THE McAFFEE STYLE GUIDE for Academic Year 2015-2016


by Nancy L. deClaissé-Walford

August 2015
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SECTION I: OVERVIEW

Graduate-level programs in the humanities have professional standards of writing that go beyond correct grammar and spelling. The McAfee Style Guide provides concise instructions for formatting papers. While official style manuals available on the market can be difficult to implement, this style guide pares down complex manuals to suit the needs of students at the McAfee School of Theology.

On certain formatting issues, the McAfee Style Guide makes use of the Mercer University Dissertation/Thesis Format Guide. Where required, students writing theses for the M.Div. Academic Research Track or the D.Min. program should consult the Mercer format guide. After consulting this Guide, if you are in doubt about a citation or style issue, ask a professor or writing tutor for assistance!

SECTION II: GUIDELINES FOR FORMATTING PAPERS

2.1 TITLE PAGE

Every paper submitted to the faculty of the McAfee School of Theology will include a Title Page in the following format.

- Capitalize each letter.
- The first line of the Title Page starts at the top margin.
- Each line of text is double spaced except for the title if it takes more than one line.
- There should be equal space between each major section of the Title Page.
- The date should come as close to the bottom margin as possible.

See an example on the next page.
Example of a Title Page:

McAFEE SCHOOL OF THEOLOGY

NATIONAL IDENTITY FORMATION AND THE CONQUEST NARRATIVE IN JOSHUA: AN EXERCISE IN POST-COLONIAL READING

A PAPER SUBMITTED TO
DR. NANCY L. deCLAISSÉ-WALFORD
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR
FOUNDATIONS IN OLD TESTAMENT, THOT 500.10
MASTER OF DIVINITY

BY
STUDENT NAME

ATLANTA, GA
OCTOBER 2013
2.2 PAGE NUMBERING

2.2.1 Title Page, etc. The Title Page will have no printed page number, but it will count as “page i.” Number the Dedication (optional), Acknowledgements (optional), Table of Contents (if appropriate), Abstract (if appropriate), and any other Front Material with successive lower case Roman Numerals beginning with “ii” at the bottom center of their pages.

2.2.2 Body, Bibliography, and Appendix. Number the Body of the Paper, the Bibliography, and Appendices (if appropriate) with successive Arabic Numerals, beginning with “1.”

Number the first page of the Body of the Paper with “1” at the bottom center of the page; number all subsequent pages in the upper right hand corner. Place all page numbers at the 1” margins of the page.

2.3 MARGINS

Each page of the paper will have a 1” margin on all sides. This includes the Title Page, the Table of Contents, the Body of the Paper, the Bibliography, and any Appendices.

2.4 GENERAL FORMATTING ISSUES

2.4.1 Font Size. All papers will be in 12pt type.

2.4.2 Line Spacing. All papers will be double-spaced, with no additional space between paragraphs.

2.4.3 Indenting Paragraphs. The first line of paragraphs will be indented 0.5” from the beginning of the 1” margin.

2.4.4 Paragraphs. Paragraphs will contain a minimum of three sentences. The first line of a paragraph should not appear alone at the bottom of a page (a “widow”), and the last line of a paragraph should not appear alone at the top of a page (an “orphan”).

2.4.5 Long Quotations. Indent block quotes (see Section 5.1.3) 0.5” from the left margin and single spaced, with a double space before and after.
2.4.6 Section Headings. Headings will be in the following format. Use standard double spacing before and after all headings.

- Section Title* Centered, all letters capitalized
- First Level Centered, important words capitalized
- Second Level On left margin, important words capitalized
- Third Level Indented 0.5” from left margin, important words capitalized, period
- Fourth Level Indented 0.5” from left margin, italicized, first word capitalized, all other words uncapitalized, period

* See Section 6.1 if using Chapters in lieu of Sections.

Example of Section Headings:

SECTION TITLE

First Level

Second Level

Third Level. Begin paragraph text.

Fourth level. Begin paragraph text.

