Style Guide
for Research Papers

Departments

Bible and Theology
Intercultural Studies
Practical Theology

Revised 2019
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Introduction

The purpose of a style guide is to provide students with the requirements of writing a paper in the Department of Bible and Theology. These guidelines apply to both undergraduate and graduate courses. If questions arise that this manual does not cover, contact the professor of your course for further clarification.

As a general rule, professors in the department grade papers in conformity to the guidelines presented in this manual. Students are still responsible, however, to confirm with the professor whether he/she has any special requirements. Always review the course syllabus and other guidelines provided by the professor. Students are encouraged to ask the professor for a grading rubric, if one is available, to help inform the editing of their papers.

The SAGU PAW is SAGU’s Personal Assistant in Writing. The Bible and Theology Department produced the site to assist students in the writing of research papers for their classes. The site includes a style guide, templates, manual for the Senior Paper, manual for thesis students, and additional helps. Locate the site at www.sagupaw.com.

Style and Format

The latest edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian is the required style manual. The *SBL Handbook of Style* provides required abbreviations necessary for biblical and theological writing. This manual provides points of clarification required by the Department of Bible and Theology. Where the Turabian manual and the departmental manual disagree, students must follow the requirements of the department.

Components of the Paper

The typical research paper includes a title page, table of contents, body of the paper, and a bibliography. A table of contents is not the same as an outline. For an example, see the table of contents used in this style guide. In addition, a bibliography is not a works cited page; it is a complete bibliography of all sources used in the composition of the paper.

Font Style and Size

The required font for the paper is Times New Roman, size 12-point font. Footnotes are the same font style but use 10-point font. For biblical languages, use a True Type font. The Society of Biblical Literature provides downloadable fonts for Greek and Hebrew (www.sbl-site.org).
Margins, Spacing, and Indentations

All margins on top, bottom, and right will be one inch. Do not justify the right margin. Double-space all text except items such as block quotations, footnotes, table of contents, and the bibliography. Some types of software (e.g., MS Word) put an extra space between paragraphs as a default setting. Turn off this setting, as there should be no extra space between the paragraphs. Indent the first line of all paragraphs ½ inch, except block quotes.

Page Numbering

Traditionally, papers, theses, and dissertations have different page formatting depending upon the part of the paper. Today many departments and universities eliminated these distinctions and require consistent placement of page numbers throughout a thesis or dissertation.

Number all the pages of the paper in the upper right corner of the page in the header at least ½ inch from the edge of the paper. Use Arabic numerals in sequential order (2, 3, 4, 5, etc…). The Title Page counts as page one, but do not put a page number on it.

Subheadings

Subheadings are an effective tool to help the reader follow the paper. Use headline-style capitalization for all headers. Subheadings should have three spaces before the header and two following. Do not have a header at the bottom of the page without text following the header (i.e., a dangling header). Any subdivision must have at least two parts (for example, if one has an A, one must have at least a B; if a 1, at least a 2). Turabian does not require one style, but the department requires the following format:

Level 1 Is Centered and Bold

Level 2 Is Centered and Regular

Level 3 Is Italicized and Bold at the left margin

Block Quotations

Block quotations are required for quotations of five lines or more. Single-space a block quotation and leave a blank line before and after it. Indent the entire quotation ½ inch and do not use quotation marks to begin or end the quote.
Biblical Citations

Parenthetical Citation of Bible References

It is common for papers in the fields of Bible and theology to cite or reference the Bible throughout the paper. This is particularly true for exegetical papers that interact extensively with the biblical text. Rather than placing these references in a footnote, the department requires students to employ parenthetical citation following the citation or reference.

Jesus made clear the necessity of spiritual rebirth when he told Nicodemus “unless one is born again he cannot see the kingdom of God” (John 3:3).

If the reference appears in the sentence, no parenthetical citation is necessary. If the context of the discussion makes clear the larger context of the book, the parenthetical citation can include just the chapter and verse(s).

In the Gospel of John, Jesus tells Nicodemus you must be “born again” (3:3). Nicodemus responds with a sense of bewilderment and Jesus declares that he must “be born of water and the Spirit” (3:5).

Identification of the Version of the Bible

If one version of the Bible is used throughout the paper, identify the version in a footnote. A phrase such as “All references are from the NASB and for all future references unless noted” will suffice. If, on the other hand, various versions are used, these must be identified with each reference; otherwise the reader will not know the version. This can be done in the parenthetical citation (John 3:3, NASB).

