



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.

Matthew 6:16, 18; 17:21; 20:16; Mark 7:8; 16:9–20; Luke 11:2–4, 6; John 7:53–8:11.

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

N: 3. Wayne Grudem, *Systematic Theology* (Grand Rapids: Zondervan, 1994), 234.

SN: 3. Grudem, *Systematic Theology*, 234.

B: Grudem, Wayne. *Systematic Theology*. Grand Rapids: Zondervan, 1994.

Book with Two Authors

N: 1. James M. Robinson and Helmut Koester, *Trajectories through Early Christianity* (Philadelphia: Fortress, 1971), 237.

SN: 1. Robinson and Koester, *Trajectories*, 237.

B: Robinson, James M. and Helmut Koester. *Trajectories through Early Christianity*. Philadelphia: Fortress, 1971.

Book with an Editor

N: 5. Mark W. Chavalas, ed. *Women in the Ancient Near East* (New York: Routledge, 2014), 70.

SN: 5. Chavalas, ed. *Women*, 70.

B: Chavalas, Mark W., ed. *Women in the Ancient Near East*. New York: Routledge, 2014.

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.

- N: 1. Joseph P. Quinlan, *Last Economic Superpower: The Retreat of Globalization, the End of American Dominance, and What We Can Do About It* (New York: McGraw-Hill, 2010), 211. ProQuest Ebrary.
- SN: 1. Quinlan, *Last Economic Superpower*, 211.
- B: Quinlan, Joseph P. *Last Economic Superpower: The Retreat of Globalization, the End of American Dominance, and What We Can Do About It*. New York: McGraw-Hill, 2010. ProQuest Ebrary.
- N: 2. Thomas Schreiner, *Forty Questions About Christians and Biblical Law*, ed. Benjamin L. Merkle (Grand Rapids: Kregel Academic, 2010), 33. Logos.
- SN: 2. Schreiner, *Forty Questions*, 33.
- B: Schreiner, Thomas. *Forty Questions About Christians and Biblical Law*. Edited by Benjamin L. Merkle. Grand Rapids: Kregel Academic, 2010. Logos.
- N: 7. Bruce W. Winter, *Roman Wives, Roman Widows: The Appearance of New Women and the Pauline Communities* (Grand Rapids: Eerdmans, 2003), loc. 146 of 3445. Kindle.
- SN: 7. Winter, *Roman Wives*, loc. 146 of 3445.
- B: Winter, Bruce W. *Roman Wives, Roman Widows: The Appearance of New Women and the Pauline Communities*. Grand Rapids: Eerdmans, 2003. Kindle.

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.

- N: 13. F. F. Bruce, *Book of Acts*, NICNT (Grand Rapids: Eerdmans, 1988), 73.
- SN: 13. Bruce, *Acts*, NICNT, 73.
- B: Bruce, F. F. *Book of Acts*. NICNT. Grand Rapids: Eerdmans, 1988.

Commentary within a Volume within a Multivolume Work

- N: 4. Donald A. Carson, *Expositor's* 9:231.
- SN: 4. Carson, *Expositor's* 9:231.
- B: Carson, Donald A. "Matthew." Pages 23–670 in *Matthew and Mark*. Vol. 9 of *Expositor's Bible Commentary*. Edited by Tremper III and David E. Garland. Rev. ed. Grand Rapids: Zondervan, 2010.

Article in a Dictionary or Encyclopedia

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

- N: 9. H. G. M. Williamson, "Samaritans" *DJG*, 726.
- SN: 9. Williamson, "Samaritans" *DJG*, 726.
- B: Williamson, H. G. M. "Samaritans." Pages 724–728 in *Dictionary of Jesus and the Gospels*. Downers Grove: InterVarsity Press, 2013.
- N: 3. Stanley d. Walters, "Jacob Narrative" *ABD* 3:599.
- SN: 3. Walters, "Jacob Narrative" *ABD* 3:599.
- B: Walters, Stanley D. "Jacob Narrative." Pages 359–609 in vol. 3 of *Anchor Bible Dictionary*. Edited by David Noel Freedman. 6 vols. New York, Doubleday, 1992.

Article in an Edited Volume

- N: 1. Richard Bauckham, "Relevance of Extra-canonical Jewish Texts to New Testament Study," in *Hearing the New Testament: Strategies for Interpretation*, ed. Joel B. Green, 2nd ed. (Grand Rapids: Eerdmans, 2010), 68.
- SN: 1. Bauckham, "Relevance," 68.
- B: Bauckham, Richard. "Relevance of Extra-canonical Jewish Texts to New Testament Study." Pages 65–84 in *Hearing the New Testament: Strategies for Interpretation*. Edited by Joel B. Green. 2nd ed. Grand Rapids: Eerdmans, 2010.

