



CEDARVILLE

UNIVERSITY®

School of **BIBLICAL** and **THEOLOGICAL STUDIES**

Style Manual
2021-2022

Introduction	1
Research Paper Format (RPF)	2
RPF.1 Title Page	2
RPF.1.1 Title and Subtitle Section	2
RPF.1.2 “Presented to” Section	2
RPF.1.3 “In Partial Fulfillment” Section	2
RPF.1.4 Author Section	2
RPF.2 Pages of the Text	2
RPF.3 Subheadings	4
RPF.3.1 First-level subheading	4
RPF.3.2 Second-level subheading	4
RPF.3.3 Third-level subheading	4
RPF.4 Bibliography	4
Research Paper Details (RPD)	7
RPD.1 Font	7
RPD.2 Line spacing	7
RPD.3 Margins	7
RPD.4 Page numbers	7
RPD.5 Indentations	8
RPD.6 Spelling and Capitalization	8
RPD.7 Italics	12
RPD.8 Punctuation	13
RPD.8.1 Periods	13
RPD.8.2 Commas	13
RPD.8.3 Semicolons and Colons	14
RPD.8.4 Question Marks and Exclamation Points	14
RPD.8.5 Hyphens, En Dashes, and Em Dashes	15
RPD.8.6 Parentheses and Brackets	15
RPD.8.7 Quotation Marks	15
RPD.9 Ellipses	16
RPD.10 Numbers	16
RPD.10.1 Arabic Numerals	16
RPD.10.2 Ordinate Numbers	17
RPD.10.3 Spelled-Out Numbers	17
RPD.10.4 Roman Numerals	17
RPD.10.5 Time and Dates	18
RPD.11 Abbreviations	18
RPD.11.1 Abbreviations for Books of the Old and New Testaments and Apocrypha	18
RPD.11.2 Abbreviations for Bible Versions, Translations, and Editions	19
RPD.11.3 Abbreviations for States and Provinces	20
RPD.11.4 Eras	20
RPD.11.5 Abbreviations for Academic Degrees	21
RPD.11.6 Abbreviations for Professional Titles	21
RPD.11.7 Abbreviations in Citations and Other Scholarly Contexts	21
RPD.11.8 Abbreviations for Scholarly Works	22
RPD.12 Enumerated Lists	25
RPD.13 Quotations and Block Quotations	26
RPD.14 Figures	26

RPD.15 Tables	28
Book Review Formatting (BRF)	28
BRF 4.1 Title Page	28
BRF 4.2 Bibliographic Information on the First Page of Text	28
BRF 4.3 Citing Sources in a Book Review	31
BRF 4.4 Divisions of a Book Review	31
Footnotes and Bibliography (FAB)	31
FAB.1 Footnotes	32
FAB.1.1 Referring to Footnotes in the Text	32
FAB.1.2 Initial Footnotes	32
FAB.1.3 Subsequent Shortened Footnotes	32
FAB.2 Bibliography Page	33
FAB.2.1 Spacing of a Bibliography Page	33
FAB.2.2 Alphabetical Order	34
FAB.3 Examples of Footnotes and Corresponding Bibliography Entries	34
FAB.3.1 Scripture and Classical Books	34
FAB.3.2 Books and eBooks	35
FAB.3.2.1 Authors	35
FAB.3.2.1.1 One Author	35
FAB.3.2.1.3 Author Qualifiers	36
FAB.3.2.1.4 No Author	36
FAB.3.2.1.5 Author and Editor or Translator	36
FAB.3.2.2 Chapter, Article, or Essay in Edited Book	37
FAB.3.2.3 Title and Subtitle	37
FAB.3.2.4 Publication Information	38
FAB.3.2.5 Name or Number of the Edition	39
FAB 3.2.6 Series	40
FAB 3.2.7 Multivolume Work - Including Commentaries	40
FAB 3.2.8 Dictionaries, Lexicons, and Encyclopedias	41
FAB 3.2.9 Dissertations and Theses	42
FAB 3.2.10 Book Review	42
FAB.3.2.11 Journal Articles	43
FAB.3.2.11.1 Journal Article Author	43
FAB.3.2.11.2 Journal Article Title	43
FAB.3.2.11.3 Journal Title	43
FAB.3.2.11.4 Journal Article Volume and Issue Numbers	43
FAB.3.2.11.5 Journal Article Date	43
FAB.3.2.11.6 Journal Article Page Numbers	44
FAB.3.2.11.7 Journal Article Online Location	44
FAB.3.2.12 Magazine Articles	44
FAB.3.2.12.1 Magazine Article Author	44

FAB.3.2.12.2 Magazine Article Title	44
FAB.3.2.12.3 Magazine Title	45
FAB.3.2.12.4 Magazine Article Date	45
FAB.3.2.12.5 Magazine Article Page Numbers	45
FAB.3.2.12.6 Magazine Article Online Location	45
FAB.3.2.13 Newspaper Articles	46
FAB.3.2.13.1 Newspaper Article Author	45
FAB.3.2.13.2 Newspaper Article Title	45
FAB.3.2.13.3 Newspaper Title	46
FAB.3.2.13.4 Newspaper Article Date	46
FAB.3.2.13.5 Newspaper Article Page Numbers	46
FAB.3.2.13.6 Newspaper Article Online Location	46
FAB.3.2.14 Papers Presented at Meetings of Professional Societies	46
FAB.3.2.15 Lecture or Sermon	47
FAB.3.2.16 Video Recording and Podcasts or Online Video	48
FAB.3.2.17 Website	49
FAB.3.2.19 Interview	50
FAB.3.2.19.1 Unpublished Interview	50
FAB.3.2.19.2 Published Interview	50

Introduction

The School of Biblical and Theological Studies Style Manual contains the style requirements for research papers in the School of Biblical and Theological Studies at Cedarville University (notes-bibliography style with footnotes in Chicago and Turabian). Items in the Contents page are all linked to the text in this document, as are all references to page numbers and section numbers. All the examples reflect the actual style of research papers.

Use any version of Microsoft Word (2013 or later), which is available through the start button when logged into the CU network. We recommend that you use RefWorks or Zotero to help you collect, organize, cite, and share your research sources. Instruction for setting up either is available from the library website ([RefWorks & Zotero](#)). Even if you use the software or have someone else format your paper, you have the final responsibility for the document you submit for grading or evaluation.

Before writing your paper, glance at the Contents page of this document and skim any sections about which you are unfamiliar. Refer to the manual throughout your writing, and follow it in the order that the editor laid it out when writing your final draft. Verify that the basic form of the paper meets the requirements for the title page and body of the paper (See RPF) and read through your entire paper for font, margins, spelling, punctuation, abbreviations, and other details (See RPD). Then examine each individual footnote and bibliography entry (See FAB).

Be your own critic, and strive for excellence. You are trying to get a good grade, but writing well also can help you learn to express your thoughts well. Write a research paper for which you, your professor, and God will be proud.

This manual answers the most common questions about writing your paper, but for unusual situations you may need to refer to the current editions of Turabian's [*A Manual for Writers of Research Papers, Theses, and Dissertations*](#), [*The Chicago Manual of Style*](#), and [*The SBL Handbook of Style*](#), for which this manual is a supplement and companion. If you are unable to find an answer to your questions, contact your Bible & Theology librarian or your professor.

Jeff Gates, editor
Bible & Theology Librarian
Cedarville University
September 2021

Research Paper Format (RPF)

Research papers contain a title page, the body of the paper, and a bibliography. Below are instructions and examples for the form and style for a title page, the pages of the text, subheadings, and bibliography. Subsequent sections include other details about the paper and instructions and examples for the form and style of book reviews, footnotes, and bibliography.

RPF.1 Title Page

The title page contains four sections: title and subtitle section, “presented to” section, “in partial fulfillment” section, and author section.

Center each line of the title page between the left and right margins and a single-spaced line between each line within sections.

All margins on the title page are one inch.

Include equal space between each section vertically.

Use black 12-point Times New Roman font for all text. Assign no page number to the title page.

See Figure 1.

RPF.1.1 Title and Subtitle Section

Capitalize every letter in your title and subtitle (if there is a subtitle).

Type the first line of the title approximately one inch below the top margin and the subtitle (if there is one) with a single-spaced line between them.

RPF.1.2 “Presented to” Section

Include the following information on each line with a single-spaced line between them: “A Paper” (first line), “Presented to” (second line), [Professor’s Name] (third line), and “Cedarville University” (fourth line).

RPF.1.3 “In Partial Fulfillment” Section

Include the following information on each line with a single-spaced line between them: “In Partial Fulfillment” (first line) and “of the Requirements for” [course number and name] (second line).

RPF.1.4 Author Section

Include the following information on each line with a single-spaced line between them: “by” (first line), [full first, middle initial, and last name] (second line), and [date] (third line). The third line should be at or near the bottom margin.

RPF.2 Pages of the Text

Begin all pages in the body of the paper at the top margin (one inch below the top of the paper).

When there are page numbers at the top right corner, place them where the top and right margins meet.

Place a single-spaced line between the top page number and the first line of text.

Sample: [Main Text](#) (from Chicago and Turabian Style)

CREATION MANDATE:

A PRAGMATIC CALL FOR STUDYING GOD'S CREATION

A Paper

Presented to

Dr. John R. Gilhooly

Cedarville University

In Partial Fulfillment

of the Requirements for BTHT 6140 Foundation Christian Doctrine

by

Jeffery S. Gates

November 18, 2021

Figure 1.

RPF.3 Subheadings

Use up to three levels of subheadings.

Each subheading should be in bold font.

Never end a page with a subheading. If a subheading is the last line of the text, move it to the next page. See Figure 2.

RPF.3.1 First-level subheading

Center and capitalize each important word in the first-level subheading.

Divide subheadings that are more than five inches long and place a single-spaced line between each line.

Place two single-spaced lines before the first subheading and one single-spaced line after it.

RPF.3.2 Second-level subheading

Type the second-level subheading at the left margin without punctuation and capitalize each important word.

Divide subheadings that are more than three inches long with the second line flush with the left margin. Single-space subsequent lines of this subheading.

Place two single-spaced lines before the second subheading and one single-spaced line after it.

RPF.3.3 Third-level subheading

Capitalize the first word of the third-level subheading.

Begin the third-level subheading one half inch from the left margin, and end it with a period.

After a letter space, begin the text of the first sentence.

RPF.4 Bibliography

Begin the bibliography page with the word BIBLIOGRAPHY (all letters capitalized) centered and one inch below the top margin.

After a single-spaced line, include references in alphabetical order by the last name of the author (or title if there is no author listed).

Begin the citations at the left margin. If there is more than one line to the citation, type the second line on the next line (single-spaced) one half inch from the left margin.

Include a single-spaced line between each citation.

Continue paper numbers for each page of the bibliography.

See Figure 3.

See Footnotes and Bibliography (FAB) below for how to cite individual entries in the bibliography.

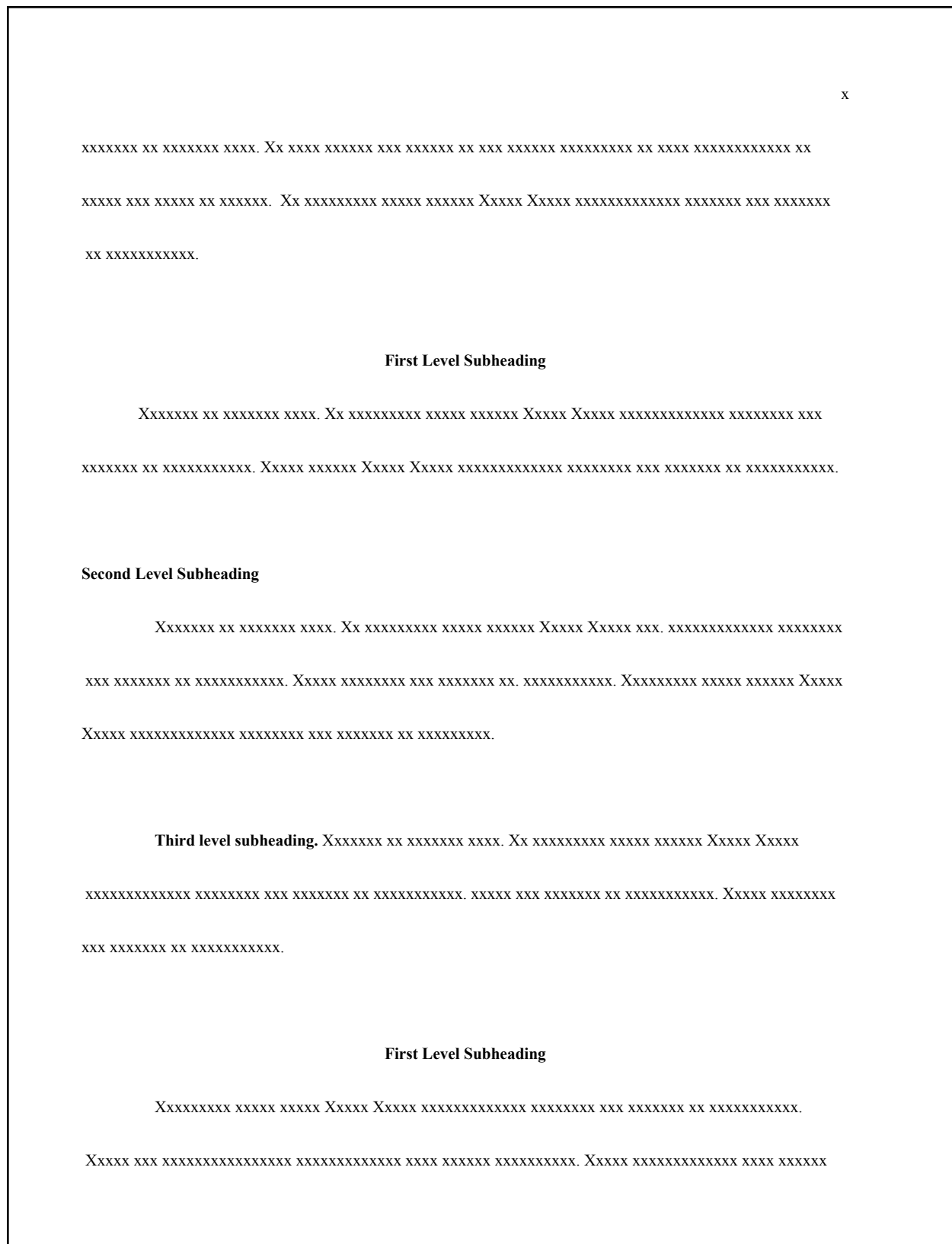


Figure 2.

