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THE SOUTHERN SEMINARY
MANUAL OF STYLE

THE
**SOUTHERN BAPTIST
THEOLOGICAL SEMINARY**

Louisville, KY

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PREFACE

The publication of the fourth edition of *The Southern Seminary Manual of Style* departs from past editions in many respects. Most notably, this edition is designed to function as a supplement to *[A Manual for Writers of Research Papers, Theses, and Dissertations](#)* (8th ed.) by Kate L. Turabian (henceforth referred to as "Turabian"). This manual frequently directs students to the relevant sections in Turabian, providing only what is necessary for clarification, specification, or emendation. Students are encouraged to acquire a copy of Turabian to use in the course of their studies. Students are also directed to and encouraged to consult *[The SBL Handbook of Style](#)* and *[The Chicago Manual of Style](#)* (16th ed.).

Another major change marked by the publication of the fourth edition of this style manual is the relegation of word processor-specific instruction to templates. This manual provides students with style guidelines, not with an explanation for how to achieve those guidelines in a word processing program. For that, [we are now offering templates](#) that students can use for assistance in writing research papers and dissertations. These templates will automatically conform to many of the style guidelines in this manual, making it easier for students to focus on the content of their writing. By relegating word processor-specific instructions to templates, we have reduced the size of the manual significantly. Students will find the manual more concise and helpful in specifying style expectations.

There are a number of other minor changes, many of which are associated with advancements in technology (e.g., Unicode fonts). This manual itself is full-text searchable to assist students in locating relevant sections. Hyperlinks are used throughout to direct students to relevant online resources or information. Our hope

is that students will find this new edition helpful as they create research papers, book reviews, theses, dissertations, and D.Min projects.

Special thanks go to Joseph Ryan Kelly for providing the technical knowledge, the organizational skills, and the many hours of work that made this digital edition of the seminary manual possible.

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Jonathan T. Pennington
Director of Research Doctoral Studies

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Louisville, Kentucky

September 2012 (revised, March 2014)

CHAPTER 1

GENERAL STYLE GUIDELINES

1.1 Software

Microsoft Word provides the greatest functionality for PC users for writing research papers and dissertations that conform to the Southern Seminary style guidelines. Some students prefer the use of other word processors. For example, some Mac users prefer the proprietary word processor Mellel. Some PC and Linux users prefer the open source office suite, LibreOffice. Not all word processors provide the functionality necessary to comply with all the Southern Seminary style guidelines. Students should select a word processor that will enable them to write in conformity to the Southern Seminary style guidelines.

1.2 Font

Students are to use Unicode fonts in their writing projects at Southern Seminary. Students may elect to use Times New Roman for papers written entirely in English. For papers that incorporate Hebrew and/or Greek, students are required to use SBL BibLit for all Hebrew, Greek, and English text. If your subject matter requires the use of additional or different fonts, request permission from your teacher (for papers and reviews) or the Office of Doctoral Studies (for theses, dissertations, and D.Min projects).

Typing in Hebrew and Greek requires that you install the relevant keyboards (see instructions for Microsoft or Mac OS X). Two Hebrew keyboards are available at the SBL website (we recommend the SIL keyboard). Both Windows and Mac computers have a Greek Polytonic keyboard we recommend. Students using the

Windows operating system may prefer to use the [Logos keyboards](#).

The font size for the body of the paper must be 12 point. The font size for footnotes may be 12 point or may be as small as 10 point font.

For main or chapter headings, use non-bold text in all capital letters. Use bold text for subheadings. If your paper includes an appendix, use all capital letters for the appendix number line as well as the appendix title.

Use italics for emphasis, foreign words, and titles of bound, published works such as books and journals (but not journal article titles). Do not use underlining as a substitute for italics.

The primary color of the document, including text, graphics and appendixes, should be black and white. However, color is permitted under certain conditions. When creating graphics or appendixes, color is permitted only where its implementation has a functional and necessary purpose (e.g., using colored diagrams to illustrate the synoptic problem). Do not use colors for purely aesthetic reasons, but all use of color should be aesthetically pleasing. If you are submitting your document electronically (this applies to all dissertations), you should format URLs into hyperlinks which should appear underlined and in [the default blue color associated with hyperlinks](#).

1.3 Line Spacing

Use double-spacing ([24 point leading](#)) in the body of all papers, theses, dissertations, and D. Min projects. Use single-spacing ([12 point leading](#)) for the contents of each footnote (but double-space between notes); also single-space each block quotation and multi-line heading (except for multi-line title on a title page, which is double-spaced).

Some word processors allow you to specify the leading instead of selecting "double-" or "single-space." If your word processor provides exactly 24 point spacing

as an option, this is preferable to double-spacing. If your word processor provides exactly 12 point spacing, this is preferable to single-spacing. You may substitute double- and single-space instructions throughout this manual with exactly 24 and 12 point spacing, but remember to be consistent.

1.4 Margins

For all papers other than theses, dissertations, and D.Min. and D.Ed.Min. projects, use 1-inch left and right margins for all pages. For theses, projects, and dissertations, use 1.25-inch left and right margins for all pages. Use left justification only; do not use full justification (that is, do not have a straight edge on the right margin). For the first page of text, the first page of the bibliography, and the first page of any special section such as an appendix, use a 2-inch margin from the top of the page to the top of the first line of type. For the second and subsequent pages of the paper, bibliography, or other special section, use a 1-inch margin from the top of the page to the top of the first line of type.

The bottom margin may vary slightly to accommodate footnotes, no more than 1.5 inches and no less than 0.75 inch.

1.5 Page Numbers

All research papers, theses, dissertations, and D.Min. projects must be paginated. Use lower case Roman numerals for the front matter and Arabic numerals for both the main body of the work and sections subsequent to the main body (e.g., the bibliography). Center all page numbers below the bottom margin, 0.7 inch from the bottom of the sheet.

1.6 Tab Settings

Set the tab at 0.7 inch for a normal paragraph indentation. Also use 0.7-inch indentation for the first line of each footnote. Set the tab at 0.35 inch for

indentation of a block quotation and for a paragraph indentation within a block quotation. Also use 0.35 inch for the hanging indentation of entries in a bibliography.

CHAPTER 2

RESEARCH PAPER STYLE GUIDELINES

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

2.1 Page Numbers

The title page should not be paginated. If there is any front matter, it should be paginated with lower case Roman numerals. Use Arabic numerals beginning with the first page of text (page "1") and continuing throughout the rest of the paper, including sections subsequent to the main body of the paper (e.g., the bibliography). Center all page numbers below the bottom margin, 0.7 inch from the bottom of the sheet.