2.4.7 Tables of Contents. If you are writing a long paper with section headings, a Table of Contents is very helpful to your reader. If using chapters, see Section 6.2. The format is as follows:

- Center the title 1” from the top margin, typing “TABLE OF CONTENTS” in all capital letters.
- Type each heading word-for-word and cap-for-cap as they appear in your paper.
- Section Titles are on the left margin.
- First Level Headings are indented 0.5” from the left margin.
- Second Level Headings are indented 1” from the left margin.
- Third Level Headings are indented 1.5” from the left margin.
- Fourth Level Headings are indented 2” from the left margin.
- Use double spaces between the Section Headings and single spaces between the First, Second, and Third Level Headings.
- Add leading dots between each heading and its page number.

Example of Table of Contents:

<table>
<thead>
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<th>TABLE OF CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
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</tr>
<tr>
<td>SECTION TITLE</td>
<td>3</td>
</tr>
<tr>
<td>First Level Heading</td>
<td>3</td>
</tr>
<tr>
<td>Second Level Heading</td>
<td>4</td>
</tr>
<tr>
<td>Third Level Heading</td>
<td>6</td>
</tr>
<tr>
<td>Fourth level heading</td>
<td>6</td>
</tr>
<tr>
<td>SECTION TITLE</td>
<td>14</td>
</tr>
<tr>
<td>First Level Heading</td>
<td>15</td>
</tr>
<tr>
<td>Second Level Heading</td>
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<tr>
<td>First Level Heading</td>
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<td>BIBLIOGRAPHY</td>
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</table>
SECTION III: GUIDELINES FOR FOOTNOTES AND BIBLIOGRAPHY

3.1 FOOTNOTE CITATIONS

Footnotes are the citation standard at the McAfee School of Theology. (See Section 6.3 if using chapters in lieu of sections.) Follow these guidelines when formatting footnotes:

- Place footnotes at the conclusion of the Body of the Text on each page.
- Separate them from the Body of the Text with a dividing line.
- Set footnotes in 12pt type.
- Indent the first line of each footnote 0.25” from the left margin.
- Begin each footnote with a successive, indented superscript Arabic Numeral.
- Set footnotes with single spaces.
- Set double spaces between footnotes.

3.2 BIBLIOGRAPHY CITATIONS

Bibliographies are the standard for references at the McAfee School of Theology. Follow these guidelines when formatting bibliographies:

- Place the Bibliography at the conclusion of the paper, starting on a new page.
- The title is a Section Title (see Section 2.4.6), so it is in all capital letters and centered 1” from the top margin.
- Format each bibliographic entry with a hanging indent at 0.5” from the left margin.
- Set each entry with single spaces.
- Set double spaces between each entry.
- Order the entries alphabetically.

3.3 ADDITIONAL GUIDELINES FOR FOOTNOTES AND BIBLIOGRAPHY:

3.3.1 Full and Shortened Citations. The first footnote citation of a source in a paper must be a full citation of that source. All succeeding footnote citations of a previously cited source are shortened. The shortened form includes the author’s last name, an abbreviated title, and the page number(s) (see examples in Section 3.3.6).

3.3.2 Ibid. If the reference immediately following is exactly the same source, then use “Ibid.” (always with a period). Only cite a page number with “Ibid.” (always with a period and a comma) if the page referred to is different from the previous footnote. If a different reference intervenes between two citations of the same source, then use a shortened citation form (see examples in Section 3.3.6).
3.3.3 Page Numbers. When referring to a series of page numbers in footnotes and bibliographies, the rules are set based on the first number in the series:

<table>
<thead>
<tr>
<th>IF THE FIRST NUMBER IS</th>
<th>USE THIS FOR THE SECOND NUMBER</th>
<th>EXAMPLES</th>
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</thead>
<tbody>
<tr>
<td>less than 100</td>
<td>use all digits</td>
<td>3-10, 71-72, 96-117</td>
</tr>
<tr>
<td>100 or multiples of 100</td>
<td>use all digits</td>
<td>100-104, 600-698, 1100-1123</td>
</tr>
<tr>
<td>multiples of 100, ending with 01-09</td>
<td>use changed part only, omitting unneeded zeros</td>
<td>107-8, 1002-6, 406-9, 406-49</td>
</tr>
<tr>
<td>multiples of 100, ending with 10-99</td>
<td>use two digits or more to reflect changed part</td>
<td>321-25, 415-532, 1536-38, 11234-35, 1245-359</td>
</tr>
</tbody>
</table>

3.3.4 City and Publisher Names. Generally speaking, the city name of the publisher is all that is required in footnote and bibliography citations. If an informed reader of your work might not know the state, you may include the two-letter postal abbreviation. Give the same consideration to country names, but spell them out in full. For publisher names, include as much information as necessary to identify the publisher. Be consistent with the publisher names. For example, Little, Brown & Co. should not appear again as Little, Brown and Company. When there is no publication city, use “n.p.” for the footnote and “N.p.” for the bibliography.

