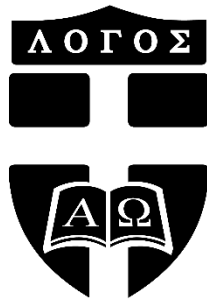


CRISWELL COLLEGE
MANUAL OF STYLE



Dallas, Texas

Third Edition

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TO THE READER

Style manuals guide writers and typists when formatting academic papers. They also provide a single standard that can be applied by all who follow the manual. Most style requirements are logical; others seem arbitrary. Knowing the requirements, you will not need to guess about your formatting as you write and revise your paper. If you use special software or have someone else format your paper, you have the final responsibility for the document you submit for grading or evaluation.

To use a style manual the first time requires patience. This manual's structure suggests one approach. First, verify that the basic form of the paper meets the requirements given in chapter 1: font size, line spacing, margins, page numbering and number placement, and tab settings. With the exceptions of the left and right margins, these settings will be the same for every research paper, prospectus, or thesis submitted at Criswell College.

Second, examine each page of the paper according to the directions and examples for that page as found in chapter 2: title page, first page of text, subsequent pages of text, last page of text, bibliography, etc. Everything on each page should match the specifications given in the style manual: titles, subheadings, footnote separator, footnotes, enumerated lists, etc.

Third, read through your paper to verify that the punctuation, spelling, capitalization, and abbreviations follow the directions and examples in chapter 5. Are the ellipses spaced correctly? Are the numerical sequences typed correctly? Have you capitalized and spelled correctly the words included in the spelling and capitalization checklist? Have you abbreviated Scripture references correctly? These are some, but not all, of the questions you must answer to meet the requirements set out in chapter 5.

Fourth, examine each individual footnote and bibliography entry to verify that it follows the forms given in chapters 6 and 7. Notice that this manual includes instructions for citing computer-based sources, as well as printed sources. Remember that

information about tab settings, fonts, line spacing, and numbering given in earlier chapters also apply when formatting citations.

Chapters 3 and 4 provide additional instructions for those preparing a prospectus or thesis. Appendix 1 provides information for those writing book reviews.

Be your own critic. Assume that everything about the paper's form is wrong and then look it up to see how to do it correctly. Only when you have verified that an element is right should you go on to the next footnote, page, or other part of your paper.

This is the third edition of the *Criswell College Manual of Style* (August 2010). It is both a supplement and companion to Turabian's *A Manual for Writers . . .* (7th ed.), *The Chicago Manual of Style* (15th ed.), and *The SBL Handbook of Style* (1999). This manual answers the most common questions, but for some unusual situations, you may need to refer to one of the companion manuals.

Almost all the text and examples come from the *Southwestern Seminary Manual of Style* edited by Craig Blaising. Robert Bernard contributed the section on citing materials from manuscript collections. Robert Phillips prepared the Southwestern manual for publication. Greg Smith guided the final phases of publishing and distribution at Southwestern.

The *Criswell College Manual of Style* is a modified version of the *Southwestern Seminary Manual of Style*. Everett Berry and Diana Cooper edited the Southwestern manual, and their editorial decisions have been guided by the academic needs of the College. The editors of the present work express their abiding gratitude to Drs. Blaising and Bernard and to Southwestern Baptist Theological Seminary for permission to publish this modified version of the *Southwestern Seminary Manual of Style* as the *Criswell College Manual of Style*.

CHAPTER 1

COMPUTER SETTINGS FOR RESEARCH PAPERS, PROSPECTUSES, AND THESES

This chapter shows correct spacing between lines and in headings. You may use these pages to verify your own line spacing. The remaining chapters are set at 1.5 line spacing and have a 1.5-inch left margin. The subheadings are also spaced differently than the manual specifies.

Recommended Software

Any updated version of Microsoft Word or Corel Word Perfect is recommended for research papers and theses. Students are responsible for ensuring that the final copy of a paper conforms to the college style manual, regardless of the software program they use.

Fonts

Use a 12-point Times New Roman proportional font throughout your document. There are only two exceptions: First, in footnotes, the Times New Roman font of 10-points is to be used. Second, Greek and Hebrew fonts will obviously not be Times New Roman, but they should be equivalent in size to your Times New Roman font.

Use bold font style for subheadings only. Use normal font style for main headings such as the table of contents, chapter headings, bibliography, etc.

Use italic font style for emphasis, foreign words, and titles of bound, published

works such as books and journals (but not journal article titles).

Use one space following the terminal punctuation of a sentence.

Do not use underlining.

Do not print the document in any color other than black.

Line Spacing

Use double space in the body of all papers and theses. Use single-spacing for the contents of each footnote (but double-space between notes), each block quotation, and each multi-line heading (except for multi-line headings on a title page, which are double-spaced). Note: *except for this chapter, this manual uses 1.5 spacing rather than double spacing; do not try to match your line spacing to that of this manual*).

Spacing for title pages, for other special pages, and between subheadings and text in the body of your work is discussed in chapters 2 and 3.

Margins

Use a 1-inch margin for every margin of every page in a research paper: left, right, top, and bottom. Use left justification only; do not use full justification.

In theses use a 1.5-inch left margin and 1-inch right, top, and bottom margins.

Main section headings (such as BIBLIOGRAPHY, title, etc.) are placed one inch below the top margin. Simply space down from the top margin to the proper setting as shown in chapter 2. The bottom margin may vary slightly to accommodate footnotes. In such cases, the bottom margin should be no more than 1.5 inches and no less than 0.75 inch.

For each full page of text, set footnotes to print at the end of text rather than

the end of page. For an incomplete page of text, set footnotes to print at the end of the page.

Page Numbers

All research papers and theses must use pagination. See chapter 2 for which pages are counted and which are not and for when to use roman and when to use Arabic numerals. Roman numerals (i, ii, iii, etc.) are used for front matter (such as the table of contents) and are centered at the bottom of the page. Arabic numerals (1, 2, 3, etc.) are used for the main body of the work and for sections subsequent to the main body (such as the bibliography). On a page where a main section begins (such as the first page of the research paper, the first page of a chapter, or the first page of the bibliography), center the page number below the bottom margin, 0.70 inch from the bottom of the sheet. However, for all continuation pages of that main section, place the page number in the top right corner (above the top margin and on the right margin), 0.70 inch from the top of the sheet.

Tab Settings

Set the tab at 0.70 inch for a normal paragraph indentation. Also use 0.70 inch for footnote indentations. Set the tab at 0.35 inch for indentation of a block quotation, for a paragraph indentation within a block quotation, and for each indentation in a table of contents or in an enumerated list of figures, tables, or examples. Also, use 0.35 inch for the hanging indentation of entries in a bibliography.

CHAPTER 2

RESEARCH PAPERS

The sections of a research paper are as follows: (1) *title page*, (2) *table of contents* (optional), (3) *lists of tables, examples, or figures* (if you have several such tables, examples, or figures), (4) *body of the paper*, with the first page distinguished in form from all subsequent pages, and (5) *bibliography*. Most research papers will be composed of a *title page*, the *body of the paper*, and a *bibliography*. This chapter provides sample guide sheets and instructions on matters of form and style for each of these sections.

Theses and prospectuses have some component parts that differ from those of research papers. See chapter 3 for guidelines for prospectuses, and see chapter 4 for guidelines on theses.

For information on footnote and bibliographic forms, see chapters 6 and 7.

Title Page (required)

See the example given on page 6.

Each line of the title page is centered between the margins (left and right margins are 1 inch for the research paper and 1.5 and 1.0 inches for a thesis).

The title of the paper appears in UPPERCASE at the top, two inches below the top of the page. If the title requires two or three lines, the *last line* should appear two inches below the top of the page. If four lines are needed, then place the *third line* two inches below the top of the page. If more than four lines are needed, you should seriously consider revising your title.

Arrange the lines in inverted pyramid form and double-space between them. If the title contains both a main title and a subtitle, then the main title should appear on a separate line or lines from the subtitle and be followed by a colon even if this means not

TITLE PAGE TEMPLATE

HERMENEUTICAL ISSUES IN THE REVISIONIST
AND POST LIBERAL DEBATE

A Paper
Presented to
Dr. Everett Berry
Criswell College

In Partial Fulfillment
of the Requirements for THS 203

by
John A. Smith
Box 141
May 2, 2005

Figure 1: Title Page for a Research Paper

using the inverted pyramid form. Note the following example of a title and subtitle:

COMMON SENSE INTERPRETATION:

HERMENEUTICAL PRINCIPLES IN NEED OF REASSESSMENT

Title lines more than four inches long may be divided. No line should be more than five inches long.

The sections of the title page are divided by 1.5-inch solid separator lines (about eighteen spaces wide): _____ .

Place your full name (middle initial is acceptable), box number, and the date on which the paper is submitted at or near the bottom margin of the page.

Table of Contents (optional)

A table of contents is normally not required for a research paper and is typically not used. If you choose to include a table of contents, follow the form given in chapter 3. However, remember that in a research paper, you will not have chapters. Normally, the table will list only your subheadings followed by your bibliography.

Lists of Tables, Examples, or Figures (optional)

If you have several tables, examples, or figures in your paper, then you may need to place a list prior to the main body of the paper whether or not you have a table of contents. See chapter 3 for style guidelines for such lists.

First Page of Text

Place the title of the paper on the first page two inches from the top of the page (see example on page 8). It should be printed in all CAPS in normal mode (not bold, italics, or with underlining). If the title requires more than one line, the lines of the title should be single-spaced. Otherwise, divide and arrange the lines as on the title page. Leave two (single) spaces between the title and the first line of text. (Do not simply hit the enter key twice when you are in double-space format; that would leave three spaces.)

The page number on the first page of text is always “1” (the title page is not counted and any preceding tables or lists are numbered separately with roman numerals).

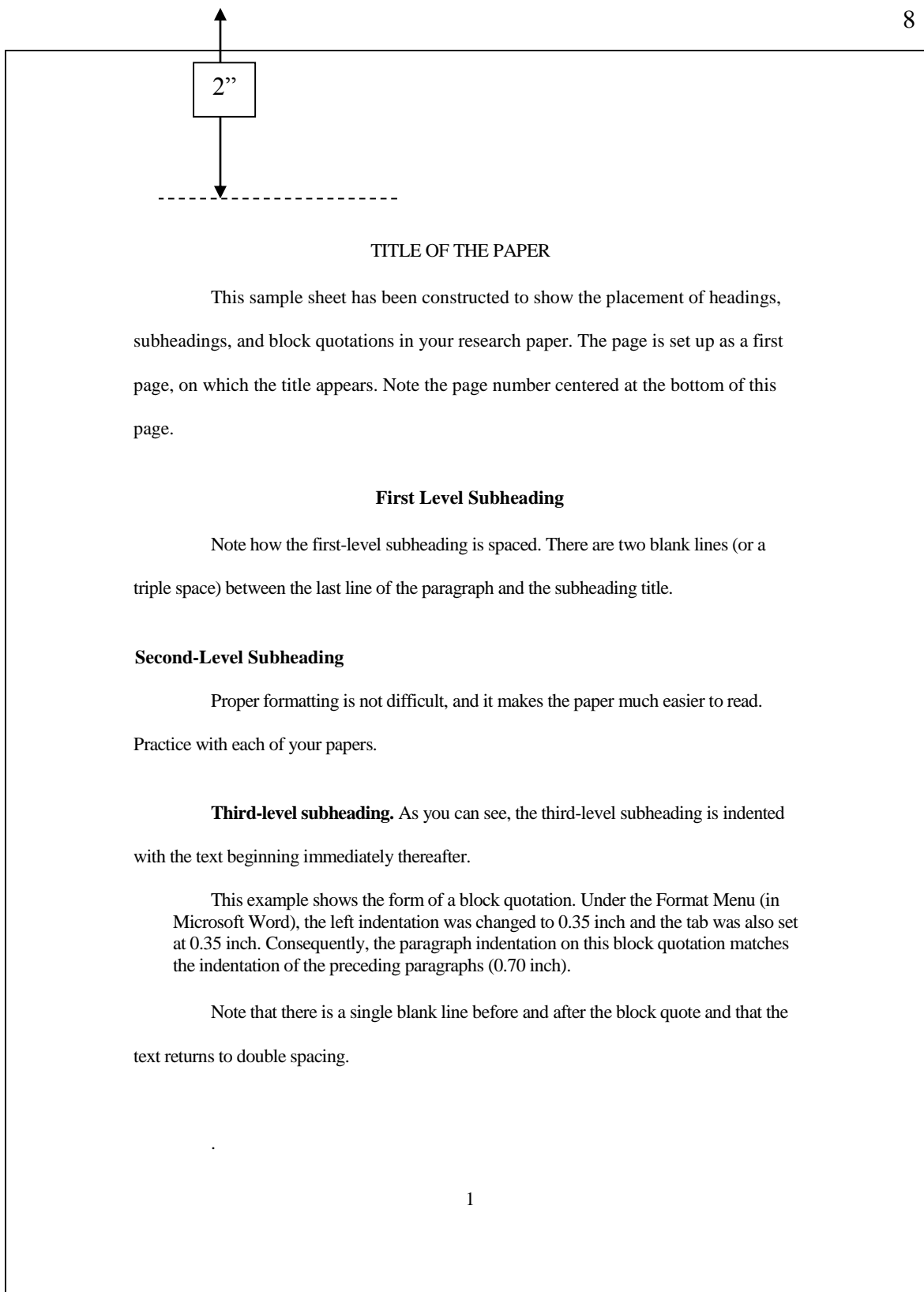


Figure 2: First Page Title Placement and Subheadings

Subheadings (required)

Up to three subhead levels are recommended. Rarely will a paper profit by using more than three levels. For a document using three levels or less, use the three-level system presented here. If more levels are necessary, see page 16 of this manual for a five-level subhead system (the three-level system presented here corresponds to the first, third, and fifth levels shown on page 16). Use a bold font for each of these subheadings. Leave two spaces between the last line of text and a subheading (that is, two single lines; do not simply hit the enter key twice when you are in double-space format). Leave one (single) space between a subheading and subsequent text (including a subsequent subheading). If a subheading starts a page, other than the first page of text, place it on the top margin, with no extra space between the top margin and the subhead.

A first-level subheading should be centered and capitalized headline style. If it is more than four inches long, divide it into two or more single-spaced lines arranged in an inverted pyramid. A second-level subheading appears at the left margin without punctuation. It is also capitalized headline style. If it is more than three inches long, it should be divided into two single-spaced lines more or less equal in length, with the second line flush with the margin. The third-level subhead is capitalized sentence style. It should be indented (normal paragraph indentation) and followed by a period. Normal spacing follows the period, and the text begins immediately.

See the examples of the three levels of subheadings on page 8.

Paragraph Indentation and Block Quotes

Indent regular paragraphs 0.70 inch. *Block quotes* are normally used where a quotation includes four or more lines of text. Indent the left margin (but not the right) of block quotations 0.35 inch. Block quotation paragraph indentation is an additional 0.35 inch so that it will appear even with a normal paragraph indentation of 0.70 inch. Do not indent the first line of a block quotation unless it is indented in the text you are quoting (note the examples on pages 8 and 10).

Subsequent Pages of Text

Begin the text of subsequent pages at the top margin (one inch). The page numbers for these pages should appear in the upper right corner, 0.70 inch from the top of the sheet. See the example on page 10.

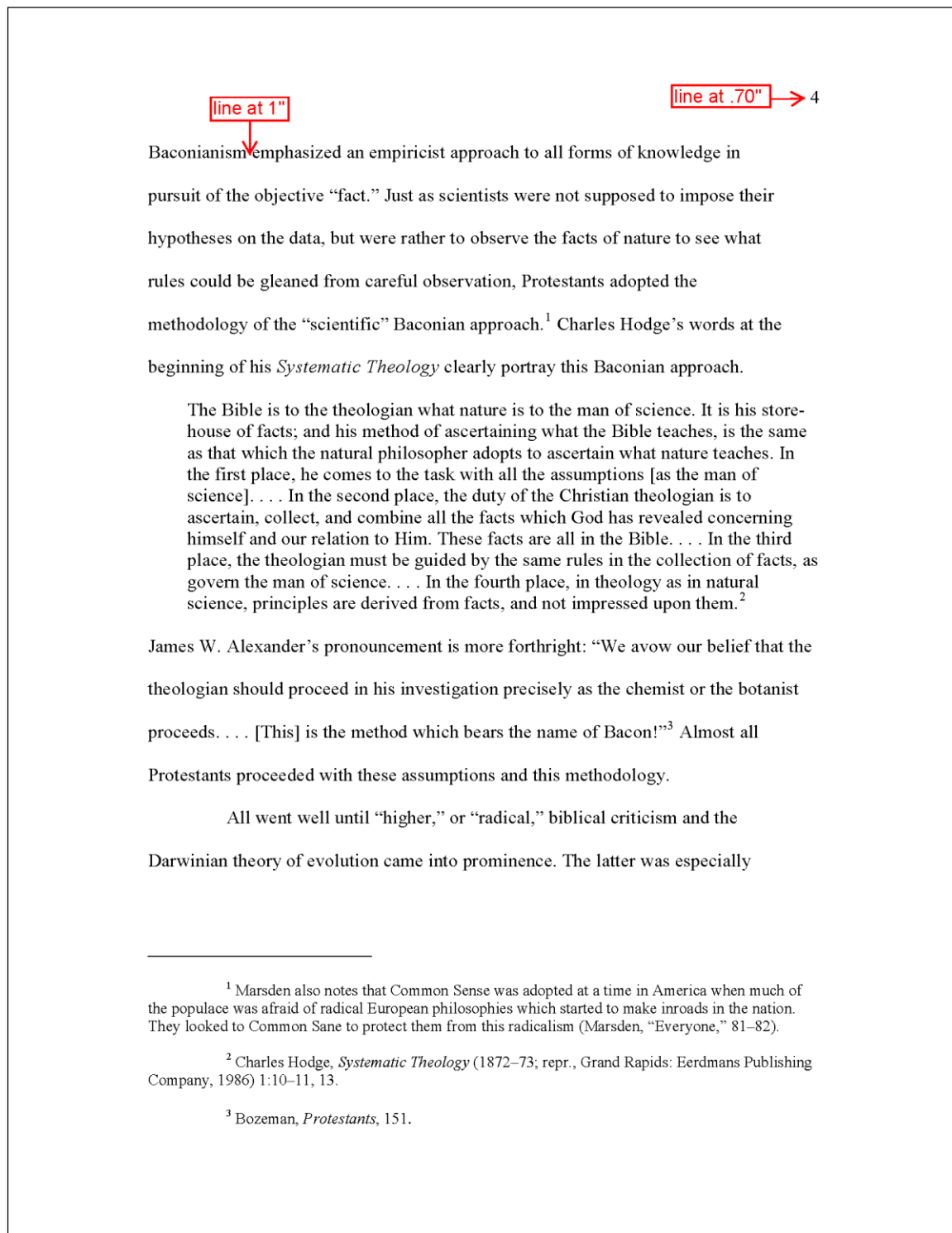


Figure 3: Subsequent Page of Text

Footnotes

Use superscript (raised) numbers without punctuation, to indicate footnotes. Do not use endnotes! In the body of your text, place the superscript number at the end of a sentence, immediately following the punctuation mark. The corresponding footnote must begin at the bottom of the same page. Indent 0.70 inch (standard paragraph indentation) and repeat the superscript number (without punctuation) before the first word of the note. Do not space between the note number and the first word of the note. In theses, restart the numbering at 1 with each chapter (Turabian 8.12).

Set your software program to print footnotes “beneath text” for each full page of text. (See Appendix 3 for formatting instructions in Microsoft Word.) Leave one space between the last line of text on a page and the line on which the footnote separator appears. *If the last page of your paper is not full, change your software settings to print the notes at the “bottom of page,” leaving multiple lines of white space between the text and the footnote separator.* Print the separator as a solid 1.5-inch or two-inch line (be consistent). *Leave a blank line between the separator and the first note.* Single-space the contents of each footnote. Place a blank line (one space) between notes.

Long footnotes may be continued on the next page, but the beginning of the continuation will not be indented (see the example on page 10). The length of the continuation separator must be the same as the regular footnote separator. If three or more pages would be needed to complete a note, place its contents in an appendix.

For sample footnotes and instruction on footnote forms, see chapters 6 and 7.

Enumerated Lists

Do not use bulleted lists. Use arabic numbers for an enumerated list in the body of the text. If the list has fewer than 10 items, the numbers may be flush with the left margin. If the list has more than 10 items, the double-digit numbers should be flush with the left margin and the periods of all numbers should be aligned. Single-space the text of each enumeration 0.35 inch from the left margin. Leave one blank line between items and one blank line before and after the list. For examples, see page 17.