BIBLIOGRAPHY

- Brawley, Robert L., ed., *The Oxford Encyclopedia of the Bible and Ethics*, vol. 1. New York: Oxford University Press, 2014.
- Burk, Denny, James M. Hamilton, and Brian Vickers. *God's Glory Revealed in Christ: Essays on Biblical Theology in Honor of Thomas R. Schreiner*. Nashville, TN: B & H Academic, 2019.
- DeSilva, David A. "Paul's Sermon in Antioch of Pisidia," *Bibliotheca Sacra* 151 (Jan.-March 1994): 32-49.
- Grethlein, Christian. *An Introduction to Practical Theology: History, Theory, and the Communication of the Gospel in the Present*. Translated by Uwe Rasch. Waco, TX: Baylor University Press, 2016.
- Kaiser, Walter C., Jr., and Duane A. Garrett, eds. *NIV Archeological Study Bible: An Illustrated Walk through Biblical History and Culture*. Grand Rapids, MI: Zondervan, 2006.
- Marsh, William M. "Scripture and Tradition." In *Historical Theology for the Church*, edited by Jason G. Duesing and Nathan A. Finn, 161-184. Nashville, TN: B & H Publishing Group, 2021.
- Moreschini, Claudio and Enrico Norelli. *Early Christian Greek and Latin literature: A Literary History*. Translated by Matthew J. O'Connell. Peabody, MA: Hendrickson, 2005.
- Payson, Edward. *Sermons for Christian Families: On the Most Important Relative Duties*. 1832. Reprint, Birmingham, AL: Solid Ground Christian Books, 2009.
- Valentine, Grace. *Is It Just Me? Learning to Trust God in the Middle of Hurts, Doubts, and Fears*. Nashville, TN: Thomas Nelson, 2021.

Figure 3.

Research Paper Details (RPD)

This section gives details about the paper that are not contained in previous sections. The other sections contain instructions and examples on the form and style for a title page, the pages of the text, subheadings, book reviews, footnotes, and bibliography.

RPD.1 Font

Use black 12-point Times New Roman font throughout the body of your document, except for texts in footnotes, figures, and tables which should be black 10-point Times New Roman font.

Use bold font only for subheadings, and italic font only for titles of books and journals, foreign words, and emphasis.

Do not use underlined or colored text.

Greek and Hebrew fonts should be equivalent in size to the Times New Roman font.

RPD.2 Line spacing

Place a single-spaced line between all lines throughout the body of your document, for headings with more than one line on a title page, and between entries for table of contents, footnotes and bibliography citations.

However, do not place a single-spaced line between lines for headings with more than one line in the text of the paper, block quotations, table titles, figure captions, and contents within enumerated lists, footnotes, and bibliography citation.

RPD.3 Margins

Use one inch left, right, top, and bottom margins for all pages.

Place all main headings (such as BIBLIOGRAPHY) one inch below the top margin.

Always set footnotes at the bottom of the page, even if the text does not reach the bottom of the page.

RPD.4 Page numbers

The title page should have no page numbers.

Use arabic numerals consecutively for all pages of the text and bibliography.

Place a centered number 1 at the bottom margin (one half inch above the bottom of the first page). However, for all other pages, place an arabic numeral at the top right margin (one half inch below the top of the page and one inch left of the right side of the page).

RPD.5 Indentations

Indent the following examples one half inch from the left margin: first line of normal paragraphs and footnotes; all text in quotations that are more than four lines (block quotations); enumerated lists, tables, or examples; and the second and all subsequent lines in a bibliography citation.

RPD.6 Spelling and Capitalization

Make a plural of numbers and capital letters by adding an *s* to the end of them, but make lower case letters plural by adding *'s* to the end of them. For plurals of abbreviations ending in periods, place the *s* before the period.

Make a possessive of most singular nouns, letters, numbers, or compound words by adding *'s* to the end of them. However, make a possessive of most plural nouns or noun for groups that are treated grammatically as singular by adding an apostrophe at the end of them. Example: Jesus' disciplines and The disciples' mission. Make a possessive of italicized words by adding an unitalicized *'s* or apostrophe.

Do not hyphenate words at the end of lines unless they are compound words.

Capitalize the second part of a compound word unless it is an article, preposition, conjunction, or modifier, or when the first part is a prefix.

Include a space between a person's first and middle initials, but do not allow them to break to the next line.

Do not allow a line break within numbers expressed as numerals or numbers plus symbols, abbreviations, or units of measure.

Never allow an ellipsis to break into the second line.

Do not let a line start or end with a quotation mark, parenthesis, or bracket.

If necessary, break the URL of email address before or after an equal sign or ampersand or before a single slash or any punctuation mark or symbol.

In titles, capitalize the first letter of the first word, proper nouns, and important words in the title, but only capitalize the first letter of the first word and proper nouns for titles in a different language than English.

Do not capitalize the first letter of items in a vertical list unless they are complete sentences.

Below are examples of standardized spellings and capitalizations

- ❖ Acts of the Apostles
- ❖ AD (anno Domini) Always precedes date: AD 30
- ❖ the Almighty
- ❖ ancient Near East, Greece, Rome ante-Nicene fathers
- ❖ anti-Semitism, anti-semitic
- ❖ appendix, appendixes or appendices
- ❖ Apocrypha, apocryphal
- ❖ apostle, Apostle (the apostles, the Apostle Paul, James the apostle, the Beloved Apostle)
- ❖ Apostles' Creed
- ❖ archbishop, Archbishop (the archbishop of Canterbury, Archbishop Makarios)

- ❖ Aristotelian reasoning
- ❖ ark of the covenant
- ❖ Athanasian Creed
- ❖ Augsburg Confession

- ❖ Baroque music
- ❖ BC (before Christ). Always follows date: 587 BC
- ❖ BCE (before the common era). Always follows date: 587 BCE
- ❖ the Beatitudes
- ❖ Bible, biblical
- ❖ Bishop—capitalize when followed by a personal name (as is ‘archbishop’ above)
- ❖ the Board, International Mission Board, North American Mission Board
- ❖ book of Job (or any other biblical book)
- ❖ the Bronze Age

- ❖ 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) Always follows date: 70 CE
- ❖ Christian (both noun and adjective)
- ❖ Christian era
- ❖ Christian education—capitalize in titles
- ❖ Christology, Christological
- ❖ church, Church (universal church, local church, a Baptist church, First Baptist Church)
- ❖ church fathers, the Fathers,
- ❖ City of God; the Eternal City
- ❖ classical
- ❖ Classical sonata
- ❖ Classicism
- ❖ codex, codices, Codex Barenensis colloquium, colloquia
- ❖ confession—capitalize in titles (Augsburg Confession)
- ❖ the Conquest
- ❖ Council (Council of Chalcedon, Second Vatican Council)
- ❖ counselor, counseling
- ❖ creed, Creed (Athanasian Creed), credo, creedalism
- ❖ criterion, criteria
- ❖ the Crusades, Crusaders
- ❖ curriculum, curricula

- ❖ Dadaism
- ❖ the Dark Ages
- ❖ datum (singular), data (plural)
- ❖ day of Pentecost, day of judgment, day of the Lord
- ❖ the Decalogue
- ❖ Decades (nineteen nineties or 1990s, but never 1990’s unless a true possessive)
- ❖ deconstruction
- ❖ the Deluge
- ❖ the Department of Christian Theology
- ❖ the Depression
- ❖ Deuteronomy, the Deuteronomist, deuteronomic,
- ❖ the Diaspora, diaspora Jews
- ❖ the Dominican order, a Dominican
- ❖ dynasty, the Eighteenth Dynasty, the Sung dynasty
- ❖ the eighteenth century

- ❖ the eighth century
 - ❖ the eleventh century
 - ❖ Epicurean
 - ❖ epistle—lower case when not a title (this epistle, these epistles)
 - ❖ Epistle (the Epistle of James, the First Epistle of John), Epistles (the Pastoral Epistles)
 - ❖ Essene, the Essenes
 - ❖ the Eucharist
 - ❖ evangelical, evangelicalism
 - ❖ the Exile
 - ❖ the Exodus
-
- ❖ fall
 - ❖ 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 fifteenth century
 - ❖ the fifth century
 - ❖ the first century
 - ❖ the Flood
 - ❖ the fourteenth century
 - ❖ the fourth century
 - ❖ fulfill, fulfillment
 - ❖ fundamentalism, fundamentalist
-
- ❖ a Gentile, gentile laws
 - ❖ Gnosticism, a Gnostic, the gnostic heresy
 - ❖ gospel (other than Christian gospel), Gospel (good news of Christ or one of the gospels)
 - ❖ Greco-; Greco-Roman
 - ❖ Greek architecture
-
- ❖ He, Him, His (when referring to God)
 - ❖ Heaven
 - ❖ hebraist, hebraism
 - ❖ Heidelberg Catechism
 - ❖ Heilsgeschichte
 - ❖ hell
 - ❖ Hellenism, hellenistic
 - ❖ Holy Week
 - ❖ Holy Writ
 - ❖ Hudson River school
-
- ❖ impressionism
 - ❖ index, indexes, indices
 - ❖ Independence Day
 - ❖ the Industrial Revolution
 - ❖ interpretative, interpretive
-
- ❖ a Jesuit, Jesuit teaching, Jesuit (adverb), jesuitical (adverb)
 - ❖ 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, mm – measure, measures
- ❖ M.M.–Maelzel's metronome (tempo indication) followed by a number
- ❖ 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
- ❖ modernism
- ❖ Near Eastern
- ❖ neo–Classicism
- ❖ Nicene Creed
- ❖ the nineteenth century
- ❖ the ninth century
- ❖ op.–opus (sing.); opp.–opuses (pl.), opera
- ❖ Palestine, Palestinian
- ❖ parables (always lowercase)
- ❖ 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
- ❖ Prohibition
- ❖ prophecy (noun), prophesy (verb)
- ❖ prospectus (sing.), prospectuses (pl.)
- ❖ Protestant
- ❖ Psalm 45; a praise psalm, twenty-third Psalm; abbreviated: Ps 23; Pss 21-26
- ❖ Qumran
- ❖ Qu'ran, Quran, quranic, Koran, koranic
- ❖ Rabbi (if followed by a personal name), the rabbi, rabbinic
- ❖ Reformation (historical period)
- ❖ Renaissance (historical period)
- ❖ revelation, book of Revelation

- ❖ Romanesque architecture
- ❖ Romanticism, Romantic music

- ❖ scripture (general reference to religious writings), Scripture (when referring to the Bible)
- ❖ the Second Coming
- ❖ the second century
- ❖ September
- ❖ Sermon on the Mount
- ❖ the Seven Years' War
- ❖ the seventeenth century
- ❖ the seventh century
- ❖ the Shang dynasty
- ❖ Sitz im Leben
- ❖ the sixteenth century
- ❖ the sixth century
- ❖ the Son, Son of God, Son of Man, sonship
- ❖ spring
- ❖ st.. (stanza, a musical notation); sts. (stanzas)
- ❖ Stoic
- ❖ summer
- ❖ Sunday school, Sunday School Board
- ❖ the Supper

- ❖ Talmud, talmudic
- ❖ targum, targumic
- ❖ Ten Commandments
- ❖ the tenth century
- ❖ the thirteenth century
- ❖ the third century
- ❖ Tuesday
- ❖ the twelfth century
- ❖ the Twelve, the twelve apostles, twelve disciples (see also Apostles)

- ❖ v. (verse); vv. (verses);
- ❖ vs. versus (against)
- ❖ Vedas
- ❖ Vespers (and other daily liturgical hours)
- ❖ Vulgate

- ❖ war, cold war, WorldWar II, the First World War, the two world wars
- ❖ winter
- ❖ the Word, the Word of God (for Jesus or the Bible)
- ❖ wholistic (variant of holistic)
- ❖ worship, worshiped, worshipping, worshiper

- ❖ Yahweh

RPD.7

Italics

Italicize titles of books, journals, magazines, newspapers, blogs, plays, long musical compositions, paintings, sculptures, photographs, movies, television shows, and radio programs. However, do not italicize a book series, manuscript collections, scriptures, websites, or musical works referred to by their genre.

Italicize words from another language, but do not italicize proper names or familiar words from another language.

Italicize the first use of words that you want to emphasize. However, when such words are used subsequently, they should not be italicized.

Italicize a word or words when referring to them as terms.

Use italicize, lowercase letters when referring to them as letters.

Italicize book and journal titles.

RPD.8 Punctuation

When using a title in a sentence, preserve any punctuation that is part of it.

RPD.8.1 Periods

Normally, follow periods with one space.

Do not use periods after chapter, part, or table titles, or after most subheadings.

Never follow a question mark at the end of a sentence with a period.

Never use two periods together except for ellipses.

Items in a vertical list only end with a period if they are complete sentences.

If the quotation ends with a colon or semicolon, change it to a period or comma to fit the structure of the main sentence.

A closing period always precedes an ending quotation mark.

When enclosing a complete sentence in parentheses or brackets, place a period, question mark, or exclamation point before the closing parenthesis or bracket. However, place the period, question mark, or exclamation point outside of the parentheses or brackets when the content in them is within another sentence.

Usually, the parts of the bibliographic citation are separated by a period.

Normally, always end the citation with a period.

RPD.8.2 Commas

Use commas, rather than dashes and parentheses, to set off content that is more connected to the rest of the sentence.

Normally, follow commas with one space.

Separate a series of three or more words, phrases, or clauses with commas unless they are all joined by “and.”

When using question marks, dashes, or exclamation points to break up text, do not use commas. However, use commas after question marks and exclamation points for titles in the text.

If the quotation ends with a colon or semicolon, change it to a period or comma to fit the structure of the main sentence.

Use semicolons to separate items if one or more includes commas or if the items are long and complex.

Usually, the parts (author, title, source, for example) of the footnote citation are separated by a comma.

RPD.8.3 Semicolons and Colons

When semicolons or colons appear in quotations, they always follow the ending quotation mark. If the quotation ends with a colon or semicolon, change it to a period or comma to fit the structure of the main sentence.

Use semicolons to separate items if one or more includes commas or if the items are long and complex.

Use a colon before a series of elements that expands, clarifies, or exemplifies what precedes it.