3.3.5 Editors – Using “ed.” vs. “eds.”. When do you use “eds.” and when do you use “ed.”? When the editors of the book are listed as its authors, as in Section 4.5, then “eds.” is the appropriate abbreviation for the plural form (“editors”). When the editors of the book are listed after the title of the book to indicate “edited by,” as in Sections 4.7-4.9, then use “ed.” regardless of how many editors are involved.

3.3.6 Sample Footnotes.


2 Ibid., 93. *(Repeated—Ibid. with page different number)*

3 Ibid. *(Repeated—Ibid., no page number needed if same page)*

3.3.7 Sample Bibliography.


3.4 PARANTHETICAL CITATIONS FOR BOOK REVIEWS

3.4.1 General Instructions. Use parenthetical citations instead of footnotes when writing a book review or summary. The parenthetical citation follows a summary of a work in your own words, or it follows a quotation. Place the full bibliographical reference at the top of the first page with a double space between it and the Body of the Text.

3.4.2 In-Text Citations. For in-text citations, place the parenthetical citation before the terminal punctuation mark. For example, in a summary of John Barton’s “Difficulties in the Text”:
Barton states that perceptions of errors in the biblical text may be “errors of perception by the reader” (p. 10).

3.4.3 **Block Quote Citations.** The parenthetical citation follows the terminal punctuation mark with a block quotation. For example, in a summary of Thomas G. Long’s *The Witness of Preaching*:

Long discusses the importance of tailoring a preacher’s exegetical procedure of biblical texts to local circumstances:

The whole aim of a preacher’s study of a biblical text is to hear in that text a specific word for us, and who “we” happen to be at this moment makes a considerable difference in how the preacher approaches the text. If families in the congregation are in crisis, if some who will hear the sermon are unemployed, these circumstances bring new questions and concerns to the encounter with Scripture. (p. 69)
SECTION IV: CITING SPECIFIC TYPES OF SOURCES

4.1 OVERVIEW

These guidelines cover most types of sources. For information on sources that do not appear in the *McAfee Style Guide*, see Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th ed., (Chicago: University of Chicago Press, 2007), or *The Chicago Manual of Style*, 16th ed. (Chicago: University of Chicago Press, 2010). Under each numbered description below, the first entry is the footnote format; the second entry is the bibliographic format.

4.2 BOOKS WITH ONE AUTHOR

Footnote:


Bibliography:


4.3 BOOKS WITH MORE THAN ONE AUTHOR

List all of the names of the authors; do not use “et al.”

Footnote:


Bibliography:


4.4 BOOK EDITIONS


Footnote:

Bibliography:

4.5 BOOKS WITH EDITORS INSTEAD OF AUTHORS

Use this entry format only if you are *not* referring to a specific article (or chapter) with its own author in a book with editors. See Section 3.3.5 for the use of “eds.” vs. “ed.” Do not use “et al.”

Footnote:

Bibliography:

4.6 BOOKS WITH TRANSLATORS

Footnote:

Bibliography:

4.7 BOOKS IN A SERIES WITH GENERAL TITLES AND EDITORS

Footnote:

Bibliography:
4.8 BOOKS IN A SERIES WITH GENERAL TITLES, EDITORS, AND VOLUME NUMBERS

The series volume number follows the series title without the abbreviation “vol.”

Footnote:

Bibliography:

4.9 ARTICLES OR CHAPTERS IN A BOOK WITH EDITORS

Footnote:

(Only cite the page to which you are referring.)

Bibliography:

(Note that “Edited by is capitalized. Cite the page numbers of the entire article or chapter.)