2.2 Title Page

Each line of the title page is centered between the left and right margins. Four items of information appear on the title page.

2.2.1 Title

The title of the paper appears in all CAPS. The top of the first line of the title appears 2 inches from the top of the page. If the title requires two or three lines, the last line should appear 2 inches from the top of the page. If four lines are needed,

then place the third line 2 inches from the top of the page. If more than four lines are needed, you should seriously consider revising your title.

Arrange the lines in inverted pyramid form (that is, each line shorter than the one above it) and double-space between them. If the title contains both a main title and a subtitle, then the main title may appear on a separate line or lines from the subtitle and be followed by a colon even if this means not using the inverted pyramid form.

Title lines more than 4 inches long may be divided. No line in the title should be more than 5 inches long.

The sections of the title page are divided by 1.5-inch solid separator lines centered on the page. A separator line should appear between the title and the following item of information.

2.2.2 Type of Work

The title page should include "A (type of work) Presented to (Professor's Name) The Southern Baptist Theological Seminary" or "Boyce College." Types of works include "Book Review," "Research Paper," "Spiritual Autobiography," etc. A separator line should appear between this and the following item of information.

2.2.3 Course Identification

Third, the title page should include "In Partial Fulfillment of the Requirements for (course number)." A separator line should appear between this and the following item of information.

2.2.4 Attribution of Authorship

Fourth, the title page should include your name. Begin with the word "by." Below that, print your full name (middle initial is acceptable) at the bottom. Below that include your student email address. Below that include the date on which the

paper is submitted. If you are submitting the paper for an on-line class, ask the professor whether you should include your email address.

2.3 Table of Contents

A table of contents is optional for a research paper. The table will list only your subheadings and the bibliography. If you include a table of contents, see the instructions in 6.7 "Table of Contents."

2.4 Lists of Tables, Examples, or Figures

If you have several tables, examples, or figures in your paper, then you may need to place a list prior to the main body of the paper whether or not you have a table of contents.

2.5 First Page of Text

Place the top of the first line of the title of the paper 2 inches from the top of the page. (Do this regardless of the number of lines in the title.) The title should be printed in all CAPS with no other special formatting (i.e., bold, italics, or underlining). If the title requires more than one line, the lines of the title should be single-spaced. Divide the lines in the title as they are divided on the title page but single-space. Leave two single-space lines between the title and the first line of text.

2.6 Subsequent Pages of Text

Begin the text of subsequent pages at the top margin (1 inch from the top of the page to the top of the first line of type).

2.7 Subheadings

Multiple levels of subheadings should be rare in research papers. No research paper should use more than three levels of subheadings. Use bold print for each subhead. Leave two single-spaced lines between the last line of text and a

subhead. Leave one single-spaced line between a subhead and subsequent text. Leave one single-spaced line between two levels of subheading with no text between them. If a subhead starts a page, place it immediately below the 1-inch top margin, with no extra space between the top margin and the subhead.

2.7.1 First-Level Subheading

A first-level subhead should be centered and capitalized headline style (that is, the first word and all other words except for articles, prepositions, conjunctions, and forms of "to be" should be capitalized). If the subhead is more than 4 inches long, divide it into two or more single-spaced lines arranged in an inverted pyramid.

2.7.2 Second-Level Subheading

A second-level subhead appears at the left margin, without punctuation, and capitalized headline style. If it is more than 3 inches long, it should be divided into two single-spaced lines approximately equal in length, each starting at the left margin.

2.7.3 Third-Level Subheading

A third-level subhead is capitalized sentence style (that is, only the first word and proper nouns are capitalized). It should be indented .7 inch and followed by a period. Normal spacing follows the period, and the text begins immediately.

2.7.4 Additional Levels of Subheading

In rare cases, it may be necessary to use additional levels of subheading. Students should consult with their professor to determine if their situation qualifies. An alternate subheading scheme allows for five levels of subheading. In these cases, first- and second-level subheading should appear as the first-level subheading above,

centered and capitalized headline style. The second-level subheading is distinguished from the first-level subheading with italics. Furthermore, third- and fourth-level subheading should appear as the second-level subheading above, left-justified and capitalized headline style. The fourth-level subheading is distinguished from the third-level subheading with italics. The fifth-level subheading should appear as the third-level subheading above.

2.8 Indentation and Block Quotation

Indent the first line of each paragraph 0.7 inch.

Indent the left margin of block quotations 0.35 inch. (Indent only the left margin for a block quotation, and continue to use 12 point font even though in some books you see block quotations centered and in a smaller font.) Indent the first line of a block quotation 0.7 inch only if the portion of the text you are quoting is indented in the original (see Turabian 25.2.2; 23.3). If the first line of the quotation is not indented in the original, the first line of the block should begin 0.35 inch from the left margin.

2.9 Footnotes

In the body of your text, use superscript numbers without punctuation to indicate footnotes. Place footnotes at the end of the material for which you need to cite the source. For quoted material, place the footnote number at the conclusion of the quotation following the closing quotation mark. For non-quoted material, place the footnote number after the period at the end of the sentence. Avoid putting footnote numbers anywhere other than the end of a sentence if logically possible. Sometimes a footnote number must appear within the sentence, though this should be infrequent.

A footnote must begin at the bottom of the page on which the

corresponding footnote number appears. A footnote separator line (1.5 to 2 inches, be consistent) should appear between the text and the footnote with one single-spaced line between the separator line and the first footnote on a page. The first line of each footnote should be indented 0.7 inch. Do not include a space between the footnote number and the first word of the footnote. Double space between notes.

Long footnotes may be continued on to the next page. The beginning of the continuation should not be indented. The length of the footnote separator line must remain 1.5 to 2 inches (you must be consistent throughout the document). This length is not the default for some software programs and may require special formatting efforts.

Chapter 5 further addresses issues concerning footnotes.

2.10 Lists

Use [Arabic numerals](#) (not [bullets](#)) for any list in the body of the text. If the list has 9 or fewer items, the numbers may be flush with the left margin. If the list has 10 or more items, the double-digit numbers should be flush with the left margin and the single-digit numbers indented so that the periods of all numbers are aligned. Single-space within each item of the list with the text of each item indented 0.35 inch from the left margin. You should leave one blank line between items and one blank line before and after the list.

If the text of each enumerated item extends beyond three or four lines, do not use an enumerated list. Use standard paragraphs that begin with the words "First," "Second," etc.