Only capitalize the first word that follows a colon if it is a proper noun.

Normally, follow colons with one space. However, in a citation of the Bible, place a colon between the chapter and verse(s) with no space before or after the colon.

RPD.8.4 Question Marks and Exclamation Points

Normally, follow question marks and exclamation points with one space.

Place a question mark or exclamation point before an ending quotation mark if it is part of the quoted matter. However, place them after an ending quotation mark if they apply to the entire sentence in which the quotation appears.

When using question marks or exclamation points to break up text, do not use commas. However, use commas after question marks and exclamation points for titles in the text.

Enclose titles of book chapters; articles in journals, magazines, newspapers, websites, and blogs; theses and dissertations; unpublished papers presented at meetings, and unpublished documents in manuscript collections in quotation marks. However, do not enclose titles of book series, manuscript collections, scriptures, websites, or musical works referred to by their genre in quotation marks.

When enclosing a complete sentence in parentheses or brackets, place a period, question mark, or exclamation point before the closing parenthesis or bracket. However, place the period, question mark, or exclamation point outside of the parentheses or brackets when the content in them is within another sentence.

Never follow a question mark at the end of a sentence with a period. However, use commas after question marks and exclamation points for titles in the text.

You may use a question mark in dates if you are uncertain about its accuracy.

Only use exclamation points if they are part of quoted material or are part of a title. If the title (or subtitle) ends in an exclamation point in the bibliographic citation, no other ending punctuation is needed.

RPD.8.5 Hyphens, En Dashes, and Em Dashes

Do not place spaces before or after hyphens or dashes.

Use a hyphen to connect compound words. Examples: long-term, up-to-date

Use an en dash (approximately the width of a capital letter *N*) to designate ranges. Examples: ages 10–12, Gulf War (Jan 17, 1991–Feb 28, 1991)

Use an em dash (approximately the width of a capital letter *M*), rather than a comma, semicolon, colon, or parentheses to set off text with a stronger break. Example: nobody could think of anything to do—everybody was stumped; He had waited his whole life for this moment - he finally received his MDiv degree; Luther left Wittenberg—he would return and live out his life there—to debate with Eck.

Place three consecutive em dashes in bibliographies to represent the repeated name of the author or editor.

RPD.8.6 Parentheses and Brackets

When enclosing a complete sentence in parentheses or brackets, place a period, question mark, or exclamation point before the closing parenthesis or bracket. However, place the period, question mark, or exclamation point outside of the parentheses or brackets when the content in them is within another sentence.

Place a parenthesis immediately before and after a phrase that explains or interrupts a sentence.

Use parentheses, rather than commas, to set off content that is less connected to the rest of the sentence.

In the text, enclose an author's name, date, and page numbers in parentheses.

Place publication information and date in parentheses in footnotes.

You may place the second parenthesis after numbers or letters in a list or outline.

Use brackets on two occasions, i.e. immediately before and after unquoted words or phrases within a quotation or immediately before and after a parenthetical phrase within a parenthetical phrase.

RPD.8.7 Quotation Marks

Place quotation marks immediately after punctuation marks.

A closing period always precedes an ending quotation mark. A closing question mark or exclamation point precedes an ending quotation mark if it is part of the quoted matter, but they are after an ending quotation mark if they apply to the entire sentence in which the quotation appears.

16

If the quotation ends with a colon or semicolon, change it to a period or comma to fit the structure of the main sentence.

In citations, enclose chapters and articles in quotation marks.

If the title (or subtitle) ends in a question mark in the bibliographic citation, no other ending punctuation is needed.

If quotations are more than four lines (block quotations), exclude quotation marks.

RPD.9 Ellipses

Use an ellipsis (three periods) to indicate omitted text with a space before, between, and after each period.

RPD.10 Numbers

Do not use # when abbreviating “number.”

Do not include an apostrophe before the *s* in numbered decades except to show possession.

Use arabic numerals to present numerical data in figures and tables. Align all decimal points in a table. Always place a number immediately before the period in decimal fractions, even if it is a *0*.

Use whatever form of number is in the original title, whether as arabic numeral or spelled-out numbers.

RPD.10.1 Arabic Numerals

Normally, use arabic numerals for numbers over one hundred, except for round numbers, such as hundred, thousand, or million. However, express large round numbers in a combination of arabic numerals and words, such as *50 million* or *\$450 billion*.

Use arabic numerals for percentages, decimal fractions, statistical data, numbered steps or stages, numbers in a series, numbers with decimal points, numbers with %, Bible books that begin with a number, or spelled-out numbers that have more than two words.

Normally, place a zero in front of decimal fractions less than 1.00.

When emphasizing exact times, use arabic numerals with *a.m.* (*ante meridiem* or before noon) or *p.m.* (*post meridiem* or after noon).

Except for roman-numeral page numbers in the front matter of books, use arabic numerals to designate parts or pages of books.

Form plurals of arabic numerals by adding an *s* at the end.

For ranges of numbers using arabic numerals, either use *from* before the first number and *to* between the first and last numbers or place a hyphen between them. In the latter case, for ranges of

numbers over 100, you may abbreviate the second number to include only the number that has changed from the first number. Example: 204-7.

17

Refer to decades using arabic numerals, but refer to centuries using either arabic numerals or lowercase spelled-out names. Use arabic numerals for the day and year when included with a month.

Use arabic numerals in figures or tables for numerical data.

Use arabic numerals for volume numbers, edition numbers, and page numbers.

RPD.10.2 Ordinate Numbers

For ordinal numbers, you may use arabic numerals followed immediately by the last two letters of the word.

Differentiate male family members with identical full names with roman numerals or arabic ordinal numerals. Such numerals should have a space between them without a comma.

Never include ordinal numbers with dates.

RPD.10.3 Spelled-Out Numbers

Spell out all numbers that appear at the beginning of a sentence.

Spell out numbers in the text from one to one hundred and all round numbers followed by hundred, thousand, hundred thousand, or million. Follow this rule for money and include the words *dollar* or *dollars* and *cent* or *cents*. However, express large round numbers in a combination of arabic numerals and words, such as *50 million* or *\$450 billion*.

If the number has two words, place a hyphen between them. Also omit “and” between spelled-out numbers over one hundred (two hundred fifty, not two hundred and fifty).

Spell out *percent* except when using many percentage figures, for which % is preferred.

Spell out fractions when they are not used with other fractions in the same sentence or paragraph.

Spell out reference to the time of day in increments of an hour, half hour, or quarter hour with a hyphen between parts. If necessary for clarity, specify *in the morning*, *in the afternoon*, or *in the evening*. Also, spell out *noon* and *midnight*.

Spell out and capitalize numbers when they appear before the names of churches.

Refer to centuries using either arabic numerals or lowercase spelled-out names.

RPD.10.4 Roman Numerals

Use lower case roman numerals to refer to page numbers that are in roman numerals in the original material.

Use capital roman numerals after the name of emperors and popes (if they have this designation).

Differentiate male family members with identical full names with roman numerals or arabic ordinal numerals. Such numerals should have a space between them without a comma.

18

RPD.10.5 Time and Dates

Use *AD* before the year number and *BC*, *CE*, or *BCE* after the year number.

Refer to centuries using either arabic numerals or lowercase spelled-out names. Refer to decades using arabic numerals, but refer to centuries using either arabic numerals or lowercase spelled-out names.

Use lower case letters for seasons.

Use arabic numerals for the day and year when included with a month.

In the body of the text, spell out the names of months and the days of the week. Include a comma after days only when including a month and day.

RPD.11 Abbreviations

Only use abbreviations for terms used frequently in the text. Give the full term the first time it appears, followed by the abbreviation in parentheses. For subsequent references to this term, use the abbreviation.

Do not abbreviate first names. After the name and a space, use abbreviations such as *Sr.*, *Jr.*, *III*, or *4th* without a comma before them.

In a footnote, an abbreviation for *editor* or “*edited by*” is *ed.* and *translator* or *translated by* is *trans.* In bibliographies, abbreviate “*editor*” to *ed.* when it follows a name, but spell out *Edited by* or *Translated by* when they precede a name.

The plural of an abbreviation of *editor* should be *eds.*, but the singular and plural of an abbreviation of *translator* is always *trans.*

For plurals of abbreviations ending in periods, place the *s* before the period.

RPD.11.1 Abbreviations for Books of the Old and New Testaments and Apocrypha

When referring to whole chapters or books of the Bible, spell out the name of the books. However, use the following abbreviations of the names of books when citing biblical passages by verse, and use arabic numerals for chapter and verse numbers with a colon between them.

Use these abbreviations in parenthetical citations and footnotes when referring to a specific chapter or chapter and verse. Do not use these abbreviations when referring to a book as a whole.

Old Testament	OT	Judges	Jud
Genesis	Gen	Ruth	Ruth
Exodus	Ex	1 Samuel	1 Sam
Leviticus	Lev	2 Samuel	2 Sam
Numbers	Num	1 Kings	1 Kg
Deuteronomy	Deut	2 Kings	2 Kg
Joshua	Josh	1 Chronicles	1 Chron

2 Chronicles	2 Chron	Job	Job
Ezra	Ezra	Psalms	Ps
Nehemiah	Neh	Proverbs	Prov
Esther	Est	Ecclesiastes	Eccl
Song of Solomon	Song	1 Maccabees	1 Macc
Isaiah	Isa	2 Maccabees	2 Macc
Jeremiah	Jer	3 Maccabees	3 Macc
Lamentations	Lam	4 Maccabees	4 Macc
Ezekiel	Ezek	Prayer of Manasses	Pr of Man
Daniel	Dan	New Testament	NT
Hosea	Hos	Matthew	Matt
Joel	Joel	Mark	Mark
Amos	Amos	Luke	Luke
Obadiah	Obad	John	John
Jonah	Jon	Acts of the Apostles	Acts
Micah	Mic	Romans	Rom
Naham	Nah	1 Corinthians	1 Cor
Habbakuk	Hab	2 Corinthians	2 Cor
Zephaniah	Zeph	Galatians	Gal
Haggai	Hag	Ephesians	Eph
Zachariah	Zach	Philippians	Phil
Malachi	Mal	Colossians	Col
1 Esdras	1 Esd	1 Thessalonians	1 Thess
2 Esdras	2 Esd	2 Thessalonians	2 Thess
Tobit	Tob	1 Timothy	1 Tim
Judith	Jth	2 Timothy	2 Tim
Wisdom of Solomon	Wisd of Sol	Titus	Tit
Wisdom of Jesus the Son of Sirach (Ecclesiasticus)	Sir	Philemon	Phile
Baruch	Bar	Hebrews	Heb
Letter of Jeremiah	L Jer	James	Jam
Prayer of Azariah and Song of the Three Holy Children	Pr Azar	1 Peter	1 Pet
Story of Susanna	Sus	2 Peter	2 Pet
Bel and the Dragon	Bel and Dragon	1 John	1 Jn
		2 John	2 Jn
		3 John	3 Jn
		Jude	Jude
		Revelation	Rev

RPD.11.2 Abbreviations for Bible Versions, Translations, and Editions

Spell out the version cited on the first occurrence, but this is not necessary in subsequent citations.

American Standard Version	ASV
Authorized (King James) Version	AV
English Standard Version	ESV
Hebrew Bible	HB
Holman Christian Standard Bible	HCSB
Septuagint	LXX
Masoretic Text	MT
New American Standard Bible	NASB
New International Version	NIV
New King James Version	NKJV

New Revised Standard Version	NRSV
New Testament	NT
Old Testament	OT
Old Greek	(O)G

20

Old Latin	OL
Qumran Literature (Dead Sea Scrolls)	QL
Revised Standard Version	RSV
Revised Version	RV
Today's English Version	TEV
Vulgate	Vg
Vetus Latina	VL

RPD.11.3 Abbreviations for States and Provinces

Alabama	AL	New York	NY
Alaska	AK	North Carolina	NC
Arizona	AZ	North Dakota	ND
Arkansas	AR	Ohio	OH
California	CA	Oklahoma	OK
Colorado	CO	Oregon	OR
Connecticut	CT	Pennsylvania	PA
Delaware	DE	Rhode Island	RI
Florida	FL	South Carolina	SC
Georgia	GA	South Dakota	SD
Hawaii	HI	Tennessee	TN
Idaho	ID	Texas	TX
Illinois	IL	Utah	UT
Indiana	IN	Vermont	VT
Iowa	IA	Virginia	VA
Kansas	KS	Washington	WA
Kentucky	KY	West Virginia	WV
Louisiana	LA	Wisconsin	WI
Maine	ME	Wyoming	WY
Maryland	MD		
Manitoba	MB	Alberta	AB
Massachusetts	MA	British Columbia	BC
Michigan	MI	New Brunswick	NB
Minnesota	MN	Newfoundland & Labrador	NL
Mississippi	MS	Nova Scotia	NS
Missouri	MO	Nunavut	NU
Montana	MT	Ontario	ON
Nebraska	NE	Prince Edwards Island	PE
Nevada	NV	Quebec	QC
New Hampshire	NH	Saskatchewan	SK
New Jersey	NJ	Yukon	YT
New Mexico	NM		

RPD.11.4 Eras

Anno Domini (in the year of our Lord)	AD
Before Christ	BC
Before the Common Era	BCE

RPD.11.5 Abbreviations for Academic Degrees

Artium Baccalaureus = Bachelor of Arts	AB
Artium Magister = Master of Arts	AM
Bachelor of Arts	BA
Bachelor of Divinity	BC
Bachelor of Fine Arts	BFA
Bachelor of Music	BM
Bachelor of Science	BS
Divinitatis Baccalaureus = Bachelor of Divinity	DB
Divinitatis Doctor or Doctor of Divinity	DD
Doctor of Ministry	DMin
Doctor of Education	EdD
Juris Doctor = Doctor of Law	JD
Litterarum Humaniorum Doctor = Doctor of Humanities	LHD
Litterarum Doctor = Doctor of Letters	LittD
Legum Baccalaureus = bachelor of laws	LLB
Legum Doctor = Doctor of Laws	LLD
Master of Arts	MA
Master of Business Administration	MBA
Master of Fine Arts	MFA
Master of Science	MS
Medicineae Doctor = Doctor of Medicine	MD
Philosophiae Baccalaureate = Bachelor of of Philosophy	PhB
Philosophiae Doctor = Doctor of Philosophy	PhD
Scientiae Baccalaureate = Bachelor of Science	SB
Scientiae Magister = Master of Science	SM
Sacrae Theologiae Baccalaureus = Bachelor of Sacred Theology	STB

RPD.11.6 Abbreviations for Professional Titles

Use the following abbreviations before the person's full name.