4.10 ARTICLES OR CHAPTERS IN A BOOK WITH GENERAL EDITORS AND VOLUME NUMBERS

Footnote:

(Only cite the page to which you are referring.)
Bibliography:

(Note that “edited by” is not capitalized. Cite the page numbers of the entire article or chapter.)

4.11 ARTICLES OR CHAPTERS IN A BOOK WITH SERIES TITLES, EDITORS, AND VOLUME NUMBERS

Footnote:

(Note that “edited by” is not capitalized. Cite the page numbers of the entire article or chapter.)

Bibliography:

(Cite the page numbers of the entire article or chapter.)

4.12 CLASSICAL, MEDIEVAL, AND EARLY ENGLISH LITERARY WORKS

Follow these guidelines for citing Classical, Medieval, and Early English literary works:

- There is no punctuation between the author and the title of the work or between the title and section number.
- Use the author’s common name such as Augustine instead of St. Augustine of Hippo. Some names will need further specification, for instance, to distinguish St. Gregory of Nyssa from St. Gregory the Great, use Gregory of Nyssa and Gregory the Great respectively.
- Separate numerical divisions (books, chapters, paragraphs, lines) by periods without spaces. For example, use 1.6.3 if your citation comes from book one, chapter six, line three (if the lines are numbered).
- Include the translator(s) as shown below.
- Determine what type of source the literary work comes from (ex., a book with editors and volume numbers) and include that information.
The following are a few examples of the type of books in which you may find such literary works:

4.12.1 Literary Works in a Book with Editors and Volume Numbers

Footnote:

12 Eusebius *Church History* 10.1.7. *(Use this format for short footnote citations.)*

Bibliography:

4.12.2 Literary Works in a Series with General Titles, Editors, and Volume Numbers

Footnote:

Bibliography:

4.12.3 Literary Works Quoted in a Secondary Source or Anthology

Footnote:
Bibliography:

4.13 PUBLISHED LETTERS

Cite published letters in footnotes according to the example below. Only cite the work from which the letter comes in the bibliography.

Footnote:

16 Judson to Chubbuck, 187. *(Use this format for short footnote citations.)*

17 Emily E. Chubbuck to Anna Maria Anable, Hamilton, NY, 10 March 1846, *Life and Letters of Emily Chubbuck Judson*, vol. 3, 119-21. *(Use this shortened format for a different letter in the same work.)*

Bibliography:

4.14 ARTICLES IN JOURNALS

Footnote:

Bibliography:

4.15 BOOK REVIEWS IN JOURNALS

Footnote:
Bibliography:

4.16 SIGNED ENCYCLOPEDIA AND DICTIONARY ARTICLES

Use this for Bible Dictionary entries in such works as Eerdmans, Mercer, Interpreter’s, New Interpreter’s, and Anchor.

Footnote:

(Only cite the page to which you are referring.)

Bibliography:

(Note that “edited by” is not capitalized. Cite the page numbers of the entire article or chapter.)

4.17 UNSIGNED ENCYCLOPEDIA AND DICTIONARY ARTICLES

No bibliography entry is required.

Footnote:


4.18 ARTICLES IN MAGAZINES

4.18.1 Print Editions. Cite page numbers in footnotes, but not in the bibliography. Place a regular column title (not italicized) after the article title.

Footnote:
Bibliography:

4.18.2 Online Editions. Instead of page numbers, cite paragraphs in footnotes, but do not include cited paragraphs in the bibliography.

Footnote:

Bibliography:

4.18.3 Online Magazines. These are magazines that are only online and have no print editions. Instead of page numbers, cite paragraphs in footnotes (see example below), but do not include cited paragraphs in the bibliography.

Footnote:

Bibliography:

4.19 ARTICLES IN NEWSPAPERS

4.19.1 Newspaper Names: For American newspapers, omit an initial *The* in the name of the newspaper. If the name does not include a city, add it to the official title unless it is a well-known national paper such as *Christian Science Monitor*. If many cities share a
name or if it is obscure, include the state or province abbreviation. For foreign-language newspapers, retain an initial *The*, and add city names after titles.