To enumerate words or phrases within a paragraph, use numbers or letters surrounded by parentheses to set off (1) the enumerated words, (2) the enumerated phrases, or (3) whatever it is that you are listing. The previous sentence exemplifies in-paragraph enumeration.

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2.11 Bibliography

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The title BIBLIOGRAPHY should appear in all CAPS placed 2 inches from the top of the page. Two empty lines should separate the title from the first subhead or first bibliographic entry.

2.11.1 Subdividing

Bibliographic entries should be alphabetized (see Turabian 16.2.2 "Arrangement of Entries"). If your professor instructs you to subdivide your bibliography into types of resources (e.g., books and articles), consult with your instructor which categories to use for types of resources. Use first-level subheading to divide the bibliography (see instructions above under "Subheadings"). Leave one empty line between a subhead and the first entry under that subhead.

2.11.2 Spacing

Each bibliography entry should appear single-spaced. There should be one empty line between entries. Each entry begins at the left margin. Subsequent lines are indented 0.35 inch.

2.11.3 Arrangement

Arrange entries alphabetically. If you subdivide your bibliography, entries in each section should be arranged alphabetically. If your bibliography or a section of it (if subdivided) includes two or more works written, edited, translated, or compiled by the same person, use that person's name for the first entry. For the second and for subsequent entries for that person, use a 0.7-inch line followed by a period in place of the author's name. For works edited, translated, or compiled by the same person, follow the underline with a comma and the relevant abbreviation (ed., trans., comp.).

Note that a line may not be used for co-authored works that appear at the

end of a series of individually authored works. The author's name (which appeared at the beginning of the series) must be repeated in addition to the names of all co-authors. If subsequent works by these same co-authors are listed, then the 0.7 inch line may be used in place of all those same co-authors.

2.11.4 Further Instructions

See chapter 5 "Footnote and Bibliographic Forms" and Turabian chapters 16 and 17 for further instruction on these and related matters, complete with examples.

CHAPTER 3

BOOK REVIEW STYLE GUIDELINES

The format of a book review is a modified form of the style for a research paper. It adopts the same margins, indentations, etc. as discussed in chapters 1 and 2. This chapter will address only those features in which the book review differs from the research paper style guidelines.

3.1 Title Page

Follow the guidelines in "2.2 Title Page" for the title page of a book review, only use the title of the book being reviewed italicized in all CAPS for your title.

3.2 First Page of Text

Include a full bibliographic reference to the book on the first page of text. The reference should be left justified and 2 inches from the top of the page (this reference occupies the position for the title in a research paper; see "2.5 First Page of Text"). Consult with your professors about whether they prefer for you to include the total number of pages after the year of publication. Leave two blank lines between the bibliographic reference and the body of your review.

3.3 Page References

You may use parentheses in the body of your review to refer to pages in the book you are reviewing. It is unnecessary to cite the author's name; simply reference the page number(s) in parenthesis—for example, (104). Omit the abbreviations p., pg., and pp.

Typically, you will not cite other works in a book review, so footnotes and a bibliography are unnecessary. If a book review does reference another source, a general reference in the text is adequate.

3.4 Divisions of a Book Review

The following is an adaptation of the "Guidelines for Writing a Critical Book Review" previously adopted by the Billy Graham School of Evangelism, Church Growth, and Missions. While no model can fit every book review assignment, what follows gives general guidelines if your professors do not provide their own guidelines for book reviews. The guidelines below discuss a five-page review. If the review you are assigned is longer or shorter, you will need to adjust the content of each section. Remember that the most important guidelines for any book review are the specifications provided by the professor making the assignment.

3.4.1 Introduction

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

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

3.4.2 Summary

A critical book review provides a minimal summary of the book. Address first of all the author's purpose and the primary thesis he or she is presenting. Relate that purpose or thesis to the work of others in the field. For example, is the author contradicting, supporting, or building off the work of others? Follow this

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information with a summary of the main points by which the author argues the thesis or accomplishes the book's purpose. Overall, the summary should extend to no more than two pages in a five-page review. Avoid chapter-by-chapter summarizing.

3.4.3 Critical Evaluation

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

1. Are the claims and arguments well supported? Do factual errors occur among the author's main contentions? What are the strengths and weaknesses in the author's argumentation? Include in your assessment an evaluation of the arguments biblically and theologically.
2. Does the author approach the subject with any overall perspectives that influence or condition his or her conclusions? These may be theological, experiential, philosophical, denominational, or cultural perspectives. Do these perspectives limit the value of the work or its applicability (in certain cultures, certain settings, etc.)?
3. How does the author's presentation fare when compared to other work done in the field? How successful and significant is this work when evaluated within its own field? To what extent does work done in other fields affirm or challenge the author's claims?

Throughout your critique, be specific in your evaluations. Do not just tell the reader about the book; tell and show the reader with concrete examples from the

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book. As previously suggested, include page numbers when making specific references to the book.

3.4.4 Conclusion

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

CHAPTER 4

MISCELLANEOUS FORMATTING GUIDELINES

4.1 Punctuation

Terminal punctuation, quotation marks, footnotes following terminal punctuation, and colons may be followed by *one* or *two* spaces as long as the document is *consistent.* However, in bibliographies and notes, use only one space after punctuation marks, including periods and colons (see also Turabian, chapter 21).

4.2 Ellipses

Three periods are used in an ellipsis. The periods are spaced, and the ellipsis itself is preceded by and followed by one space. If punctuation precedes an ellipsis (for example, a period, semicolon, etc.), the punctuation mark appears without any space between the word and the punctuation mark. Leave one space after the punctuation mark and begin the first period of the ellipsis. Normal spacing follows any punctuation that terminates an ellipsis (see also Turabian 25.3.2, "General Method").

4.3 Dashes

For dashes, you may use either an en dash or an em dash as long as you are consistent throughout the document. Do not use a hyphen as a dash. Note that no space precedes or follows a dash (see also Turabian 21.7.2) .

4.4 Parentheses and Brackets

See Turabian 21.8 for guidelines regarding parentheses and brackets.

4.5 Punctuation and Quotation Marks

According to American usage, a closing period or a comma always precedes a closing quotation mark, whether it is part of the quoted matter or not. Question marks and exclamation points precede quotation marks if they are part of the quoted matter or follow if they pertain to the entire sentence of which the quotation is a part. Semicolons and colons follow quotation marks. If the quoted passage ends with a semicolon or a colon in the original, the mark may be changed to a period or a comma to fit the structure of the main sentence (see also Turabian 21.11.2).