How to List Multiple Biblical References

If multiple biblical passages are in a list, separate verses by a comma; chapters and books by a semicolon. Use an en dash to show a range of verses.

Documentation of Sources

Footnotes

Footnotes are the required form of documentation (i.e., Bibliographic Method). Number the footnotes consecutively beginning with 1. Superscript the numbers in the main body of the paper. Use full-sized numbers followed by a period in the footnotes at the bottom of the page. Set your footnotes to appear at “beneath the text” in the setup options.

Indent the first line of footnotes ½ inch. Footnotes are single-spaced entries with a double-space between entries. Use the shortened form of author-title notes for repeat entries [last name, title, page number]. Use the term ibid to shorten a citation to a work cited in the immediately preceding note. It should be capitalized and followed by a period since it is an abbreviation (for example, Ibid.). If the citation is from a different page, a comma should follow the period and the page number added, followed by a period (for example, Ibid., 23.). Ibid. should never be used as the first reference on a page. Use the shortened author-title format for clarity for the reader.

Bibliography

A bibliography is required for every research paper and must include all the sources used for the paper. A bibliographic entry is similar in content to a footnote, but different in form. This manual provides examples of footnotes (N) and bibliographic entries (B). Bibliographic entries are alphabetized. The first line is flush to the left margin, the second line (or other subsequent lines) is indented ½ inch. Single-space each entry and double-space between the entries. Other form features are noted in the examples provided in this manual.

Documentation and Abbreviations

The SBL Handbook of Style offers two extensive lists of abbreviations for journals, series, and other standard reference works. The first abbreviation list is alphabetized by source (SBLHS 8.4.1) and the second by abbreviation (SBLHS 8.4.2). If the work cited is in these lists, use the standard abbreviation provided.

Note that both lists italicize abbreviations of journal titles and abbreviations based on book titles (e.g., JBL, COS), but do not italicize the abbreviations of book series (e.g., WGRW, JSOTSUp) or abbreviations based on personal names (e.g., BAGD, BDB). If a work is not included in the abbreviation lists of SBLHS or some other authoritative resource (e.g., IATG, CAD), use complete titles throughout or include a list of additional abbreviations on a separate page at the beginning of the paper (after the title page and before the main text). A partial list of abbreviations is included at the end of this style guide.
Documentation of Books

The citation of books follows the basic format of author, title, city, publisher, date of publication, and page(s) cited. Citations can vary, however, due to the wide variety of types of books and information needed to properly identify the source.

For the examples below, “N” is for footnote, “SN” is for shortened footnote, and “B” for Bibliography.

Book with One Author


Book with Two Authors


Book with an Editor


Electronic Books

Cite electronic books like their printed counterparts. Be sure the publication information is for the book and not the software. If one reads the book online, in a library, or commercial database, give the name of the database (AdobePDF eBook, Proquest Ebrary, Google Books). If one downloads the book, specify the format (Kindle, iBooks, Logos, Accordance). When citing an electronic book, do not include the URL in the footnote, but do include it in the bibliography.
If no page number is available, then either find the page number in the hardcopy of the book or use the format employed by the software. For example, Kindle books often have a location number, but not a page number. When citing an electronic book, do not include the URL in the footnote, but do include it in the bibliography.


Commentary as Part of Series

Commentaries require the full information of the author, volume title, series title, editor, volume number, and publishing information. Many reference works, such as commentaries, lexicons, biblical and theological dictionaries, have approved abbreviations. See the directions on abbreviations in this manual.


Commentary within a Volume within a Multivolume Work


Article in a Dictionary or Encyclopedia

Whenever possible, use the standard, SBL-designated abbreviation for the dictionary or encyclopedia. Otherwise, provide the full title.


Article in an Edited Volume

Article in a Lexicon


Journals

Footnotes should use the standard SBL-designated abbreviations for journals whenever possible. The bibliographic entry will spell out the entire name of the journal.


Electronic Journals

Electronic journals should include all the appropriate information for a journal entry. Do not include the URL in the footnote. Do include it in the bibliography.