*Columbus (OH) Dispatch*  
*Chicago Tribune*  
*(Lexington, NC) Dispatch*  
*Times (London)*

4.19.2 Special Format Issues: Place a regular column title (not italicized) after the article title. Because a national newspaper may have several editions, you may clarify which edition you consulted after the name of the newspaper, such as “national edition,” “final edition,” or “Midwest edition.” Do not cite page numbers in footnotes or the bibliography.

4.19.3 Print Editions.

Footnote:  

Bibliography:  

4.19.4 Online Editions.

Footnote:  

Bibliography:  

4.20 UNPUBLISHED INTERVIEWS

Footnote:  
30 Dr. Nancy L. deClaissé-Walford, Professor of Old Testament and Biblical Languages, interview by author, 8 August 2005, tape recording (transcript, e-mail, etc.), McAfee School of Theology, Atlanta.
4.21 THESES OR DISSERTATIONS

Footnote:

Bibliography:

4.22 E-BOOK SOURCES

Cite e-books the same way you would cite a print book. In place of page numbers, include chapter and paragraph references. Include the electronic edition or e-reader information in your citation before the chapter reference in the footnote and at the end of the bibliography.

Footnote:

Bibliography:

4.23 CD-ROMs or DVD-ROMs

Cite works published on CD- or DVD-ROM as you would analogous printed works, often books.

Footnote:
Bibliography:

4.24 **WEBSITES**

Include as much of the following as possible:

- author’s name
- title of the work (in quotes)
- name of internet source (in italics)
- publication date (as much as is available)
- complete URL address
- date accessed

Footnote:

Bibliography:

4.25 **WEBLOGS**

Include as much of the following as possible:

- author’s name
- title of the work (in quotes)
- name of weblog or website (*not* in italics)
- publication date (as much as is available)
- complete URL address
- date accessed

Footnote:
Bibliography:

4.26 DVDs AND VIDIOCASSETTES (VHS)

If you reference a performance of an actor or group of actors, cite their names in the footnote. If you reference the film in general, cite the screenwriter’s name in the footnote. You may treat indexed scenes like a chapter or article (in quotations before the film title). The bibliographic entry always begins with the screenwriter’s name first, and not the actors’ names.

Footnote:

36 Tom Schulman, Dead Poet’s Society, directed by Peter Weir (Original release 1989; Burbank, CA: Touchstone Home Entertainment, 1998), DVD.

or

37 Robin Williams, Robert Sean Leonard, Ethan Hawke, and Josh Charles, Dead Poet’s Society. (This shortened footnote cites a scene featuring these actors.)

Bibliography:
SECTION V: GRAMMAR AND STYLE

5.1 QUOTATIONS

WARNING! IT IS PLAGIARISM TO NOT QUOTE OR CITE MATERIAL PROPERLY. PLAGIARISM CARRIES HEAVY PENALTIES WHICH MAY INCLUDE A FAILING GRADE.

5.1.1 General Rules. Follow these rules for quotations:

- For quotations that require three or less lines of text, always use double quotation marks.
- For quotations that require more than three lines of text, always use block quotations (see Section 5.1.3).
- Use single quotation marks for a quote within a quote.
- You may use either single or double quotation marks when using a technical or special term such as, ‘practical theology,’ or “source theory.” Whichever you choose, be consistent throughout your paper!

5.1.2 Punctuation with Quotes. Follow these rules for punctuation with quotes:

- Commas and periods lie within quotation marks (double or single) both in the text of your paper and in your footnote references.

  Gunkel states, “Read from beginning to end,”¹ and this author . . .

  This is ‘practical theology.’ Another school of thought . . .

- Colons and semicolons lie outside quotation marks (double and single) and footnote superscripted numbers.

  Gunkel states, “Read from beginning to end”¹: another school of thought . . .

  This is “practical theology”¹; it is a school of thought that . . .
• What about question marks and exclamation points? If the question mark or exclamation point is part of the quote, then place it inside the quotation mark. If not, then it will appear outside the quotation mark.