Article in a Lexicon

- N: 23. F. Annen, “θαυμάζω,” *EDNT* 2:135.
- SN: 23. Annen, “θαυμάζω,” *EDNT* 2:135.
- B: Balz, Horst and Gerhard Schneider, eds. *Exegetical Dictionary of the New Testament*. 3 vols. Grand Rapids: Eerdmans, 1990–93.
- N: 15. Wilhelm Mundle, Colin Brown, and Otfried Hofus, “Miracle, Wonder, Sign,” *NIDNTT* 2:634.
- SN: 15. Mundle, Brown, Hofus, “Miracle,” *NIDNTT* 2:634.
- B: Brown, Colin, ed. *New International Dictionary of New Testament Theology*. 4 vols. Grand Rapids: Zondervan, 1975–85.
- N: 2. L&N, 1:315.
- SN: 2. L&N, 1:315.
- B: Louw, J. P. and E. A. Nida, eds. *Greek-English Lexicon of the New Testament: Based on the Semantic Domains*. 2nd ed. 2 vols. New York: United Bible Societies, 1989.

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.

- N: 1. Paul Achtemeier, “Omne Verbum Sonat: The New Testament and the Oral Environment of Late Western Antiquity,” *JBL* 109 (1990): 16.
- SN: 1. Achtemeier, “Omne Verbum,” 16.
- B: Achtemeier, Paul. “Omne Verbum Sonat: The New Testament and the Oral Environment of Late Western Antiquity.” *Journal of Biblical Literature* 109 (1990): 3–27.
- N: 2. Steven M. Fettke and Michael L. Dusing, “A Practical Pentecostal Theodicy?” *Pneuma* 38 (2016): 169.
- SN: 2. Fettke and Dusing, “Practical Pentecostal,” 169.
- B: Fettke, Steven M. and Michael L. Dusing. “A Practical Pentecostal Theodicy?” *Pneuma* 38 (2016): 160–179.

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: 4. H. Wayne Johnson, "Practicing Theology on a Sunday Morning: Corporate Worship as Spiritual Formation," *TJ* 31 (Spring 2010): 28, Academia.
- SN: 4. Johnson, "Practicing Theology," 28.
- B: Johnson, H. Wayne. "Practicing Theology on a Sunday Morning: Corporate Worship as Spiritual Formation." *Trinity Journal* 31 (Spring 2010): 27–44. <http://www.academia.edu/7444520>.

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: 5. "Statement of Faith," *Society of Evangelical Arminians*.
- SN: 5. "Statement of Faith," *Evangelical Arminians*.
- B: "Statement of Faith." *Society of Evangelical Arminians*. <http://www.evangelicalarminians.org/statement-of-faith>.
- N: 3. Ben Witherington III, "N. T. Wright on Post-Modernity and the Enlightenment," *Ben Witherington*; accessed September 25, 2017.
- SN: 3. Witherington, "N. T. Wright on Post-Modernity."
- B: Witherington, Ben III. "N. T. Wright on Post-Modernity and the Enlightenment." *Ben Witherington*. Accessed September 25, 2017. <http://benwitherington.blogspot.com/2009/05/nt-wright-on-post-modernity-and.html>.

Abbreviation Lists

Biblical Abbreviations

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

Old Testament

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

New Testament

Matthew	Matt	1-2 Thessalonians	1 Thess
Mark	Mark	1-2 Timothy	1 Tim
Luke	Luke	Titus	Titus
John	John	Philemon	Phlm
Acts	Acts	Hebrews	Heb
Romans	Rom	James	Jas
1-2 Corinthians	1 Cor	1-2 Peter	1 Pet
Galatians	Gal	1-3 John	1 John
Ephesians	Eph	Jude	Jude
Philippians	Phil	Revelation	Rev
Colossians	Col		

Abbreviations for Bible Versions

Amplified Bible	AMP
American Standard Version	ASV
Biblia Hebraica Stuttgartensia (Hebrew Bible)	BHS
Common English Bible	CEB
Contemporary English Version	CEV
Christian Standard Bible	CSB
English Standard Version	ESV
Good News Bible	GNB
Holman Christian Standard Bible	HCSB
Jerusalem Bible	JB
King James Version	KJV
Living Bible	LB
Lexham English Bible	LEB
Septuagint (Greek translation of the Hebrew Bible)	LXX
Modern Language Bible	MLB
New Testament: A New Translation, James Moffatt Message	MOFFATT MSG
Masoretic Text	MT
Nestle-Aland Greek New Testament, 28 th Edition	NA28
New American Bible, Revised Edition	NASR
New American Standard Bible	NASB
New American Version	NAV
New Century Version	NCV
New English Bible	NEB
New English Translation	NET
New English Translation of the Septuagint	NETS
New International Reader's Version	NIrV
New International Version	NIV
New Jerusalem Bible	NJB
Tanakh: The Holy Scriptures: The New JPS Translation	NJPS
New King James Version	NKJV
New Living Translation	NLT
New Revised Standard Version	NRSV
New Testament in Modern English, J. B. Phillips	PHILLIPS
Revised English Bible	REB
Revised Standard Version	RSV
Today's English Version (also known as Good News Bible)	TEV
Today's Living Bible	TLB
Today's New International Version	TNIV
Vulgate	VUL
World English Bible	WEB
New Testament in Modern Speech, R. F. Weymouth	WEYMOUTH
Young's Literal Translation	YLT

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	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	TNTC
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	SBJT
Southwestern Journal of Theology	SWJT
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, 20202