Doctor	Dr.	Reverend	Rev.
Father	Fr.	Senator	Sen.
Governor	Gov.	Sister	Sr.
President	Pres.	Saint	St.
Representative	Rep.		

RPD.11.7 Abbreviations in Citations and Other Scholarly Contexts

Abridged, abridgement	abr.	Confer, compare	cf.
Anonymous	anon.	Chapter	chap.
Appendix	app.	Compiler, compiled by	comp.
Association	assn.	Continued	cont.
Born	b.	Died	d.
Bibliography	bliog.	Dictionary	dict.
Book	bk.	Digital object identifier	DOI
Circa, about, approximately	ca.	Dissertation	diss
Compact Disc	CD	Division	div

Digital Object Identifier	DOI	Enlarged	enl.
Digital Video Disc	DVD	Especially	esp.
Editor, edition, edited by	ed.	<i>Et alii</i> or <i>et alia</i> , and others	et al.
Exempli Gratia, for example	e.g.	<i>Et cetera</i> , and so forth	etc.

22

Example	ex.	Paragraph	para.
Figure	fig.	Part	pt.
Fragment	frag.	Pseudonym	pseud.
File Transfer Protocol	ftc	Publication, publisher,	
Hypertext Transfer Protocol	http.	published by	pub.
<i>Ibidem</i> , in the same place	ibid.	Reprint	repr.
<i>Idem</i> , tht same	id.	Reprint	repr.
<i>Id est</i> , that is	i.e.	Revised, revision, revised by;	
Illustrated, illustration, illustrator	ill.	review, reviewed by	rev.
International	intl.	Series	ser.
Introduction	intro.	Section	sec.
Miscellaneous	misc.	Singular	sing.
Manuscript, manuscripts	MS, M	Supplement	supp.
National	natl.	Synonym, synonymous	syn.
Note	n. (pl.)	Translated by, translator	trans.
No Date	nd.	University	univ.
Number	no.	Uniform Resource Locator	URL
No Place, no publisher, no page	np.	Verse, verso, right	v. (pl. vv.)
Organization	org.	Videlicet, namely	viz.
Page, pages	p. (pl.)	Volume	vol.
Personal Communication	pers. C		

RPD.11.8 Abbreviations for Scholarly Works

American Baptist Quarterly	ABQ
American Historical Review	AHR
American Journal of Archaeology	AJA
American Journal of Theology	AmJT
American Theological Library Association	ATLA
Anchor Bible	AB
Anchor Bible Dictionary	ABD
Ancient Near Eastern Texts Relating to the Old Testament	ANET
Anglican Theological Review	AThR
Ante-Nicene Fathers	ANF
Apollos Old Testament Commentary	ApOTC
Archaeology and Biblical Studies	ABS
Archaeology in the Biblical World	ABW
Asbury Journal	AJ
Asbury Theological Journal	AsTJ
Ashland Theological Journal	ATJ
Baker Commentary on the Old Testament Wisdom and Psalms	BCOTWP
Baker Exegetical Commentary on the New Testament	BECNT
Baker Encyclopedia of the Bible	BEB
Bauer, Walter, William F. Arndt, F. Wilbur Gingrich, and Frederick W. Danker. Greek-English Lexicon of the New Testament and Other	
Early Christian Literature	BAGD
The Bible and Its Reception	BibleRec
Bible Review	BRev
The Bible Translator	BT

Biblia Hebraica	BHK
Biblia Hebraica Stuttgartensia	BHS
Biblical Archaeology Review	BAR
Biblical Illustrator	BI

23

Biblical Research	BR	
Biblical Theology Bulletin	BTB	
The Biblical World: A Dictionary of Biblical Archaeology	BW	
Bibliotheca Sacra	BSac	
Black's New Testament Commentaries	BNTC	
Blass, Friedrich, Albert Debrunner, and Robert W. Funk. A Greek Grammar of the New Testament and Other Early Christian Literature	BDF	
Books and Religion	B&R	
Brown, Francis, S. R. Driver, and Charles A. Briggs. A Hebrew and English Lexicon of the Old Testament	BDB	
Bulletin for Biblical Research	BBR	
Calvary Baptist Theological Journal	CBTJ	
Calvin Theological Journal	CTJ	
Cambridge Bible Commentary	CBC	
Catholic Biblical Quarterly	CBQ	
Christian Century	ChrCent	
Christianity and Literature	ChrLit	
Church History	CH	
Concordia Commentary	ConcC	
Concordia Theological Monthly	CTM	
Concordia Theological Quarterly	CTQ	
Criswell Theological Review	CTR	
Crux	Crux	
Danker, Frederick W., Walter Bauer, William F. Arndt, and F. Wilbur Gingrich. Greek-English Lexicon of the New Testament and Other Early Christian Literature	BDAG	
The Dead Sea Scrolls Concordance		DSSC
Denver Journal	DJ	
Detroit Baptist Seminary Journal	DBSJ	
Dictionary of Biblical Interpretation	DBI	
Dictionary of Biblical Theology	DBT	
Dictionary of Christ and the Gospels	DCG	
Dictionary of Christian Biography	DCB	
Dictionary of Jesus and the Gospels	DJG	
Dictionary of New Testament Background	DNTB	
Dictionary of the Later New Testament and Its Developments	DLNT	
Dictionary of Paul and His Letters	DPL	
Dissertation Abstracts	DissAb	
Eerdmans Critical Commentary	ECC	
Eerdmans Dictionary of the Bible	EDB	
Encyclopedia of Early Christianity	EEC	
The Encyclopedia of Judaism	EJud	
Encyclopedia of Religion	ER	
Encyclopedia of Religion and Ethics	ERE	
Encyclopedia of the Bible and Its Reception	EBR	
Encyclopedia of the Dead Sea Scrolls	EDSS	
Encyclopedia of the Early Church	EECh	
Evangelical Quarterly	EvQ	
Evangelical Review of Theology	ERT	

Exegetical Dictionary of the New Testament	EDNT
Faith and Philosophy	F&P
Flavius Josephus: Translation and Commentary	FJTC
HarperCollins Bible Dictionary	HBD
Harper's Bible Commentary	HBC
Harper's New Testament Commentaries	HNTC
Harvard Theological Review	HTR
Harvard Theological Studies	HTS
Hatch, Edwin, and Henry A. Redpath. Concordance to the Septuagint and Other Greek Versions of the Old Testament. 2 vols.	HRCS
The Hebrew and Aramaic Lexicon of the Old Testament	HALOT
Holman Bible Dictionary	HolBD
International Critical Commentary	ICC
International Encyclopedia of the Social Sciences	IESS
International Exegetical Commentary on the Old Testament	IECOT
International Standard Bible Encyclopedia	ISBE
Interpretation	Int
Interpretation: A Bible Commentary for Teaching and Preaching	IBC
Interpreter's Bible	IB
The Interpreter's Dictionary of the Bible	IDB
Irish Theological Quarterly	ITQ
Jerome Biblical Commentary	JBC
Jerusalem Bible	JB
Jewish Bible Quarterly	JBQ
The Jewish Encyclopedia	JE
Journal of the Evangelical Study of the Old Testament	JESOT
Journal for the Scientific Study of Religion	JSSR
Journal for the Study of the New Testament	JSNT
Journal for the Study of the Old Testament	JSOT
Journal of Biblical Literature	JBL
Journal of Christian Theological Research	JCTR
Journal of Grace Theology	JGT
Journal of Ministry & Theology	JM&T
Journal of Religious Ethics	JRE
Journal of the American Academy of Religion	JAAR
Journal of the Bible and Its Reception	JBRec
Journal of the Evangelical Theological Society	JETS
Journal of the Society of Christian Ethics	JSCE
Keil, Carl Friedrich, and Franz Delitzsch. Biblical Commentary on the Old Testament	K&D
Levant	Levant
Liddell, Henry George, Robert Scott, Henry Stuart Jones. A Greek- English Lexicon	LSJ
Loeb Classical Library	LCL
The Master's Seminary Journal	MSJ
McMaster Journal of Theology and Ministry	MJT&M
Midwestern Journal of Theology	MwJT
New American Commentary	NAC
New Bible Dictionary	NBD
New Catholic Encyclopedia	NCE
New Century Bible	NCB
New International Commentary on the New Testament	NICNT
New International Commentary on the Old Testament	NICOT

New International Dictionary of Biblical Archaeology	NIDBA
New International Dictionary of New Testament Theology	NIDNTT
New International Dictionary of Old Testament Theology and Exegesis	NIDOTTE
New International Greek Testament Commentary	NIGTC

25

The New Interpreter's Bible	NIB
New Interpreter's Dictionary of the Bible	NIDB
The New Jerome Biblical Commentary	NJBC
New Testament Abstracts	NTA
New Testament Studies	NTS
Nicene and Post-Nicene Fathers, Series 1	NPNF1
Nicene and Post-Nicene Fathers, Series 2	NPNF2
The NIV Theological Dictionary of New Testament Words	TDNTW
Novum Testamentum	NovT
Old Testament Abstracts	OTA
Old Testament Essays	OTE
Old Testament Library	OTL
Old Testament Studies	OTS
Oxford Classical Dictionary	OCD
Presbyterion	Presb
Princeton Seminary Bulletin	PSB
Reformed Theological Review	RTR
Review and Expositor	RevExp
Review of Biblical Literature	RBL
Scottish Journal of Theology	SJT
Smyth & Helwys Bible Commentary	SHBC
Society for New Testament Studies Monograph Series	SNTSMS
Society for Old Testament Studies Monograph Series	SOTSMS
Society of Biblical Literature	SBL
Southern Baptist Journal of Theology	SBJT
Southeastern Theological Review	SeTR
Southwestern Journal of Theology	SwJT
St. Vladimir's Theological Quarterly	SVTQ
Themelios	Them
The NIV Theological Dictionary of New Testament Words	TDNTW
Theological Dictionary of the New Testament	TDNT
Theological Dictionary of the Old Testament	TDOT
Theological Lexicon of the New Testament	TLNT
Theological Lexicon of the Old Testament	TLOT
Theological Wordbook of the Old Testament	TWOT
Trinity Journal	TJ
Trinity Theological Journal	TTJ
Tyndale Bulletin	TynBul
Tyndale New Testament Commentaries	TNTC
Tyndale Old Testament Commentaries	TOTC
Wesleyan Theological Journal	WTJ
Westminster Commentaries	WC
Westminster Dictionary of the Bible	WDB
Westminster Theological Journal	WTJ
The Women's Bible Commentary	WBC
Word and World	WW
Word Biblical Commentary	WBC
Zondervan Pictorial Encyclopedia of the Bible	ZPEB

RPD.12 Enumerated Lists

If there is a list of less than four items, include the list in the body of the text. In such cases, begin each item with an arabic number in parentheses followed by a space. If there are more than two

26

items, separate them by a comma (or semicolon when appropriate) and space, and include *and* or *or* between the last two entries.

Use enumerated lists with four or more items. Introduce the list with a complete sentence followed by a colon. Single-space the text of each item one half inch from the left margin. Include a single-spaced line before and after the list. Begin each item with bullets or arabic numerals followed by a period and space. If items are complete sentences, capitalize the first letter of the first word and end them with a period. Otherwise, use lowercase letters and no period.

If the list has up to nine items, the numbers should be flush with the left margin. If the list has more than nine items, the double-digit numbers should be flush with the left margin and the periods of all numbers should be aligned.

RPD.13 Quotations and Block Quotations

When quoting a passage that is up to four lines, enclose the exact words in quotation marks.

Place all the text of quotations with more than four lines (called block quotations) one half inch from the left margin, and exclude quotation marks. When introducing the quotation with a phrase, end the sentence with a comma. When introducing it with a complete sentence, end it with a colon. Single-space block quotations, but lead a single-spaced line before and after it.

Indicate a change in the first letter of the first word in a quotation from capital to lowercase or from lowercase to capital by putting the altered letter in brackets.

When you place quotation marks around a passage that already includes content with question marks, change the internal quotation marks to single quotation marks.

If you need to insert words into a quotation for clarity or correction, enclose the insertions in brackets.

Use an ellipsis (three periods with a space before, between, and after each period) to indicate the omission of a word, phrase, or sentence at the beginning, middle, or end of quotations.

For quotations, you may omit a final period or change it to a comma, when appropriate. If it ends in a colon or semicolon, you may omit it or change it to a period or comma.

When spelling or grammar errors occur in quotations, type “[sic]” after the errors.

RPD.14 Figures

Use figures for charts, graphs, diagrams, photographs, maps, drawings, etc. (See p.4 of this document for an example)

Place figures after the first reference to them in the text and as closely to them as possible, even if this breaks up a sentence.

In the text, refer to all figures as *figure [x]* (begin with *I*) in 10 point Times Roman font. Number figures and tables separately. You may use the abbreviation *fig.* for *figure*.

Center small figures between the right and left margins (it should not be wider than those margins).

27

Include two single-spaced lines before and after the figure.

On the line below the figure, include the word *Figure* at the left margin followed by a space, an arabic numeral (always use arabic numerals in figures), and a period. After a single letter space, include the title of the figure and a closing period. After a single letter space, include any other explanation of the figure - capitalize the initial letter of the first word, use symbols and abbreviations, and end each statement with a period. These should all be in 10 points Times New

Roman font. If the name or explanation are wider than the figure, continue it on the next single-spaced line.

If the figure takes up the entire page or is in landscape orientation, center it between all four margins and exclude any regular text on the page. If using landscape orientation, put the left side at the bottom of the page. Include a page number on this page.

If the figure is longer than one page, continue it on the next page and repeat the figure number and title followed by (*continued*). For tables, rename all labels so the reader does not need to refer to the previous page.

RPD.15

Tables

Use tables for raw data, statistical findings, and displaying textual lists.

In the text, refer to all tables as *table [x]* (begin with *I*) in 10 point Times Roman font. Number figures and tables separately. Do not abbreviate *table*. If the name is wider than the table, continue it on the next single-spaced line. Place tables after the first reference to them in the text and as closely to them as possible, even if this breaks up a sentence.

Center small tables between the right and left margins (it should not be wider than those margins).

Include two single-spaced lines before and after the table.