How does Mowinckel analyze Gunkel's genre “laments in Chronicles”?1

5.1.3 **Block Quotations.** Format quotations that take up four or more lines in the Body of the Text as Block Quotations. These will be:

• double spaced below the previous text
• indented 0.5” from the left margin
• single spaced
• not marked with double quotation marks
• double spaced above the following text
• footnote or parenthetical citation outside the terminal punctuation

5.2 **BULLETED AND NUMBERED LISTS:**

5.2.1 **Vertical Lists.** Bulleted and numbered vertical lists placed within your text 0.5” from the left margin. The list has a double space above and below the main text. If the items in the list are complete sentences, begin each with a capital letter and include appropriate punctuation (most likely periods). If the items are not complete sentences, then begin each with a lower case letter and no punctuation is used.

When the ancient Israelites left Egypt,

• They crossed the Reed Sea.
• God gave them manna and quail when they were hungry.
• Moses met with God on Mt. Sinai.

When the ancient Israelites left Egypt, they

1. crossed the Reed Sea
2. grumbled in the wilderness
3. met God at Mt. Sinai
4. traveled to the borders of the Promised Land
5. mourned the death of Miriam

5.2.2 **In-Sentence Numbered Lists.** A colon precedes a numbered lists within sentences. Place each number in parenthesis. If each item within the list has no
punctuation, then place a comma between the items of the list. If any item within the list contains punctuation, then place a semicolon between the items of the list.

When the ancient Israelites left Egypt, they: (1) crossed the Reed Sea, (2) grumbled in the wilderness, (3) met God at Sinai, and (4) mourned the death of Miriam.

When the ancient Israelites left Egypt, they: (1) crossed the Reed, or Red, Sea; (2) grumbled in the wilderness; (3) met God at Sinai, or Horeb; and (4) mourned the death of Miriam.

5.3 ELLIPSES

5.3.1 Use of Ellipses. Use a series of three period dots, an ellipsis ( . . . ), when omitting words, phrases, or paragraphs in quoted passages. Ellipses always appear inside the quotation marks.

5.3.2 Placement within Quotes. Using the following original sentence as an example, follow these guidelines to format ellipses:

Original sentence: “They ministered to their patients with knowing acceptance. And the patients appreciated their honest care. But the pain was always with them.”

- Precede each period dot by a space
  
  O'Connor writes, “They ministered to their patients . . .”

- A space will follow the last period dot if a word follows in the original quotation.
  
  O'Connor writes, “They ministered . . . with knowing acceptance.”

- Two spaces will follow the last period dot when the elliptical quotation moves from one sentence to the next.
  
  O'Connor writes, “They ministered to their patients . . . And the patients appreciated their honest care.”

- If the quotation ends with one sentence and continues in the middle of a following sentence or if an entire sentence is omitted, then four ellipsis dots are used, with a double space occurring after the first one.
O'Connor writes, “They ministered to their patients with knowing acceptance. . . . But the pain was always with them.”

5.4 SCRIPTURE CITATIONS

5.4.1 Versions of the Bible. To alert your readers which biblical translation or version you are quoting from, footnote the first occurrence like this:

1 All scripture citations are from the New Revised Standard Version unless otherwise noted.

5.4.2 When Not to Abbreviate. Do not abbreviate the biblical book’s name in these circumstances:

- When referring to a whole book
  In the book of Jeremiah, we read that Jeremiah protests the indifference of the people.

- When referring to a whole chapter of a book
  In Jeremiah 26, we read that Jeremiah protests the indifference of the people.
  
  Note: Do NOT capitalize the word “book.”

- When beginning a sentence with a book’s name
  Jeremiah 26:2-3 tells us that Jeremiah protests the indifference of the people.
  
  Note: Generally, never begin a sentence with an abbreviation.

5.4.3 When to Abbreviate. Do not use periods for biblical book abbreviations. Abbreviate the biblical book’s name in these circumstances:

- When referring to a specific biblical passage within a sentence
  In Jer 26:2-3, we read that Jeremiah protests the indifference of the people.

- In parenthetical citations
  In Jeremiah, the prophet protests the people’s indifference (Jer 26; Jer 32; Jer 44:8-12).
• In footnotes

1 In Jer 26, we read that Jeremiah protests the indifference of the people.

except when referring to the whole book or beginning a sentence with the book’s name…

2 In the book of Jeremiah, we read that the prophet protests the people’s indifference.

3 Jeremiah 26:4-9 tells us that Jeremiah protests the indifference of the people.

5.4.4 Punctuation. Follow these rules when citing scripture:

• Consistently use either colons or periods between the chapter numbers and verse numbers without spaces. Be consistent!