Normally, you should not use enumeration for elements longer than three or four lines. If more lines are needed, it may be best to omit the numbers and use standard paragraphs (double-spaced) with the words “First,” “Second,” etc.

Tables and Figures

Use tables for tabular data such as reporting raw data, statistical findings, and displaying textual lists. Use figures for charts, graphs, photocopied instruments, etc. Choose the type of display that works best for your data. Be consistent—do not choose different display types for variety. Also, the best display is often the most simple one.

Numbering, Titling, and Referencing Appendices

Every table and figure placed in the text is numbered separately starting with the number 1 for each type, given a title in sentence style with no ending period, and centered at the top (tables) or bottom (figures). Numbering continues straight through the entire document (including all chapters in a thesis). If the title is longer than the width of the table or figure, type it as two or more lines inverted pyramid style.

Tables or figures in appendices are numbered restarting with the number 1 for each type and prefixed with the letter “A” as in A1, A2, A3, etc.. Numbering continues straight through all appendices. When tables or figures appearing in appendices are referenced in the text, always include with the reference the appropriate appendix number such as “Table A3 in Appendix 1” or “(see Figure A5 in Appendix 2).”

All references to a table or figure must refer to the table or figure number, not its title or a phrase like “in the following table,” or “as seen in the next figure.” The reference may be in running text such as “In Table 5 . . .” or “In Figure 5,” or in parentheses as in “(see Table A7 in Appendix 3)” or “(Figure 2)”. Note that “Table” and “Figure” are capitalized when referenced in the text, as is “Appendix.” Refer to a table or figure in your text before it appears in the document. Use the full word “Table” or “Figure” in the title of tables and figures rather than the abbreviation “Tbl.” or “Fig.”

Font and Style Matters

Tables are presented in the same font and size as the text of the document (12-point Times New Roman). Italics may be used for category titles within the table, but do not use bold, underline style, or colored text. Text in figures such as charts and graphs should also be created in 12-point Times New Roman. You can use a 10-point Times New Roman font for labels and axis in charts but nothing smaller. Font variations are allowed in instrumentation presented in figures, with 10 point as the minimum.

Text and borders in tables, and text and objects in figures are always in

black—never use color. Chart fill colors and patterns in figures should be tested to be sure that they are clearly distinct when printed in black and white. Photocopied figures should be lightened or darkened as necessary.

Instrumentation designed for the study is displayed as a figure. Use the same margin settings as your research paper or thesis to ensure the figure is not distorted or the layout changed when inserted in the document. If the instrumentation is not designed with the same margins as your document, the instrument will need to be photocopied and reduced or enlarged to fit the margins of your page.

Table cell borders are always solid lines, hairline width. Use borders on all sides of a cell except where data spans two cells and the interior border is not appropriate. Figures such as charts and graphs should have hairline borders, but figures such as pictures or diagrams do not have to have borders.

Placement in the Document

If space permits, finish the paragraph where the table or figure is first referenced and place the table or figure immediately following. Otherwise, finish the sentence, place the table or figure in the text, and resume the paragraph. If the table or figure is less than one full page and there is not room for it on the page, continue the text to the bottom of the page, and put the table or figure at the top of the next page—in many cases this will be the middle of another paragraph. If you reference additional tables or figures in the continued text, the series of tables and/or figures follows at the top of the next page. In some cases, raw data may best be presented in an appendix.

Three blank lines—not two as with levels of subheading—separate a table or figure from the text, table, or figure above it and below it.

A table or figure must be centered horizontally between the margins on the left and right side of the table or figure. A table or figure must be centered vertically between the margins above and below it if it is the only object on the page. If two or more tables and/or figures appear together on a page with no text above, below, or between them, the tables and/or figures are treated as one object and centered vertically on the page.

If a table or figure is larger than one full page, continue the display on the next page, repeating the display label with the longer “em” dash, the word “continued” and then the period followed by the title. For example: “Table 1—Continued. Research

Findings.” Repeat axis scales, headers, footers, legends, etc., used on the previous page of the display.

Bibliography

The title, BIBLIOGRAPHY, in all uppercase, should be placed two inches from the top of the page. Two (single) spaces should separate the title from the first subheading or first bibliographic entry. In longer bibliographies, use first-level subheadings to divide the bibliography between primary and secondary works, and use second level subheadings to divide among books, articles (including journal articles, articles in books, signed entries in dictionaries and encyclopedias, dissertations, and theses), and other types of sources (unpublished papers, recordings, internet sites, etc.). If no distinction is made between primary and secondary works, use first-level subheadings for each division. Leave two (single) spaces before a subheading and one (single) space between a subheading and the first entry under that subheading.

The contents of each bibliographic entry are single-spaced. Leave one intervening space between entries. Each entry begins at the left margin. Subsequent lines are indented (hanging indent) 0.35 inch. See the example of a bibliographic page on page 15.

Arrange entries in each bibliographic section alphabetically. However, in primary source listings, alphabetize all translations of an author’s works after the alphabetic listing of critical editions for that author. A 0.70-inch “underline” (approximately nine strikes on the underscore key) followed by a period and space, replaces the author’s name in subsequent listings for the same author. If such an author has also edited, translated, or co-authored works, then the edited works follow the authored works, translated works follow the edited works, and co-authored works follow last of all. Edited (or translated) works in a series use a 0.70-inch line followed by a comma, a space, and “ed.” (or “trans.”). However, a line may not be used for co-authored works that appear at the end of a series of individually authored works. The author’s name (which appeared at the beginning of the series) must be repeated in addition to the names of all co-authors. If subsequent works by these same co-authors are listed, then the 0.70-inch line may be used in place of all those same co-authors. See examples given in chapter 7 of this manual.

line at 2"
↓
BIBLIOGRAPHY

Books

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_____. *Understanding Fundamentalism and Evangelicalism*. Grand Rapids: Eerdmans, 1991.

Reid, Thomas. *Essays on the Intellectual Powers of Man*. Edited by A. D. Woosley. London: MacMillan and Co., 1941.

Articles ← First level subheading

Ahlstrom, Sydney E. "The Scottish Philosophy and American Theology." *Church History* 24 (1955): 257–72.

Ellingsen, Mark. "Common Sense Realism: The Cutting Edge of Evangelical Identity." *Dialog* 24 (1985): 197–205.

22 ← center bottom;
continuous numbering

Figure 4: Bibliography

First-level Subheading

This sample sheet shows the proper placement of a five-level system of subheadings such as is often used in longer papers or dissertations. The three-level system presented on page 8 of this manual corresponds to levels one, three, and five in the five-level system presented here. Follow either the three- or five-level system, but don't mix systems. Follow instructions for spacing between text and subheadings given on page 8.

The first-level subheading should be in bold font, centered, and capitalized headline style. If the heading is more than 4 inches long, divide it as an inverted pyramid, single-spaced. A subheading at the top of the page should be flush with the top margin with no extra blank lines above it. A subheading at the bottom of the page must have at least one line of text following it.

Second-level Subheading

A second-level subheading appears in bold and italic font centered and capitalized headline style. If the heading is more than 4 inches long, divide it as an inverted pyramid, single-spaced.

Third-level Subheading

A third-level subheading appears at the left margin without punctuation in bold font and capitalized headline style. If it is more than 3 inches long, divide it into single-spaced lines with subsequent lines flush to the left margin.

Fourth-level Subheading

A fourth-level subheading appears at the left margin without punctuation in bold and italic font capitalized in headline style. If it is more than 3 inches long, divide it like a third-level subheading.

Fifth-level subheading. The fifth-level subheading should be bold font capitalized sentence style and appear as the first sentence of a paragraph. It should be indented using normal paragraph indentation and followed by a period, normal spacing, and the first line of paragraph text. Notice that the heading is still placed on the third line following the previous paragraph and remember to add an extra line above the heading and its paragraph.

Figure 5: Five-level Subheading System

These paragraphs give examples of enumerated lists when used in a research paper. Notice that in both types of lists (fewer than ten items or ten or more items) the decimals line up within the enumerated list. If the text of a listed item goes to a second line, the lines in that item are single-spaced. There is no extra space between the text and the enumerated list. Since the list items are not complete sentences, they do not end with a period.

Ten or More Items in a List

In 1790, the thirteen states gave up much of the sovereignty they had enjoyed under the Articles of Confederation. The states that voted to ratify the new Constitution in 1787 and 1788 were:

1. Delaware
2. Pennsylvania
3. New Jersey
4. Georgia
5. Connecticut
6. Massachusetts
7. Maryland
8. South Carolina
9. New Hampshire
10. Virginia
11. New York

Fewer than Ten Items in a List

The three types of resources used in academic research are:

1. Primary sources that record original thoughts or observations of events
2. Secondary sources, which are derived from a study of the primary sources
3. Tertiary sources encapsulating summaries of a body of secondary sources, such as the *Anchor Bible Dictionary*

Figure 6: Enumerated Lists

CHAPTER 3

GUIDELINES FOR THE PROSPECTUS

The style of the prospectus is basically the same as that of a research paper. You should consult chapters 1 and 2 for the basic layout of the title page (with modifications noted below), the position of the title on the first page of text, and all instructions on fonts, margins, indentations, subheading placement, footnotes, and bibliography. This chapter only addresses the stylistic features that distinguish the prospectus from a research paper.

The *title page* of a prospectus is similar in layout to the title page of a thesis (see page 28). The only difference is that the word “Prospectus” replaces the word “Thesis.” The date listed is the date when the prospectus is submitted.

Subheadings for the body of the prospectus are prescribed and should follow in this order: (1) introduction, (2) thesis, (3) background, (4) methodology, and (5) proposed outline or tentative table of contents with a brief explanation of each chapter. The prospectus concludes with a bibliography, which like in a research paper, begins with a heading, not a subheading. Take care to follow this order exactly.

The *first page* after the title page should repeat the title of the prospectus just as is the case with a research paper (place the title two inches from the top of the sheet). The first subheading begins on the third line under the title. See the example on page 21.

The *tentative table of contents* appears as a list in the body of the prospectus under its subheading (not as an initial table of contents). The list itself, however, is similar in form to an actual table of contents. Place the word “Chapter” at the left margin on the third line under the subheading, “Tentative Table of Contents.” Single-space within each entry in the table and double-space between entries. Indent each level 0.35 inch. Give the approximate page length for each chapter in parentheses after the chapter title (you do not have to use leaders). After the end of the list, skip two lines and resume

normal text mode giving a brief explanation of each projected chapter. See the example on page 22.

The prospectus bibliography should give an indication of the research base for your thesis. The *bibliography* has the same margins and spacing specified in chapter 2. The subdivisions of the bibliography are those that are appropriate to your thesis (see pages 14 and 15).

The following pages give examples of two types of pages in a prospectus.

UNION WITH CHRIST AS KEY TO JOHN CALVIN'S
UNDERSTANDING OF THE EXTENT
OF THE ATONEMENT

Introduction

The question of Calvin's view on the extent of the atonement has been appoint of disagreement for much of this century. The dispute has focused on relevant statements in Calvin's writings as well as the matter of logical consistency and coherence in his doctrinal though. Many have noted that what appear to be affirmations of the universal extent of the atonement in Calvin's writings. However, the apparent meaning of these statements has been challenged on the basis of conformity with Calvin's express teaching on the substitutionary nature of that atonement. The dispute, however, has failed to consider the crucial role of Calvin's doctrine of union with Christ in reconciling the apparent contradiction.

Thesis

This dissertation will argue that Calvin did affirm universal atonement and that his doctrine of union with Christ allowed him to harmonize the universal and substitutionary aspects of that atonement. Calvin's concept of union with Christ emphasized the intrapersonal nature of that union. This provides a different dimension that the strictly interpersonal or transactional nature of the atonement emphasized by later Calvinists. Instead of insisting on a one-to-one, mathematical correlation between those for who Christ died and those who will ultimately be saved, Calvin's soteriology was centered on the communication of the life found in Christ. I shall present and defend the thesis that Calvin's theology of the atonement was both substitutionary and universal because, according to Calvin, Christ's death on the cross did not just

Figure 7: Prospectus, First Page of Text

which have been set forth as providing evidence that Calvin held to either universal or particular redemption will need to be addressed.

Finally, since it is my contention that a proper understanding of Calvin's view on the atonement rests upon understanding the part that union with Christ plays in his doctrine of the atonement and his overall theology, it will be necessary to examine those passages that treat this issue. Also, since it is Calvin's understanding that it is our union with the Son of God made *flesh* that is central to our salvation, Calvin's doctrine of the incarnation will be examined at least insofar as it bears upon the question of his view of the extent of the atonement.

Tentative Table of Contents

Chapter

1. INTRODUCTION (25 pages)

Statement of the problem

Recent Discussions of the Extent of the
Atonement in Calvin

Union with Christ as Key to Understanding Calvin
Doctrine of the Atonement

2. HERMENEUTICAL QUESTIONS (40 pages)

Recent Study on the Hermeneutics of Calvin

The Issue of the "All" and "Many" Passages in Calvin

Particularist Interpretations of Calvin

Identification of Calvin's Hermeneutic

Other Theological Presuppositions

The Hermeneutical Significance of Union with Christ

The introduction, chapter 1, sets the context for the remainder of the dissertation and expands the central claim that to understand Calvin's view of the

Figure 8: Prospectus, Page with Tentative Table of Contents

CHAPTER 4

SPECIAL PAGES FOR THESES

Follow guidelines in chapters 1 and 2, making the exceptions described in this chapter. *Set the left margin to 1.5 (for binding) inches and the right margin at 1 inch.*

Order of Pages

Front blank page	required	Not counted, no page number
Title page	required	Counted, not numbered
Copyright page	required	Counted, not numbered
Approval sheet	required	Counted, not numbered
Dedication page	not required	Counted, not numbered
Abstract	required	Counted, not numbered
Table of Contents	required	Numbered, roman numerals
List of Abbreviations	if used	Numbered, roman numerals
List of Figures	if used	Numbered, roman numerals
List of Examples	if used	Numbered, roman numerals
List of Tables	if used	Numbered, roman numerals
List of Plates	if used	Numbered, roman numerals
Preface	required	Numbered, roman numerals
Body of Text	required	Numbered, beginning with Arabic numeral 1
Appendixes	if used	Numbered, Arabic numerals
Bibliography	required	Numbered, Arabic numerals
Vita	optional	No page number
Back blank page	required	No page number

Front Blank Page

The blank page is blank! Do not forget to include it.

Title Page

The layout of the title page of a thesis is similar to that of a research paper. The first line of the second section identifies the work as “Thesis” and “Presented to the Faculty of” is used instead of the professor’s name. The last line in that section reads “Criswell College.” In the third section, the name of the degree should be used instead of a particular class: Master of Arts in Jewish Studies (never use a degree’s abbreviation on the title page). The fourth section gives your full legal name and expected month and year of graduation. See the example on page 28.

Copyright Page

The copyright page has four lines centered on the page. The line that begins “All rights reserved” should be located 5.5 inches from the top of the page. The first line begins with the word “Copyright” followed by the copyright symbol, ©, the year submitted, and the author’s name as it appears on the title page. After a blank line, the second, third, and fourth lines convey legal information that pertains to the permissible duplication of thesis pages for instruction or preservation. Center only the first line. The remaining lines begin at the left margin, without indentation. See the example on page 29.

Approval Sheet

The heading, APPROVAL SHEET, centered, all upper case, with bold font, appears two inches from the top of the page. On the third single line below that heading, center the TITLE OF THE WORK, in uppercase, normal font, and single-spaced. On the fourth single line below the title, print your Full Name (title case, not uppercase, and do not include the word “by”). On the fourth single line below your name, insert a 5-inch solid line, spaced .50 inch from the left margin. On the next single line below the solid line type the formal name of the supervisory committee’s chairperson, his or her professorial title, and role on the supervisory committee, all left justified. Repeat this process two or three more times for each committee member. If necessary, lengthen each line so that they are as long as the longest line of text. Finally, space down four single lines and enter the word “Date” followed by 2.5-inch solid line, spaced .70 inch from the left margin. See the example on page 30.

Dedication Page

Center the dedication itself in the middle of the page, double-spaced. Do not include a heading on the dedication page. See the example on page 31. Remember, a dedication page is optional.

Abstract

The abstract of a thesis presents a brief synopsis of the work. The abstract should include (1) the complete title of the work as it appears on the title page, but single-spaced; (2) the body of the abstract, not to exceed 150 words; (3) the author's full name as it appears on the title page; (4) Criswell College; and (5) the year submitted. See the example on page 32.

Table of Contents

The heading, TABLE OF CONTENTS (in all uppercase), should be placed two inches from the top of the sheet. On the third line below the heading, the word "Page" should be justified to the right margin. From this point on, double-space the contents of the table. The entries correspond to parts of your work that *follow* the table of contents. If the heading of any entry is too long for one line, subdivide and single-space the heading. The second line of a chapter title should be indented to align with the first letter of the title. The second line of a subheading should be indented an additional 0.35 inch.

Major headings (such as LIST OF ABBREVIATIONS, PREFACE, chapter and appendix titles, and BIBLIOGRAPHY) are printed in uppercase. However, capitalize only the first letter of the word "Chapter," and the first letter of the word "Appendix." All other levels of subheadings are capitalized headline style (Turabian 22.3.1).

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

Leaders (spaced periods) from an entry to its page number should be arranged with one space between periods, with at least one space between the last letter of the entry and the first period in the leader. Leaders should align on the right, with at least two blank spaces between the last dot and the first digit of the highest page number referenced.

Page numbers are justified to the right margin (which means that the last number of each page reference should line up vertically).

Subsequent pages of a table of contents begin at the top margin (one inch below the top of the page) with the word “Chapter” justified to the left and the word “Page” justified to the right. The next line continues the sequence of entries from the previous page.

Each page in the table of contents is numbered with lower case roman numerals centered at the bottom of each page (beginning with either “v” or “vi,” depending on whether or not a dedication page has preceded it). See the example on pages 33–35.

Lists in Preliminary Pages

The style for the LIST OF ABBREVIATIONS, LIST OF TABLES, LIST OF FIGURES, and LIST OF EXAMPLES follow the same settings as those used in the Table of Contents with the following exception: for enumerated lists, change the first tab setting (0.35 inch) from a left align tab to a decimal align tab so that the periods in the numbering of list entries align at the decimal point.

In a LIST OF ABBREVIATIONS, four blank spaces must appear between the longest abbreviation and its descriptive text. Once the ruler position of the start of the longest abbreviation’s descriptive text is determined, create a left align tab stop for that position and apply it to all entries in the list (logical shorter abbreviations will have more spaces between their entries and their descriptive text). Italicize abbreviations for journal and book titles, but not for series names. See the examples on pages 36–39.

Preface

The heading, PREFACE, centered, all uppercase, appears two inches from the top of the page. On the third single line below the heading, begin the body of the paragraph. On the second single line below the last line of the last paragraph, enter the writer’s name, left justified. Add the city and state of residence while writing the thesis,

single-spaced and left justified below the name. Place the month and year completed on the next line, single-spaced and left justified. See the example on pages 40–41.

The following pages give examples of the preliminary pages in the order of their appearance.

Appendices

If your work has one appendix, you may simply give it the heading APPENDIX (in all caps) in which case, the heading is centered two inches below the top of the sheet. The text of the appendix follows on the third (single) space below the heading.

If you wish to give the appendix a title, place the title below the heading, like a chapter title. If you have more than one appendix, you must number each appendix as you do chapters (APPENDIX 1, APPENDIX 2, etc.) and each one *must* have its own title.

As with chapters, the pagination of your work continues successively through the appendix or appendices with the page number centered at the bottom of the first page of each appendix and placed in the top right corner of each successive page.

For instructions about numbering, titling, and referencing appendices or tables in appendices, see page 12.

THE TESTING OF OUR FAITH:
A PENTATEUCHAL THEOLOGY OF TESTING

A Thesis
Presented to
the Faculty of
Criswell College

In Partial Fulfillment
of the Requirements for the Degree
Master of Arts in Theology

by
David Allen Smith
May 2005

Figure 9: Thesis Title Page

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Figure 10: Copyright Page

APPROVAL SHEET

THE TESTING OF OUR FAITH:
A PENTATEUCHAL THEOLOGY OF TESTING

David Allen Jones

Jonas Johnson, Assistant Professor of Old Testament, Supervisor

Greg Roberts, Professor of Old Testament

David Smith, Assistant Professor of Biblical Backgrounds

George Baker, Assistant Professor of Theology

Date _____

Figure 11: Approval Sheet

To Jane,
my partner, my love,
and to
James and Sarah,
my pride, my joy

Figure 12: Dedication Page

ABSTRACT

THE TESTING OF OUR FAITH:
A PENTATEUCHAL THEOLOGY OF TESTING

This thesis argues that the Pentateuch presents a unified theology of testing which includes the Joseph narrative. Chapter 1 introduces the thesis in the context of the history of the problem in biblical interpretation.