4.6 Commas in a Series

According to American usage, a serial comma appears before the "and" or "or" indicating the last item in a series of three or more items (see also Turabian 21.2.2).

4.7 Numbers

See Turabian chapter 23 for guidelines regarding numbers. Note that any number serving as the first word of a sentence must be written as a word, including enumerated books of the Bible (e.g., "First Chronicles 1-9 represents . . ."). Use 2nd, 3rd, 4th, etc., not 2d or 3d. Use the full-sized 1/2 and 3/4 rather than the smaller ½ and ¾ . Do not use # to abbreviate "number."

4.7.1 Nonscientific Numbers

Numbers of one or two words are spelled out, as are whole numbers ending with *hundred, thousand, hundred thousand, million*, etc. Numbers that are three words are expressed as numerals. (For example: fifty is one word and is written

out; fifty-one is two words and is written out; fifty-three thousand is three words, but is a whole number ending with "thousand," so it is written out; five hundred one is three words, and so it is expressed with numerals as 501.)

Express numbers in a series as numerals. (For example: "The respondents were distributed as follows: 100 were freshmen, 51 were sophomores, 25 were juniors, and 10 were seniors," or, "The most frequently missed questions were numbers 50, 51 and 52.")

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

Multiple chapters, phases, stages, steps, tasks, etc. are numbered and referenced with [Arabic numerals](#) (e.g., Phase 1, Phase 2, etc.).

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

4.7.2 Scientific Numbers

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

Decimal fractions are expressed with one leading zero, and zeros following the decimal point as required for the statistical number being reported. All numbers presented in tables must be decimal aligned.

4.8 Numerical Sequences

Use the following system for inclusive numbers.[1] Note that an unspaced hyphen is used to separate inclusive numbers.

First Number	Second Number	Examples
1-99	Use all digits	3-10, 71-72, 96-117
100 or multiples of 100	Use all digits	100-104, 1100-1113
101 through 109, 201 through 209, etc.	Use changed part only	101-8, 1103-4
110 through 199, 210 through 299, etc.	Use two or more digits as needed	245-48, 498-532, 1929-94
	But if three digits change in a four-digit number, use all four	1894-1989, 2787-2816

4.9 Spelling and Capitalization

An appendix is provided in this manual that provides a modest selection of standard capitalization conventions for biblical and theological academic studies. *The SBL Handbook of Style* provides a more thorough list (see "Appendix A: Capitalization and Spelling Examples"). Students should consult *The SBL Handbook of Style* for any spelling or capitalization questions not answered in this style guide. Consistency should be maintained where there are multiple spelling options.

Current practice in academic writing is to avoid capitalizing divine pronouns (see *The SBL Handbook of Style* 4.4.8 "Pronouns Referring to God"). Students who feel strongly about this matter may follow their conscience.

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[1]Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations* (Chicago: University of Chicago Press, 2007), 327.

The SBL Handbook of Style provides a thorough list of the standard abbreviations for biblical and theological academic studies (see chap. 8, "Abbreviations"). Below we provide the abbreviations for Bible texts, versions, biblical books, etc. as they appear in *The SBL Handbook of Style*.[2]

Divisions of the canon:

HB	Hebrew Bible
NT	New Testament
OT	Old Testament

Units of text:

ch./chs.	chapter/chapters
v./vv.	verse/verses

Ancient texts, text types, and versions:

Byz.	Byzantine
Copt.	Coptic
LXX	Septuagint
MT	Masoretic Text
Syr.	Syriac
TR	Textus Receptus
Vulg.	Vulgate

Modern editions:

BF^2	British and Foreign Bible Societies, 2d edition
BHK	*Biblia Hebraica*, ed. R. Kittel
BHLen	*Biblia Hebraica Leningradensia*
BHS	*Biblia Hebraica Stuttgartensia*
[NA^{28}]	*Novum Testamentum Graece*, Nestle-Aland, [28th ed.]
UBS^4	*The Greek New Testament*, United Bible Societies, 4th ed.
WH	Westcott-Hort

Modern versions

ASV	American Standard Version
CEV	Contemporary English Version
GNB	Good News Bible
GOODSPEED	The Complete Bible: An American Translation, E. J. Goodspeed
JB	Jerusalem Bible
KJV	King James Version
LB	Living Bible

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[2]Patrick H. Alexander et al., eds., *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies* (Peabody, MA: Hendrickson Publishers, 1999), 72-74.

MLB	Modern Language Bible
MOFFATT	*The New Testament: A New Translation*, James Moffatt
NAB	New American Bible
NASB	New American Standard Bible
NAV	New American Version
NEB	New English Bible
NIV	New International Version
NIVI	New International Version, Inclusive Language Edition
NJB	New Jerusalem Bible
NJBS	*Tanakh: The Holy Scriptures: The New JPS Translation according to the Traditional Hebrew Text*
NKJV	New King James Version
NRSV	New Revised Standard Version
PHILLIPS	*The New Testament in Modern English*, J. B. Phillips

Modern Versions (continued)

REB	Revised English Bible
RSV	Revised Standard Version
RV	Revised Version
TEV	Today's English Version (= Good News Bible)
TNIV	Today's New International Version
Weymouth	*The New Testament in Modern Speech*, R. F. Weymouth

Hebrew Bible/Old Testament (these abbreviations are neither punctuated nor

italicized)

Gen	Genesis
Exod	Exodus
Lev	Leviticus
Num	Numbers
Deut	Deuteronomy
Josh	Joshua
Judg	Judges
Ruth	Ruth
1-2 Sam	1-2 Samuel
1-2 Kgdms	1-2 Kingdoms (LXX)
1-2 Kgs	1-2 Kings
3-4 Kgdms	3-4 Kingdoms (LXX)
1-2 Chr	1-2 Chronicles
Ezra	Ezra
Neh	Nehemiah
Esth	Esther
Job	Job
Ps/Pss	[Psalm] Psalms
Prov	Proverbs
Eccl (or Qoh)	Ecclesiastes (or Qoheleth)
Song (or Cant)	Song of Songs (Song of Solomon, or Canticles)
Isa	Isaiah
Jer	Jeremiah
Lam	Lamentations
Ezek	Ezekiel
Dan	Daniel
Hos	Hosea

Joel	Joel
Amos	Amos
Obad	Obadiah
Jonah	Jonah
Mic	Micah
Nah	Nahum
Hab	Habakkuk
Zeph	Zephaniah
Hag	Haggai
Zech	Zechariah
Mal	Malachi

New Testament (these abbreviations are neither punctuated nor italicized)

Matt	Matthew
Mark	Mark
Luke	Luke
John	John

New Testament (continued)

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

Students requiring abbreviations for the Apocrypha and Septuagint, the Old Testament Pseudepigrapha, Dead Sea Scrolls and related texts, Philo, Josephus, Mishnah, Talmud, targumic texts, other rabbinic works, apostolic fathers, Nag Hammadi codices, New Testament Apocrypha and Pseudepigrapha, classical and ancient Christian writings, Latin names of biblical books, papyri, ostraca, epigraphical citations, and ancient Near Eastern texts should consult *The SBL Handbook of Style* (see 8.3.3-17). For abbreviations of secondary sources (e.g., journals, periodicals, major reference works, and series), consult *The SBL Handbook*

of Style (8.4). Students may also choose to consult the "Abbreviations of Modern Publications" [here](#). Consistency should always be maintained.