N: 

SN: 

B: 

Documentation of Websites

Do not include the URL when citing a website address in the footnote, even though Turabian recommends it. Do include the URL address in the bibliography only. If possible, include an author’s name, article title, and website name. Remove the hyperlink to URLs so that the font remains black versus blue.

N: 

SN: 

B: 

N: 

SN: 

B: 
# Abbreviation Lists

## Biblical Abbreviations

Abbreviations follow the format recommended by the Society of Biblical Literature.

### Old Testament

<table>
<thead>
<tr>
<th>Book</th>
<th>Abbreviation</th>
<th>Book</th>
<th>Abbreviation</th>
<th>Book</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genesis</td>
<td>Gen</td>
<td>Song of Songs</td>
<td>Song/Cant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exodus</td>
<td>Exod</td>
<td>Isaiah</td>
<td>Isa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leviticus</td>
<td>Lev</td>
<td>Jeremiah</td>
<td>Jer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Numbers</td>
<td>Num</td>
<td>Lamentations</td>
<td>Lam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deuteronomy</td>
<td>Deut</td>
<td>Ezekiel</td>
<td>Ezek</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joshua</td>
<td>Josh</td>
<td>Daniel</td>
<td>Dan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Judges</td>
<td>Judg</td>
<td>Hosea</td>
<td>Hos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ruth</td>
<td>Ruth</td>
<td>Joel</td>
<td>Joel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-2 Samuel</td>
<td>1 Sam</td>
<td>Amos</td>
<td>Amos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-2 Kings</td>
<td>1 Kgs</td>
<td>Obadiah</td>
<td>Obad</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-2 Chronicles</td>
<td>1 Chr</td>
<td>Jonah</td>
<td>Jonah</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ezra</td>
<td>Ezra</td>
<td>Micah</td>
<td>Mic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nehemiah</td>
<td>Neh</td>
<td>Nahum</td>
<td>Nah</td>
<td></td>
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</tr>
<tr>
<td>Esther</td>
<td>Esth</td>
<td>Habakkuk</td>
<td>Hab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job</td>
<td>Job</td>
<td>Zephaniah</td>
<td>Zeph</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psalms</td>
<td>Ps/Pss</td>
<td>Haggai</td>
<td>Hag</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proverbs</td>
<td>Prov</td>
<td>Zechariah</td>
<td>Zech</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecclesiastes</td>
<td>Eccl/Qoh</td>
<td>Malachi</td>
<td>Mal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### New Testament

<table>
<thead>
<tr>
<th>Book</th>
<th>Abbreviation</th>
<th>Book</th>
<th>Abbreviation</th>
<th>Book</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew</td>
<td>Matt</td>
<td>1-2 Thessalonians</td>
<td>1 Thess</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark</td>
<td>Mark</td>
<td>1-2 Timothy</td>
<td>1 Tim</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John</td>
<td>John</td>
<td>Philemon</td>
<td>Philm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acts</td>
<td>Acts</td>
<td>Hebrews</td>
<td>Heb</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Romans</td>
<td>Rom</td>
<td>James</td>
<td>Jas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-2 Corinthians</td>
<td>1 Cor</td>
<td>1-2 Peter</td>
<td>1 Pet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Galatians</td>
<td>Gal</td>
<td>1-3 John</td>
<td>1 John</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ephesians</td>
<td>Eph</td>
<td>Jude</td>
<td>Jude</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Philippians</td>
<td>Phil</td>
<td>Revelation</td>
<td>Rev</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colossians</td>
<td>Col</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Abbreviations for Bible Versions