Chapter 2 establishes the meaning of "testing" in both biblical and non-biblical contexts. In addition to establishing a semantic field for "testing," this chapter investigates the ways that "testing" is discussed in the ancient Near East.

Chapter 3 applies the observations from Chapter 2 and probes the Pentateuch for the way that it presents the motif of testing. Analysis of the biblical texts includes those contexts where testing occurs both implicitly and explicitly.

Chapter 4 further investigates the Joseph narrative for the way that it presents the theme of testing. Observations from this analysis are compared to those previously made. Special attention in this chapter is given to the recent work of Walter Moberly and his particular insights into the meaning of "testing" and "fear" and their relationship in the Pentateuch.

Chapter 5 provides a summary of the conclusions drawn from this project, as well as suggestions for further research.

The primary thrust of this work is to argue that the Pentateuch presents a unified theology of testing and that this unity includes the Joseph narrative. This unity is based on its presentation of the motifs of "testing" and "fear" and that shares great similarities with the rest of the Pentateuch.

David Allen Smith
Criswell College, 2005

Figure 13: Abstract

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LIST OF ABBREVIATIONS

AB	Anchor Bible
BAG	Walter Bauer, William F. Arndt, and F Wilber Gingrich, <i>Greek-English Lexicon of the New Testament</i>
BDF	F. Blass, A. Debrunner, and Robert W. Funk, <i>A Greek Grammar of the New Testament</i>
<i>BJRL</i>	<i>Bulletin of the John Rylands Library</i>
<i>BZ</i>	<i>Biblische Zeitschrift</i>
<i>CBQ</i>	<i>Catholic Biblical Quarterly</i>
<i>ETR</i>	<i>Etudes theologiques et religieuses</i>
ICC	International Critical Commentary
<i>JBL</i>	<i>Journal of Biblical Literature</i>
NCB	New Century Bible
NICNT	New International Commentary on the New Testament
<i>NTS</i>	<i>New Testament Studies</i>
<i>NovT</i>	<i>Novum Testamentum</i>
NovTSup	Supplements to Novum Testamentum
SBLDS	Society of Biblical Literature Dissertation Series
SBLBS	Society of Biblical Literature Sources for Biblical Study
SNTSMS	Society for New Testament Studies Monograph Series
<i>TDNT</i>	<i>Theological Dictionary of the New Testament</i>

Remember that abbreviations for series titles are in normal type, but that abbreviations for book and journal titles are in italics.

Figure 17: List of Abbreviations

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Figure 20: List of Tables

PREFACE

Though this work bears my name, I could not have completed this task without the help and support of many others. Dean David Allen, my supervising professor, not only challenged me to think critically and accurately, but he also somehow made the task of writing a dissertation an enjoyable one. Professors George Klein and Paul Wolfe likewise provided valuable insights and continual encouragement.

Living around this country are also our prayer partners, who have persistently prayed for my wife and me during this journey. I wish they could know how many times we took one more step just because we knew they were praying for us. Though geographical miles separate us from them, our prayer partners have faithfully walked alongside us throughout this project.

There are many others who have also provided support along the way. My parents and in-laws have always given encouragement, even when this project required much time away from family. My colleagues in the Ph.D. program have given challenging feedback to my work, and they have graciously endured three years of hearing everything they ever wanted to hear about spiritual warfare. I am especially grateful to Jack Smith, who has prayed with me and for me during this past year. No words of thanksgiving could adequately express my gratitude to my wife, Janet, for her support during this work. Though she sacrificed much to follow me back to seminary, never have I sensed anything less than encouragement and undying love. I

Figure 21: Preface, First Page

love her more today than ever, and I look forward to the challenges God has for us to face together in the future.

And finally, I continue to be amazed by the grace of God that provides strength to do all things (Phil 4:13). Only by His grace, and only in His power am I privileged to do anything for Him. To Him alone be the glory.

John E. Jones
Fort Worth, Texas
December 2005

Figure 22: Preface, Last Page

CHAPTER 5

PUNCTUATION, NUMBERS, SPELLING, CAPITALIZATION, ABBREVIATIONS, AND TRANSLITERATION

Punctuation

Terminal punctuation (periods, exclamation points, and question marks), quotation marks, and footnotes following terminal punctuation, and colons should be followed by *one* space in the text, footnotes, and bibliography. See page 46 for cases where, in divisions of a work, no space follows a period or colon. For punctuation in general, see Turabian 21.1–11.

Ellipses

Use an ellipsis (three periods) to indicate omitted text. Each period is separated by a space, and the ellipsis itself is preceded by and followed by one space. If punctuation precedes an ellipsis (e.g., a period, semicolon, etc.), the punctuation mark appears as normal without any space between the word and the punctuation mark. Leave one space after the punctuation mark and begin the first period of the ellipsis. Use normal spacing after punctuation that terminates an omission indicated with an ellipsis. See examples in the section below and on page 10. See Turabian 25.3.2 for the omission of one or more paragraphs in an ellipsis.

Dashes and Hyphens

Use a single hyphen with some compound words such as ante-Nicene Fathers or twenty-third Psalm.

Use an en dash (–) with numbers such as 14–17.

Use an em dash (—) to set off text in a more prominent way than commas or parentheses. *Do not use a single hyphen as a dash.* Note that no space precedes or follows a dash. See Turabian 21.7.2; 23.1.1; and 23.2.4 for guidelines on the proper use of the dash.

Parentheses and Brackets

Note Turabian 21.8.1: Use parentheses to (1) “set off parenthetical elements,” (2) to enclose the source of a quotation or other matter [note: parenthetical references are not permitted, except for references to Scripture], and (3) “to set off the numbers or letters in a list or an outline” (as in this sentence).

Note Turabian 28.8.2: “Brackets are most often used in quotations, to indicate changes made to a quoted passage. . . . They can also be used to enclose a second layer of parenthetical material with parentheses”: (see J. R. Evans-Bentz, *The Tibetan Book of the Dead* [Oxford: Oxford University Press, 1927]).

Punctuation and Quotation Marks

Note Turabian 21.11.2: In American usage there are a few reliable guidelines. “A final comma or period nearly always precedes a closing quotation mark, whether it is part of the quoted matter or not. One exception: when single quotation marks are used to set off special terms in certain fields, such as linguistics, philosophy, and theology. . . , put a period or comma after the closing quotation mark. Question marks and exclamation points precede quotation marks if they are part of the quoted matter. They follow the quotation mark if they apply to the entire sentence of which the quotation appears. Semicolons and colons always follow quotation marks. If the quotation ends with a semicolon or a colon, change it to a period or a comma to fit the structure of the main sentence). When you enclose a complete sentence in parenthesis, put the terminal period (or other terminal punctuation mark) for that sentence before the last parenthesis. However, put the period outside when material in parentheses, even a grammatically complete sentence, is included within another sentence. The same principles apply to material in brackets.” Note exceptions on page 56 when punctuating a title in bibliography or footnote.

Commas in a Series

Place a comma before “and” at the end of a series (e.g., “Genesis, Exodus, and Leviticus).

Numbers

In general, numbers are spelled out as text, but are expressed as numerals

when reporting statistical data from precedent literature or statistical results from research findings. However, numbers at the beginning of a sentence are spelled out as text.

Use 2nd, 3rd, 4th etc.—not “d” (such as 2d or 3d) as in Turabian. Use the full-sized $\frac{1}{2}$ and $\frac{3}{4}$ rather than the smaller $\frac{1}{2}$ and $\frac{3}{4}$. Do not use # to abbreviate “number.”

Nonscientific Numbers

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

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

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

Multiple phases, stages, steps, tasks, etc. are numbered and referenced with Arabic numbers like chapters (e.g., Phase 1, Phase 2, etc., not Phase One or Phase II).

Write out the word *percent* after numeric values except for statistics reported from precedent literature or data derived in your research (see *Scientific Numbers*).

Scientific Numbers

Express numbers as numerals when reporting statistical data from precedent literature or statistical results from your research. Numbers expressed as percentages use the percent symbol following the numeral without intervening space, e.g., 10% or 51%. Use the word *percentage* (not *percent*) when no number is given.

Express decimal fractions with one leading zero, and zeros following the

decimal point as required for the statistical number being reported. For example: “a mean of 0.75 indicated,” or “the ratios of 1.80 and 2.81 were observed.” All numbers presented in tables must be decimal aligned.

Numerical Sequences

Use the following system for inclusive numbers. Note: An unspaced en dash to separate inclusive numbers.

First Number	Second Number	Examples
Less than 100	Use all digits	5–8, 3–10, 71–72, 96–117
100 and above	Use two digits or more if needed to indicate the changed part	100–04, 107–08, 321–25, 415–532, 1536–38, 1496–1504

Divisions of a Work

Note Turabian 24.6: “In biblical, classical, and many medieval references in text as well as in notes, bibliographies, and reference lists, the different levels of division of a work (book, section, line, etc.) are given *in arabic numerals* [emphasis added] and separated by periods [use a colon in biblical references] (no spaces precede or follow these periods [or colons in biblical references]). . . . commas are used between several references to the same level [a space follows the comma], and an en dash is used between inclusive numbers [no spaces before or after the en dash].”

A volume number and page number(s) are separated by a colon with no intervening spaces. However, if a date in parenthesis intervenes between the volume and page numbers, a space precedes the parenthesis and another space follows the colon.

2 Kings 11:12	Cicero <i>De officiis</i> 1.33, 140
1 Thess 4:1, 5	LW 31:368
Gen 25:19–37	LW 35 (1960): 371
Augustine <i>De civitate Dei</i> 20.2	

Spelling and Capitalization Checklist

For a longer list, see the *SBL Handbook of Style*.

Acts of the Apostles

AD (*anno Domini*)—precedes date, avoid using with centuries)

the Almighty

ancient Near East, Greece, Rome

ante-Nicene fathers

appendix, appendixes or appendices

Apocrypha, apocryphal

an apostle, the apostles, the Apostle Paul, James the apostle (cf. Titles, below)

the Apostle to the Gentiles, the Beloved Apostle

Apostles' Creed

archbishop—capitalize when followed by a personal name (e.g., Archbishop Makarios;

Frederick Temple, archbishop of Canterbury; the archbishop of Canterbury)

ark of the covenant

Athanasian Creed

Augsburg Confession

Baroque music

BC (before Christ) —follows date

BCE (before the common era) —follows date

the Beatitudes

Bible, biblical

Bishop—capitalize when followed by a personal name (as the archbishop above)

the Board, International Mission Board, North American Mission Board

book of Job

catholic (universal), Catholic (as in Roman Catholic Church)

century—spell out numbers in the text (the twentieth century, twentieth-century theology)

chapter 5

CE (Common Era) —follows date

Christian (both noun and adjective)

Christian era

Christian education—capitalize in titles

Christology, Christological

Church—capitalize in titles (First Baptist Church, Roman Catholic Church, Church of England), lower case for universal church, local church, or for a denomination when not a title (the church, a Baptist church, the Methodist church)

City of God; the Eternal City

Classical sonata

Classicism

codex, codices, Codex Barenensis

colloquium, colloquia

confession—capitalize in titles (Augsburg Confession)

the Conquest

the Convention (when referring to the Southern Baptist Convention), Convention-wide

council—capitalize in titles (Council of Chalcedon, Fourth General Council, Second Vatican Council)

counselor, counseling

creed—capitalize in titles (Athanasian Creed), credo, creedalism

criterion, criteria

the Crusades, Crusaders

curriculum, curricula

the Dark Ages

datum (singular), data (plural)

day of Pentecost, day of judgment, day of the Lord the Decalogue

the Deluge

the Department of Christian Theology

Deuteronomy, deuteronomic, the Deuteronomist

the Diaspora, diaspora Jews

the Dominican order, a Dominican

dynasty, the Eighteenth Dynasty, the Sung dynasty

Epicurean

epistle—lower case when not a title (this epistle, these epistles)

the Epistles—capitalize for the whole group in the New Testament and in titles (the Epistle of James, the First Epistle of John, the Pastoral Epistles)

Essene, the Essenes

the Eucharist

evangelical, evangelicalism

the Exile

the Exodus

the Fall

the fall of Rome

the Father, our heavenly Father, the fatherhood of God the Fathers, church fathers

Feast of the Assumption, Feast of Tabernacles

the Flood

fulfill, fulfillment

fundamentalism, fundamentalist

a Gentile, gentile laws

Gnosticism, a Gnostic, the gnostic heresy

Gospel—the good news

Gospel—capitalize when referring to one of the gospels (Gospel of Mark, the Fourth Gospel, the synoptic Gospels, the Gospel)

Greco-

heaven

hebraist, hebraism

Heidelberg Catechism

Heilsgeschichte

hell

Hellenism, hellenistic

Holy Week

Holy Writ

index, indexes, indices

interpretative, interpretive

a Jesuit, Jesuit teaching, jesuit, jesuitical

Jew, Jewish

judgment day

judgment seat of Christ

kingdom of God

Koran, koranic, Qur'an, Quran, quranic

lacuna, lacunae

law of Moses, the Law (Pentateuch)

the Levant

locus (singular), loci (plural)

logion, logia logos, the Logos

Lord's supper

Luke, Lukan

m. —measure (mm. —measures)

Mark, Markan

Masorah, masoretic

Matins (and other daily liturgical hours)

medieval, medieval theology (but Middle Ages)

the Messiah (Christ), messianic

Middle Ages, late Middle Ages, the High Middle Ages

millennium, millennial, millenarian

Mishnah, mishnaic

M.M. —Maelzel's metronome (tempo indication) followed by a number

Near Eastern

neo-Classicism

Nicene Creed

op. —opus (sing.); opp. —opuses (pl.), opera)

Palestine, Palestinian

parables (*always lower case*)

Passover

peacemaking, peacemaker

Pentateuch, pentateuchal

percent (never use % in the text)

Peshitta Pharaoh

Pharisee(s), pharisaic, pharisaical, pharisaism

Pope John Paul II, the pope, papacy

post-Exilic writings, post-Nicene fathers

prophecy (noun), prophesy (verb)

prospectus (sing.), prospectuses (pl.)

Protestant

Psalm 45; a praise psalm, twenty-third Psalm; in parentheses and footnotes: Ps 23; Pss 21–26

Qumran

Qu'ran, Quran, quranic, Koran, koranic

Rabbi (if followed by a personal name), the rabbi, rabbinic Reformation

Renaissance

Romanticism, Romantic music

Scripture (when referring to the Bible), the Scriptures, scriptural, scripture (general reference to religious writings)

the Second Coming

anti-Semitism, anti-semitic

Sermon on the Mount

Sitz im Leben

the Son, Son of God, Son of Man, sonship

st. —stanza (sts. —stanzas)

Stoic

Sunday school, Sunday School Board

the Supper

Talmud, talmudic

targum, targumic

Ten Commandments

Titles—preferably omitted; preceding a personal name titles are capitalized; following a personal name titles are usually not capitalized, e.g. James the apostle

the Twelve, the twelve apostles, twelve disciples (see also Apostles)

Vedas

Vespers (and other daily liturgical hours)

Vulgate

war, cold war, World War II, the First World War, the two world wars

the Word, the Word of God (for Jesus or the Bible)

wholistic (variant of holistic)

worship, worshiped, worshiping, worshiper

Yahweh

Abbreviations

The following abbreviations may be used without first giving the full name in a note or List of Abbreviations.

Critical Editions, Versions, and Translations of the Bible

AV (not KJV)	Authorized Version	NKJV	New King James Version
ESV	English Standard Version	NRSV	New Revised Standard
HB	Hebrew Bible	OT	Old Testament
HCS	Holman Christian Standard Version	(O)G	Old Greek
KJV	King James Version	OL	Old Latin
LXX	Septuagint	QL	Qumran Literature
MT	Masoretic Text	TEV	Today's English Version
NT	New Testament	Vg	Vulgate
NASB	New American Standard Bible	VL	Vetus Latina
NIV	New International Version		

Books of the Old and New Testaments and the Apocrypha

Use these abbreviations in parenthetical references, parenthetical comments, or in footnotes when referring to a specific chapter or chapter and verse (such as Gen 1:1; or Ps 23). Do not use these abbreviations when referring to a biblical or apocryphal book as a whole (e.g., write Genesis, not Gen).

Gen	Neh	Hosea
Exod	Esth	Joel
Lev	Job	Amos
Numb	Ps (pl.: Pss)	Obad
Deut	Prov	Jonah
Josh	Eccl (or Qoh)	Mic
Judg	Cant (or Song of Sol)	Nah
Ruth	Isa	Hab
1–2 Sam	Jer	Zeph
1–2 Kgs	Lam	Hag
1–2 Chr	Ezek	Zech
Ezra	Dan	Mal
Matt	Gal	Phlm
Mark	Eph	Heb
Luke	Phil	Jas
John	Col	1–2 Pet
Acts	1–2 Thess	1–3 John
Rom	1–2 Tim	Jude

1–2 Cor	Titus	Rev
1–4 Kgdms	4 Ezra	Pr Man
Add Esth	Jdt	Sir
Bar	Ep Jer	Sus
Bel	1–4 Macc	Tob
1–2 Esdr	Pr Azar	Wis

Other Abbreviations

For abbreviations of names of classical Greek and Latin works, Dead Sea Scrolls and related texts, targumic material, orders and tractates in mishnaic and related literature, other rabbinic works, Greek and Latin patristic writings, Jewish and Christian pseudepigraphical works, Nag Hammadi tractates, as well as standard abbreviations of commonly used periodicals, reference works, and serials, see the *SBL Handbook of Style for Ancient Near Eastern, Biblical, and Early Christian Studies*.

Use postal codes to abbreviate U.S. states and Canadian provinces in bibliography and footnote entries.

When quoting material with grammar or spelling errors, use [*sic*] after the error to indicate the error (note that the brackets are not italicized).

CHAPTER 6

FOOTNOTE AND BIBLIOGRAPHIC FORMS (1): BOOKS, ARTICLES, WEB PAGES, AND OTHER FREQUENTLY USED FORMS

This chapter provides instructions and examples for basic footnote and bibliographic reference forms covering most of the type of works frequently used when writing papers at Criswell. The next chapter covers less commonly used forms. The guidelines follow the rules given in Turabian with some modifications. If you cannot find the information you need in these two chapters, consult Turabian, chapters 16 and 17. If Turabian does not have the information you need, consult the *Chicago Manual of Style* (15th ed.), especially chapter 17.

Scripture

You do not always need to create a footnote for a citation to a verse or chapter of the Bible. If you are using a quotation, you can include the full Scripture reference in the introduction to the quote or you can place the citation in parentheses at the end of the quotation.

As recorded in John 3:16, “God so loved the world . . .”

or

“ . . . have eternal life” (John 3:16).

or for a block quote

For God so loved the world, that He gave His only begotten Son, that whosoever believes in Him shall not perish, but have eternal life. For God did not send the Son into the world to judge the world, but that the world might be save through Him. (John 3:16–17)

If you are using Scripture citations to support a statement or summary you have made, you can place the citations in parentheses (best for citing a few passages), place the citations in a footnote (best for citing or referring to several citations), or include the citation in the text (best for citing a single passage).

Remember that you only abbreviate the book name if you place the reference in parentheses or a footnote. In the text itself, write the name in full. For the list of standard abbreviations, see chapter 5.

The first time you quote a scripture passage, scholarly practice is to use a footnote to identify the Bible version used primarily throughout the paper (in a thesis you can include this information in the preface). In this way, you only need to identify the commonly used version once. If you quote other versions, then each time you would identify the other version used. Refer to commonly known versions using the standard abbreviation; refer to less commonly known versions using the name of the version. If you use your own translation, indicate the version as “author’s translation.”

N: ¹The NASB translation has been used throughout this paper, unless otherwise noted.

Only rarely will you need to include in your bibliography the full bibliographic information for a version of the Bible.

Books

The following sequence of subheadings gives the order for the possible component parts of a book reference. If something does not pertain (for example, the book you are citing does not have an editor or translator in addition to an author), skip to the next pertinent fact in the list given below, *but keep the sequence of all pertinent facts in order*.

Name(s) of Author(s) or Editor(s)

Note: Follow these instructions if your book has either author(s) or editor(s). If your book has both author(s) and editor(s), follow these instructions for the name(s) of the author(s), and follow the instructions on page 56 for the name(s) of the editor(s).