Use postal codes—in all CAPS, no periods—to abbreviate U.S. states and Canadian provinces in bibliography and footnote entries (See Turabian 24.3.1).

<div align="center">

4.11 Transliteration

</div>

Students are encouraged to incorporate Hebrew and Greek fonts in their writing. If transliteration is necessary, students should use the following transliteration styles from *The SBL Handbook of Style* (5.1.2 "General Purposes Style" and 5.3 "Greek"), reproduced below.

4.11.1 Hebrew

4.11.1.1 Consonants

א	*alef*	*'* or omit	ם מ,	*mem*	*m*
ב	*bet*	*b; v* (spirant)	ן נ,	*nun*	*n*
ג	*gimel*	*g; gh* (spirant)	ס	*samek*	*s*
ד	*dalet*	*d; dh* (spirant)	ע	*ayin*	*'* or omit
ה	*he*	*h*	ף פ,	*pe*	*p; f* (spirant)
ו	*vav*	*v* or *w*	ץ צ,	*tsade*	*ts*
ז	*zayin*	*z*	ק	*qof*	*q*
ח	*khet*	*h* or *kh*	ר	*resh*	*r*
ט	*tet*	*t*	שׂ	*sin*	*s*
י	*yod*	*y*	שׁ	*shin*	*sh*
ך כ,	*kaf*	*k; kh* (spirant)	ת	*tav*	*t; th* (spirant)
ל	*lamed*	*l*			

4.11.1.2 Vowels

◌ַ	*patakh*	a	◌ָ	*qamets khatuf*	o
◌ֲ	furtive *patakh*	a	◌ֹ	*holem*	o
◌ָ	*qamets*	a	וֹ	full *holem*	o
הָ◌	final *qamats he*	ah	◌ֻ	short *qibbuts*	u
◌ֶ	*segol*	e	◌ֻ	long *qibbuts*	u
◌ֵ	*tsere*	e	וּ	*shureq*	u
◌ֵי	*tsere yod*	e	◌ֳ	*khatef qamets*	o
◌ִ	short *hireq*	i	◌ֲ	*khatef patakh*	a
◌ִ	long *hireq*	i	◌ֱ	*khatef segol*	e
◌ִי	*hireq yod*	i	◌ְ	vocal *shewa*	e

4.11.2 Greek

α	*alpha*	*a*	ξ	*xi*	*x*
β	*bēta*	*b*	ο	*omicron*	*o*
γ	*gamma*	*g*	π	*pi*	*p*
γ	*gamma* nasal	*n* (before γ, κ, ξ, χ)	ρ	*rho*	*r*
δ	*delta*	*d*	ῥ	initial *rho* (or in medial double *rho*: e.g., *Pyrrhos*)	*rh*
ε	*epsilon*	*e*	σ, ς	*sigma*	*s*
ζ	*zēta*	*z*	τ	*tau*	*t*
η	*ēta*	*ē*	υ	*upsilon*	*y* (not in diphthong)
θ	*thēta*	*th*	υ	*upsilon*	*u* (in diphthongs: *au eu _u, ou, uî*)
ι	*iōta*	*i*	φ	*phi*	*ph*
κ	*kappa*	*k*	χ	*chi*	*ch*
λ	*lambda*	*l*	ψ	*psi*	*ps*
μ	*mu*	*m*	ω	*ōmega*	*ō*
ν	*nu*	*n*	‘	rough breathing	*h* (preceding initial vowel or diphthong)

4.12 Tables and Figures

Tables are used for data presented in rows and columns; all other graphics should appear as figures in a thesis, dissertation, or D.Min project (see Turabian 26 "Tables and Figures," but note the ways in which this style manual emends or

otherwise departs from these instructions).

4.12.1 Tables

Every table must have both a number and a title above it, centered on the page. The word "Table" should precede the number, which begins at 1 and proceeds sequentially throughout the text of a thesis, dissertation, or D.Min project. A period should follow the table number. The title of a table follows the table number and should appear capitalized sentence style (that is, only the first word and proper nouns are capitalized), but with no final punctuation. The length of the table title should not extend beyond the width of the table. Longer titles should be broken into two or more lines and appear in inverted pyramid style. A single space should separate the table title from the table itself.

Enumeration for tables in appendixes should restart at 1 prefixed with the letter "A": for example, Table A1. Numbering should proceed sequentially throughout all appendixes. When tables appearing in appendixes are referenced in the text, always include with the reference the appropriate appendix number: for example, "See Table A1 in Appendix 1."

A full border should outline tables. Use borders on all sides of a cell except where data spans two cells and the interior border is not appropriate. All borders and rules should be ½ point or hairline width.

Tables are presented in the same font, size, and color as the body of text (see 1.2 "Font"). Bold, underline, and colored text should be avoided for emphasis, but italic font may be used for category titles within the table. Numbers in cells should appear right aligned and decimal aligned with equal number of decimal places. When no data is contained in a cell, use a double-dashed line to indicate no data rather than zeros; however, use zeros to indicate computed results in a distribution of data. Use at least one leading zero before a decimal figure less than

one. Do not repeat % or $ symbols in each cell, but indicate the symbol in the categorical title.

If necessary, a table note should appear below the table, separated by a single space. Notes aid readers in interpreting the data or explaining the table. They should appear left justified and should be capitalized sentence style with no terminal punctuation. The word "Note" followed by a colon should precede the note. All text should appear left justified and single spaced.