<table>
<thead>
<tr>
<th>Bible Version</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amplified Bible</td>
<td>AMP</td>
</tr>
<tr>
<td>American Standard Version</td>
<td>ASV</td>
</tr>
<tr>
<td>Biblia Hebraica Stuttgartensia (Hebrew Bible)</td>
<td>BHS</td>
</tr>
<tr>
<td>Common English Bible</td>
<td>CEB</td>
</tr>
<tr>
<td>Contemporary English Version</td>
<td>CEV</td>
</tr>
<tr>
<td>Christian Standard Bible</td>
<td>CSB</td>
</tr>
<tr>
<td>English Standard Version</td>
<td>ESV</td>
</tr>
<tr>
<td>Good News Bible</td>
<td>GNB</td>
</tr>
<tr>
<td>Holman Christian Standard Bible</td>
<td>HCSB</td>
</tr>
<tr>
<td>Jerusalem Bible</td>
<td>JB</td>
</tr>
<tr>
<td>King James Version</td>
<td>KJV</td>
</tr>
<tr>
<td>Living Bible</td>
<td>LB</td>
</tr>
<tr>
<td>Lexham English Bible</td>
<td>LEB</td>
</tr>
<tr>
<td>Septuagint (Greek translation of the Hebrew Bible)</td>
<td>LXX</td>
</tr>
<tr>
<td>Modern Language Bible</td>
<td>MLB</td>
</tr>
<tr>
<td>New Testament: A New Translation, James Moffatt</td>
<td>MOFFATT</td>
</tr>
<tr>
<td>Message</td>
<td>MSG</td>
</tr>
<tr>
<td>Masoretic Text</td>
<td>MT</td>
</tr>
<tr>
<td>New American Bible, Revised Edition</td>
<td>NASR</td>
</tr>
<tr>
<td>New American Standard Bible</td>
<td>NASB</td>
</tr>
<tr>
<td>New American Version</td>
<td>NAV</td>
</tr>
<tr>
<td>New Century Version</td>
<td>NCV</td>
</tr>
<tr>
<td>New English Bible</td>
<td>NEB</td>
</tr>
<tr>
<td>New English Translation</td>
<td>NET</td>
</tr>
<tr>
<td>New English Translation of the Septuagint</td>
<td>NETS</td>
</tr>
<tr>
<td>New International Reader’s Version</td>
<td>NIV</td>
</tr>
<tr>
<td>New International Version</td>
<td>NIV</td>
</tr>
<tr>
<td>New Jerusalem Bible</td>
<td>NJB</td>
</tr>
<tr>
<td>Tanakh: The Holy Scriptures: The New JPS Translation</td>
<td>NJPS</td>
</tr>
<tr>
<td>New King James Version</td>
<td>NKJV</td>
</tr>
<tr>
<td>New Living Translation</td>
<td>NLT</td>
</tr>
<tr>
<td>New Revised Standard Version</td>
<td>NRSV</td>
</tr>
<tr>
<td>New Testament in Modern English, J. B. Phillips</td>
<td>PHILLIPS</td>
</tr>
<tr>
<td>Revised English Bible</td>
<td>REB</td>
</tr>
<tr>
<td>Revised Standard Version</td>
<td>RSV</td>
</tr>
<tr>
<td>Today’s English Version (also known as Good News Bible)</td>
<td>TEV</td>
</tr>
<tr>
<td>Today’s Living Bible</td>
<td>TLB</td>
</tr>
<tr>
<td>Today’s New International Version</td>
<td>TNIV</td>
</tr>
<tr>
<td>Vulgate</td>
<td>VUL</td>
</tr>
<tr>
<td>World English Bible</td>
<td>WEB</td>
</tr>
<tr>
<td>New Testament in Modern Speech, R. F. Weymouth</td>
<td>WEYMOUTH</td>
</tr>
<tr>
<td>Young’s Literal Translation</td>
<td>YLT</td>
</tr>
</tbody>
</table>
Commentary Abbreviations

The following is only a partial list of abbreviations for commentaries. See the *SBL Handbook of Style* for a more complete list. If a commentary does not have a recognized abbreviation, write out the name of the commentary in full.

Abingdon New Testament Commentaries
Abingdon Old Testament Commentaries
Anchor Bible (or Anchor Yale Bible)
Ancient Christian Commentary on Scripture
Apollos Old Testament Commentary
Augsburg Commentary on the New Testament
Baker Exegetical Commentary on the NT
Bible Knowledge Commentary
Bible Speaks Today
Black's New Testament Commentaries
Brazos Theological Commentary
Eerdmans Critical Commentary
Expositor’s Bible Commentary (and revised version)
Hermeneia
International Critical Commentary
Interpretation
IVP New Testament Commentary
Keil and Delitzsch Commentary
New American Commentary
New Cambridge Bible Commentary
New Century Bible
New International Biblical Commentary on the NT
New International Biblical Commentary on the OT
New International Commentary on the NT
New International Commentary on the OT
New International Greek Testament Commentary
New Interpreter's Bible
New Jerome Bible Commentary
New Testament Library
NIV Application Commentary
Old Testament Library
Paideia Commentaries on the New Testament
Pillar New Testament Commentary
Socio-Rhetorical Commentary
Tyndale New Testament Commentaries
Tyndale Old Testament Commentaries
Word Biblical Commentary
Zondervan Exegetical Commentary
Zondervan Illustrated Bible Backgrounds Commentary