Name(s) of author(s). *In footnotes*, give the name(s) in normal order (first name, middle name or initial [if any], and last name). *In the bibliography*, give the author’s name (if there is only one) or the first author’s name (if there is more than one author) in reverse order (last name first). If the name includes a suffix (Jr., II, III), place it after the given name, preceded by a comma and space. If a bibliographic reference has more than one author, the subsequent authors’ names are given in normal order (first, middle, last). For example:

- N: ¹William W. Klein, Jr., Craig L. Blomberg, and Robert L. Hubbard,
 B: Klein, William W., Jr., Craig L. Blomberg, and Robert L. Hubbard.

The names should be given exactly in the same order and in the same form as they appear on the title page or in the byline of the book. Abbreviate only what is abbreviated on the title page or byline. However, do not include professional or ministerial titles that may be printed on the title page. In the above example (taken from *Introduction to Biblical Interpretation*), the title page lists each of the three names preceded by *Dr.* The example shows that the correct listing of the names in a footnote or bibliographic reference omits the title *Dr.*

If a book has four or more authors, the *footnote* should cite only the first author's name followed by either "et al." (note that a period follows *al.* but not *et*) or "and others" (be consistent throughout the document). All names, however, should be listed in the *bibliography* reference. For example:

- N: ¹Rudolf Bultmann et al.,
 B: Bultmann, Rudolf, Ernst Lohmeyer, Julius Schniewind, Helmut Thielicke, and Austin Farrer.

Name of editor(s). If a book does not have an author but does have an editor(s), and you would like to reference the book as a whole, cite the name of the editor(s) in the manner given above with the addition of a comma, one space, and the abbreviation *ed.* or *eds.* at the end of the listing. The following gives an example of the listing of the name(s) of an editor(s) when the reference is to the book as a whole:

- N: ¹Harold H. Rowdon, ed., *Christ the Lord* . . .
 N: ²Ben C. Ollenburger, Elmer A. Martens, and Gerhard F. Hasel, eds.,
 B: Rowdon, Harold H., ed. *Christ the Lord* . . .
 B: Ollenburger, Ben C., Elmer A. Martens, and Gerhard F. Hasel, eds.

However, most of the time, references to an edited book will not be to the book as a whole, but to an article in the book. This type of reference should follow the form given on pages 73–74.

In a *footnote*, the *ed.* or *eds.* is followed by a comma, one space, and the capital letter of the first word of the title. In a *bibliography*, the period of the abbreviation *ed.* or *eds.* also serves as the punctuation mark. It is followed by one space and the capital letter of the first word of the title.

No author or editor. If a book has no author or editor listed on the title page or copyright page, then the reference begins with the title of the book.

Title and Subtitle (if any)

For both footnotes and bibliography, format the title of the book in italics.

Capitalize English titles headline style. This means that the following words should not be capitalized: articles, coordinating conjunctions, the words *to* and *as*, prepositions, the second part of a hyphenated compound unless it is a proper noun or adjective, or parts of a proper nouns that are normally in lowercase (Turabian 22.3.1).

Capitalize foreign language titles according to the conventions of each title's particular language (see Turabian 17.1.2 and *Chicago Manual of Style* [15th ed.] 17.64–67).

Observe any punctuation given in the title with this exception: Always separate a subtitle from a title by a colon and a space, regardless of the form given on the title or copyright page. However if title ends with a question mark or explanation point, omit the colon. For example:

Immortality of the Soul or Resurrection of the Dead? The Witness of the New Testament

Judaism and Hellenism: Studies in Their Encounter in Palestine during the Early Hellenistic Period

Concerning older titles, note Turabian 17.1.2: “For titles of works published in the eighteenth century or earlier, retain the original punctuation and spelling. Also retain the original capitalization, even if it does not follow headline style. Words in all capital letters, however, should be given an initial capital only.”

Author's Work Translated or Edited by Another

*For footnotes, note Turabian 17.1.1: “If a title page lists an editor or translator in addition to an author, treat the author's name as described above. Add the editor or translator's name after the book's title. If there is a translator as well as an editor, list the names in the same order as on the title page of the original.” Use the appropriate abbreviation: *ed.* or *trans.* or *comp.* (“never *eds.*, since in this context it means ‘edited by’ rather than ‘editor’”).*

In the bibliography, however, a period follows the title, and the full phrase (*Edited by* or *Compiled by* or *Translated by*) rather than the abbreviation precedes the name. If a work has both an editor and a compiler or translator, or if it has all three, list the names in the order of the sequence found on the title page of the original. For example:

- N: ¹John Smith, *Title of Book*, ed. Kermit A. Ecklebarger (New York: . . .)
- B: Smith, John. *Title of Book*. Edited by Kermit A. Ecklebarger. New York: . . .
- N: ¹Gerd Theissen, *Fortress Introduction to the New Testament*, trans. John Bowden (Philadelphia: Fortress Press, 2003), 23.
- B: Theissen, Gerd. *Fortress Introduction to the New Testament*. Translated by John Bowden.
- N: ¹. . . , ed. Richard S. Haugh and Paul Kachur, trans. Robert L. Nichols. . . .
- B: Edited by Richard S. Haugh and Paul Kachur. Translated by Robert L. Nichols.

Name or Number of the Edition if Other than the First)

In *both* footnotes *and* bibliography, reference to a new, revised, numbered, or named edition follows the book title, separated by a comma.

If it is a *new* or *named edition*, the word *new* or the name of the edition is spelled out and followed by *ed.* In footnotes, *ed.* is followed by a comma and series information. If there is no series, *ed.* (not italicized) is followed by a space and the opening parenthesis enclosing the facts of publication. In a bibliography, the period of the abbreviation functions as the punctuation mark. For example:

- new ed.
Modern Library ed.
- N: ¹John Smith, *Title of Book*, new ed. (New York: . . .)
- B: Smith, John. *Title of Book*. New ed. New York: . . .

If reference is made to a *revised* or *numbered* edition, use abbreviations. (Also use abbreviations for accompanying information such as *enlarged* or *in one volume*.) For example:

- rev. ed.
2nd ed.

3rd ed., rev. and enl.
rev. ed. in 1 vol.

Reprint or *paperback* editions are not designated at this point in the note or bibliographic entry but rather *in the facts of publication*. For example:

- N: ¹John Smith, *Title of Book* (1966; repr., Gloucester, MA: Peter Smith, 1973)
B: Smith, John. *Title of Book*. 1966. Reprint, Gloucester, MA: Peter Smith, 1973.

See also the examples of editions and reprints in the sample footnote and bibliography entries on pages 62–63.

Name of Series (if any) with Series Number (if any)

A series is not the same as a multivolume work. Note how the 6th edition of Turabian (8.50) distinguishes between a series and a multivolume work:

The publication of a series is an ongoing project of its sponsors, whose purpose is to issue from time to time books or pamphlets by different writers on topics that may range rather widely over a specific field or discipline or area of interest. Many series are numbered; the citation of a particular work in a numbered series should include the volume number (or issue number) after the name of the series. Note that the volume number here applies to the series and the page number to the book; therefore the citation differs from that for a multivolume work. . . .

The 6th edition of Turabian (8.74) identifies a multivolume work in the following manner:

The publication plan of a multivolume work is more or less clearly defined in advance. The work consists, or will consist, of a limited number of volumes related to the same subject. The volumes may all be [1] the work of one author and bear the same title. . . ; or they may be [2] by different authors and bear different titles. . . ; or they may be [3] by different authors and bear different titles, with the entire work carrying an overall title and having a general editor. . . .

Note Turabian 17.1.5 (7th ed.): “If a book cited is part of a formal series, you are not required to include information about the series, but you may include some or all of it to help readers locate or judge the credibility of the source.”

The guidelines given here pertain only to referencing a series. See pages 65–69 in this manual for footnote and bibliographic forms for multivolume works.

For both footnotes and bibliography, the series title is capitalized headline style (or in accordance with the conventions of its particular language). The series title is not italicized or placed in quotation marks. If a series number is printed on the title page or copyright page, then the number should follow the series title in a footnote or

bibliographic reference without any intervening abbreviations or punctuation. Otherwise, the issue or volume number is separated from the title by a comma and preceded by the appropriate abbreviation (*no.* or *vol.*). Series editors are not generally listed. For example:

American University Studies 7: Theology and Religion
 Society for New Testament Studies Monograph Series 20
 Patristic Monograph Series, no. 9
 Word Biblical Commentary, vol. 10
 (but not *Expositor's Bible Commentary*, because it is a multivolume work rather than a series—see pages 62–63, note 9).

Facts of Publication

The facts of publication consist of (1) the place of publication, (2) the name of the publishing agency, and (3) the date of publication.

In footnotes, the facts of publication are enclosed in parentheses. No punctuation precedes the opening parenthesis. A comma follows the closing parenthesis.

In a bibliography, the facts of publication are not enclosed in parentheses but rather preceded by and concluded by a period.

For the place of publication, give the city printed on the title or copyright page. If two or more cities are printed on the title page, give only the first. If a U.S. or Canadian city is not well known, give the postal code abbreviation for the state or province. Include the abbreviation MA after Cambridge to distinguish it from Cambridge, England. When possible, give the English name for foreign cities (for example, Munich, not München). If no city is listed on the title page or copyright information, then give the abbreviation n.p. (no place). For footnotes and bibliography, a colon, one space, and the name of the publishing agency follow the place of publication.

Consult the guidelines given in Turabian 17.1.6 for citing the name of the publishing agency. Among those guidelines are the following: (1) the name of the publishing agency may be written in full or shortened to omit “an initial *The* and such abbreviations as *Inc.*, *Ltd.*, *S.A.*, *Co.*, & *Co.*, and *Publishing Co.*”; (2) be careful about the commas and spelling in the name of the publisher; (3) if a co-publisher is cited on the title page, give reference to both publishers; (4) do not translate the name of foreign publishers (even though you are to anglicize the name of the city); and (5) do not substitute the present name of a publisher for that shown on the title page.

If the name of the publisher is not given on the title page or copyright page,

give the abbreviation n.p. (no publisher). (If both place and publisher are missing, a single n.p. is sufficient followed by a comma, a space, and the date of publication.) For both footnotes and bibliography, place a comma after the name of the publishing agency and leave one space prior to the date of publication.

The date of publication is the copyright date as given on the copyright page or title page. If more than one copyright date appears, give the latest. However, do not mistake a new impression date for the copyright date. Give only the latest *copyright* date (printed on the title page or given as the date on the copyright page, which is preceded by the copyright sign). If no date is given in the publication information printed in a book, write n.d. (no date). If you cite a work that has not yet been published, but has been accepted for publication, write “forthcoming” in place of the date.

For example:

N: (New York: Oxford University Press, 1992)

B: New York: Oxford University Press, 1992.

Other Examples:

Downers Grove, IL: InterVarsity Press, 1997

(Note: This publisher sometimes appears on the title page as InterVarsity Press, sometimes as IVP, and sometimes as Inter-Varsity Press. Be sure you follow the form given on the title page of the book you are referencing.)

Cambridge, MA: Harvard University Press, 1957

Cambridge: Cambridge University Press, 1994

[this is understood to refer to Cambridge, England]

Nashville: B&H Academic, forthcoming

Page Number in Footnote References to Books

In footnotes, the specific page reference (to a single page or to a range of pages) follows the facts of publication preceded only by a comma and one space. Do not use p. or pp. Follow the instructions for numerical sequences, if necessary. For example:

(Downers Grove, IL: InterVarsity Press, 2004), 145–46.

When a footnote refers to a book as a whole, page numbers are omitted.

The normal bibliographic entry for a book does not list page numbers.

Sample Footnote Entries—Books

¹*Catechism of the Catholic Church* (Liguori, MO: Liguori Publications, 1994), 26.

²Kenneth Gangel, *Coaching Ministry Teams* (Nashville: Word Publishing, 2000), 3.

³William W. Klein, Craig L. Blomberg, and Robert L. Hubbard, Jr., *Introduction to Biblical Interpretation*, ed. Kermit A. Ecklebarger (Dallas: Word Publishing, 1993), 143.

⁴Henry Kloop, *The Ministry Play Book: Strategic Planning* (Grand Rapids: Baker, 2004), 45.

⁵David F. Ford, *The Modern Theologians: An Introduction to Christian Theology in the Twentieth Century*, 2nd ed. (Oxford: Blackwell, 1997), 257.

⁶Wolfhart Pannenberg, *Jesus—God and Man*, trans. Lewis L. Wilkins and Duane A. Priebe, 2nd ed. (Philadelphia: Westminster, 1977), 106–07.

⁷Rudolf Bultmann et al., *Kerygma and Myth: A Theological Debate*, ed. Hans Werner Bartsch, trans. Reginald H. Fuller, rev. ed. (New York: Harper & Row, Harper Torchbooks, 1961), 10.

⁸Harriet A. Harris, *Fundamentalism and Evangelicals*, Oxford Theological Monographs (Oxford: Clarendon Press, 1998), 13.

⁹Ralph W. Klein, *1 Samuel*, Word Biblical Commentary, vol. 10 (Waco, TX: Word Books, 1983), 41.

¹⁰Leon Morris, *The Gospel according to John: The English Text with Introduction, Exposition and Notes*, rev. ed., The New International Commentary on the New Testament (Grand Rapids: Eerdmans, 1995), 229–30.

¹¹William A. Clebsch and Charles Jaekle, *Pastoral Care in Historical Perspective*, 2nd ed. (New York: Jason Aronson, 1983), 56.

¹²Ben C. Ollenburger, Elmer A. Martins, and Gerhard F. Hasel, eds., *The Flowering of Old Testament Theology: A Reader in Twentieth-Century Old Testament Theology, 1930–1990*, Sources for Biblical and Theological Study 1 (Winona Lake, IN: Eisenbrauns, 1992), 34.

¹³Marguerite Harl, *Origène et la fonction révélatrice du Verbe incarné*, Patristica Sorbornensia 2 (Paris: Éditions du Seuil, 1958), 220–21.

¹⁴Hans-Joachim Kraus, *Geschichte der historisch-kritischen Erforschung des Alten Testaments*, 4th ed. (Nerkerchen-Vluyn: Neukirchener Verlag, 1988), 353–54.

Sample Bibliographic Entries—Books

- Catechism of the Catholic Church*. Liguori, MO: Liguori Publications, 1994.
- Gangel, Kenneth. *Coaching Ministry Teams*. Nashville: Word Publishing, 2000.
- Klein, William W., Craig L. Blomberg, and Robert L. Hubbard, Jr. *Introduction to Biblical Interpretation*. Edited by Kermit A. Ecklebarger. Dallas: Word Publishing, 1993.
- Kloop, Henry. *The Ministry Play Book: Strategic Planning*. Grand Rapids: Baker Books, 2002.
- Ford, David F. *The Modern Theologians: An Introduction to Christian Theology in the Twentieth Century*. 2nd ed. Oxford: Blackwell, 1997.
- Pannenberg, Wolfhart. *Jesus—God and Man*. Translated by Lewis L. Wilkins and Duane A. Priebe. 2nd ed. Philadelphia: Westminster, 1977.
- Bultmann, Rudolf, Ernst Lohmeyer, Julius Schniewind, Helmut Thielicke, and Austin Farrer. *Kerygma and Myth: A Theological Debate*. Edited by Hans Werner Bartsch. Translated by Reginald H. Fuller. Rev. ed. New York: Harper & Row, Harper Torchbooks, 1961.
- Harris, Harriet A. *Fundamentalism and Evangelicals*. Oxford Theological Monographs. Oxford: Clarendon Press, 1998.
- Klein, Ralph W. *1 Samuel*. Word Biblical Commentary, vol. 10. Waco, TX: Word Books, 1983.
- Morris, Leon. *The Gospel according to John: The English Text with Introduction, Exposition and Notes*. Rev. ed. The New International Commentary on the New Testament. Grand Rapids: Eerdmans, 1995.
- Clebsch, William A., and Charles Jaekle. *Pastoral Care in Historical Perspective*. 2nd ed. New York: Jason Aronson, 1983.
- Ollenburger, Ben C., Elmer A. Martins, and Gerhard F. Hasel, eds. *The Flowering of Old Testament Theology: A Reader in Twentieth-Century Old Testament Theology, 1930–1990*. Sources for Biblical and Theological Study 1. Winona Lake, IN: Eisenbrauns, 1992.
- Harl, Marguerite. *Origène et la fonction révélatrice du Verbe incarné*. Patristica Sorbornensia 2. Paris: Éditions du Seuil, 1958.
- Kraus, Hans-Joachim. *Geschichte der historisch-kritischen Erforschung des Alten Testaments*. 4th ed. Neukirchen-Vluyn: Neukirchener Verlag, 1988.

Subsequent and Shortened References

Ibid.

Note Turabian 16.4.2: Ibid. may be used “to shorten a citation to a work whose bibliographical data appear in the immediately previous note.” The author’s name and the title should never be used with *ibid.* Capitalize *ibid.* at the beginning of a note or after a period (when used in a content footnote). *Ibid.* is *not* italicized or underlined. Remember, *ibid.* is an abbreviation; *always include the period*. If the reference is to a different page, follow the period with a comma, one space, and the page number of the reference. Also, remember that *ibid.* refers to the same work. Volumes of a multivolume work that have different authors are not considered the same work. Neither are those which have the same author but are referenced according to volume title. Only references to the same author and the same title use *ibid.* When reference is made to a different volume of a one-author, one-title multivolume work, the page reference following *ibid.* is given in the following form: volume number, colon, and page number(s). Do *not* use *ibid.* after a footnote containing two or more references.

Shortened References

Do not use the Latin abbreviations *idem*, *op. cit.*, or *loc. cit.* When referring to a work that has already been cited in full form, but not in the note immediately preceding, use Turabian’s “Author-Title Notes” for a shortened reference (Turabian 16.4.2). For this kind of reference, give the author’s last name, a shortened version of the title (if possible), and the page reference. If there is more than one author but fewer than four, give all the authors’ last names. If there are more than four authors, give the first author’s last name followed by “et al.”

Shorten the title by first omitting any subtitle. As long as you do not create ambiguity, you may further shorten a title of five words or longer by omitting any initial article (in English titles only) and omitting some modifying words and phrases. Be careful that you do not change the order of the words in the original title. You may use a shortened reference to a multivolume title under the same conditions that apply for the use of *ibid.*

Use the same shortened form consistently for the second and subsequent references.

Examples of Subsequent References

³William W. Klein, Craig L. Blomberg, and Robert L. Hubbard, Jr., *Introduction to Biblical Interpretation*, ed. Kermit A. Eckleberger (Dallas: Word Publishing, 1993), 143.

⁴*Ibid.*, 201.

⁵Leon Morris, *The Gospel according to John: The English Text with Introduction, Exposition and Notes*, The New International Commentary on the New Testament (Grand Rapids: Eerdmans, 1971), 229–30.

⁶Klein, Blomberg, and Hubbard, *Introduction to Biblical Interpretation*, 246.

⁷Morris, *John*, 301.

Multivolume Works

See page 58 above on the difference between a series and a multivolume set.

Many features of the footnote and bibliographic forms for multivolume works are the same as those given for books in the previous section of this chapter. *The key question is where to put the volume number(s) and volume title in the order of information.* In the order of facts given for a book reference, place the volume number and any volume title *after* the edition statement (if any) and *prior to* any series title. Always use Arabic numerals for volume numbers, even if the title page uses roman numerals.

In most cases, the volume number(s) and any volume title will come after the multivolume title and before the facts of publication. If the individual volume has its own author, editor, or translator, then that information is usually given after the title of the individual volume. However, it is also possible to list the volume author or editor first, followed by the volume title, and then give the multivolume title. Base your choice of reference style on whether in the course of your paper (or dissertation, etc.) you will refer to other volumes of the work. Study carefully the examples on pages 66–68.

Date of Publication

Often, individual volumes in a multivolume work are published in different years. A reference to the multivolume work as a whole should give the span of publication dates from the first to the last volume (e.g., 1985–92). Obviously, if all volumes were published within a single year, the date of publication would be the date for that year alone. If the work is not yet complete (more volumes are yet to be published), give the number of volumes published to date and in the facts of publication,

the date of the initial volume followed by an en dash (e.g., 1995–). If the reference is to a single volume under its own title, the date of publication will be the date that volume was published.

Page References in Footnotes

Note Turabian 17.1.4: “When all the volumes in a multivolume work have the same title, a reference to pages within a single volume is given in the following manner: . . .” volume number, colon, page number(s) (e.g., 5:246). “When each volume in a multivolume work has a different title, a reference to pages within a single volume is given . . .” in the same manner as a reference to pages in a book (comma, space, page number[s]). If other divisions besides volume and page are necessary, (1) label all other divisions with an appropriate abbreviation (such as *pt.* or *bk.*), and (2) when giving a page reference in combination with other divisions (volume and part), use the colon between the last such division and the page number(s) (such as 1, pt. 2:56 for volume 1, part 2, page 56).