Any table and its corresponding title (and note, if any), should be separated from text or other graphic above and below with three blank lines. Tables appear centered between the left and right margins horizontally and, when filling a full page, between the top and bottom margins. If a table can fit on one page but remaining space in the document does not allow for the table to fit on the page, the table should appear at the top of the next page. If a table is larger than one full page, continue the table on the next page. When spanning more than one page, a modified table title should appear on subsequent pages consisting of the word "*Table*," the table number, and the word "*continued*" with no terminal punctuation, all in italics. The table note, if any, should appear on the final page below the last line of the table. Tables should be formatted to fit within the page margins of the document (see 1.4 "Margins").

4.12.2 Figures

Every figure must have a number and title. The formatting is similar to the formatting for tables (4.12.1 "Tables") with two exceptions: figure numbers and titles appear one single space below the figure, and the word "Figure" should replace the word "Table."

Unlike Tables, figures do not require a border unless they a reproductions and part of the original documents.

If necessary, a figure note or legend should appear below the figure title, separated by a single space. Otherwise, the formatting is same for table notes (4.12.1 "Tables").

All graphics and research instruments must fit within the margin specifications for papers, dissertations, or D.Min projects to ensure proper integration in the document (see 1.4 "Margins").

Configure all figures according to grayscale colors to ensure appropriate sharpness, clarity, and contrast when printed with black ink.

CHAPTER 5

FOOTNOTE AND BIBLIOGRAPHIC FORMS

Unless otherwise specified in this manual, students are expected to use the guidelines for "Notes-Bibliography Style" in chapters 16 and 17 of Turabian in their papers, theses, projects, and dissertations. This chapter contains supplemental material for matters where clarification, specification, or emendation is necessary. Students are encouraged to obtain a copy of Turabian because many of its guidelines are not reproduced in this manual. Students may also consult the "Turabian Quick Guide," a distilled version of chapters 16 and 17 of Turabian made available by The University of Chicago Press website (do not use their "Parenthetical Citations-Reference List Style," chapters 18 and 19 in Turabian). Students may also find helpful information about unusual or complicated citations in chapter 14 of *The Chicago Manual of Style* (16th ed.).

5.1 Shortened Footnotes

In papers, students should provide a complete citation the first time they cite a work. Subsequent citations of this work should appear as a shortened "author-title" footnote (see Turabian 16.4.1 "Shortened Notes"). Do not use "author-only" footnotes.

Concerning whether or not to use "Ibid." to shorten the subsequent of two identical citations (see Turabian 16.4.2 "Ibid."), students should defer to the preferences of their professors.

5.2 Author's Name

In footnotes, each author's name should appear as it is listed on the title page. Do not include any titular information (e.g., Dr., Rev., etc.). In bibliography entries, the author's name should appear in inverted order (e.g., Pennington, Jonathan T.). If authors have a "Jr.," "Sr.," or number such as "III" with their name, that designation goes at the end of the reversed name in the bibliography (e.g., R. Albert Mohler Jr. = Mohler, R. Albert, Jr; Tremper Longman III = Longman, Tremper, III). See also "Special Types of Names" under 7.1.1 "Author's Name" in Turabian.

5.3 Commentary in a Set or Series

It is important to distinguish between commentaries that are a part of a set and those that are a part of a series as this distinction dictates how to cite the commentary.

5.3.1 Commentary Series

When each volume of a commentary collection is individually authored and individually titled, this is a commentary series. Examples include Anchor Bible Commentary, Baker Exegetical Commentary on the New Testament, Hermeneia, Interpretation, New International Commentary on the Old Testament, Pillar New Testament Commentary, and Word Biblical Commentary. Consult Turabian 17.1.5 "Series" for citing commentaries that belong to this category.

5.3.2 Commentary Set

5.3.2.1 Multiple authors. When each volume of a commentary collection compiles book-length entries, each individually authored, this is a commentary set. Examples include *The Expositor's Bible Commentary*, *The Interpreter's Bible*, *The New Interpreter's Bible*, and *Zondervan Illustrated Bible Backgrounds Commentary*. Consult Turabian 17.1.4 "Volume" for citing commentaries that belong to this category.

In addition to the guidelines in Turabian, you should include comprehensive pages for an individual entry in a commentary set. In the footnote, include comprehensive pages only if you are citing the work in its entirety and not a specific page or page range. For example, below are two sample footnotes. The first entry is a reference to the work as a whole, which spans pages 319-674; the second entry is to a specific page range within the commentary:

[1]Terence E. Fretheim, *The Book of Genesis: Introduction, Commentary, and Reflections* in vol. 1 of *The New Interpreter's Bible*, ed. Leander E. Keck (Nashville: Abingdon Press, 1994), 319-674.

[1]Terence E. Fretheim, *The Book of Genesis: Introduction, Commentary, and Reflections*, in vol. 1 of *The New Interpreter's Bible*, ed. Leander E. Keck (Nashville: Abingdon Press, 1994), 354-57.

In the bibliography, comprehensive pages should appear between the editor and the facts of publication. For example:

Fretheim, Terence E. *The Book of Genesis: Introduction, Commentary, and Reflections*. In vol. 1 of *The New Interpreter's Bible*. Edited by Leander E. Keck, 319-674. Nashville: Abingdon Press, 1994.

Note that in both the footnote and the bibliography, the title of the entry is followed by "In vol." to indicate that the entry is a part of the volume, not the sum total of its contents. The individual title of volume 1 in this series, *General Articles on the Bible; General Articles on the Old Testament; Genesis; Exodus; Leviticus*, is omitted

in both references. Note also that the multivolume title, *The New Interpreter's Bible*, is punctuated with a period and the subsequent term "Edited" is capitalized.

5.3.2.2 Single author. When a single author is responsible for an entire commentary collection, this too is a commentary set. For example:

[1]John MacArthur, *Matthew 1-7*, *The MacArthur New Testament Commentary* (Chicago: Moody, 1985), 104.

MacArthur, John. *Matthew 1-7*. *The MacArthur New Testament Commentary*. Chicago: Moody, 1985.

Note that the title of the individual volume, *Matthew 1-7*, is included alongside of the title of the multivolume set, *The MacArthur New Testament Commentary*.

CHAPTER 6

STYLE GUIDELINES FOR PROSPECTUSES, THESES,
DISSERTATIONS, AND D.MIN. PROJECTS

The style guidelines for prospectuses, theses, dissertations, and D.Min.

projects follow the General Style Guidelines discussed in chapter 1. Below are

additional or exceptional guidelines addressing the unique aspects of prospectuses,

theses, dissertations, and D.Min projects. Section 6.1 is specific to the prospectus.

Section 6.2 and following outline the elements of a thesis, dissertation, and D.Min

project.