On the line above the table, include the word *Table* at the left margin of the table followed by a space, an arabic numeral (always use arabic numerals in tables), and a period. After a single letter space, give the title without an ending period. These should all be in 10 points Times New Roman font. If the name is wider than the figure or table, continue it on the next single-spaced line.

Insert a full horizontal line after the table's title, column heads (capitalize first letter), and body of the table.

Use capitalized nouns to label the entries in the left column and align each entry in the other columns with these entries. Align all entries in each column so the reader can understand the table. Use arabic numerals for all numerical data in tables.

After the bottom line of the table, include the word *Source:* or *Sources:* and a single letter space followed by the source text and an ending period. Information from this source note does not need to go into the bibliography unless cited elsewhere in the paper.

On the next line, begin notes at the left margin about the entire table with the word *Note*: and a single letter space followed by the capitalized note text and an ending period.

28

On the next line at the left margin, include notes about specific parts of the table (if there are any), including a superscript lowercase letter after the noted entry in the table and the same superscript letter before the specific note itself.

If the table takes up the entire page or is in landscape orientation, center it between all four margins and exclude any regular text on the page. If using landscape orientation, put the left side at the bottom of the page. Include a page number on this page.

If the table is longer than one page, continue it on the next page and repeat the figure number and title followed by (*continued*). Rename all column headings so the reader does not need to refer to the previous page.

See table <https://www.barna.com/research/weekly-prayer-bible-reading/>

Book Review Formatting (BRF)

The style for research papers applies for book reviews except where modifications are noted. Remember that the actual content for a book review should meet the specific expectations of the assignment. Unless otherwise instructed, the basic instructions below always apply to the format and style of a book review.

BRF 4.1 Title Page

The title page should be formatted as instructed in RPF 1 above with only one minor modification: *A Paper* should be changed to *A Book Review*.

Do not add *Book Review* to the title or subtitle of the title page.

The “title” on the title page is only the title of the book under review in ALL CAPS and italicized.

No bibliographic information should be included on the title page.

See Figure 4.

BRF 4.2 Bibliographic Information on the First Page of Text

The first page of text should feature the full bibliographic citation of the book, including the number of pages and the retail price of the book (normally found on the publisher’s website). For example:

Vidu, Adonis. *The Same God Who Works All Things: Inseparable Operations in Trinitarian Theology*. Grand Rapids, MI: Eerdmans, 2021. 372 pp. \$50.00.

This bibliographic citation should be placed as a “title” on the first page of text (two inches from the top of the page). However, it is not centered, nor does it appear in ALL CAPS.

Start the citation at the left margin. If the entry extends beyond one line, the second and all subsequent lines should be single spaced and one half inch from the margin (call a hanging indentation).

Include two single-spaced blank lines between the bibliography citation and the body of the book review.

See Figure 5.

AN EXPLORATION OF CHRISTIAN THEOLOGY

A Book Review

Presented to

Dr. John R. Gilhooly

Cedarville University

In Partial Fulfillment

of the Requirements for BTHT 6140 Foundation Christian Doctrine

by

Jeffery S. Gates

October 10, 2021

Figure 4.

Vidu, Adonis. *The Same God Who Works All Things: Inseparable Operations in Trinitarian Theology*. Grand Rapids, MI: Eerdmans, 2021. 372 pp. \$50.00.

Xxxxxx xx xxxxxx xxxx. Xx xxxxxxxx xxxxx xxxxxx Xxxxx Xxxxx xxxxxxxxxxxxxxx xxxxxxxx xxx
 xxxxxxxx xx xxxxxxxxxxxx. Xxxxx xxxxxx Xxxxx Xxxxx xxxxxxxxxxxxxxx xxxxxxxx xxx xxxxxxxx xx xxxxxxxxxxxx.
 Xxxxxxx xx xxxxxx xxxx. Xx xxxxxxxx xxxxx xxxxxx Xxxxx Xxxxx xxx. xxxxxxxxxxxxxxx xxxxxxxx xxx
 xxxxxxxx xx xxxxxxxxxxxx. Xxxxx xxxxxxxx xxx xxxxxxxx xx. xxxxxxxxxxxx. Xxxxxxxx xxxxx xxxxxx Xxxxx
 Xxxxx xxxxxxxxxxxxxxx xxxxxxxx xxx xxxxxxxx xx xxxxxxxxxxxx.
 Xxxxxxx xx xxxxxx xxxx. Xx xxxxxxxx xxxxx xxxxxx Xxxxx Xxxxx xxxxxxxxxxxxxxx xxxxxxxx xxx
 xxxxxxxx xx xxxxxxxxxxxx. xxxxx xxx xxxxxxxx xx xxxxxxxxxxxx. Xxxxx xxxxxxxx xxx xxxxxxxx xx xxxxxxxxxxxx.
 Xxxxxxxx xxxxx xxxxx Xxxxx Xxxxx xxxxxxxxxxxxxxx xxxxxxxx xxx xxxxxxxx xx xxxxxxxxxxxx. Xxxxx xxx
 xxxxxxxxxxxxxxx xxxxxxxxxxxxxxx xxx xxxxxx xxxxxxxxxxxx. Xxxxx xxxxxxxxxxxxxxx xxxxx xxxxxx Xxxxxxx xx
 xxxxxxxx xxx. Xx xxxxxxxx xxxxx xxxxxx Xxxxx Xxxxx xxxxxxxxxxxxxxx xxxxxxxx xxx xxxxxxxx xxxxxxxxxxxx.
 xxxxx xxx xxxxxxxx xx xxxxxxxxxxxx. Xxxxx xxxxxxxx xxx xxxxxxxx xx xxxxxxxxxxxx. Xxxxxxxx xxxxx xxxxx
 Xxxxx Xxxxx xxxxxxxxxxxxxxx xxxxxxxx xxx xxxxxxxx xx xxxxxxxxxxxx. Xxxxx xxx xxxxxxxxxxxxxxx
 xxxxxxxxxxxxxxx xxxxx xxxxxx xxxxxxxxxxxx.
 Xxxxxxx xx xxxxxx xxxx. Xx xxxxxxxx xxxxx xxxxxx Xxxxx Xxxxx xxxxxxxxxxxxxxx xxxxxxxx xxx
 xxxxxxxx xx xxxxxxxxxxxx. xxxxx xxx xxxxxxxx xx xxxxxxxxxxxx. Xxxxx xxxxxxxx xxx xxxxxxxx xx xxxxxxxxxxxx.
 Xxxxxxxx xxxxx xxxxx Xxxxx Xxxxx xxxxxxxxxxxxxxx xxxxxxxx xxx xxxxxxxx xx xxxxxxxxxxxx. Xxxxx xxx
 xxxxx xxx xxxxxxxx xx xxxxxxxxxxxx. Xxxxx xxxxxxxx xxx xxxxxxxx xx xxxxxxxxxxxx. Xxxxxxxx xxxxx xxxxx
 Xxxxx Xxxxx xxxxxxxxxxxxxxx xxxxxxxx xxx xxxxxxxx xx xxxxxxxxxxxx. Xxxxx xxx xxxxxxxxxxxxxxx

Figure 5.

BRF 4.3 Citing Sources in a Book Review

When citing the book under review, use parenthetical in-text citations instead of footnotes. The referenced page numbers appear inside a parenthetical note in the body of the review at the end of a sentence's punctuation or other punctuation within a sentence as deemed necessary. For example:

Vidu contends that trinitarian theology arose due to the scriptural presentation of three sets of activities ascribed to more than one personal referent (i.e., YHWH, Jesus Christ, and the Holy Spirit) as ultimately originating from a single, undifferentiated divine agency (12).

As Vidu concludes, "We found the doctrine of the incarnation of the Son alone to pose no real difficulty for the doctrine of inseparable operation since the Son doesn't *do* anything different from the other persons in the incarnation. Rather, the whole Trinity actuates this human substance in the person of the Son" (323-24).

When citing other sources that were used to prepare the book review, follow the standard footnoting guidelines and citations in section FAB of this manual.

Unless otherwise instructed, book reviews that include one or two additional sources do not need a bibliography. Book reviews that feature more substantial research literature should include a bibliography following the guidelines in section FAB in this manual.

BRF 4.4 Divisions of a Book Review

Typical divisions for a basic book review include: Introduction, Summary, Critical Evaluation, and Conclusion. Commonly, these divisions are formatted as first-level subheadings (see section RPF.3).

Use additional subheadings to distinguish other parts of the review as necessary.

Priority must be given to the instructions and expectations of the assignment beyond these general formatting guidelines.

Footnotes and Bibliography (FAB)

This section gives instructions and examples on the style of footnotes and the bibliography of your research paper. The previous sections give instructions and examples on the form and style for your title page, first line of the text, subheadings, and book reviews.

The general order for all types of sources in footnotes and bibliography is author, title, facts of publication. Capitalize the first letter of the first word, proper nouns, and important words in the title, but only capitalize the first letter of the first word and proper nouns for titles in a different language than English.

Italicize book and journal titles, and enclose chapters and articles in quotation marks. Except for titles, use arabic numerals in all citations, even if originally they are in roman numerals or spelled out. However, use whatever form is in the original title. Terms such as volume, edition, and number are always abbreviated to vol., ed., and no.

respectively. The plural of an abbreviation of "editor" should be eds., but the singular and plural of an abbreviation of "translator" is trans. End the citation with a period.

Copy the URL exactly as it appears with the source, but use a "permalink" rather than one URL in your address when available.

FAB.1 Footnotes

Usually, the parts of the footnote citation are separated by a comma and a space, in contrast to bibliographic entries which parts are separated by a period and a space.

¹³Edward Schillebeeckx, *The Schillebeeckx Reader*, ed., Robert Schreiter (New York: Crossroad, 1987), 315.

FAB.1.1 Referring to Footnotes in the Text

In the body of your text, place the raised superscript number (without an ending period) at the end of a clause or sentence.

When a raised superscript number is at the end of a sentence, place the number immediately after the punctuation mark (including the closing quotation mark or parenthesis).

Number footnotes consecutively beginning with 1.

Do not include more than one superscript number at the end of a clause or sentence. Instead, group the separate citations into a single footnote and separate citations with semicolons.

FAB.1.2 Initial Footnotes

The footnote must begin at the bottom of the same page in which it was referred.

Place a footnote separator line (a one and a half inch solid line) after the last line of the text and before the first footnote. Include a blank double-spaced line between the last line of the text and the line.

Start footnote superscript numbers one half inch from the left margin. Begin the content of the footnote immediately after the footnote superscript number without a period in between them.

Present the authors' first name followed by middle initial (if available) and last name. Next, type the title as it appears in the original work. Lastly, include the publication information (usually place of publication, publisher, and publication date) in parentheses followed by the page numbers (when appropriate). An abbreviation for editor or edited by is *ed.*, editors is *eds.*, and translator or translated by is *trans.*

The second and subsequent lines of the footnote should be flush with the left margin. There should be no blank lines between the first and second or subsequent lines of the footnote, but place a blank double-spaced line between footnotes.

When including a comment statement with a citation, place the statement after the citation. When including a quotation in a citation, place the citation after the quotation.

Footnotes should always end one inch above the page. You may continue a footnote on the bottom of the next page under the separator line and flush with the left margin.

FAB.1.3 Subsequent Shortened Footnotes

Use *Ibid.* when citing a source that is the same as the immediate preceding note. If the citation includes a page number, type it after *Ibid.*, comma, and space.

When citing a source that is not the same as the immediate preceding note, use an abbreviated form of the sources in subsequent footnotes that includes the author's last name and page number(s) or author's last name, shortened title, and page number(s) with a comma and space between them (be consistent throughout your paper).

¹⁶Edward Schillebeeckx, *The Schillebeeckx Reader*, ed., Robert Schreiter (New York: Crossroad, 1987), 315.

¹⁷*Ibid.*, 320.

²⁷Schillebeeckx, 335.

See [Footnotes](#) (from Chicago and Turabian Styles).

FAB.2 Bibliography Page

Always include a bibliography, and start it on a separate page. Only include resources in your bibliography that you have cited in your footnotes.

Omit the following from the bibliography: the Bible and other sacred works, book and public performance reviews, newspaper articles, blog and social media posts, interviews and personal communications, artworks and public performances, and legal documents.

Start the bibliography citations at the left margin. Type the second and all subsequent lines of the citation on the very next line (without a line in between them) and one half inch from the margin (called a hanging indentation). Include a blank double-spaced line between the citations.

Usually, the parts of the bibliographic citation are separated by a period and a space. However, if the title (or subtitle) ends in a question mark or exclamation mark in the bibliographic citation, no other ending punctuation is needed. Always end the citation with a period.

Include the authors' last names, comma, and space followed by the first name, space, and middle initial (if available). Always end the authors' name with a period.

Type the title as it appears in the original work and then the publication information (normally includes place of publication, publisher, and publication date) without parentheses.

Abbreviate editor to *ed.* when it follows a name, but spell out *Edited by* or *Translated by* when they precede a name. The plural of an abbreviation of an editor should be *eds.*, but the singular and plural of an abbreviation of a translator is always *trans.*

FAB.2.1 Spacing of a Bibliography Page

Type "Bibliography" one inch from the top of the page.

Place two blank single spaces after this title and between all citations. However, include no spaces within entries.

Begin each citation at the left margin, and indent all other lines within entries one half inch from the margin (called a hanging indentation).

FAB.2.2 Alphabetical Order

List each entry in alphabetical order by the last name of the author or editor or the first word of the title (if there is no author).

For subsequent entries with the exact same author name(s), type three em dashes next to each other followed by a period in place of the author(s) name. For edited or translated works, put a comma and *ed.* or *trans.* after the three continuous dashes. Alphabetize those works by title (ignoring beginning A, An, and The).

After works by the same author(s) or editor(s), list the works by the author(s) or editor(s). Then list works by the same author(s) or editor(s) and co-author(s) or co-editor(s). If there are works with different co-authors or co-editors, list them by the co-author's or co-editor's last name.

See [Bibliography](#) (from Chicago Manual of Style).

FAB.3 Examples of Footnotes and Corresponding Bibliography Entries

FAB.3.1 Scripture and Classical Books

Only refer to scripture or classical books in the text, in parentheses, or footnotes rather than in the Bibliography.

When citing the Bible, include the abbreviation of the Bible book followed by a colon and the verse number(s).