Reference to a Multivolume Work with One Author and One Title

Footnote reference to pages within one volume. In this case, the volume number is given with the page reference. For example:

N: ¹Paul Tillich, *Systematic Theology* (Chicago: University of Chicago Press, 1957), 2:101.

The bibliography entry in this case would be to the work as a whole or to the individual volume as seen in the examples below.

Reference to the work as a whole. Give the total number of volumes. For example:

N: ¹Paul Tillich, *Systematic Theology*, 3 vols. (Chicago: University of Chicago Press, 1951–63).

B: Tillich, Paul. *Systematic Theology*. 3 vols. Chicago: University of Chicago Press, 1951–63.

Reference to an individual volume as a whole. Give only the specific volume number. For example:

N: ²Paul Tillich, *Systematic Theology*, vol. 2 (Chicago: University of Chicago Press, 1957).

- B: Tillich, Paul. *Systematic Theology*. Vol. 2. Chicago: University of Chicago Press, 1957.

(Note: The bibliographic reference to the work as a whole is preferable—with reference given to all volumes of the work—especially if you will have footnotes to other volumes. However, even if you do not have references to other volumes, the reader would probably benefit more from a bibliographic reference to the whole multivolume work.)

Reference to a Multivolume Work with One Author and Different Volume Titles

Reference to the multivolume work as a whole. Follow the example of the reference to the work as a whole given on the previous page.

- | | |
|--------|--|
| N (1): | ¹ Jean Daniélou, <i>A History of Early Christian Doctrine before the Council of Nicea</i> , ed. and trans. John Austin Baker, 3 vols. (London: Darton, Longman & Todd; Philadelphia: Westminster, 1964–77). |
| B (1): | Daniélou, Jean. <i>A History of Early Christian Doctrine before the Council of Nicea</i> . Edited and translated by John Austin Baker. 3 vols. London: Darton, Longman & Todd; Philadelphia: Westminster, 1964–77. |

Reference to an individual volume.

Give the volume title first followed by its number and then the multivolume title. If reference is made to the volume as a whole, omit any page reference.

- | | |
|-------|---|
| N (2) | ¹ Jean Daniélou, <i>Gospel Message and Hellenistic Culture</i> , vol. 2 of <i>A History of Early Christian Doctrine before the Council of Nicea</i> , ed. and trans. John Austin Baker (London: Darton, Longman & Todd; Philadelphia: Westminster, 1973), 109. |
|-------|---|

The bibliography entry may be given as a reference to the multivolume work as a whole (see the example given on page 66) or to the individual volume. If you choose the individual volume reference, choose a style that matches your footnotes. For example:

- | | |
|--------|---|
| B (1): | Same as above |
| B (2): | Daniélou, Jean. <i>Gospel Message and Hellenistic Culture</i> . Vol. 2 of <i>A History of Early Christian Doctrine before the Council of Nicea</i> . Edited and translated by John Austin Baker. London: Darton, Longman & Todd; Philadelphia: Westminster, 1973. |

Reference to a Multivolume Work with a General Title, General Editor, and Individually Authored Volumes Each with Its Own Title

The basic rule is that whichever title you cite first, precede it with the name of the editor or author that goes with that title. Whichever title you cite second, its author or editor follows afterward. However, this type of multivolume work is rare, except in the case of a multivolume edition of an author's collected works. For this latter case, see page 93. Most works which have a general title, general editor, and individually authored (or edited) volumes are series, not multivolume works. See page 58–59 above for series.

Other Types of Multivolume Works

For multivolume dictionaries and encyclopedias, see pages 73–75 below. For multivolume editions of an author's or authors' collected works, see pages 83–95 below.

Sample Footnote Entries

¹Charles Hodge, *Systematic Theology* (1872–73; repr., Grand Rapids: Eerdmans, 1973), 1:153–54.

²Francis Turretin, *Institutes of Elenctic Theology*, ed. James T. Dennison, Jr., trans. George Musgrave Giger (Phillipsburg, NJ: P & R Publishing, 1994), 2:232–33.

³Jaroslav Pelikan, *Christian Doctrine and Modern Culture (since 1700)*, vol. 5 of *The Christian Tradition: A History of the Development of Doctrine* (Chicago: University of Chicago Press, 1989), 193.

⁴Jaroslav Pelikan, *The Christian Tradition: A History of the Development of Doctrine*, 5 vols (Chicago: University of Chicago Press, 1975–91).

⁵Karl Barth, *Church Dogmatics [CD]*, ed. G. W. Bromiley and T. F. Torrance, vol. 2, *The Doctrine of God*, pt. 1, trans. T. H. L. Parker et al. (Edinburgh: T. & T. Clark, 1957), 403.

Note: In this example an abbreviation of the title was added in brackets for subsequent references to this work. Also, since the two parts had different translators, the designation pt. 1 is placed before the translator's name.

Subsequent References

¹⁰Hodge, *Systematic Theology*, 2:56–57.

¹²Pelikan, *Christian Doctrine*, 99.

¹³Turretin, *Institutes*, 1:155.

¹⁴*Ibid.*, 3:575.

¹⁷Barth, *CD*, vol. 4, *The Doctrine of Reconciliation*, trans. G. W. Bromiley (1961), pt. 3.1:183.

Note: Since Bromiley translated all parts of volume 4, his name comes after the volume title and the designation pt. 3.1 is placed before the page reference.

²²Barth, CD, 2, pt. 1:410.

Sample Bibliography Entries

Hodge, Charles. *Systematic Theology*. 3 vols. 1872–73. Reprint, Grand Rapids: Eerdmans, 1973.

Turretin, Francis. *Institutes of Elenctic Theology*. Edited by James T. Dennison, Jr. Translated by George Musgrave Giger. 3 vols. Phillipsburg, NJ: P & R Publishing, 1992–97.

Pelikan, Jaroslav. *Christian Doctrine and Modern Culture (since 1700)*. Vol. 5 of *The Christian Tradition: A History of the Development of Doctrine*. Chicago: University of Chicago Press, 1989.

Or,

Pelikan, Jaroslav. *The Christian Tradition: A History of the Development of Doctrine*. 5 vols. Chicago: University of Chicago Press, 1975–91.

Barth, Karl. *Church Dogmatics*. Edited by G. W. Bromiley and T. F. Torrance. 4 vols. in 14 parts. Edinburgh: T. & T. Clark, 1956–75.

Note: The above example relies upon the footnotes to reference the translators of the individual volumes. Since there are so many parts to this work, this would be acceptable if references are made to several of those parts. The individual volumes and parts may also be listed separately, and this would be preferable if reference is made to only a few of the parts (as in the examples which follow).

Barth, Karl. *Church Dogmatics*. Edited by G. W. Bromiley and T. F. Torrance. Vol. 2, *The Doctrine of God*. Pt. 1. Translated by T. H. L. Parker, W. B. Johnston, Harold Knight, and J. L. M. Haire. Edinburgh: T. & T. Clark, 1957.

_____. *Church Dogmatics*. Edited by G. W. Bromiley and T. F. Torrance. Vol. 2, *The Doctrine of God*. Pt. 2. Translated by G. W. Bromiley, J. C. Campbell, Iain Wilson, J. Strathearn, Harold Knight, and R. A. Stewart. Edinburgh: T & T Clark, 1957.

_____. *Church Dogmatics*. Edited by G. W. Bromiley and T. F. Torrance. Vol. 4, *The Doctrine of Reconciliation*. Pt. 3.1. Translated by G. W. Bromiley. Edinburgh: T & T Clark, 1961.

Commentaries

Commentaries published as part of a series will usually have different authors who write book length commentaries published as separate single volumes. Longer biblical books may have their commentary published in two or three volumes. Examples of commentary series include Anchor Bible, New American Commentary, International Critical Commentary, New International Commentary on the New Testament, and Word Biblical Commentary. The form follows instructions and examples found on pages 58 and 589. Volume numbers refer to the series numbering, but not all series are numbered. Also some series include common treatment of smaller single books of the Bible in a single volume.

Multivolume commentary sets will have one title and one author (or one set of editors or a general editor, or a combination of authors and editors). Each volume will include commentaries on several books of the Bible, including the lengthy books. Older sets which no longer have volumes added or revised are also considered multivolume commentary sets. Examples include *Broadman Bible Commentary*, *Expositors Bible Commentary*, *Calvin's Commentaries*, *New Interpreter's Bible*, and Keil & Delitzsch's *Biblical Commentary on the Old Testament*. The form follows instructions and examples found on pages 66–69 and 73. The volumes are usually, but not always, numbered.

Commentaries in Series

- N: ⁹Ralph W. Klein, *1 Samuel*, Word Biblical Commentary, vol. 10 (Waco, TX: Word Books, 1983), 41.
- B: Klein, Ralph W. *1 Samuel*. Word Biblical Commentary, vol. 10. Waco, TX: Word Books, 1983.

Commentaries in Multivolume Sets

- N: ¹⁷D. A. Carson, *Matthew*, in vol. 8 of *The Expositor's Bible Commentary*, ed. Frank E. Gaebelein and J. D. Douglas (Grand Rapids: Zondervan, Regency Reference Library, 1984), 289.
- B: Carson, D. A. *Matthew*. In vol. 8 of *The Expositor's Bible Commentary*. Edited by Frank E. Gaebelein and J. D. Douglas, 3–599. Grand Rapids: Zondervan, Regency Reference Library, 1984.

The above examples also include commentaries on other books of the Bible by other authors, hence the range of page numbers in the bibliography entry.

N: ¹⁹B. H. Carroll, *Colossians, Ephesians, and Hebrews*, in vol. 15 of *An Interpretation of the English Bible*, ed. J. B. Cranfill (New York: Revell, 1917), 88–100.

B: Carroll, B. H. *Colossians, Ephesians, and Hebrews*. In vol. 15 of *An Interpretation of the English Bible*. Edited by J. B. Cranfill. New York: Revell, 1917.

Journal Articles

Name of the Author(s)

For both footnote and bibliographic entries, cite the authors of journal articles in the same way you cite authors of books. See page 54 of this chapter.

Title of the Article

For both footnote and bibliographic entries, use quotation marks to designate the titles of journal articles. *Do not use italics or underlining* (except for words that are normally italicized in text, such as book titles). Capitalize an English article's title headline style and articles in other languages according to the conventions of those languages. This means that the following words should not be capitalized: articles, coordinating conjunctions, the words *to* and *as*, prepositions, the second part of a hyphenated compound unless it is a proper noun or adjective, or parts of a proper nouns that are normally in lowercase (Turabian 22.3.1). For example:

“The Problem of an Intermediate Kingdom in 1 Corinthians 15:20–28”
 “Salvation in Luther’s *The Bondage of the Will*”

Title of the Journal, Including Abbreviated Titles

For both footnotes and bibliography, italicize journal titles. Do not use quotation marks or underlining. Capitalize journal titles *headline style for all languages*. Always write out the journal title in full the first time you use it. When used again in the paper, with a different journal article, the journal title may be abbreviated.

For titles in footnotes in a research paper, you may use the abbreviations without giving a list of abbreviations in your paper. In the first footnote reference to a journal, give an abbreviation of the title in brackets after spelling the title in full. In your next reference to that journal, you may use the abbreviation. Consult *The SBL Handbook of Style* for a list of abbreviations. If an abbreviation for your journal is not listed in *The SBL Handbook of Style*, create one, include it in brackets, and use it consistently

throughout the paper. In your bibliography, spell out all journal titles. Do not use title abbreviations.

For titles in footnotes in a dissertation, thesis, or project, list each of the abbreviations you use in a List of Abbreviations placed at the beginning of your dissertation, thesis, or project (see chapter 4 of this manual). You may also abbreviate journals that do not appear in the appendix if you include the abbreviations in the List of Abbreviations at the beginning of your work. Give in full (in both footnotes and in the bibliography) all journal titles that are not included in your abbreviation list. Normally you would not include a title in your abbreviation list if it is only used one time in your dissertation, thesis, or project. In your bibliography, spell out all journal titles. Do not use title abbreviations.

Volume or Issue Numbers, Publication Date, and Page Numbers

Note Turabian 17.2.4: “The volume number follows the journal title without intervening punctuation and is not italicized. Use arabic numerals even if the journal itself used roman numerals. If there is an issue number, it follows the volume number, separated by a comma and preceded by *no.* . . . When a journal uses issue numbers only, without volume numbers, a comma follows the journal title.” Enclose the year of publication in parentheses after the volume or issue number. Follow the practice of the journal when formatting the date.

In footnotes, the page reference is to the exact location of your reference. For example:

Criswell Theological Review 6, no. 2 (Spring 2009): 6
JETS 18 (1975): 239.
Mishkan, no. 58 (2009): 40

In the bibliography, the page references are to the first and last pages of the whole article. Remember, in the bibliography and list of abbreviations, journal titles in any language are capitalized headline style and are always spelled in full.

Criswell Theological Review 6, no. 2 (Spring 2009): 5–24.
Journal of the Evangelical Theological Society 18 (1975): 229–42.
Mishkan, no. 58 (2009): 39–53.

Sample Footnote Entries

¹Wilber B. Wallis, “The Problem of an Intermediate Kingdom in 1 Corinthians 15:20-28,” *JETS* 18 (1975): 239.

⁵J. Daniel Hays, "A Biblical Perspective on Interracial Marriage," *Criswell Theological Review* [CTR] 6, no. 2 (Spring 2009): 6.

⁷Andrew J. Weaver, Jack W. Berry, and Steven M. Pittel, "Ego Development in Fundamentalist and Nonfundamentalist Protestants," *JPsTh* 22 (1994): 221.

Subsequent References (follow basic instructions given on pages 63–65)

¹¹Wallis, "Problem of an Intermediate Kingdom," 240.

¹⁶Weaver, Berry, and Pittel, "Ego Development," 216.

Sample Bibliography Entries

Hays, J. Daniel. "A Biblical Perspective on Interracial Marriage." *Criswell Theological Review* [CTR] 6, no. 2 (Spring 2009): 5–24.

Wallis, Wilber B. "The Problem of an Intermediate Kingdom in 1 Corinthians 15:20–28." *Journal of the Evangelical Theological Society* 18 (1975): 229–42.

Weaver, Andrew J., Jack W. Berry, and Steven M. Pittel. "Ego Development in Fundamentalist and Nonfundamentalist Protestants." *Journal of Psychology and Theology* 22 (1994): 215–25.

Component Part of a Book or Volume

If the component part is an article or essay (but not a single chapter in a long monograph), first give the name of the author of the article or essay, then the title of the article or essay in quotation marks. Italicize the titles of book-length component parts and the titles of classical works that may be published as component parts of a collection or works (see pages 83–95 below for referencing editions of collected works.) Next, write the word *in* followed by the title of the book in italics. In *footnotes*, a comma precedes the word *in*. In a *bibliography*, a period precedes and *In* is capitalized. *For both footnotes and the bibliography*, the italicized title of the book is followed by a comma, the abbreviation *ed.*, and the name of the editor (if any) in normal style (first name first).

In *footnotes*, after the editor's name, the facts of publication are given in the normal manner for a book (see pages 59–61 in this manual). In the *bibliography*, the editor's name (or the title if the work has only a single author) is followed by a comma, a space, and the range of page numbers for the entire article or chapter. A period, one space, and the facts of publication then follow the page range.

Such articles or essays are also known as "essays in collections" or "articles in anthologies." For information on how to cite the editor of a book by a single author, see page 56.

Article or Essay in a Book with One Author

- N: ²⁰Martin Hengel, "Jesus as Messianic Teacher of Wisdom and the Beginnings of Christology," in *Studies in Early Christology* (Edinburgh: T&T Clark, 1995), 85–86.
- B: Hengel, Martin. "Jesus as Messianic Teacher of Wisdom and the Beginnings of Christology." In *Studies in Early Christology*, 73–117. Edinburgh: T&T Clark, 1995.

Article or Essay in a Book with an Editor

- N: ¹⁹F. F. Bruce, "The Background to the Son of Man Sayings," in *Christ the Lord: Studies in Christology Presented to Donald Guthrie*, ed. Harold H. Rowdon (Leicester: Inter-Varsity Press, 1982), 58.
- B: Bruce, F. F. "The Background to the Son of Man Sayings." In *Christ the Lord: Studies in Christology Presented to Donald Guthrie*, ed. Harold H. Rowdon, 50–70. Leicester: Inter-Varsity Press, 1982.

Other Examples (Not of Book-Length Parts)

- N: ²²Claudio Basevi and Juan Chapa, "Philippians 2.6–11: The Rhetorical Function of a Pauline 'Hymn,'" in *Rhetoric and the New Testament: Essays from the 1992 Heidelberg Conference*, ed. Stanley E. Porter and Thomas H. Olbricht, JSNT Supplement Series 90 (Sheffield: Sheffield Academic Press, 1993), 352.
- B: Basevi, Claudio, and Juan Chapa. "Philippians 2.6–11: The Rhetorical Function of a Pauline 'Hymn.'" In *Rhetoric and the New Testament: Essays from the 1992 Heidelberg Conference*, ed. Stanley E. Porter and Thomas H. Olbricht, 338–56. JSNT Supplement Series 90. Sheffield: Sheffield Academic Press, 1993.
- N: ²³Roy W. Battenhouse, "The Doctrine of Man in Calvin and in Renaissance Platonism," in *Influences upon Calvin and Discussion of the 1559 Institutes*, vol. 4 of *Articles on Calvin and Calvinism: A Fourteen-Volume Anthology of Scholarly Articles*, ed. Richard C. Gamble (New York: Garland, 1992), 161.
- B: Battenhouse, Roy W. "The Doctrine of Man in Calvin and in Renaissance Platonism." In *Influences upon Calvin and Discussion of the 1559 Institutes*, 155–79. Vol. 4 of *Articles on Calvin and Calvinism: A Fourteen-Volume Anthology of Scholarly Articles*. Edited by Richard C. Gamble. New York: Garland, 1992.

Subsequent References

- ²⁵Hengel, "Jesus as Messianic Teacher," 97.
- ²⁶Bruce, "Background to Son of Man Sayings," 52.
- ²⁷Carson, *Matthew*, 426.
- ²⁸Basevi and Chapa, "Philippians 2.6-11," 341.

Encyclopedias or Dictionaries

Turabian 17.5.3 gives a footnote form for encyclopedias and dictionaries that are “well-known reference works” and adds that such reference works “should usually be cited only in notes.” Turabian’s instructions apply to works such as *Encyclopedia Britannica* or *Merriam Webster’s Collegiate Dictionary*. These works are widely recognized in all fields. However, when referring to reference works generally limited in use to certain specific fields (such as biblical and theological studies, musicology, or one of the social sciences), Turabian’s form must be modified.

If the reference work is well-known in the field in which you are writing, has entries which are typically short, and provides information of a routine or technical but generally uncontested nature (such as *A Greek-English Lexicon of the New Testament*), cite it in footnotes when necessary, *but omit it* from your bibliography. Use the basic author/editor footnote form giving the full facts of publication, but in place of the page number, give the title of the entry preceded by “s.v.” Since the entries are alphabetized, the entry itself, rather than the page number, serves to locate your reference.

⁵Walter Bauer, *A Greek-English Lexicon of the New Testament*, ed. and trans. William F. Arndt, F. Wilber Gingrich, and Frederick W. Danker [BAGD], 3rd ed. (Chicago: University of Chicago Press, 2000), s.v. “μετανοέω.”

Subsequent: ⁷BAGD, s.v. “πίστις.”

Signed entries in field-specific reference works may be cited in the above manner with the addition of the author’s name after the title of the entry. But this applies only to reference works whose entries are characteristically short and whose content is cited for routine or technical (but generally uncontested) information. Again, such entries need not be cited in the bibliography.

⁹N. G. L. Hammond and H. H. Scullard, eds., *Oxford Classical Dictionary* [OCD], 3rd ed. (Oxford: Oxford University Press, 1996), s.v. “Pottery (Greek), Inscriptions On,” by Alan William Johnston.

Subsequent: ¹²OCD, s.v. “Ostraca,” by Walter Eric Harold Cockle.

Reference works with article-length entries should be cited by author and article title in the manner of an article or chapter in a book. Such references would also be included in the bibliography. For example:

N: ¹¹Jung Young Lee, "Korean Christian Thought," in *The Blackwell Encyclopedia of Modern Christian Thought*, ed. Alister E. McGrath (Oxford: Blackwell, 1993), 310.

Subsequent: ¹⁴Lee, "Korean Christian Thought," 315.

B: Lee, Jung Young. "Korean Christian Thought." In *The Blackwell Encyclopedia of Modern Christian Thought*, ed. Alister E. McGrath. Oxford: Blackwell, 1993.