6.1 Prospectus

For the title page of a prospectus, see 6.4 "Title Page." The prospectus

should include the following sections (use first-level subheadings):

1. Introduction
2. Thesis
3. Background
4. Methodology
5. Proposed Outline
6. Bibliography
7. Vita

6.1.1 Proposed Outline

The proposed outline appears as a list in the body of the prospectus under

its subheading (not as an initial table of contents). The list itself is formatted

according to the guidelines in 6.7 "Table of Contents." Give the approximate page

length for each chapter in parentheses after the chapter title (you do not have to use leaders). After the end of the list, skip two spaces (single-spaced) and, following the general style guidelines, give a brief explanation of each projected chapter.

6.1.2 Vita

The vita provides brief autobiographical information. It should appear on a page by itself after the bibliography and should not be more than one page. It may include the following categories of information: author's name, education (e.g., colleges, universities, and seminaries attended and degrees conferred), academic publications (these should only be peer-reviewed or edited works), professional organizations (e.g., Society of Biblical Literature, Evangelical Theological Society), academic and ministerial employment. Each category should appear in CAPS and left justified. The items under each category should appear single-spaced and indented 0.7 inch. One line (single-spaced) should separate each category.

6.2 Order of Pages

Copyright Page	Required	Not counted	No page number
Title Page	Required	Counted	Not numbered
Approval Sheet	Required	Counted	Not numbered
Dedication Page	Not required	Counted	Not numbered
Table of Contents	Required	Counted	Roman numerals
List of Abbreviations	Required if such are used	Counted	Roman numerals
List of Tables	Required if such are used	Counted	Roman numerals
List of Figures or Music Examples	Required if such are used	Counted	Roman numerals
List of Plates	Required if such are	Counted	Roman

	used		numerals
Preface	Required	Counted	Roman numerals
Body of Text	Required	Counted	Arabic numerals
Appendixes	Not required	Counted	Arabic numerals
Bibliography	Required	Counted	Arabic numerals
Abstract	Required	Not counted	No page number
Vita	Required	Not counted	No page number

6.3 Copyright Page

The copyright page should include the word "Copyright," followed by the copyright symbol, followed by the anticipated year of graduation, followed by the author's full legal name (no initials). Below this line, the copyright notice should appear single-spaced and read, "All rights reserved. The Southern Baptist Theological Seminary has permission to reproduce and disseminate this document in any form by any means for purposes chosen by the Seminary, including, without limitation, preservation or instruction."

6.4 Title Page

The layout of the title page for a prospectus, thesis, dissertation, or D.Min. project follows the instructions discussed in "2.2 Title Page" with the following exceptions.

The second item of information identifies the work as either a "Prospectus," "Thesis," "Dissertation," or "Project." This work is presented to "the Faculty of The Southern Baptist Theological Seminary" (not to an individual faculty member).

The third item of information identifies the degree for which this project is a requirement, "In Partial Fulfillment of the Requirements for the Degree (type of degree)."

6.5 Approval Sheet

The heading "**APPROVAL SHEET**" (bold, and in all CAPS) appears centered 2 inches from the top of the page. On the third single-spaced line below that heading, center the title of the work (double-space in all CAPS, as on the title page). On the fourth single-spaced line below the title, print your full name (do *not* use all CAPS or include the word "by").

On the fourth single-spaced line below your name, include "Read and Approved by:" left justified. On the fourth single-spaced line below this, include a 3.5-inch solid line, indented 0.7 inch. On the next single-spaced line indent 0.7 inch and type the formal name of the chair (for master's, Ed.D., or Ph.D. students) or faculty supervisor (for D.Min. or D.Ed.Min. students) of your supervisory committee followed by the parentheses "(Chair)" or "(Faculty Supervisor)." On the fourth single-spaced line below the name of the chair or faculty supervisor, include another 3.5 inch solid line, indented 0.7 inch. On the next single-spaced line indent 0.7 inch and type the formal name of the second reader of your supervisory committee (no parenthetical designation follows this name). If your supervisory committee has a third member, include a third solid line and name, following the previous instructions. Do not include a line for an external reader, even if an external reader serves as the third member of your supervisory committee. D.Min. projects have two signature lines. The name is followed by the parenthesis "(Faculty Supervisor)."

On the fourth line below the name of the last reader, type the word "Date" left justified followed by a 2.5 inch solid line.

Consult the Seminary catalog for the formal name of the members of your supervisory committee. Do not add professional titles before or degrees after the formal name.

6.6 Dedication Page

A dedication page is optional. The dedication appears centered and in the middle of the page. Use double-spacing.

6.7 Table of Contents

The heading "TABLE OF CONTENTS" (in all CAPS) appears 2 inches from the top of the page. On the third line below the heading, the word "Page" should appear right justified. Use double-spacing for the contents of the table that follow. The entries correspond to chapters, headings, and subheadings which follow the table of contents. If the chapter title, heading, or subheading of any entry is too long for one line, subdivide the entry and single-space. Indent the second line of a chapter title so that it aligns with the first letter of the title. The second line of a subheading should be indented 0.35 inch.

Major headings (such as LIST OF ABBREVIATIONS, PREFACE, CHAPTER TITLES, APPENDIX TITLES, and BIBLIOGRAPHY) appear in all CAPS. The words "Chapter" and "Appendix" should be capitalized sentence style and appear left-justified before the chapter titles and list of Appendixes, respectively. All other levels of heading are capitalized headline style (see Turabian 22.3.1).

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

Leaders from an entry to its page number should be arranged using periods (not dashes, solid lines, or other characters).

Page numbers are justified to the right margin; the last number of each page reference should line up vertically.

Subsequent pages of a table of contents begin at the top (1-inch) margin with the word "Chapter" justified to the left and the word "Page" justified to the right. However, if no new chapter is listed on a page, omit the word "Chapter" (see page v of this manual). The next line continues the sequence of entries from the previous page.

Each page in the table of contents is numbered with lower case Roman numerals centered at the bottom of each page (beginning with either iii or iv, depending on whether or not a dedication page has preceded).

6.8 Lists in Preliminary Pages

The style guidelines for the List of Abbreviations, List of Tables, List of Figures, and List of Examples follow the same style guidelines for the Table of Contents (6.7). If a list of tables, figures, or examples contains more than 9 entries, indent the first 9 entries so that the periods after the two-digit numbers align with the periods after the single-digit numbers.

Four blank spaces must appear between the longest abbreviation and its descriptive text in a List of Abbreviations. Once the ruler position of the start of the longest abbreviation's descriptive text is determined, create a left align tab stop for that position and apply it to all entries in the list (logical shorter abbreviations will have more spaces between their entries and their descriptive text).