When citing from the same Bible version throughout your paper, include the following information after citing a verse or passage the first time: *Unless otherwise noted, all Scripture quotations are from the* (followed by the abbreviation of the Bible version). When referring to a version different than this one, include the abbreviation of that version in parentheses after the verse or passage. (See Abbreviations)

According to Romans 6:4⁷. . . as Paul wrote later in Colossian 3:1.

We died with Christ (Rom. 6:4). . . as Paul wrote later (Col. 3:1 KJV).

⁷Unless otherwise noted, all Scripture quotations are from the NIV.

Cite classical books by numbered lines and sections instead of page numbers. After the author, include a comma and space before the title. After a space, place the line or section number. Separate numerical divisions by a period without a space.

³⁰Aristotle, *Metaphysics* 3.2.996b5-8.

³¹Milton, *Paradise Lost*, book 1, lines 83-86.

Cite Aquinas' *Summa Theologica* differently than other classical books.

³³Aquinas, *Summa Theologica* II-II, q. 23, a. 3, ad 1.

II-II refers to the parts - in this case the 1st part of the 2nd part

23 refers to the 23rd question

3 refers to the 3rd article

1 refers to the reply to the 1st objection

For a more detailed explanation, see [Citing the Summa Theologiæ of St. Thomas Aquinas](#).

FAB.3.2 Books and eBooks

Cite ebooks like regular books, except include the format information at the end of the citation, such as a URL, Apple Book, Kindle, Ebook Central or Adobe Digital Editions PDF.

¹³James H. Cone, *A Black Theology of Liberation*, 15th ed. (Maryknoll, NY: Orbis Books, 2020), 102, EBSCO eBook Religion Collection Worldwide.

Cone, James H. *A Black Theology of Liberation*, 15th ed. Maryknoll, NY: Orbis Books, 2020. EBSCO eBook Religion Collection Worldwide.

FAB.3.2.1 Authors

FAB.3.2.1.1 One Author

For footnotes, type the author's name as it appears on the title page, immediately followed by a comma and space. If there is more than one initial in a name, include a space between them. Include the publication information in parentheses followed by a comma, a space, page number(s), and a period.

For the Bibliography, type the last name first, followed by a comma and space before the first name and middle initial (if any is given). Place a period and space immediately after the middle initial. If there is more than one initial in a name, include a space between them. Include the publication information followed by a period.

⁹Garrett Green, *Imagining Theology: Encounters with God in Scripture, Interpretation, and Aesthetics* (Grand Rapids: Baker Academic, 2020), 215.

¹²Green, *Imagining Theology*, 218.

Green, Garrett. *Imagining Theology: Encounters with God in Scripture, Interpretation, and Aesthetics*. Grand Rapids, MI: Baker Academic, 2020.

FAB.3.2.1.2 Multiple Authors

The authors should be typed in the same order that they appear on the title page.

In the footnote, include up to three authors' names. Type all these names in natural order (first name first), followed by a comma and a space. Type *and* in between the last two authors' names. For more than three names, give the first author name followed by *et al*.

In the Bibliography, include all authors' names. Type the first author's last name, followed by a comma and space before the first name and middle initial (if any). Give names of additional authors in natural order as they appear in the title page. Place a comma and a space between each author's name and *and* between the last two authors' names.

¹Mark Branson and Juan F. Martinez, *Churches, Cultures and Leadership: A Practical Theology of Congregations and Ethnicities* (Downers Grove, IL: IVP Academic, 2011), 201.

Branson, Mark, and Juan F. Martinez. *Churches, Cultures and Leadership: A Practical Theology of Congregations and Ethnicities*. Downers Grove, IL: IVP Academic, 2011.

¹⁰Quentin J. Schultze, et al., *Dancing in the Dark: Youth, Popular Culture and the Electronic Media* (Grand Rapids, MI: William B. Eerdmans, 1991), 301-3.

Schultze, Quentin J., Roy M. Anker, James D. Bratt, William D. Romanowski, John W. Worst, and Lambert Zuidervaat. *Dancing in the Dark: Youth, Popular Culture and the Electronic Media*. Grand Rapids, MI: William B. Eerdmans, 1991.

FAB.3.2.1.3 Author Qualifiers

Include suffices (Jr., II, III) if supplied, but do not include titles (Dr. or Rev.).

²Walter C. Kaiser, Jr., and Duane A. Garrett, eds., *NIV Archeological Study Bible: An Illustrated Walk through Biblical History and Culture* (Grand Rapids, MI: Zondervan, 2006), 93.

Kaiser, Walter C., Jr., and Duane A. Garrett, eds. *NIV Archeological Study Bible: An Illustrated Walk through Biblical History and Culture*. Grand Rapids, MI: Zondervan, 2006.

FAB.3.2.1.4 No Author

If there is no author on the book cover or title page, start the citation with the title.

³*Zondervan NASB Exhaustive Concordance* (Grand Rapids, MI: Zondervan Publishing House, 2000), 1316.

Zondervan NASB Exhaustive Concordance. Grand Rapids, MI: Zondervan Publishing House, 2000.

FAB.3.2.1.5 Author and Editor or Translator

In footnotes, type the author's name followed by a comma and a space. Include the title, followed by a comma, space, and *ed.* (never *eds.*) or *trans.* Then place the name of the editor or translator. (Treat a compiler as an editor.) If there is an editor and a translator, include both in the order in which they appear on the title page with a comma and a space between them. Include the publication information in parentheses followed by a comma, space, and the page number(s).

In the Bibliography, type the author's last name and a comma and space, followed by the first name and initial (if there is one). After a period and a space, type the title followed by a comma and space. Include "Edited by" or "Translated by" followed by the editor or translator and a period. (Treat a compiler as an editor.) If there is an editor and a translator, include both in the order in which they appear on the title page with a period and a space between them. Finally, include the publication information followed by a period.

¹³Edward Schillebeeckx, *The Schillebeeckx Reader*, ed., Robert Schreiter (New York: Crossroad, 1987), 315.

Schillebeeckx, Edward. *The Schillebeeckx Reader*. Edited by Robert Schreiter. New York: Crossroad, 1987.

¹⁰Claudio Moreschini and Enrico Norelli, *Early Christian Greek and Latin literature: A Literary History*, trans., Matthew J. O'Connell (Peabody, MA: Hendrickson, 2005), 34.

Moreschini, Claudio and Enrico Norelli. *Early Christian Greek and Latin literature: A Literary History*. Translated by Matthew J. O'Connell. Peabody, MA: Hendrickson, 2005.

³²Arnold G. Fruchtenbaum, *What the Bible Teaches about Israel: Past, Present, and Future: An Abridged Version of Israelology: The Missing Link in Systematic Theology*, ed., Christiane K. Jurik (San Antonio, TX: Ariel Ministries, 2019), 122-125.

Fruchtenbaum, Arnold G. *What the Bible Teaches about Israel: Past, Present, and Future: An Abridged Version of Israelology: The Missing Link in Systematic Theology*. Edited by Christiane K. Jurik. San Antonio, TX: Ariel Ministries, 2019.

⁵¹Edwin Iserloh, Joseph Glazik, and Hubert Jedin, *History of the Church: Reformation and Counter Reformation*, ed., Hubert Jedin and John Patrick Dolan, trans., Anselm Biggs and Peter W. Becker, vol. 5 (New York: Crossroad, 1986), 521-525.

Iserloh, Edwin, Joseph Glazik, and Hubert Jedin. *History of the Church: Reformation and Counter Reformation*. Edited by Hubert Jedin and John Patrick Dolan. Translated by Anselm Biggs and Peter W. Becker. Vol. 5. New York: Crossroad, 1986.

FAB.3.2.2 Chapter, Article, or Essay in Edited Book

In footnotes, type the author's name(s) in natural order (first name first), followed by a comma. Add a space, the first quotation mark, and the title of the chapter, article, or essay, followed by a comma before the last quotation mark. After a space, type *in* and a space, followed by the italicized title of the book. After a comma and space, include the edition name or number (if there is one). After a space, include *ed.*, followed by the editor's name(s) in natural order. Include the publication information in parentheses followed by a comma, space, and the page number(s).

In the Bibliography, type the author's last name first, followed by the first name and middle initial (if there is one). Next include the first quotation mark and title of the chapter, article, or essay followed by a period before the last quotation mark. After a space, type *In* and space, followed by the italicized title of the book, period, and space. Include the edition name or number (if there is one). After a comma and space, type *edited by* followed by the editor's name in natural order. After a comma and space, include the page number(s) followed by a period. Finally, include the publication information followed by a period.

¹William M. Marsh, "Scripture and Tradition," in *Historical Theology for the Church*, ed., Jason G. Duesing and Nathan A. Finn (Nashville, TN: B & H Publishing Group, 2021), 172.

Marsh, William M. "Scripture and Tradition." In *Historical Theology for the Church*, edited by Jason G. Duesing and Nathan A. Finn, 161-184. Nashville, TN: B & H Publishing Group, 2021.

⁹Marsha A. Hewitt, "Critical Theory," in *The Wiley Blackwell Companion to Political Theology*, 2nd ed., William T. Cavanaugh and Peter M. Scott, 487-501 (Hoboken, NJ: John Wiley & Sons, 2019), 488-9.

Hewitt, Marsha A. "Critical Theory." In *The Wiley Blackwell Companion to Political Theology*, 2nd ed., edited by William T. Cavanaugh and Peter M. Scott, 487-501. Hoboken, NJ: John Wiley & Sons, 2019.

FAB.3.2.3 Title and Subtitle

Type the complete title and subtitle and italicize them both.

Use the same spelling, hyphenation, and punctuation with the following exceptions. Capitalize the first and last words of the title and subtitle and all important words. Change & to *and*. Change words in full capitals to upper- and lowercase.

When there is a subtitle, type a colon and space between the title and subtitle. However, if the title ends with a question mark, exclude the colon. If there are two subtitles, place a colon and a space between them.

¹¹Christian Grethlein, *An Introduction to Practical Theology: History, Theory, and the Communication of the Gospel in the Present*, trans., Uwe Rasch (Waco, TX: Baylor University Press, 2016), 235-241.

Grethlein, Christian. *An Introduction to Practical Theology: History, Theory, and the Communication of the Gospel in the Present*. Translated by Uwe Rasch. Waco, TX: Baylor University Press, 2016.

¹³Grace Valentine, *Is It Just Me? Learning to Trust God in the Middle of Hurts, Doubts, and Fears* (Nashville, TN: Thomas Nelson, 2021), 189.

Valentine, Grace. *Is It Just Me? Learning to Trust God in the Middle of Hurts, Doubts, and Fears*. Nashville, TN: Thomas Nelson, 2021.

³²Arnold G. Fruchtenbaum, *What the Bible Teaches about Israel: Past, Present, and Future: An Abridged Version of Israelology: The Missing Link in Systematic Theology*, comp., ed., and form. by Christiane K. Jurik (San Antonio, TX: Ariel Ministries, 2019), 122-125.

Fruchtenbaum, Arnold G. *What the Bible Teaches about Israel: Past, Present, and Future: An Abridged Version of Israelology: The Missing Link in Systematic Theology*. Compiled, edited and formatted by Christiane K. Jurik. San Antonio, TX: Ariel Ministries, 2019.

FAB.3.2.4 Publication Information

Normally, include the place of publication, the publisher's name, and the date of publication. In footnotes, enclose the publication in parentheses.

If you cannot determine the name of the publisher, just include the publication place and date (if known).

List the city of the publisher's main editorial office followed by a colon and space. If the city is not well-known or easily confused with another city of the same name, include the state abbreviation. If there is more than one location listed, include only the first one. When a publisher's name includes the state name, omit the state abbreviation. If the place of publication is unknown, include *n.p.* in the footnote and *N.p.* in the bibliographic entry.

Type the publisher's name exactly as it appears on the title page. Omit an initial *The* and corporate names or abbreviations which appear after the publisher's name, such as *Inc.*, *Co.*, *Company*, or *Publishing Co.*

The publication is usually the copyright date. If there is more than one date listed, include the most recent date. If the date is unknown, include *n.d.* in place of the year.

¹Elmer M. Colyer, *The Trinitarian Dimension of Wesley's Theology*. (Nashville: New Room Books, 2019), 228-30.

Colyer, Elmer M. *The Trinitarian Dimension of Wesley's Theology*. Nashville: New Room Books, 2019.

²John Bunyan, *Pilgrim's Progress* (n.p., 1678), 72,

Bunyan, John. *Pilgrim's Progress*. N.p. 1678.

³A. B. Bruce, "The Synoptic Gospels," in *The Expositor's Greek Testament*, ed. W. Robertson Nicoll, vol. 1 (1987; reprint, Grand Rapids: William B. Eerdmans, n.d.), 643.

Bruce, A. B. "The Synoptic Gospels." In *The Expositor's Greek Testament*, edited by W. Robertson Nicoll, vol. 1. 1897. Reprint, Grand Rapids: William B. Eerdmans, N.d.

FAB.3.2.5 Name or Number of the Edition

When citing a new, revised, numbered, or named edition of a book, place the appropriate designation after a comma and space and the title or subtitle (if there is one) and end with a period and space. Such a designation is not needed for the first edition. The editor name(s) follow(s) the edition name or number.

Abbreviate words such as revised, enlarged, and volume as well as numbers in the edition statement. Examples: rev. ed.; 3rd ed. rev. and enl. In footnotes, use the lowercase letters; in bibliographic citations, capitalize the first letter of the first word. Capitalize the first letter of proper nouns in footnotes and bibliographic citations. Examples: Rev. ed., 2nd North American ed.

If the edition you cited was published after the original edition or is a current printing of a classic work, include both the original and current edition dates. In footnotes, place the original date just before the publication place and followed by a semi-colon, space, *repr.*, comma, and space. In the bibliographic citation, type the original date before the publication place, followed by a period, space, *Reprint*, comma, and space.

¹Brian Hebblethwaite, "Natural Theology," in *A Companion to Philosophy of Religion*, 2nd ed., edited by Charles Taliaferro, Paul Draper, and Philip L. Quinn (Malden, MA: Wiley-Blackwell, 2010), 201.

Hebblethwaite, Brian. "Natural Theology." In *A Companion to Philosophy of Religion*, 2nd ed., edited by Charles Taliaferro, Paul Draper, and Philip L. Quinn. Malden, MA: Wiley-Blackwell, 2010.

⁷Daniel L. Akin, ed., *A Theology for the Church*, rev. ed. (Nashville, TN: B&H Academic, 2014), 501.