Note that in the above example, the bibliographic reference does not include the page numbers of the entry. The page numbers need not be given for an encyclopedia or dictionary reference since the entry can be located alphabetically.

Some dictionaries and encyclopedias have entries of mixed length. The general rule is that if the way in which you refer to an entry is more like that of an article in a book follow the article-in-a-book format for your footnote and include the reference in your bibliography. If your use of the work is more routine or more like that of an uncontested technical reference work, then use the first example given above for your footnote form and do not include the reference in your bibliography.

Other examples of this reference form are as follows. Note 2 below exemplifies the reference to short, uncontested information. It does not have a corresponding bibliography form.

N: ¹G. E. Ladd, "Kingdom of God," in *International Standard Bible Encyclopedia*, ed. Geoffrey W. Bromiley, rev. ed. [ISBE] (Grand Rapids, Eerdmans, 1986), 3:29.

N: ²Angelo Di Berardino, ed., *Encyclopedia of the Early Church*, trans. Adrian Walford (New York: Oxford University Press, 1992), s.v. "Theotokos," by E. Peretto.

B: Ladd, G. E. "Kingdom of God." In *The International Standard Bible Encyclopedia*. Edited by Geoffrey W. Bromiley. Rev. ed. Grand Rapids: Eerdmans, 1986.

Dissertations, Theses, and Projects

The basic differences between the reference form for a dissertation, thesis, etc., and a book are the following: (1) the title of the dissertation, thesis, or project, is given in quotation marks; it is not italicized or underlined. (2) Where a book reference has facts of publication, give the following: the degree and type of work (e.g., Ph.D. diss., M.A. thesis), the institution which granted the degree, and the year. (3) Unlike the facts of publication for a book, these identification features are all separated by commas.

Sample Footnote Entries

¹Joseph Ray Cathey, "A Narratological-Discourse Analysis of Selected Assyrian and Biblical Conquest Accounts" (Ph.D. diss., Southwestern Baptist Theological Seminary, 2003), 54.

³Jeremiah Kim, "Trinitarian Eschatology" (Th.M. thesis, Southwestern Baptist Theological Seminary, 2002), 38.

Subsequent Footnote Entries

⁶Cathey, "Narratological-Discourse Analysis," 155.

⁷Kim, "Trinitarian Eschatology," 43.

Sample Bibliographic Entries

Cathey, Joseph Ray. "A Narratological-Discourse Analysis of Selected Assyrian and Biblical Conquest Accounts." Ph.D. diss., Southwestern Baptist Theological Seminary, 2003.

Kim, Jeremiah. "Trinitarian Eschatology." Th.M. thesis, Southwestern Baptist Theological Seminary, 2002.

Miscellaneous Footnote and Bibliographic Forms

Magazine Article

N: ²L. Russ Bush, "America's Southern Baptists: What They Believe," *Christianity Today*, November 4, 1988, 24.

B: Bush, L. Russ. "America's Southern Baptists: What They Believe." *Christianity Today*, November 4, 1988, 22–25.

Newspaper

N: ³Beau Black, "Ministry—or Just Music? Contemporary Christian Artists are Debating What They're About and Why," *Dallas Morning News*, June 12, 1999.

Note: If the title of the newspaper does not include the name of the city, and that name is not obvious, then include the name in italics as if it were the beginning of the title as in the example above. "Omit page numbers, because a newspaper may have several editions in which items may appear on different pages or may even be dropped" (Turabian 17.4).

A newspaper article cited for factual or conventional information is often omitted from a bibliography.

B: Black, Beau. "Ministry—or Just Music? Contemporary Christian Artists Are Debating What They're About and Why." *Dallas Morning News*, June 12, 1999.

Book Review

- N: ⁵Joel Sweek, review of *Divination in Ancient Israel and Its Near Eastern Environment: A Socio-Historical Investigation*, by Frederick H. Cryer, *Journal of Biblical Literature* 116 (1997): 724.
- B: Sweek, Joel. Review of *Divination in Ancient Israel and its Near Eastern Environment: A Socio-Historical Investigation*, by Frederick H. Cryer. *Journal of Biblical Literature* 116 (1997): 723–25.

Paper Presented at a Professional Society

- N: ⁷Rolf Rendtorff, “Reading the Psalter as One Theological Book” (paper presented at the annual meeting of the Society of Biblical Literature, Orlando, FL, November 21, 1998), 5.
- N: ⁸John Sanders and Clark Pinnock, “The Destiny of the Unevangelized: Dialogue with Our Critics” (audiocassette of session held at the annual meeting of the Evangelical Theological Society, Philadelphia, PA, November 16, 1995), ACTS EV95066.

Note: In this example, the audiocassette is from ACTS, a company that tapes the presentations given at many professional societies. Consequently, the ACTS reference number is given. If the tape had not been commercially recorded, such information could not be given—the reference would end with the closing parenthesis and a period.

- B: Rendtorff, Rolf. “Reading the Psalter as One Theological Book.” Paper presented at the annual meeting of the Society of Biblical Literature, Orlando, FL, November 21, 1998.
- B: Sanders, John, and Clark Pinnock. “The Destiny of the Unevangelized: Dialogue with Our Critics.” Audiocassette of session held at the annual meeting of the Evangelical Theological Society, Philadelphia, PA, November 16, 1995. ACTS EV95066.

Class Lecture (handouts or recordings, not your personal notes)

- N: ⁹Robert Phillips, “Research: Least Effort vs. Worthwhile Effort” (classroom lecture notes, RSCH 5552—Graduate Research Seminar, Fall 2005, photocopy), 3.
- N: ⁹Robert Phillips, “Research: Least Effort vs. Worthwhile Effort” (classroom lecture, RSCH 5552—Graduate Research Seminar, 7 September 2005), audiocassette.
- B: Phillips, Robert. “Research: Least Effort vs. Worthwhile Effort.” Classroom lecture notes, RSCH 5552—Graduate Research Seminar, Fall 2005. Photocopy.
- B: Phillips, Robert. “Research: Least Effort vs. Worthwhile Effort.” Classroom lecture, RSCH 5552—Graduate Research Seminar, 7 September 2005. Audiocassette.

Audio Recording

- N: ¹⁰Elam Davis, "Beyond Our Subjectiveness," Thesis Theological Cassettes, 16:9 (Pittsburg: Thesis Theological Cassettes, n.d.), audiocassette.
- N: ¹¹Donald Carson, "What Is the Real Emerging Church?" (Cedarville, OH: Cedarville University Media Ministry, 2004), compact disk.
- B: Davis, Elam. "Beyond Our Subjectiveness." Thesis Theological Cassettes, 16:9. Pittsburg, PA: Thesis Theological Cassettes, n.d. Audiocassette.
- B: Carson, Donald. "What Is the Real Emerging Church?" Cedarville, OH: Cedarville University Media Ministry, 2004. Compact disk.

Video Recording

- N: ¹²Phillip Cary, "Lecture 6: Faith and Works," in *Luther: Gospel, Law, and Reformation* (Chantilly, VA: The Teaching Company, 2004), videocassette.
- N: ¹³Paige Patterson, "Chapel, October 19, 2004" (Fort Worth: Southwestern Baptist Seminary, 2004), videocassette.
- B: Cary, Phillip. "Lecture 6: Faith and Works." In *Luther: Gospel, Law, and Reformation*. Chantilly, VA: The Teaching Company, 2004). Videocassette.
- B: Patterson, Paige. "Chapel, October 19, 2004." Fort Worth: Southwestern Baptist Seminary, 2004. Videocassette.

Subsequent References

- ¹⁴Black, "Ministry—or Just Music?" 3.
- ¹⁵Sweek, review of *Divination in Ancient Israel*, 725.
- ¹⁶Sanders and Pinnock, "Destiny of the Unevangelized," audiocassette.
- ¹⁷Phillips, "Research," 4.
- ¹⁸Phillips, "Research," audiocassette.
- ¹⁹Davis, "Beyond Our Subjectiveness."
- ²⁰Carson, "What Is the Real Emerging Church."
- ²¹Cary, "Faith and Works."
- ²²Patterson, "Chapel, October 19, 2004."

Internet Documentation

Citing Internet documents presents the researcher with a number of problems. First, Web site addresses can be transient in nature as sites change to accommodate growth, or close down entirely. Accurate citation of a Web site online today does not mean another researcher will be able to access that site tomorrow. Second, there is the

difficulty of referencing page numbers for a web document. Computer operating systems, printers, and word processing software can introduce variances in both electronic and hard copy versions of web documents, even when the same size fonts and margins are used.

The form of Internet citation given in Turabian 17.7 answers many of these problems and is similar to other basic forms of reference given earlier in this chapter. The main differences are the use of document divisions (where available) in place of page numbers, the URL (uniform [or universal] record locator), and the accession date. Note especially the following additional guidelines for this form of documentation:

1. Capitalize the URL to conform to that used to access the web page.
2. If it is necessary to break a URL address to fit on a line, break the address at a forward slash (/) or before a period. Use *Shift+Enter* to break the line without creating a new paragraph.
3. If necessary, change the font color of the URL address to black.
4. In the place of page numbers, use part, chapter, and section numbers if available. Sectional titles may also be used to reference a section of the document.
5. Always download a copy of the electronic document to a disk or make a printed hard copy, since it can be difficult to find a document in the future if the web page changes.
6. Finally, when referencing sources which have been scanned from printed works, give as much information as possible about the original source.

Because of the problem of scanning errors, refer to non-electronic rather than electronic documents whenever the former are accessible. Alternatively, use non-electronic texts (if accessible) to check the accuracy of electronic documentation.

Sample Footnote Entries

²Sam Hill, "Fundamentalism in Recent Southern Culture: Has It Done What the Civil Rights Movement Couldn't Do?" *Journal of Southern Religion* 1 (1998), <http://jsr.fsu.edu/essay.htm> (accessed June 27, 2005).

⁴Martin Luther, *A Treatise on Good Works Together with the Letter of Dedication*, in *Works of Martin Luther*, ed. and trans. Adolph Spaeth, L. D. Reed, and Henry Eyster Jacobs, vol. 1 (Philadelphia: A. J. Holman, 1915), <http://www.iclnet.org/pub/resources/text/wittenberg/luther/work-01.txt> (accessed June 12, 2006).

⁵C. W. Conrad, "A Brief Commentary on the Gospel of Mark," 16.8; <http://www.ioa.com/%7Ecwconrad/> (accessed June 30, 2005).

Subsequent References

⁶Hill, “Fundamentalism in Southern Culture,” sec. 2.

⁸Luther, *Treatise on Good Works*.

⁹Conrad, “Mark,” 16:1.

Sample Bibliography Entries

Hill, Sam. “Fundamentalism in Recent Southern Culture: Has It Done What the Civil Rights Movement Couldn’t Do?” *Journal of Southern Religion* 1 (1998).
<http://jsr.fsu.edu/essay.htm> (accessed June 27, 2005).

Luther, Martin. *A Treatise on Good Works Together with the Letter of Dedication*. In vol. 1 of *Works of Martin Luther*, ed. and trans. Adolph Spaeth, L. O. Reed, and Henry Eyster Jacobs. Philadelphia: A. J. Holman, 1915. <http://www.iclnet.org/pub/resources/text/wittenberg/luther/work-01.txt> (accessed June 27, 2005).

Conrad, C. W. “A Brief Commentary on the Gospel of Mark.” <http://www.ioa.com/%7Ecwconrad> (accessed June 30, 2005).

CD-ROM Documentation

Follow the same basic patterns (for a book, multivolume work, component work, classical reference, etc.) given previously in this chapter except that the designation *CD-ROM* is given in brackets after its title. The title of the work may be the same as the title of the CD-ROM or the CD may have a separate title. Often, CDs do not use page numbers to divide their texts. Sectional enumeration at various levels may be used. If so, give the appropriate identifying numbers in place of the page number in your footnote reference. If no such enumeration is used, it may be possible to locate the reference by a sectional title. If no divisions are given to the work, you may use a keyword. Otherwise, end the note with the year of publication. Several examples are given below.

Sample Footnote Entries

¹Richard Cimino and Don Lattin, *Shopping for Faith: American Religion in the New Millennium* [CD-ROM] (San Francisco: Jossey-Bass, 1998), pt. 2, ch. 6.

²Craig A. Blaising, *Malachi*, in *The Bible Knowledge Commentary*, ed. John F. Walvoord and Roy B. Zuck (Wheaton, IL: Scripture Press, 1983), in *Logos Library System* [CD-ROM] (Grand Rapids: Baker, 1998), 1.6a.

⁴Tertullian *Adversus Marcionem* 2.24, ed. J. -P. Migne, in *Patrologia Latina Database* [PLD] [CD-ROM] (Cambridge: Chadwyck-Healy, 1993–95), 2.340.

⁷Charles Hadden Spurgeon, *Conversion—The Great Challenge*, in *The Charles Hadden Spurgeon Collection* [CD-ROM] (Albany, OR: Ages Software, 1999).

Subsequent References

¹⁰Cimino and Lattin, *Shopping for Faith*, pt. 1, ch. 2.

¹¹Blaising, *Malachi*, 1.1.

¹²Tert. *Marc.* 5.9 (PLD 2.523–24).

¹⁵Spurgeon, *Conversion*.

Sample Bibliography Entries

Blaising, Craig A. *Malachi*. In *The Bible Knowledge Commentary*, ed. John F. Walvoord and Roy B. Zuck. Wheaton, IL: Scripture Press, 1983. In *Logos Library System* [CD-ROM]. Grand Rapids: Baker, 1998.

Cimino, Richard, and Don Lattin. *Shopping For Faith: American Religion in the New Millennium* [CD-ROM]. San Francisco: Jossey-Bass, 1998.

Tertullian *Adversus Marcionem*. Edited by J. -P. Migne. In *Patrologia Latina Database* [CD-ROM], 2.267–556. Cambridge: Chadwyck-Healy, 1993–95.

CHAPTER 7

FOOTNOTE AND BIBLIOGRAPHIC FORMS (2): CRITICAL EDITIONS, CLASSICAL WORKS, AND MANUSCRIPTS

This chapter gives instructions and examples for primary sources frequently used in historical studies. The forms are to be used, whenever appropriate, regardless of the area of study or level of research.

Collected Works in Critical Editions

Works by authors from the late medieval to early modern eras are often collected in critical editions. Research papers (theses) should use the best editions available when citing such works, and this often (although not always) will mean the latest edition of an author's collected works. This guideline applies both to original language editions and to translations. When reference to a work fits with the main theme of the paper (or thesis), reference should be made primarily to an original or classical language edition. Reference to a translation may be added to the original or classical language reference. Many works from antiquity through the Middle Ages may be cited using classical reference form. Sometimes early modern works may use this form as well. See pages 86–92 below for guidelines on using classical reference form.

Editions of collected works are often multivolume publications in which an individual work may be a component part of a single volume, may comprise an entire volume, or may be divided and published in two or more volumes. The multivolume edition may itself be published as part of a series. Although somewhat complicated, the reference form follows the same rules as given earlier for books, multivolume works, and component parts of single and multivolume publications. Given below are examples of first footnote references. Examples of subsequent footnote references begin on page 85. Corresponding bibliographic entries may be found on pages 93–95 in the sample bibliographies of primary works.

When referring to an original or classical language edition, give an anglicized

version of the author's name, but give the title of the work in its original or classical form. Also remember to give an anglicized form (when possible) of the place of publication, but always give the publisher's name as it is printed in the published work.

First Footnote References—Critical Editions

¹John Owen, *Salus Electorum, Sanguis Jesu: The Death of Death in the Death of Christ*, in *The Works of John Owen* [Works], ed. William H. Gould, vol. 10 (1852; repr., Edinburgh and Carlisle, PA: Banner of Truth Trust, 1959), 241.

²Jonathan Edwards, *Religious Affections*, ed. John E. Smith, vol. 2 of *The Works of Jonathan Edwards* [Works] (New Haven: Yale University Press, 1959), 265.

³Martin Bucer, *De Regno Christi*, vol. 15 of *Martini Bucer Opera Latina* [OL], ed. François Wendel (Paris: Presses Universitaires de France, 1955; Gütersloh: C. Bertelsmann Verlag, 1955), 54.

First Footnote References—Critical Edition and Translation

³Martin Bucer, *De Regno Christi*, vol. 15 of *Martini Bucer Opera Latina* [OL], ed. François Wendel (Paris: Presses Universitaires de France, 1955; Gütersloh: C. Bertelsmann Verlag, 1955), 54; trans. Wilhelm Pauck in collaboration with Paul Larkin, in *Melanchthon and Bucer*, ed. Wilhelm Pauck, Library of Christian Classics [LCC], vol. 19 (Philadelphia: Westminster, 1969), 225.

First Footnote Reference—Published Translation Only

⁵Martin Luther, *The Bondage of the Will*, trans. J. I. Packer and O. R. Johnston (New York: Fleming H. Revell Co., 1957), 81.

⁶John Calvin, *Clear Explanation of Sound Doctrine Concerning the True Partaking of the Flesh and Blood of Christ in the Holy Supper in order to dissipate the mists of Tileman Heshusius*, in *Tracts and Treatises on the Doctrine and Worship of the Church* [TT], trans. Henry Beveridge with notes by Thomas Torrance, vol. 2 (1849; repr., Grand Rapids: Eerdmans, 1958), 548.

²⁰Martin Luther, *The Freedom of a Christian*, in *Luther's Works* [LW], ed. Jeroslav Pelikan (vols. 1–30) and Helmut T. Lehmann (vols. 31–55), vol. 31, *Career of the Reformer: I*, ed. Harold J. Grimm, trans. W. A. Lambert, and rev. Harold J. Grimm (Philadelphia: Muhlenberg Press, 1957), 347.

Using a List of Abbreviations to Shorten First References

In a thesis, a list of abbreviations at the beginning of the work may be used to shorten first references. In the list, give the title of the work which will be abbreviated (usually the series title) followed by the facts of publication in parenthesis. Also give the corresponding abbreviation. If all works contained under the abbreviated title have the same editor, the editor's name may also be given in the listing. For example, you might

include in your list of abbreviations the following:

- | | |
|----|--|
| MW | <i>Melanchthons Werke in Auswahl</i> , ed. Robert Stupperich (Gütersloh: C. Bertelsmann Verlag, 1951–75) |
| WA | <i>D. Martin Luthers Werke: Kritische Gesamtausgabe</i> (Weimar: Hermann Böhlaus Nachfolger, 1883–) |

In this case, your first footnote reference to these works would be in the following form:

¹Philip Melanchthon, *Loci communes theologici*, MW 2 (1952), pt.1:58.

²Martin Luther, *De servo arbitrio*, WA 18 (1908): 616.

Note that the publication year is given in the first reference to a series volume.

Subsequent References—Critical Editions

Cite the author's last name, a shortened version of the title (such that the work is still recognizable—see guidelines for shortened references on pages 63–65), a shortened version or abbreviation of the multivolume or series title, and the volume and page numbers.

If you reference a previously uncited work by a previously cited author in a previously cited edition, shorten the author's name, give the title of the new work in full, shorten or abbreviate the edition information, but give the editor's name and publication date of the volume if it is different from volumes previously cited in that edition.

The following examples illustrate these guidelines. They presuppose the first references given on pages 83–95.

¹⁰Owen, *Death of Death*, Works 10:257.

¹¹Edwards, *Religious Affections*, Works 2:110.

¹³Edwards, *Freedom of the Will*, ed. Paul Ramsey, Works 1 (1957): 215.

¹⁷Luther, *De servo arbitrio*, WA 18:637.

Subsequent References—Critical Edition and Translation

The examples that follow demonstrate (1) a shortened reference to both critical edition and translation, (2) a shortened reference to a previously cited work in its critical edition with a first reference to a translation given in full, and (3) a reference to a previously uncited work by a previously cited author in a previously cited edition with a reference to a translation either in full or shortened due to a previous citation of the translation series.

¹⁵Bucer, *De Regno Christi*, OL 15:63; trans. Pauck with Larkin, LCC 19:230.

¹⁷Luther, *De servo arbitrio*, WA 18:637; trans. Packer and Johnston, 105.

Subsequent References—Published Translations Only

¹⁵Bucer, *De Regno Christi*, trans. Pauck with Larkin, LCC 19:230.

²⁵Luther, *The Freedom of a Christian*, LW 31:368.

³⁸Calvin, *Clear Explanation*, trans. Beveridge, TT 2:550.

or ³⁸Calvin, *Clear Explanation*, trans. Reid, LCC 22:306.