6.9 Preface

The preface is a place to acknowledge the influence, assistance, or support of individuals or organizations throughout the course of your education and/or particularly during the course of writing the dissertation. The preface is a place for

personal reflection; as such, it should not include any argumentation of or discussion about your thesis.

The heading "PREFACE" (in all CAPS) appears 2 inches from the top of the page. The preface begins on the second line below the heading. The author's name (informal is permissible only here) appears on the third line below the last line of the preface, right-justified. The city and state of composition appears on the next line, left-justified. The month and year of anticipated graduation appears on the next line.

6.10 Body of the Text

On the first page of each chapter, the word "CHAPTER," in all CAPS, followed by its corresponding Arabic numeral, should appear 2 inches from the top of the sheet (see also "2.5 First Page of Text"). The chapter title is placed in all CAPS on the second single-spaced line below the word "CHAPTER." If the chapter title is more than 4 inches long, it must be divided, arranged inverted pyramid style, and be single-spaced.

The first line of text is placed on the third single-spaced line below the chapter title. The spacing between the chapter title and the first line of text is the same as between the last line of text and a subheading (see also "2.7 Subheading").

Line spacing, indentation, and block quotation guidelines all conform to previous sections of this manual (see "1.3 Line Spacing," "2.8 Indentation and Block Quotation").

Begin using [Arabic numerals](#) for the pagination of the body of the text (see also "6.2 Order of Pages").

6.11 Footnotes

Footnotes are numbered consecutively, starting over with number 1 at the

beginning of each chapter. Footnote entries must be given in full the first time a work is cited. If a work continues to be cited in subsequent chapters, it must be referenced in full the first time it appears in each chapter. However, first references may use abbreviations given in a List of Abbreviations at the beginning of your work. Subsequent references within a chapter should be shortened (see also "2.9 Footnotes," chapter 5 "Bibliographic and Footnote Forms," and Turabian chapter 16).

6.12 Appendixes

If your work has one appendix, the heading "APPENDIX" (in all CAPS) should appear 2 inches below the top of the page. The text of the appendix follows on the third single-spaced line below the heading. If you wish to give the appendix a title, place the title below the heading, like a chapter title (see "6.7 Table of Contents" and "6.10 Body of Text"). If you have more than one appendix, you must number each appendix as you do chapters (APPENDIX 1, APPENDIX 2, etc.), and each must have its own title.

As with chapters, the pagination of your work continues successively through the appendix or appendixes with the page numbers centered at the bottom margin.

6.13 Bibliography

All dissertations, theses, and projects must include a bibliography. Spacing, formatting, and page layout are the same as for research papers (see 2.11 "Bibliography") except for the left and right margins, which for all doctoral manuscripts should be 1.25 inches. For the arrangement of entries, see Turabian 16.2.2, which recommends no bibliographic subdivisions. However, a bibliography may be divided among books, articles, theses and dissertations, and unpublished

materials (in that order). It may also be desirable to separate primary and secondary works. The works in each section of a bibliography must be arranged alphabetically. Consult with your committee their preference.

6.14 Abstract

The abstract of the thesis, dissertation, or project presents a brief synopsis of the work. It will appear in a database along with bibliographic information on your thesis, dissertation, or project. The abstract should include (1) the complete title of your work as it appears on the title page, but single-spaced, (2) your full legal name as it appears on the title page, (3) the degree for which the thesis, dissertation, or project was written, which also appears on the title page, (4) your institution— The Southern Baptist Theological Seminary, (5) the year of submission, (6) the name of your chair or faculty supervisor, and (7) the body of the abstract, which may not exceed 350 words for dissertations or 150 words for theses and projects.

6.15 Vita

The vita is your biographical data sheet. Its form is the same as that given with the prospectus (see 6.1.2 "Vita").

APPENDIX

CAPITALIZATION CHECKLIST

Acts of the Apostles
AD (*anno Domini*)—precedes date, avoid using with centuries
the Almighty
ancient Near East
ante-Nicene fathers
Apocrypha, apocryphal
an apostle, the apostles, Apostle Paul
ark (Noah's)
ark of the covenant
BC (before Christ)—follows date
BCE (before the common era)—follows date
the Beatitudes
Bible, biblical; also see Scripture
book of Job
catholic (universal), Catholic (Roman Catholic Church)
century—spell out numbers in the text (the twentieth century, twentieth-century
        theology; note that when the century term is an adjective, it is hyphenated)
chapter 5 (note that the chapter number is a numeral, not a word)
CE (common era)—follows date
Christian (both noun and adjective)
Christian era
Christology, christological
Church—capitalize in titles (First Baptist Church, Roman Catholic Church, Church
        of England), lower case for universal church (the church, a Baptist church, the
        Methodist church)
the Dark Ages
day of Pentecost, day of judgment, Day of the Lord
the Decalogue
Deuteronomy, deuteronomic, the Deuteronomist
the Diaspora, diaspora Jews
epistle—lower case when not a title (this epistle, these epistles)
the Epistles—capitalize for the whole group in the New Testament and in titles (the
Epistle of James, the First Epistle of John, the Pastoral Epistles)
the exile (the Babylonian captivity)
the exodus
the fall
the fall of Rome
the Father, our heavenly Father, the fatherhood of God
the Fathers, church fathers
the flood
Gentile(s) (noun and adjective)

Gnosticism, gnostic (noun and adjective)
gospel—the good news
Gospel—capitalize when referring to one of the gospels (Gospel of Mark, the Fourth Gospel, the synoptic Gospels, the Gospel)
hell
Holy Week
judgment day
kingdom of God
Koran—use Qur'an instead
law of Moses, the Law (the Pentateuch)
Lord's Supper
medieval, medieval theology
the Messiah (Christ), messianic
Middle Ages, late Middle Ages, the High Middle Ages
Mishnah
Near Eastern
neo-Classicism
Nicene Creed
parable of the Good Samaritan (etc.)
Passover
Pentateuch
Pharisee(s)
Protestant
Psalm 45; a praise psalm, twenty-third Psalm; in parentheses and footnotes: Ps 23; Pss 21-26
Qu'ran
Reformation
Renaissance
Scripture (when referring to the Bible), the Scriptures, scriptural, scripture (general reference to religious writings)
the second coming
Sermon on the Mount
the Son, Son of God, Son of Man
Sunday school
the Supper
Ten Commandments
the Word, the Word of God (for Jesus or the Bible)