Akin, Daniel L., ed. *A Theology for the Church*. Rev. ed. Nashville, TN: B&H Academic, 2014.

¹⁰Stuart G. Hall, *Doctrine and Practice in the Early Church*, 2nd North American ed. (Eugene, OR: Cascade Books, 2011), 52-53.

Hall, Stuart G. *Doctrine and Practice in the Early Church*, 2nd North American ed. Eugene, OR: Cascade Books, 2011.

⁹³Edward Payson, *Sermons for Christian Families: On the Most Important Relative Duties* (1832; repr., Birmingham, AL: Solid Ground Christian Books, 2009), 55.

Payson, Edward. *Sermons for Christian Families: On the Most Important Relative Duties*. 1832. Reprint, Birmingham, AL: Solid Ground Christian Books, 2009.

FAB 3.2.6 Series

Books in a series loosely share a theme. Compare with Multivolume Work ([FAB 3.2.7](#)).

The series title should be in Roman type. Omit any initial *The* and capitalize the first and all other important words in the series title. Usually, include a comma and space after the series title followed by *no.* or *vol.*, space, and the series number. However, if the series number appears after the series title without the word *volume* or *number* or any punctuation, type the series title and number as it appears on the title page.

Place the series title and series number (only an Arabic numeral, if there is one) after the title, subtitle, volume number, or edition number. Omit the editor's name of the series.

⁹Chris Bruno, Jared Compton, and Kevin McFadden, *Biblical Theology according to the Apostles: How the Earliest Christians Told the Story of Israel*, New Studies in Biblical Theology 52 (Downers Grove, IL: InterVarsity Press, 2020), 198.

Bruno, Chris, Jared Compton, and Kevin McFadden. *Biblical Theology according to the Apostles: How the Earliest Christians Told the Story of Israel*. New Studies in Biblical Theology 52. Downers Grove, IL: InterVarsity Press, 2020.

²³Christopher M. Blumhofer, *The Gospel of John and the future of Israel*, Society for New Testament Studies Monograph Series 177 (Cambridge: Cambridge University Press, 2020), 230-233.

Blumhofer, Christopher. *The Gospel of John and the future of Israel*. Society for New Testament Studies Monograph Series 177. Cambridge: Cambridge University Press, 2020.

FAB 3.2.7 Multivolume Work - Including Commentaries

Books in a multivolume set are like one book that is divided into more than one volume, because they contain too much content for one volume. Compare with Names of Series (FAB 3.2.6).

If the volume has a separate author and title, type them first, followed by *vol. [x] of* (for footnotes) or *Vol. [x] of* (for bibliographic citations) before the multivolume set title and publication information.

If there is not a separate volume author and title, type the author and title of the multivolume set, followed by the *vol. [x]*, (for footnote) or *Vol. [x]*. (for bibliographic citations) before the publication information. List each volume cited in the bibliography separately.

When citing a specific volume with an author or editor in a multivolume work that has a general editor, include them both. In the footnote, type *ed.* after the title of the multivolume work, comma, and space. Then include the editor(s)'s name(s) in natural order (first name first). In the bibliographic citation, include *Edited by* after the title of the multivolume work, period, and space, followed by the editor's name(s) in natural order.

¹⁰James H. Cone, *For My People: Black Theology and the Black Church*, vol. 1 of *The Bishop Henry McNeal Turner Studies in North American Black Religion* (Maryknoll, NY: Orbis Books, 1984), 51.

Cone, James H. *For My People: Black Theology and the Black Church*. Vol. 1 of *The Bishop Henry McNeal Turner Studies in North American Black Religion*. Maryknoll, NY: Orbis Books, 1984.

²⁰Hans Dieter Betz, Don Browning, Bernd Janowski, and Eberhard Jüngel, eds., *Religion Past and Present: Encyclopedia of Theology And Religion (Nat-Pes)*, 4th English ed., vol. 9 (Boston: Brill, 2010), 303.

Betz, Hans Dieter, Don Browning, Bernd Janowski, and Eberhard Jüngel, eds. *Religion Past and Present: Encyclopedia of Theology And Religion (Nat-Pes)*, 4th English ed., Vol. 9. Boston: Brill, 2010.

³⁰James D. G. Dunn, *Romans 1-8*, Word Biblical Commentary, ed., David A. Hubbard, Glenn W. Barker, and Ralph P. Martin (Grand Rapids, MI: Zondervan Academic, 2017), 57-59.

Dunn, James D. G. *Romans 1-8*. Word Biblical Commentary. Edited by David A. Hubbard, Glenn W. Barker, and Ralph P. Martin. Grand Rapids, MI: Zondervan Academic, 2017.

FAB 3.2.8 Dictionaries, Lexicons, and Encyclopedias

Cite entries from dictionaries, lexicons, and encyclopedias in footnotes and the Bibliography like you would cite an article or chapter in a book.

In footnotes, type the author's name(s) in natural order (first name first), followed by a comma. Add a space, the first quotation mark, and the word(s) being defined or explained. Include a comma before the last quotation mark. After a space, type *in* and a space, followed by the italicized title of the book. After a comma and space, type *vol. [x]*, (if there is one), include a comma and space. Then include *ed.*, and a space, followed by the editor's name(s) in natural order. If there is a translator, include a comma, space, *trans.*, and the translator(s)'s name(s) in natural order. After a space, include (in parentheses) the place of publication, colon and space, the name of the publisher, comma and space, and the publication date. After a comma and space, include the page number(s) followed by a period.

For subsequent footnotes, include the title of the dictionary, lexicon, or encyclopedia (abbreviated if it is well-known), followed by a comma, space, *s.v.*, and the entry in quotation marks with a period immediately before the last quotation mark.

In the Bibliography, type the editor(s)'s last name first, followed by the first name and middle initial (if there is one). After a comma and space, include *ed.*, followed by a space and the italicized title of the book. If there is a volume number, type a comma and space followed by *vol. [x]*, and period. If there is not volume number, end the title with a period. After a space, type the place of publication, colon and space, name of publisher, comma and space, publication date, and a period.

³Edward Lipiński, “שִׁמְשׁ,” in *Theological Dictionary of the Old Testament*, vol. 15, ed., Holger Gzella, trans., Mark. E. Biddle (Grand Rapids, MI: William B. Eerdmans Publishing Company, 2018), 305-312.

⁵TDOT, s.v. “כֶּבֶשׁ.”

Gzella, Holger, ed. *Theological Dictionary of the Old Testament*, vol. 15. Translated by Mark. E. Biddle. Grand Rapids, MI: William B. Eerdmans Publishing Company, 2018.

⁴Margaret B. Adam and A. K. M. Adam, "Discipleship," in *The Oxford Encyclopedia of the Bible and Ethics*, vol. 1, ed., Robert L. Brawley (New York: Oxford University Press, 2014), 181-186.

¹⁰*The Oxford Encyclopedia of the Bible and Ethics*, s.v. "Original Sin."

Brawley, Robert L., ed., *The Oxford Encyclopedia of the Bible and Ethics*, Vol. 1. New York: Oxford University Press, 2014.

FAB 3.2.9 Dissertations and Theses

In the footnotes, type the author's name in natural order (first name first) followed by a comma and space. Include the title and comma in quotation marks. After a space, include the following in parentheses, degree and type of work (e.g., Ph.D. diss., M.A. thesis), the institution that granted the degree, and the year. Abbreviate dissertation as *diss.* After a comma and space, include the page number(s) followed by a period. When accessing the dissertation or thesis online, replace the ending period with a comma and space followed by the URL or database and a period.

In the Bibliography, type the author's last name followed by a comma, space, and the first name and middle initial (if there is one). After a comma and space, include the title and period in quotation marks. Then type a space, the degree and type of work (e.g., Ph.D. diss., M.A. thesis), the institution that granted the degree, and the year, all separated by commas and followed by a period. Abbreviate dissertation as *diss.* When assessing the dissertation or thesis online, type a space, the URL or database, and a period.

¹⁹Brian Malley, "The Bible among American Bible Believers: An Anthropological Analysis" (Ph.D. diss., University of Michigan, 2002), 64-65.

Malley, Brian. "The Bible among American Bible Believers: An Anthropological Analysis." Ph.D. diss., University of Michigan, 2002.

²²Jessica N. T. Lee, "The Rhetorical and Theological Function of Leviathan's Defeat in Isaiah 27:1" (Th.M. master's thesis, Dallas Theological Seminary, 2013), 40-1, Theological Research Exchange Network.

Lee, Jessica N. T. "The Rhetorical and Theological Function of Leviathan's Defeat in Isaiah 27:1" (Th.M. master's thesis, Dallas Theological Seminary, 2013. Theological Research Exchange Network.

FAB 3.2.10 Book Review

For footnotes, place the author of the review in natural order (first name first) followed by a comma and space. Place *review of* in front of the italicized title of the book being reviewed followed by a comma and space. Next type *by* followed by a space and the author of the book in natural order. After a comma and space, type the italicized periodical title followed by a space and the volume number. After a comma and space, type *no.* followed by a space and the publication date in parentheses. After a colon and space, type the page number(s) being cited followed by a period.

For the Biography, type the last name followed by a comma, space, first name, and middle initial (if there is one). After a period and space, type *Review of* in front of the italicized title of the book being reviewed. After a comma and space, type *by* followed by a space and the author of the book in natural order. After a period and space, include the volume number, followed by a comma and space. Type *no.* followed by a space and the publication date in parentheses. After a colon and space, type the page number(s) of the entire article followed by a period.

¹¹Matthew Mason, review of *The Culture of Theology*, by John Webster, *Studies in Christian Ethics* 34, no. 1 (2021): 139.

Mason, Matthew. Review of *The Culture of Theology*, by John Webster. *Studies in Christian Ethics* 34, no. 1 (2021): 137-140.

FAB.3.2.11 Journal Articles

Journals are for a scholarly or professional audience. They often include the word “journal” in the title and usually include footnotes.

FAB.3.2.11.1 Journal Article Author

For footnotes, type the first name, middle initial (if any), and last name immediately followed by a comma.

For Bibliography, type the last name first, followed by a comma and space before the first name and middle initial (if any). Place a period immediately after the middle initial.

FAB.3.2.11.2 Journal Article Title

Include the complete article title and subtitle (if there is one) and enclose them in quotation marks. Separate the title and subtitle with a colon and a space unless the title ends with a question mark or exclamation mark.

Words quoted in the title should be enclosed in single quotation marks. Example: “Analysis of Lewis’ ‘The Last Battle’ within Christian Eschatology.”

In footnotes, place a comma before the closing quotation mark, and in the bibliographic entry place a period before the closing quotation mark.

FAB.3.2.11.3 Journal Title

Include the title as it appears on the title page or journal website. However, omit *The* from the beginning of a journal title. Italicize the name of the journal and capitalize each important word.

In footnotes, you may abbreviate the journal title in subsequent citations when the title appears, as long as you place the abbreviation in parentheses after the journal title in the first citation that it appears.

FAB.3.2.11.4 Journal Article Volume and Issue Numbers

Place a space after the journal name, followed by the volume arabic number. If there is an issue number, type a comma immediately after the volume number followed by *no.* After a space, type the issue number.

FAB.3.2.11.5 Journal Article Date

Enclose the year in parentheses. If there is no issue number, include the capitalized month or season (if available) in the parentheses before the year.

FAB.3.2.11.6 Journal Article Page Numbers

After a colon and space, type the number of the page(s) cited in footnotes and the complete beginning and ending page numbers in the bibliography citation.

FAB.3.2.11.7 Journal Article Online Location

Place a comma and space after before the URL or database name, and place a period after them in both footnotes and bibliographic entries.

⁷Sarah Hammerschlag, "Believing in the USA: Derrida, Melville and the Great American Charlatan," *Political Theology* 21, no. 1–2 (2020): 56–57.

Hammerschlag, Sarah. "Believing in the USA: Derrida, Melville and the Great American Charlatan." *Political Theology* 21, no. 1–2 (2020): 56–70.

⁵David A. DeSilva, "Paul's Sermon in Antioch of Pisidia," *Bibliotheca Sacra* 151 (Jan.-March 1994): 32–49.

DeSilva, David A. "Paul's Sermon in Antioch of Pisidia." *Bibliotheca Sacra* 151 (Jan.-March 1994): 32–49.

³Kyle C. Dunham, "The Role of Biblical Creationism in Presuppositional Apologetics," *Detroit Baptist Seminary Journal* 25 (2020): 20–23. Atla Religion Database.

Dunham, Kyle C. "The Role of Biblical Creationism in Presuppositional Apologetics." *Detroit Baptist Seminary Journal* 25 (2020): 3–29. Atla Religion Database.

FAB.3.2.12 Magazine Articles

Magazines are for a general audience and usually do not contain footnotes.

FAB.3.2.12.1 Magazine Article Author

For footnotes, type the first name, middle initial (if any), and last name immediately followed by a comma.

For Bibliography, type the last name first, followed by a comma and space before the first name and middle initial (if any). Place a period immediately after the middle initial.

FAB.3.2.12.2 Magazine Article Title

Include the complete article title and subtitle (if there is one) and enclose them in quotation marks. Separate the title and subtitle with a colon and a space unless the title ends with a question mark or exclamation mark.

Words quoted in the title should be enclosed in single quotation marks. Example: “Interview with Alex Kendrick as ‘Show Me the Father.’”

In footnotes, place a comma before the closing quotation mark, and in the Bibliography place a period before the closing quotation mark.

FAB.3.2.12.3 Magazine Title

Include the title as it appears on the title page or magazine website. However, omit *The* from the beginning of a magazine title. Italicize the name of the magazine and capitalize each important word.

FAB.3.2.12.4 Magazine Article Date

Cite magazines by date only, even if they are numbered by volume and issue. After a comma and space, type the complete date. Place a comma after the date.

FAB.3.2.12.5 Magazine Article Page Numbers

In footnotes, type a space and the number of the page(s) cited (if they are known) followed by a period. Exclude the page numbers in the bibliographic citation.

FAB.3.2.12.6 Magazine Article Online Location

When accessing magazine articles online, include the URL or database name at the end of the citation. In footnotes, place a comma and space before the URL or database name; in the Bibliography, place a period and space before the URL or database name. Place a period after the URL or database name in both footnotes and the Bibliography.

³Philip Jenkins, “The Next Christianity,” *Atlantic*, October 2002, 53–68. Academic Search Complete.

