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*

<sup>105</sup> 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*

<sup>117</sup> 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*

<sup>123</sup> "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>.

f. Blogs:

*Footnote*

<sup>131</sup> 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 *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 *CMOS17* §§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, employing Arabic numeration. 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, but do not spell out verse or chapter numbers. 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. The book of Genesis manifests a complex literary structure.
- b. First Samuel 10 narrates the anointing of Saul.
- c. 1 Kgs 17:1—18:35 [em-dash]
- d. Neh 7–9 [en-dash]
- e. Matt 13:3b–8; Mark 4:3–8; Luke 8:5–8a; *Gos. Thom.* 9–11 [en-dashes]
- f. Paul contends that the goal of Torah is mutual love (Rom 13:8–10). [en-dash]

When citing modern Bible versions, standard abbreviations (NASB, NIV, NJPS, NRSV, 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)

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. 16 vols. Grand Rapids: Eerdmans, 1974–2018.
- 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 for reference works:*

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 examples 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

[Sample title page for an 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, DMin

[date of submission]

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.”<sup>1</sup>

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

---

<sup>1</sup> “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 additional spacing between consecutive notes.

The *SBLHS2* “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.”<sup>2</sup>

---

<sup>2</sup> “Student Supplement,” 15.

[Sample title page for a THESIS or DISSERTATION]

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

MATTHIAS FLACCIUS ILLYRICUS AGAINST THE ADIAPHORISTS:  
A PROVISIONAL RE-EVALUATION

[1½ inch space]

by

[1½ inch space]

[student's name, previous degrees] John Q. Fletcher, BA, MA

[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 Practical Theology]  
[Doctor of Philosophy (Christian Theology)]

[1½ inch space]

McMaster Divinity College  
Hamilton, Ontario  
2023

[Summary page for a 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 PRACTICAL THEOLOGY

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:  
Theological and Pastoral Implications

[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, 2022

[degree and year of convocation]

[text double-spaced in 12-point font: max. 150 words for MA; 350 words for DPT or PhD]

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.

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

SUMMARY PAGE .....	ii
SIGNATURE PAGE.....	iii
ABSTRACT .....	iv
TABLE OF CONTENTS .....	v
LIST OF APPENDICES.....	vi
LIST OF ABBREVIATIONS.....	vii
INTRODUCTION.....	1
CHAPTER 1: DEVELOPING THE IMAGINATIVE NARRATIVE SERMON IN A LOCAL CHURCH SETTING .....	17
CHAPTER 2: NARRATIVE THEOLOGY AND THE NEW HOMILETIC .....	49
If included, first-level subheadings are block indented 0.5 inch (1.25 cm)	51
All entries are single-spaced with a double space between titles, but only primary headings employ a dot leader	65
CHAPTER 3: LIVED NARRATIVE: CONNECTING WITH THE CONGREGATION.....	92
CHAPTER 4: CONCLUSIONS.....	112
APPENDIX 1: BIBLICAL TEXTS .....	117
APPENDIX 2: SAMPLE SERMON .....	126
BIBLIOGRAPHY.....	130

## [Examples of headings and subheadings for a THESIS or DISSERTATION]

[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

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**

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. 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, there is 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). While the main text is always double spaced, 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.”<sup>3</sup>

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

---

<sup>3</sup> “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 *SBLHS2* “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.”<sup>4</sup>

---

<sup>4</sup> “Student Supplement,” 15.