Citing Classical Authors and Sources

Classical reference form may be used to cite source material from antiquity to the early modern era. *The primary requirement is that the text contains conventionally recognized divisions that are independent of pagination in a critical edition or translation.* Very simply, classical reference form gives the name of the author, the title, and a location of the reference by divisions of the work. *There is no punctuation between the author's name and the title or between the title and the first division number. The divisions of the work are separated by periods.* For example:

Irenaeus *Adversus haereses* 3.23.3.

John Calvin *Institutio Christianae religionis* 4.20.9

The student who wishes to use this form, however, faces a number of problems which neither Turabian nor the *Chicago Manual of Style* adequately addresses. These problems have to do with the way in which critical editions or translations are referenced along with the classical notation. Many of these problems are addressed in the guidelines that follow.

Name of the Classical Author

Use the anglicized form of a classical author's name as found in the *Oxford Classical Dictionary* and the *Oxford Dictionary of the Christian Church*. However, do not use the title Saint or its abbreviation, St. For example:

Origen, not Origenes

Clement of Alexandria, not Clemens Alexandrinus, not St. Clement of Alexandria

John Calvin, not Ioannis Calvini

Title

When the use of classical sources fits with the primary focus of the research paper (or dissertation, etc.), reference should be made to critical editions. In such cases, the critical title of the work should be used in the classical reference. For most works from antiquity to the Reformation, the critical title will be in Latin. Some Reformation works and most works of the early modern era, as well as some patristic works rediscovered in modern times, have critical titles in European vernacular. For the correct listing of such titles consult the following:

For classical Greek and Latin works, consult *The Oxford Classical Dictionary*.

For patristic works, consult M. Geerard, *Clavis Patrum Graecorum*, and E. Dekkers, *Clavis Patrum Latinorum*.

For medieval, Reformation, and late modern works, take the title from the critical edition.

Divisions of the Classical Work

Note Turabian 17.5.1: “Use no punctuation between author and title of work, or between title and section number. Numerical divisions are separated by periods without spaces. Use Arabic numerals (and lowercase letters, if needed) for section numbers [an en dash is used for inclusive numbers]. Put commas between two or more citations of the same source and semicolons between citations of different sources.” For example:

Irenaeus *Adversus haereses* 3.23.3.
 Irenaeus *Adversus haereses* 3.23.3–4.
 Irenaeus *Adversus haereses* 3.23.3, 5.
 Irenaeus *Adversus haereses* 3.23.3; 4.5.5.

Reference to a Classical Work in a Critical Edition

First reference (no list of abbreviations). The first reference made to a classical work in a critical edition should cite the work in classical reference form followed by a full reference to the critical edition. For example:

¹Tertullian *Adversus Marcionem* 2.24, ed. and trans. Ernest Evans, Oxford Early Christian Texts (Oxford: Clarendon Press, 1972), 2:148–50.

Critical editions sometimes contain several works of an author—sometimes the entire corpus of an author’s writings. Usually such editions have their own title. *Both the title of the work and the title of the critical edition are given in italics.* For example:

¹John Calvin *Institutio Christianae religionis* [1559] 4.20.9, in *Johannis Calvini Opera Selecta* [OS], ed. P. Barth and W. Niesel (Munich: Chr. Kaiser, 1962), 5:479–81.

Sometimes, a critical edition of an author's collected works having an overall title is published in a series. The title of the collection and the series title should be noted. For example:

²Athanasius *Orationes contra Arianos* 2.65, in *Opera omnia quae exstant*, ed. B. de Montfaucon, rev. J. -P. Migne, Patrologia Graeca [PG], vol. 26 (Paris: J. -P. Migne, 1885), 285.

³Origen *De principiis* 2.10.8, in *Origenes Werke*, vol. 5, *De principiis*, ed. P. Koetschau, Die Griechischen christlichen Schriftsteller der ersten drei Jahrhunderte [GCS], vol. 22 (Leipzig: J. C. Hinrichs, 1913), 182.

⁴John Calvin *Institutio Christianae religionis* [1559] 4.20.9, in vol. 2 of *Ioannis Calvini Opera quae supersunt omnia*, ed. Guilielmus Baum, Eduardus Cunitz, and Eduardus Reuss, Corpus Reformatorum [CR], vol. 30 (1864; repr., New York: Johnston Reprint Corp., 1964), 1100.

References to classical works in the Loeb Classical Library may omit the collection title (which is usually just the name of the author) and simply give the series title, the series volume, facts of publication, and page number(s). Loeb is a widely recognized and definitive edition. It is not necessary to cite the editor's name. However, if the Loeb edition is being referenced for the translation, then the translator's name (which is given with each volume) should be noted (for references to translations, see pages 87–88).

¹Philo *De opificio mundi* 23.69, in Loeb Classical Library [LCL] 226 (Cambridge, MA: Harvard University Press; London: William Heinemann, 1929), 54.

²Dio Chrysostom *De regno iv (Or. 4)* 124, in LCL 257 (Cambridge, MA: Harvard University Press; London: William Heinemann, 1932), 226.

In some cases, the text of a single work may be divided and published as separate volumes, possibly with different editors. An example of this would be Irenaeus' *Against Heresies* published in the series Sources chrétiennes. Suppose you are researching book 3 of *Against Heresies*. In your paper, you will refer only to the text of book 3 (no reference to any of the other four books of *Against Heresies*). Your first footnote would then be:

¹Irenaeus *Adversus haereses* 3.23.3, in *Irénée de Lyon: Contre les hérésies, Livre 3*, ed. and trans. A. Rousseau and L. Doutreleau, Sources chrétiennes [SC], no. 211 (Paris: Éditions du Cerf, 1974), 452.

If, on the other hand, you intended to refer, in subsequent notes, to the other books of *Against Heresies*, but to no other works in the series Sources chrétiennes, you would broaden the first reference to encompass all of the volumes in the series that comprise the whole of the text of *Against Heresies*. Your first reference will give the title for the whole of the critical work (omitting *Livre 1*, *Livre 2*, etc.), as well as all the pertinent volume numbers for the series.

¹Irenaeus *Adversus haereses* 3.23.3, ed. and trans. A. Rousseau and L. Doutreleau, in *Irénée de Lyon: Contre les hérésies*, ed. and trans. A. Rousseau et al., Sources chrétiennes [SC], nos. 100.1–100.2, 152–53. 210–11, 263–64, 293–94 (Paris: Éditions du Cerf, 1965–82), 211:452.

Your next footnote to *Against Heresies* would use a shortened reference form (see below on subsequent references) for both the classical and the critical references.

Using a list of abbreviations to shorten first references. *In the case of a thesis, a first reference to a critical edition in a series may be further shortened by means of a List of Abbreviations.* In the front matter of a thesis, it is normal to include a List of Abbreviations (especially for journal titles). You may include the titles of critical series along with their publication facts in the list. This would allow first references to texts in those series to be shortened. For example, you might include in your abbreviations list the following:

- CR Corpus Reformatum (1834–1900; repr., New York: Johnston Reprint Corp., 1964)
- LCL Loeb Classical Library (Cambridge, MA: Harvard University Press; London: William Heinemann, 1912–)
- PG Patrologia Graeca (Paris: J. -P.Migne, 1857–66)

With this information in your List of Abbreviations, your footnotes only need to cite the work in classical reference form followed by a parenthesis containing the name of the critical editor, an abbreviation of the series title, the series volume number, the date of that particular volume in brackets, and the page number. For example:

⁴John Calvin *Institutio Christianae religionis* [1559] 4.20.9 (ed. Wilhelm Baum, Eduard Cunitz, and Eduard Reuss, CR 30 [1864]: 1100.

⁵Josephus *Bellum Judaicum* 4.5.1.305–06 (LCL 210 [1928]: 91).

⁶Dio Chrysostom *De regno iv* (*Or.* 4) 124 (LCL 257 [1932]: 226).

Subsequent references. Other than cases in which you would use *Ibid.*, subsequent references to a critical text cited earlier in the paper should abbreviate the author's name and the title of the work and should shorten the reference to the critical text. *Use standard abbreviations* for authors' names and for titles of works.

If the critical text is published independently of any series, or if the series volumes are not numbered, all that is necessary in the subsequent note is to cite the last name of the editor(s) and the page number of the critical text. For example, a subsequent reference to Tertullian's *Against Marcion* might read:

¹¹Tert. *Marc.* 5.9 (ed. Evans, 2:562–64).

If the critical text is part of a series, *and if the series' volumes are numbered*, then a subsequent reference to that same text, which is in that same series, may be given in parentheses after the abbreviated classical reference) in this order: the abbreviation of the series title, one space, the volume number, a colon, the page number(s), and if appropriate, the line numbers. The editor's name need not be repeated since the series reference is sufficient. For example:

¹⁸Joseph. *B.J.* 2.16.4.390–91 (LCL 203 [1927]: 476).

¹⁹Dio Chrys. 4 *Regn.* 130 (LCL 257:228).

²³Calvin *Inst.* 1.13.3 (*OS* 3 [1957]: 111–12).

Note that in the first and last examples above, the subsequent reference referred to a volume in the critical edition that had a different publication date from the previously cited volume. Therefore, it was necessary to give the date of the newly cited volume in brackets.

If you want to reference a previously uncited work by a previously cited author in a previously cited series, abbreviate the author's name and shorten the series reference (be sure to give the publication date of any previously uncited volume in the series), but give the title of the classical work in full. For example, suppose you had already cited Origen's *On First Principles* in the series GCS, and now you want to cite Origen's *Commentary on John* in that same series. Note that the latter volume has a different editor than the former. Consequently, the editor's name should be given along with the series. The reference would be:

²⁴Or. *Commentarii in evangelium Joannis* 2.9 (ed. E. Preuschen, GCS 10 [1903]: 63).

As another example, suppose you would like to cite Calvin's commentaries in a series in which you have already cited a previous work of his. The editors in this example are the same and therefore do not have to be cited.

²⁵Calvin *Commentarius in epistolam Pauli ad Romanos* 3.24 (CR 77 [1892]: 61.

²⁶Calvin *Commentarius in epistolam Pauli ad Timotheum II* 3.16 (CR 80 [1895]: 382–83.

Subsequent references to the three previous works would shorten the title, omit the editor's name, and omit the publication date.

²⁷Or. *Comm. Jo.* 6.12 (GCS 10:121).

²⁸Calvin *Comm. Rom.* 4.6 (CR 77:71–72).

³²Calvin *Comm. Tim. II* 4.2 (CR 80:385–86).

If neither a classical work nor its author has been cited in earlier references, but the series in which the work is found has been cited, give the classical reference in full (since it is a new reference) but shorten the reference to the critical text. Give the name of the critical editor(s) followed by the abbreviation of the series, volume, and page numbers. For example:

¹⁷Clement of Alexandria *Excerpta theodoti* 61.8 (ed. F. Sagnard, SC 23 [1970]: 183).

¹⁹Theophilus of Antioch *Ad Autolycum* 1.7 (ed. G. Bardy, SC 20 [1948]: 72).

Subsequent references to these authors or these texts would use abbreviations.

³²Thphl. *Ant. Autol.* 3.13 (SC 20:230).

³³Clem. *Stromata* 2.114.6 (ed. O. Stälin and L. Früchtel, GCS 52 [1985]: 175).

³⁵Clem. *Strom.* 4.82.2 (GCS 52:284.22).

Bibliography. In the case of a dissertation that refers to all or most of a classical author's corpus, if that corpus has an overall title, it will be sufficient to cite the corpus rather than listing all of the works cited from it. If only some of an author's works are cited (as in the case of most research papers and many dissertations), each individual work should be listed in the bibliography. For an example of bibliographic entries, see the sample bibliographies of primary works on pages 93–95.

Reference to a Classical Work in Translation

Primary form. In papers and theses for which classical references are primary to the main focus of the paper, and when referring to a translation in a paper dealing with critical texts, give full reference to the translation the first time it is cited. Do this after citing the classical work in classical form (notice the use of the phrase “under the title”). In subsequent references to the translation, follow the classical citation with a parenthetical reference to the translator’s name and an abbreviation of the series in which the translation appears (if any) followed by the volume number and page(s). For example:

⁵Irenaeus *Adversus haereses* 4.11.2, trans. A. Roberts and W. H. Rambaut under the title *Irenaeus Against Heresies*, in *The Apostolic Fathers with Justin Martyr and Irenaeus*, Ante-Nicene Fathers [ANF], American ed., vol. 1 (1885; repr., Grand Rapids: Eerdmans, 1975), 474.

⁹Iren. *Haer.* 5.23.2 (trans. Roberts and Rambaut, ANF 1:551).

¹⁸John Calvin *Institutio Christianae religionis* 4.20.9, ed. John T. McNeill, trans. Ford Lewis Battles, under the title *Institutes of the Christian Religion*, Library of Christian Classics, vols. 20–21 (Philadelphia: Westminster, 1960), 1495–96.

²⁰Calvin *Inst.* 1.13.3 (trans. Battles, LCC 20:123–24).

In a bibliography, list translations of an author’s works after all critical editions for that author. For examples see pages 93–95.

Alternate, secondary form. In papers and theses which have few classical references or for which classical references are secondary to the focus of the paper (or thesis), it is permissible to refer only to a published translation. In such cases, cite the work in classical form using the English title that appears in that translation. Follow it with a reference to the translation being used.

In subsequent references, give the author’s name and title of the work in classical reference form. You may shorten the title as long as the work is clearly recognizable. However, do not abbreviate. You do not need to give any subsequent reference to the translation. The English title indicates a translation, and the reader is referred to the previous footnote where full information on that translation is given. However, if a specific page reference to the translation is desirable or if more than one translation of that classical work is being used, then you should refer to the translation in a shortened form. In these cases, follow the classical citation with a parenthetical

reference to either the series (abbreviated) with volume and page number(s) or to the translator's name followed by the page number.

Examples of both first references and subsequent references in this secondary form are as follows:

¹Irenaeus *Against Heresies* 3.18.7, trans. A. Roberts and W. H. Rambaut, Ante-Nicene Fathers [ANF], American ed., vol. 1 (1885; repr., Grand Rapids: Eerdmans, 1975), 448.

⁴Irenaeus *Against Heresies* 2.35.3.

or ⁵Irenaeus *Against Heresies* 2.35.3 (ANF 1:412).

¹⁷John Calvin *Institutes of the Christian Religion* 4.20.9, ed. John T. McNeill, trans. Ford Lewis Battles, Library of Christian Classics, vols. 20–21 (Philadelphia: Westminster, 1960), 1495–96.

¹⁹Calvin *Institutes* 1.13.3.

Note 4 shows an instance when it is not necessary to give series or translator information for all references to the English translation of *Against Heresies*, because the author has used only the Roberts and Rambaut translation in the Ante-Nicene Fathers series in the document. Note 5 shows the form when the author also uses a different English translation elsewhere in the paper.

Sample Bibliography Entries—Primary Sources

Listing Whole Editions (Example 1)

Athanasius. *Opera omnia quae exstant*. Edited by B. de Montfaucon. Revised by J. -P. Migne. Patrologia Graeca, vols. 25–28. Paris: J. -P. Migne, 1857.

Edwards, Jonathan. *The Works of Jonathan Edwards*. 16 vols. to date. New Haven: Yale University Press, 1957–.

Luther, Martin. *D. Martin Luthers Werke: Kritische Gesamtausgabe*. 67 vols. to date. Weimar: Hermann Böhlaus Nachfolger, 1883–.

_____. *D. Martin Luthers Werke: Kritische Gesamtausgabe: Die Deutsche Bibel*. 12 vols. Weimar: Hermann Böhlaus Nachfolger, 1906–61.

Owen, John. *The Works of John Owen*. Edited by William H. Gould. 17 vols. in 16. 1850–53. Reprint, Edinburgh and Carlisle, PA: Banner of Truth Trust, 1965–68.

Whole Critical Editions and Some Translations (Example 2)

Notice in this section and the next that the critical editions and translations have separate entries in the bibliography, even though they might have been combined in a footnote entry.

- Calvin, John. *Calvin's Commentaries*. Edited by David W. Torrance and Thomas F. Torrance. 12 vols. Grand Rapids: Eerdmans, 1959–70.
- _____. *Calvin: Institutes of the Christian Religion*. Edited by John T. McNeill. Translated by Ford Lewis Battles. Library of Christian Classics, vols. 20–21. Philadelphia: Westminster, 1960.
- Luther, Martin. *D. Martin Luthers Werke: Kritische Gesamtausgabe*. 67 vols. to date. Weimar: Hermann Böhlhaus Nachfolger, 1883–.
- _____. *D. Martin Luthers Werke: Kritische Gesamtausgabe: Die Deutsche Bibel*. 12 vols. Weimar: Hermann Böhlhaus Nachfolger, 1906–61.
- _____. *The Bondage of the Will*. Translated by J. I. Packer and O. R. Johnston. New York: Fleming H. Revell Co., 1957.

Individual Critical Works and Translations (Example 3)

- Athanasius *Orationes contra Arianos*. In *Opera omnia quae exstant*, ed. B. de Montfaucon and rev. J. -P. Migne, Patrologia Graeca, 26:11–468. Paris: J. -P. Migne, 1885.
- _____. *Orationes Against the Arians: Book 1*. Edited and translated by William G. Rusch. In *The Trinitarian Controversy*, ed. and trans. William G. Rusch, 63–129. Sources of Early Christian Thought. Philadelphia: Fortress, 1980.
- _____. *Orationes Against the Arians: Book 3*. Edited and translated by Richard A. Norris, Jr. In *The Christological Controversy*, ed. and trans. Richard A. Norris, Jr., 83–101. Sources of Early Christian Thought. Philadelphia: Fortress, 1980.
- Bucer, Martin. *De Regno Christi*. Vol. 15 of *Martini Bucer Opera Latina*, ed. François Wendel. Paris: Presses Universitaires de France; Gütersloh: C. Bertelsmann Verlag, 1955.
- _____. *De Regno Christi*. Translated by Wilhelm Pauck in collaboration with Paul Larkin. In *Melanchthon and Bucer*, ed. Wilhelm Pauck, 174–394. Library of Christian Classics, vol. 19. Philadelphia: Westminster, 1969.
- Calvin, John. *Institutio Christianae religionis* [1559]. Vols. 3–5 of *Johannis Calvini Opera Selecta*. Edited by P. Barth and W. Niesel. Munich: Chr. Kaiser, 1957–62.
- _____. *The Clear Explanation of Sound Doctrine Concerning the True Partaking of the Flesh and Blood of Christ in the Holy Supper*. In *Calvin: Theological Treatises*, trans. J. K. S. Reid, 258–324. Library of Christian Classics, vol. 22. Philadelphia: Westminster, 1954.
- _____. *Clear Explanation of Sound Doctrine Concerning the True Partaking of the Flesh and Blood of Christ in the Holy Supper in order to dissipate the mists of Tileman Heshusius*. In *Tracts and Treatises on the Doctrine and Worship of the Church*, trans. Henry Beveridge with notes by Thomas F. Torrance, 2:496–572. 1849. Reprint, Grand Rapids: Eerdmans, 1958.
- _____. *The Epistles of Paul the Apostle to the Romans and to the Thessalonians*. Translated by Ross MacKenzie. Vol. 8 of *Calvin's Commentaries*, ed. David W. Torrance and Thomas F. Torrance. 1960. Reprint, Grand Rapids: Eerdmans, 1973.

- _____. *Institutes of the Christian Religion*. Edited by John T. McNeill. Translated by Ford Lewis Battles. Library of Christian Classics, vols. 20–21. Philadelphia: Westminster, 1960.
- Irenaeus *Adversus haereses* 1. Edited, translated, and annotated by A. Rousseau and L. Doutreleau. Under the title *Irénée de Lyon: Contre les hérésies, Livre 1*. 2 vols. Sources chrétiennes, nos. 263–64. Paris: Éditions du Cerf, 1979.
- _____. *Adversus haereses* 2. Edited, translated, and annotated by A. Rousseau and L. Doutreleau. Under the title *Irénée de Lyon: Contre les hérésies, Livre 2*. 2 vols. Sources chrétiennes, nos. 293–94. Paris: Éditions du Cerf, 1982.
- _____. *Against Heresies*. Translated by A. Roberts and W. H. Rambaut. American ed. Ante-Nicene Fathers, vol. 1. 1885. Reprint, Grand Rapids: Eerdmans, 1975.
- Luther, Martin. *De servo arbitrio*. In *D. Martin Luthers Werke: Kritische Gesamtausgabe*, 18:600–787. Weimar: Hermann Böhlaus Nachfolger, 1908.
- _____. *The Bondage of the Will*. Translated by J. I. Packer and O. R. Johnston. New York: Fleming H. Revell Co., 1957.
- _____. *The Freedom of a Christian*. Translated by W. A. Lambert and revised by Harold J. Grimm. In *Career of the Reformer: I*, ed. Harold J. Grimm, 333–77. Vol. 31 of *Luther's Works*, ed. Helmut T. Lehmann. Philadelphia: Muhlenberg Press, 1957.
- _____. *Lectures on Romans: Glosses and Scholia*. Edited by Hilton C. Oswald. Translated by Walter G. Tillmanns (Chaps. 1–2) and Jacob A. O. Preus (Chaps. 3–16). Vol. 25 of *Luther's Works*, ed. Jeroslav Pelikan. St. Louis: Concordia: 1972.