Jenkins, Philip. “The Next Christianity.” *Atlantic*, October 2002. Academic Search Complete.

⁹Daniel M. Harrell, “There Is No Detour around Crucifixion: We Must Reclaim the Cross as a Symbol of Sacrifice, Not Supremacy,” *Christianity Today*, March 2021, 23–24.

Harrell, Daniel M. 2021. “There Is No Detour around Crucifixion: We Must Reclaim the Cross as a Symbol of Sacrifice, Not Supremacy.” *Christianity Today*, March 2021.

FAB.3.2.13 Newspaper Articles

Include newspaper citations in footnotes but not in the Bibliography.

FAB.3.2.13.1 Newspaper Article Author

Type the author’s name(s) (if known) in natural order (first name first) followed by a comma and space.

FAB.3.2.13.2 Newspaper Article Title

Include the complete article title and subtitle (if there is one) and enclose them in quotation marks. Place a comma before the closing quotation mark. Separate the title and subtitle with a colon unless the title ends with a question mark or exclamation mark. Words quoted in the title should be enclosed in single quotation marks.

FAB.3.2.13.3 Newspaper Title

Include the name of the newspaper as it appears on the front cover or newspaper website followed by a comma and space. However, omit *The* from the beginning of a newspaper title. Italicize the name of the newspaper and capitalize each important word.

If the title of a local newspaper does not include the name of the city, you may include the name of the city in italics as if it were the beginning of the title. If the name of the newspaper is shared by many cities or is obscure, add the state, province, or country in parentheses after the name.

FAB.3.2.13.4 Newspaper Article Date

Cite newspapers by date only; include the complete date. Place a comma after the date if a page number(s) and/or URL or database name follows. If there is no page number, URL, or database name, place a period after the date.

FAB.3.2.13.5 Newspaper Article Page Numbers

Omit page numbers, even for printed editions. Place a comma after the page number(s) if a URL or database name follows. If there is no URL, or database name, place a period after the page number(s).

FAB.3.2.13.6 Newspaper Article Online Location

When accessing newspaper articles online, include the URL or database name at the end of the citation followed by a period and space.

³Ruth Graham, "For Evangelical Women, An Electrifying Presence With Biblical Authority," *New York Times*, March 12, 2021, A20.

¹³Daniel Pipes, "Christianity Dying in Its Birthplace," *New York Sun*, September 13, 2005, <https://www.nysun.com/foreign/christianity-dying-in-its-birthplace/19937/>.

²²Harry Bruinius, "Biden, Warnock, and the Resurgence of the Liberal Christian," *Christian Science Monitor*, February 17, 2021, <https://www.csmonitor.com/USA/Politics/2021/0217/Biden-Warnock-and-the-resurgence-of-the-liberal-Christian>.

²⁹Elliott, Keith. "Christianity Never Had a Golden Age of Unity," *Times (UK)*, August 15, 2020, <https://www.thetimes.co.uk/article/christianity-never-had-a-golden-age-of-unity-ddtnrx7w6>.

FAB.3.2.14 Papers Presented at Meetings of Professional Societies

This refers to the text of a paper that is usually distributed at the meeting, rather than the publication of the text into a book or article.

In footnotes, type the presenter's name(s) in natural order (first name first). After a comma and space include the title of the presentation in quotation marks. After a space, include the following in parentheses: the type of presentation in lower case letters (example: *lecture presented at* or *paper presented at*), title of the meeting, city and state of the meeting (with a comma and space in between), and date. After a comma and space, type the page number(s) and a period.

In the Bibliography, type the presenter(s)'s last name followed by a comma and the first name and middle initial (if there is one). After a space, include the title of the presentation followed by a period and space. Then put the type of presentation (capitalizing the first and other important words, for example, *Lecture presented at* or *Paper presented at*) followed by title of the meeting. After a period and space, type the name of the city and state of the meeting (with a comma and space in between). Lastly, type the date and end with a period.

³⁰Donald T. Williams, "The Trinity in the Theology of C. S. Lewis" (paper presented at the annual meeting of the Evangelical Theological Society, Fort Worth, TX, November 16, 1995), 2.

Williams, Donald T. "The Trinity in the Theology of C. S. Lewis." Paper presented at the annual meeting of the Evangelical Theological Society. Fort Worth, TX, November 16, 1995.

³⁵Michael S. Horton, "Rediscovering the Holy Spirit and the Future of Pneumatology in Theology" (mp3 recording of a session held at the annual meeting of the Evangelical Theological Society, Denver CO, November 14, 2018).

Horton, Michael S. "Rediscovering the Holy Spirit and the Future of Pneumatology in Theology." Mp3 recording of a session held at the annual meeting of the Evangelical Theological Society, Denver CO, November 14, 2018.

FAB.3.2.15 Lecture or Sermon

For footnotes of the lecturer's or preacher's notes (do not cite your personal notes), type the speaker(s)'s name in normal order (first name first) followed by a comma and space. Then include the title of the lecture and a comma in quotation marks. Next, include the following in parentheses with a comma between each element: *lecture*, sponsor of the lecture, city, and state. If there are no page numbers, place a period after the last parenthesis. Otherwise, place a comma, space, and the page number(s). If there is no URL, place a period after the page number(s). If there is a URL, place a comma, space, and URL followed by a period.

For Bibliography, include the speaker's last name, comma, first name, and middle initial (if there is one). Then include the title of the lecture and a period in quotation marks. Next type *Lecture presented at* or *Paper presented at* and the name of the meeting. After comma and space, include the city, comma, state abbreviation, and date followed by a period. If there is a URL, place it after a space and end it with a period.

⁸Jeremy M. Kimble, "Book – Level Meaning: A Neglected But Essential Tool for Preaching" (paper presented at the 72nd annual meeting of the Evangelical Theological Society, Providence, RI, November 17, 2020).

Kimble, Jeremy M. "Book – Level Meaning: A Neglected But Essential Tool for Preaching." Paper presented at the 72nd annual meeting of the Evangelical Theological Society, Providence, RI, November 16-19, 2020.

For footnotes of class notes, use the format mentioned above except include the following in parentheses with a comma between each element: *class lecture notes*, capital letters of the course, space, course number and course name with a dash between them, space, *at* and the name of the school, city, state initials, date, and *author's personal notes*.)

For the Bibliography, use the format immediately mentioned above except include the following information after the title of the lecture with a comma between each element: *Class lecture notes*,

capital letters of the course, space, course number and course name with a dash between them, space, *at* and the name of the school, city, state initials followed by a period, Include the date, period, and space followed by *Author's personal notes* and a period.

¹⁰Chris Miller, "Daniel Part 1," (class lecture notes, BTGE 2730 -- Old Testament Literature at Cedarville University, Cedarville, OH, April 19, 2021, author's personal notes), 5.

Miller, Chris. "Daniel Part 1." Class lecture notes, BTGE 2730 -- Old Testament Literature. at Cedarville University, Cedarville, OH, April 19, 2021. Author's personal notes.

For footnotes of recorded lectures or sermons, type the speaker's name in normal order (first name first) followed by a comma and space. Then include the title of the lecture and a comma in quotation marks. Include the series, if there is one. Next, include the following in parentheses with a comma between each element: publication information, comma, and date. For CDs, type a comma, space, and *CD*. For online audio recordings, type *audio recording*, comma, space, and URL. For personal recordings, type *personal recordings* after a comma and space within the parentheses. Always end in a period.

For the Bibliography, type the speaker's last name, followed by the first name and middle initial (if there is one). Then include the title of the lecture and a period in quotation marks. Include the series, if there is one, followed by a period. Next, include the publication information, comma, date, and period. For CDs, type a space and *CD* followed by a period. For online audio recordings, type *Audio recording*, period, space, and URL followed by a period. For personal recordings, type *Personal recordings* followed by a period.

³²David Martyn Lloyd-Jones, *The Irrationality of Unbelief: Is It Logical to Reject the Christian Gospel?* (Ashford, Kent, England: Martyn Lloyd-Jones Recordings Trust, 2006), CD.

Lloyd-Jones, David Martyn. *The Irrationality of Unbelief: Is It Logical to Reject the Christian Gospel?* Ashford, Kent, England: Martyn Lloyd-Jones Recordings Trust, 2006. CD.

²¹Renald E. Showers, "The Bridegroom Comes for the Bride," Staley Lecture Series (Cedarville, OH: Digital Commons, February 14, 1990), audio recording, <https://digitalcommons.cedarville.edu/staley/1990/schedule/5/>.

Showers, Renald E. "The Bridegroom Comes for the Bride." Staley Lecture Series. Cedarville, OH: Digital Commons, February 14, 1990. Audio recording. <https://digitalcommons.cedarville.edu/staley/1990/schedule/5/>.

¹⁷Chris Miller, "Daniel Part 1," (class lecture, BTGE 2730 -- Old Testament Literature at Cedarville University, Cedarville, OH, April 19, 2021, personal recording).

Miller, Chris. "Daniel Part 1." Class lecture, BTGE 2730 -- Old Testament Literature. at Cedarville University, Cedarville, OH, April 19, 2021. Personal recording.

FAB.3.2.16 Video Recording and Podcasts or Online Video

For footnotes with video recordings, include the speaker in natural order (first name first), followed by a comma, space, and the italicized title. After a space, include the place of publication, colon, space, name of publisher, comma, and publication date in parentheses. After a comma and space include the type of recording (for example, DVD) and a period.

For the Bibliography, type the last name, comma and space followed by first name and middle initial (if there is one). After a period and space, include the italicized title, followed by a period and space. Type the place of publication, colon, space, name of publisher, comma, and publication date. After a period and space, include the type of recording and a period.

²Peter H. Davids, *A Theology of James, Peter, and Jude: A Video Study: 13 Lessons on Key Issues and Themes* (Grand Rapids, MI: Zondervan, 2017), DVD.

Davids, Peter H. *A Theology of James, Peter, and Jude: A Video Study: 13 Lessons on Key Issues and Themes*. Grand Rapids, MI: Zondervan, 2017. DVD.

For footnotes with podcasts or online videos, include the speaker's name in natural order (first name first), comma, and space. Then include the title of the video and comma in quotation marks.

After a space, include the series name (if there is one), comma and space, place of publication, colon and space, name of publisher, date of publication or recording, comma and space, *video*, comma and space, and URL. End with a period.

For the Bibliography, type the last name, comma and space followed by first name and middle initial (if there is one). After a period and space, include the title of the video and comma in quotation marks. After a space, include the series name (if there is one), period and space, place of publication, colon and space, name of publisher, comma and space, and date of publication or recording. Next include *Video* followed by a period, space and URL. End with a period.

⁵Richard Rorty, "Is There One Truth?" Luminaries, New York, NY: Infobase, 2015, video, <https://fod.infobase.com/PortalPlaylists.aspx?wID=19263&xtid=70783>.

Rorty, Richard. "Is There One Truth?" Luminaries. New York, NY: Infobase, 2015. Video. <https://fod.infobase.com/PortalPlaylists.aspx?wID=19263&xtid=70783>.

¹⁹Al Mohler, "The Pastor as a Theologian," Los Angeles, CA: The Master's Seminary, May 27, 2016, video, <https://www.youtube.com/watch?v=nrbED-BS5NY>.

Mohler, Al. "The Pastor as a Theologian." Los Angeles, CA: The Master's Seminary, May 27, 2016. Video. <https://www.youtube.com/watch?v=nrbED-BS5NY>.

FAB.3.2.17 Website

Include as much information as you can find to make the website findable by others even if the address changes. Normally, only cite websites in footnotes.

If there is an author, type it in normal order followed by a comma and space. If there is no author, type the title of the website followed by a comma in quotation marks.

Then include the owner or sponsor of the website and any other relevant information, including the date, followed by a comma and space. If there is no date, type *accessed* [date you accessed it] followed by a comma and a space.

Lastly, include the URL address followed by a period. URLs should be black rather than blue and without underlining. If it is necessary to break a URL address to fit on a line, break the address before a forward slash, dash, or period.

¹⁸Chris Bruno, "10 Things You Should Know about Biblical Theology," *Crossway*, February 10, 2017, <https://www.crossway.org/articles/10-things-you-should-know-about-biblical-theology/>.

²¹Jonathan Berger, "Seeking the Acoustic Signature of Transcendence," *Art Seeking Understanding*, *Templeton Religious Trust*, accessed May 26, 2021, <https://templetonreligiontrust.org/explore/seeking-the-acoustic-signature-of-transcendence/>.

³⁰"Why You Should Include Work in Your Preaching," *Theology of Work*, accessed Sept 20, 2021, <https://www.theologyofwork.org/resources/why-you-should-include-work-in-your-preaching>.

FAB.3.2.19 Interview

FAB.3.2.19.1 Unpublished Interview

Cite unpublished interviews only in footnotes.

Begin the footnote citation with the name of the person interviewed in natural order (first name first) followed by a comma and space. Type *interview by* followed by the name of the interviewer in natural order, a comma, and space. Then include the place of the interview, comma and space, and date followed by a period.

²Daniel Estes, interview by Jeff Gates, Cedarville, OH, February 2, 2021.

FAB.3.2.19.2 Published Interview

Include cited published interviews both in the footnotes and bibliography.

In footnotes for a published interview, type the interviewee's name in natural order followed by a comma and space. However, if the name of the interviewee is included in the title, begin the footnote with the title and a comma in quotation marks. After a space, type *interviewed by* followed by the name of the interviewer in natural order, a comma, and space. Then include the italicized name of the publication or website, comma, space and date. If there is no online address, place a period after the date. If there is an online address, include a comma, space, URL, and period.

In the bibliography, type the last name of the interviewee (even if the name is in the title) followed by the first name and middle initial (if there is one) and a period. After a space, type *Interviewed by* followed by the name of the interviewer and a period. After a space, include the italicized title of the publication or website, followed by a period. Include the URL (if there is one), and period.

¹³"Interview with Tom Schreiner on NT Theology," interviewed by Andy Naselli, *TGC*, August 1, 2008. <https://www.thegospelcoalition.org/blogs/justin-taylor/interview-with-tom-schreiner-on-nt/>.

Schreiner, Tom. "Interview with Tom Schreiner on NT Theology." Interviewed by Andy Naselli. *TGC*, August 1, 2008. <https://www.thegospelcoalition.org/blogs/justin-taylor/interview-with-tom-schreiner-on-nt/>.