Abingdon New Testament Commentaries (ANTC)
Abingdon Old Testament Commentaries (AOTC)
Anchor Bible (or Anchor Yale Bible) (AB or AYBC)
Ancient Christian Commentary on Scripture (ACCS)
Apollos Old Testament Commentary (ApOTC)
Augsburg Commentary on the New Testament (ACNT)
Baker Exegetical Commentary on the NT (BECNT)
Bible Knowledge Commentary (BKC)
Bible Speaks Today (BST)
Black's New Testament Commentaries (BNTC)
Brazos Theological Commentary (BTC)
Eerdmans Critical Commentary (ECC)
Expositor’s Bible Commentary (and revised version) (EBC or REBC)
Hermeneia (Hermeneia)
International Critical Commentary (ICC)
Interpretation (IBC)
IVP New Testament Commentary (IVPNTC)
Keil and Delitzsch Commentary (K&D)
New American Commentary (NAC)
New Cambridge Bible Commentary (NCBC)
New Century Bible (NCB)
New International Biblical Commentary on the NT (NIBCNT)
New International Biblical Commentary on the OT (NIBCOT)
New International Commentary on the NT (NICNT)
New International Commentary on the OT (NICOT)
New International Greek Testament Commentary (NIGTC)
New Interpreter's Bible (NIB)
New Jerome Bible Commentary (NJBC)
New Testament Library (NTL)
NIV Application Commentary (NIVAC)
Old Testament Library (OTL)
Paideia Commentaries on the New Testament (PCNT)
Pillar New Testament Commentary (PNTC)
Socio-Rhetorical Commentary (SRC)
Tyndale New Testament Commentaries (TNCT)
Tyndale Old Testament Commentaries (TOTC)
Word Biblical Commentary (WBC)
Zondervan Exegetical Commentary (ZEC)
Zondervan Illustrated Bible Backgrounds Commentary (ZIBBC)
Journal Abbreviations

The following is only a partial list of abbreviations for journals. See the *SBL Handbook of Style* for a more complete list. If a journal does not have a recognized abbreviation, write out the name of the journal in full.

African Journal of Evangelical Theology  AJET  
Asbury Theological Journal  AsTJ  
Asia Journal of Theology  AJT  
Asian Journal of Pentecostal Studies  AJPS  
Biblica  Bib  
Biblical Archaeology Review  BAR  
Biblical Theology Bulletin  BTB  
Bibliotheca Sacra  BSac  
Bulletin of the American Schools of Oriental Research  BASOR  
Calvin Theological Journal  CTJ  
Catholic Biblical Quarterly  CBQ  
Church History  CH  
European Journal of Theology  EuroJTh  
Harvard Theological Review  HTR  
Hebrew Bible and Ancient Israel  HeBAI  
Horizons in Biblical Theology  HBT  
Interpretation: A Journal of Bible and Theology  Int  
Journal for the Study of the New Testament  JSNT  
Journal for the Study of the Old Testament  JSOT  
Journal of Biblical and Pneumatological Research  JBPR  
Journal of Biblical Literature  JBL  
Journal of Early Christian Studies  JECS  
Journal of Pentecostal Theology  JPS  
Journal of the Evangelical Theological Society  JETS  
Journal of the Jesus Movement in Its Jewish Setting  JJMJS  
Journal of Religious Ethics  JORE  
Near Eastern Archaeology  NEA  
New Testament Studies  NTS  
Novum Testamentum  NovT  
Pneuma: The Journal of the Society for Pentecostal Studies  Pneuma  
Scottish Journal of Theology  SJT  
Southern Baptist Journal of Theology  SBJWT  
Southwestern Journal of Theology  SWJToT  
Trinity Journal  TJ  
Westminster Theological Journal  WTJ
Model Title Page

SOUTHWESTERN ASSEMBLIES OF GOD UNIVERSITY

Department of Bible and Theology

Give an Appropriate Title to Your Paper in Bold

Student Name

THE 3123.100: Systematic Theology I

Professor: Dan Langston, Ph.D.

April 3, 2020