Citation of Materials from Manuscript Collections

Consult primary sources whenever possible. One set of materials that can provide invaluable primary sources is a collection of manuscripts, such as the Breed collection at Southwestern Baptist Theological Seminary, or the collected papers of Thomas Jefferson at Princeton University. A useful general guide for citing manuscript materials is found in the *Guide to the National Archives of the United States*:

The most convenient citation for archives is one similar to that used for personal papers and other historical manuscripts. Full identification of most unpublished materials usually requires giving the title and date of the item, series title (if applicable), name of the collection, and the name of the depository. Except for placing the cited item first [in a note], there is no general agreement of the sequence of the remaining elements in the citation. . . . Whatever sequence is adopted, however, should be used consistently throughout the same work.¹

¹*Guide to the National Archives of the United States* (Washington, DC: National Archives, 1987), 761; cited in *Chicago Manual of Style*, 15th ed. (Chicago: University Pr., 2003), 710.

The discussion in this section is a summary of the advice given in Turabian 17.6.4, with additional material on manuscript collections of sermons.

Citation of Letters

In citing correspondence in a footnote, follow this pattern: (1) the name of the author; (2) the name of the recipient; (3) the place where the letter was written, if this is known and is of importance; (4) the date of the letter; (5) title or type of document; (6) the name of the collection (if any); and (7) the name of the institution housing the collection (if any). In the case of the institution housing the collection, a researcher may, at his or her discretion, also include the name of the specific library in which the collection may be found. Furthermore, in the case of the author and recipient, if their names are clearly stated in the text, it is sufficient to cite the last names alone in the footnote.

First full reference. Such references should contain as much information as is necessary to identify the letter,

¹George Creel to Colonel House, September 25, 1918, Edward M. House Papers, Yale University Library, New Haven, CT.

Subsequent Reference. Subsequent references are to be as brief as possible; elements can include last names of author and recipient, date, and abbreviated name of the collection.

⁷Creel to House, September 25, 1918, House Papers.

Bibliography. If a letter is part of a collection, it is sufficient simply to cite the collection.

House, Edward M., Papers. Yale University Library, New Haven, CT.

Citation of Diaries

In citing an entry in a diary, the name of the writer and date of entry is needed unless it is part of a collection.

⁶Edward M. House, Diary, January 12, 1918, Edward M. House Papers, Yale University Library, New Haven, CT.

Bibliography. If the diary is part of a collection, again, it is sufficient simply to cite the collection.

House, Edward M., Papers. Yale University Library, New Haven, CT.

Citation of Sermons

When citing a sermon in a footnote, a researcher should cite (1) the name of the individual giving the sermon; (2) the title (if any); (3) the date; (4) the place in which the sermon was given; (5) the name of the collection; (6) name of container (if any); (7) name of library (if needed); and (8) name of institution.

¹²Jonathan Edwards, “Sin and Wickedness Bring Calamity and Misery on a People,” sermon delivered December 1729 at Northampton, MA, Jonathan Edwards Collection, Box 2, Beinecke Rare Book and Manuscript Library, Yale University, New Haven, CT

In the above entry, the item “Box 2” is optional, but when manuscript materials are held in containers or special shelves, it may be helpful to cite that information.

If, however, the sermon is not part of a collection, as much information concerning it as possible should be given, as follows:

¹⁵Jonathan Edwards, “Sin and Wickedness Bring Calamity and Misery on a People,” sermon delivered December 1729 at Northampton, MA, Beinecke Rare Book and Manuscript Library, Yale University, New Haven, CT.

Bibliography. As with letters and diaries, it is sufficient simply to cite the collection in which the sermon is found.

Edwards, Jonathan. Jonathan Edwards Collection. Beinecke Rare Book and Manuscript Library, Yale University, New Haven, CT.

If, however, the sermon is not part of a collection, then it should be cited with as much information concerning it as possible.

Edwards, Jonathan. “Sin and Wickedness Bring Calamity and Misery on a People.” Sermon delivered December 1729 at Northampton, MA. Beinecke Rare Book and Manuscript Library, Yale University, New Haven, CT.

Citations to Organization’s Minutes

In citing minutes in footnotes, the information should be presented in the following order: (1) name of the organization for which the minutes were taken, beginning with the words “Minutes of . . .”; (2) date of the minutes; (3) name of collection (if any); (4) name of institution housing the collection (if needed); and (5) name of the city and state in which the minutes may be found. The following examples are for a historical organization and a church, respectively:

²⁵Minutes of the Committee for Improving the Condition of Free Blacks, Pennsylvania Abolition Society, 1790–1803, Papers of the Pennsylvania Society for the Abolition of Slavery, Historical Society of Pennsylvania, Philadelphia.

¹⁴Minutes of the First Baptist Church, June 15, 1863, First Baptist Church, Columbus, Georgia.

The form in the previous example could be used if the minutes were held by the church in which they were produced. If minutes of a church are found in a repository, the form would appear as follows:

²⁷Minutes of the First Baptist Church, June 15, 1863, First Baptist Church, Columbus, Georgia. J. T. and Zelma Luther Rare Books and Special Collections, Roberts Library, Southwestern Baptist Theological Seminary, Fort Worth, TX.

Bibliographies. In the bibliography, enter the citation under the name of the parent organization.

Pennsylvania Society for the Abolition of Slavery. Papers. Historical Society of Pennsylvania, Philadelphia.

First Baptist Church, Columbus, Georgia. Minutes. J. T. and Zelma Luther Rare Books and Special Collections, Roberts Library, Southwestern Baptist Theological Seminary, Fort Worth, TX.

Other and More Specialized Forms for Manuscripts

Writers may occasionally have to consult manuscripts that have special features, such as the use of “folio” for page. A folio is a sheet, the front of which is ‘recto’ (abbreviated as ‘r’), and the back ‘verso’ (abbreviated as ‘v’). In citing such materials, a writer will need to note whether it is the front or the back of the folio that is being referenced. The citation “26v-27r” means the back of folio 26 and the front of 27.

With the publication of many manuscript materials (including the works of Jonathan Edwards), researchers may well find that the main types of manuscripts they will encounter are letters, diaries, and sermons. For other types of manuscripts, one should consult the relevant portions of Turabian or *The Chicago Manual of Style*.

APPENDIX 1

BOOK REVIEW STYLE

The style of a book review is a modified form of the style for a research paper. All the specifications given in chapter 1 of this manual apply, as well as most of the guidelines given in chapter 2. This appendix addresses only those unique features in which the book review differs from research paper style.

Title Page

Look at the example of a research paper title page on page 6 of this manual. Only one change needs to be made for the title page of a book review: change the phrase, “A Paper” to “A Book Review.”

The title on the title page is simply the title of the book *italicized* in ALL CAPS. Do not give bibliographic information on the title page.

Bibliographic Information on the First Page of Text

A full bibliographic reference to the book takes the place of the title on the first page of text. Consult chapter 6 or 7 of this manual for proper bibliographic form. Follow the bibliographic reference with the number of pages and the price of the book. For example:

Leitaert Peerbolte, L. J. *Paul the Missionary*. Contributions to Biblical Exegesis & Theology 34. Leuven: Peeters, 2003. 335 pp. \$23.00.

This bibliographic reference should be placed in the same location as a title on the first page of text (two inches from the top of the page) but it is not centered, nor does it appear in all CAPS. It is single spaced if it extends more than one line. Leave two single blank lines (or 24 pts) between the bibliographic reference and the body of your review.

References

Refer to pages in the book being reviewed using parentheses in the body of your review instead of footnotes below the text on each page. You need not cite the

author's name. It will be assumed that you are referring to the book being reviewed. Simply give the page number in parenthesis—for example, (14).

Refer to other works used to prepare the review by using standard footnote form. Such other works might include the source of your author information or others' reviews you have consulted to prepare your own review. A bibliography will not normally be necessary.

Leitaert Peerbolte, L. J. *Paul the Missionary*. Contributions to Biblical Exegesis & Theology 34. Leuven: Peeters, 2003. 335 pp. \$23.00.

How does one account for Paul's missionary activity? Were there historical, sociological, and psychological factors that led to Paul's travels and preaching of repentance? Dr. L. J. Leitaert Peerbolte, Lecturer in New Testament at the Theological University of Kampen (Netherlands)¹ concludes that one can find the impetus for his activity "in the interaction between his specific context and his perception of the significance of Jesus Christ" (15).

Summary

Leitaert Peerbolte develops his theses by balancing his study of Paul with a study of the possible Jewish, pagan, and Christian antecedents to Paul's evangelistic work. Throughout Leitaert Peerbolt is guided by M. Goodman's distinction between three types of "non-proselytizing mission" and a "proselytizing mission" that encourages others change their life and join the new community (5). Leitaert Peerbolt asks six subsidiary questions about first century missionary activity, devoting a chapter to each of six questions. Chapter 1 engages Harnack's views that Paul was simply continuing a practice begun by Jewish missionaries who sought converts to Judaism in the Diaspora. Leitaert Peerbolte's own investigation shows that Judaism of the time was more interested in

¹Theologische Universiteit Kampen, "MA Theology: Main Subjects: New Testament" [online]; accessed 7 July 2005; available from http://www.theologischeuniversiteitkampen.nl/ploatedDocs/ECTS_NT.pdf; Internet.

Figure 25: First Page of Book Review

Divisions of a Book Review

Good book reviews can be organized in the following way, with most attention given to the “critical evaluation.” Book reviews can have various lengths, depending on the assignment.

Introduction

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

In most five-page reviews, you will likely need to limit the introduction to one or two paragraphs. The introduction should in all cases be a maximum of one-half page in length.

Summary

The purpose of a critical book review is only minimally to provide a summary of the book. Address first the author’s purpose and the primary thesis he or she is presenting. Relate that purpose or thesis to the work of others in the field; is the author contradicting, supporting, or building off the work of others? Follow this with a summary of the main points by which the author argues the thesis or accomplishes the book’s purpose. Overall, the summary should extend to no more than two pages.

Critical Evaluation

“Critical” does not necessarily mean saying something negative about the book. Rather, it implies a careful weighing of the claims and arguments used to support them. On the one hand, you should avoid bland endorsements, such as, “This is a good book that should be recommended reading for everyone.” Avoid blanket dismissals as well, such as, “This is a lousy book not worth reading.” On the other hand, avoid trivial criticisms, such as pointing out irrelevant factual errors or typographical mistakes. Instead, engage the main points that relate to the author’s argument. Questions to ask yourself as you read the book and prepare the review include:

1. Does the author clearly state the purpose of the book and his thesis? Are the claims and arguments well supported? Are there factual errors among the author’s main contentions? What are the strengths and weaknesses in the author’s argumentation? Include in your assessment an evaluation of the arguments biblically and theologically.

2. Does the author approach the subject with any overall perspectives that influence or condition his or her conclusions? These may be theological, experiential, philosophical, denominational, or cultural perspectives. Do these perspectives limit the value of the work or its applicability (in certain cultures, certain settings, etc.)?
3. How does the author's presentation fare when compared to other work done in the field? How successful and significant is this work when evaluated within its own field? To what extent does work done in other fields affirm or question the author's claims?

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

Conclusion

In the final paragraph or two, give your overall evaluation of the book. In light of its strengths and weaknesses, state the value of the book for your own research, general knowledge, or ministry. Conclude with a brief comment about the author's achievement.

Summary of Book Review Style

Remember that a book review is a type of assignment that requires some, but not many, variations from the style used in a research paper. Also remember that the actual content of the book review should be based on the specific assignment. Pages 101–102 offer a basic approach to a book review; your instructor may specify a different approach. However, the instructions given on pages 99–100 should always apply to the form, or style of the book review (title page, first page, use of references, etc.).

APPENDIX 2

OUTLINE

In some classes, you may be required to submit an outline. There are simple rules you that need to remember according to Turabian (23.4.2). “Use the following system of notation, consisting of letters and roman and Arabic numerals, and indent each leave by one further tab of 0.35 inch. You should have at least two items to list at each level; if you do not, reconsider the structure of the outline.” If the items are phrases, capitalize them headline-style and do not use terminal punctuation. “If they are complete sentences, capitalize and punctuate them as you would any other sentence.”

- I. Introduction
- II. Episcopal Church Government
 - A. Description
 - 1.
 - 2.
 - a)
 - (1)
 - (a)
 - i)
 - ii)
 - (b)
 - (2)
 - b)
 - B. Biblical Basis
 - C. Denominational Examples
 - III. Presbyterian Church Government
 - A. Description
 - B. Biblical Basis
 - C. Denominational Examples
 - IV. Congregational Church Government
 - A. Description
 - B. Biblical Basis
 - C. Denominational Examples
 - V. Conclusion

APPENDIX 3

USING NON-ROMAN ALPHABETS

Research papers and theses in biblical studies will often need to include Greek and Hebrew text. Generally, you will use a Greek or Hebrew font to write these texts. Some 12-point Hebrew fonts are smaller than the corresponding Times New Roman font. If so, you will need to set the Hebrew font at 18 or 20 points for it to appear the same size as your English font (the Hebrew fonts in this appendix are 16 points).

When you mix a Hebrew font on the same line as a roman font, the word processor may add extra line spacing between the current line of text and the one above it (see example below left). To correct this, change the line settings for the paragraphs with mixed fonts so that the line spacing is *exactly* 24 points (or 12 points if single spaced). How you do this depends on your word processor.

Table A1: Differences in Line Spacing

The Hebrew and Greek words for create are, respectively, בָּרָא and κτίζω. Both have similar uses in their respective passages.	The Hebrew and Greek words for create are, respectively, בָּרָא and κτίζω. Both have similar uses in their respective passages.
---	---

Though rare, there may be instances when you want to transcribe Hebrew or Greek text using the Times New Roman font. For example, you may want to include only a few words in a non-exegetical paper, or you may want to submit a paper electronically, but do not know if your font will display correctly on your readers' copy. In such instances for Greek and Hebrew text, use the accompanying transliteration tables found on the next page.

The *SBL Handbook of Style* offers instructions for transliterating and transcribing other ancient texts and non-Roman alphabets, including Aramaic, Coptic,

Akkadian, Egyptian, and Ugaritic. Usually it refers to a standard dictionary for that language. For other languages, consult the “pertinent grammars, and dictionaries.”²

Table A1: Greek Transliteration Table

α	<i>a</i>	ι	<i>i</i>	ρ	<i>r</i>	rough breathing `	<i>h</i>
β	<i>b</i>	κ	<i>k</i>	σ, ς	<i>s</i>	Diphthongs	
γ	<i>g</i>	λ	<i>l</i>	τ	<i>t</i>	αι	<i>ai</i>
δ	<i>d</i>	μ	<i>m</i>	υ	<i>u</i>	ει	<i>ei</i>
ε	<i>e</i>	ν	<i>n</i>	φ	<i>ph</i>	οι	<i>oi</i>
ζ	<i>z</i>	ξ	<i>x</i>	χ	<i>ch</i>	αυ	<i>au</i>
η	<i>ē</i>	ο	<i>o</i>	ψ	<i>ps</i>	ευ	<i>eu</i>
θ	<i>th</i>	π	<i>p</i>	ω	<i>ô</i>	ου	<i>ou</i>
						υι	<i>ui</i>

Table A2: Hebrew Transliteration Table

Consonants				Vowels			
א	‘	מ	m	א	a	אה	â
ב	b	נ	n	אֵ	ā	אֵי	ê
ג	g	ס	s			אִי	î
ד	d	ע	‘	אֶ	e	אוֹ	ô
ה	h	פ	p	אֶי	ē	אִי	û
ו	w	צ	s□	אִי	i		
ז	z	ק	q			אֶי	ě
ח	h	ר	r	אִי	o	אֶי	ǎ
ט	t□	ש	ś	אִי	ō	אֶי	ě
י	y	שׁ	š			אֶי	ö
ך	k	ת	t	אִי	u		
ל	l						

² *SBL Handbook*, 31.

APPENDIX 4

INSTRUCTIONS FOR FORMATTING MICROSOFT WORD

How to set Microsoft Word 2007 to insert page number at the bottom of first page and the top of other pages:

1. Click “Insert” and then “Page Number” and then “Top of Page” and then “Plain Number 3.”
2. Click “Page Layout” and then “Page Setup” and then check the “Different First Page” box.
3. Put curser inside footer on first page and then click “Insert” and then “Page Number” and then “Bottom of Page” and then “Plain Number 2.”

How to set Microsoft Word 2003 to insert page number at the bottom of first page and the top of other pages:

1. Click on the “Insert” toolbar and select “Page Numbers.”
2. Select “Top of Page” and remove check from “Show number on First Page” box.
3. Click on the “View” toolbar and select “Header and Footer.”
4. Click inside the footer and then click the “Insert Page Number” button on the “Header and Footer” toolbar that appears. Now click on the “Center” button on the main toolbar. Close “Header and Footer” toolbar.

How to print the page number at the bottom of the first page of the bibliography when it is in the same document as your paper:

1. Print a copy of your paper.
2. Save your paper.
3. Delete the page number in your “Header.”
4. Click on the “Insert” toolbar and select “Page Numbers.”
5. Select “Bottom of Page” and “Center.”
6. Print the first page of your bibliography and then hit the “Undo Typing” button on the main toolbar. After you hit undo, the page number should be back at the top right of your paper.

How to change the separator line between text and footnotes in Microsoft Word 2007:

1. Click on “View” toolbar and switch from “Print Layout” view to “Draft” view.
2. Click on a footnote number in the text so that the footnotes appear at the bottom.
3. Click on the drop down menu and select “Footnote Separator.”
4. Click on “Home” toolbar and select “Select All” and then select “Copy.”
5. Click on the drop down menu and select “Footnote Continuation Separator.”
6. Click on “Home” toolbar and select “Select All” and then select “Paste.” This should result in the “Footnote Separator” being the same as the “Footnote Continuation Separator.”

How to change the separator line between text and footnotes in Microsoft Word 2003:

1. Switch from “Print Layout View” to “Normal or Draft View.”
2. Click on a footnote number in the text so that the footnotes appear at the bottom.
3. Click on the drop down menu and select “Footnote Separator.”
4. Click on the “Edit” toolbar, select “Select All”, and then select “Copy.”
5. Click on the drop down menu and select “Footnote Continuation Separator.”
6. Click on the “Edit” toolbar, select “Select All”, and then select “Paste.” This should result in the “Footnote Separator” being the same as the “Footnote Continuation Separator.”

How to set Microsoft Word 2007 to print footnotes below text:

1. Click on “References” and then click on the little box in the lower right corner to access “Footnote and Endnote” option box.
2. Change “Bottom of Page” to “Below Text” and hit “Apply.”
3. Click on the “Edit” toolbar and select “Select All.” It is very important that all text is selected!
4. Click on the “Format” toolbar and select “Paragraph.”
5. Click on “Line and Page Breaks” tab, uncheck the “Widow/Orphan Control” box, and click “OK.”

How to set Microsoft Word 2003 to print footnotes below text:

1. Click on the “Insert” toolbar and select “Reference” and then “Footnote.”
2. Change “Bottom of Page” to “Below Text” and hit “Apply.”
3. Click on the “Edit” toolbar and select “Select All.” It is very important that all text is selected!
4. Click on the “Format” toolbar and select “Paragraph.”

5. Click on “Line and Page Breaks” tab, uncheck the “Widow/Orphan Control” box, and click “OK.”

How to set Microsoft Word 2000 to print footnotes below text:

1. Click on the “Insert” toolbar and select “Footnote.”
2. Click “options.”
3. Change “Bottom of Page” to “Beneath Text” and hit “OK.”
4. Click on the “Edit” toolbar and select “Select All.” It is very important that all text is selected!
5. Click on the “Format” toolbar and select “Paragraph.”
6. Click on “Line and Page Breaks” tab, uncheck the “Widow/Orphan Control” box, and click “OK.”

How to print footnotes at the bottom on the last page:

1. Print a copy of your paper.
2. Save your paper.
3. Go through the steps above, select “Bottom of Page”, and hit “Apply.”
4. Print the last page of your paper and then hit the “Undo Typing” button on the main toolbar. After you hit undo, your footnotes should be back below the text.