In Acts 6:8, we observe . . .

In Gen 12.54, we observe . . .

• Use commas to divide separate verses.

In Jer 34:6, 8, and 10, we observe . . .

Jeremiah complains against Israel’s apostasy (Jer 12:1, 4).

• Use semicolons to separate different chapters or different books.

In Jer 34:6, 7, 10; 38:4, 8; Ruth 1:3; and 4:2, we observe . . .

The book of Jeremiah contains many complaints against Israel's apostasy (Jer 12:1, 4; 14:36; 15:5, 7; 16:2).

5.4.5 Parenthetical Citation. Follow Section 3.4.2 for in-text biblical citations and Section 3.4.3 for block quote biblical citations.
5.5 **ABBREVIATIONS**

5.5.1 **Biblical Books.** Abbreviations for biblical books—always *without* a period:

- **Hebrew Bible (in the order of the Jewish Tanak):**
  
<table>
<thead>
<tr>
<th>Hebrew Bible</th>
<th>Exod</th>
<th>Lev</th>
</tr>
</thead>
<tbody>
<tr>
<td>Num</td>
<td>Deut</td>
<td>Josh</td>
</tr>
<tr>
<td>Judges</td>
<td>1; 2 Sam</td>
<td>1; 2 Kings</td>
</tr>
<tr>
<td>Isaiah</td>
<td>Jer</td>
<td>Ezek</td>
</tr>
<tr>
<td>Hosea</td>
<td>Joel</td>
<td>Amos</td>
</tr>
<tr>
<td>Obadiah</td>
<td>Jon</td>
<td>Mic</td>
</tr>
<tr>
<td>Nahum</td>
<td>Hab</td>
<td>Zeph</td>
</tr>
<tr>
<td>Habakkuk</td>
<td>Zech</td>
<td>Mal</td>
</tr>
<tr>
<td>Psalms (plural Pss)</td>
<td>Prov</td>
<td>Job</td>
</tr>
<tr>
<td>Song (or Cant)</td>
<td>Lam</td>
<td>Eccl (or Qoh)</td>
</tr>
<tr>
<td>Esther</td>
<td>Dan</td>
<td>Ezra</td>
</tr>
<tr>
<td>Nehemiah</td>
<td>1; 2 Chronicles</td>
<td></td>
</tr>
</tbody>
</table>

- **Apocrypha:**
  
  | 1; 2; 3; 4 Kings | Add Esth | Bar |
  | Bel             | 1; 2 Esdr | 4 Ezra |
  | Judith (Jdt)    | Ep Jer   | 1; 2; 3; 4 Macc |
  | Pr Azariaz (Pr Azar) | Pr Man | Sir |
  | Sus             | Tob      |     |

- **New Testament:**
  
  | Matthew (Matt) | Mark | Luke |
  | John           | Acts | Rom  |
  | 1; 2 Corinthians | Gal | Eph  |
  | Philippians (Phil) | Col | 1; 2 Thess |
  | 1; 2 Timothy (1; 2 Tim) | Titus | Phlm |
  | Hebrews (Heb)  | Jas  | 1; 2 Peter |
  | 1; 2; 3 John    | Jude | Rev (or Apoc) |
5.5.2 Scriptural Texts and Manuscripts. The following abbreviations may be used, always preceded by “the,” and with no periods:

- HB Hebrew Bible
- MT Masoretic Text
- NT New Testament
- G Greek
- OG Old Greek
- OL Old Latin
- OT Old Testament
- QL Qumran Literature
- LXX Septuagint
- VL Vetus Latina
- Vg Vulgate

5.5.3 Other Abbreviations. The following may be used, always followed by a period:

- chaps(s) chapters(s)
- col(s) columns(s)
- ep(s) epistles(s)
- frg(s) fragment(s)
- n(n) note(s)
- p(p) pages(s)
- pl(s) plate(s)
- v(v) verse(s)

5.6 NUMBERS

5.6.1 Whole Numbers. Follow these rules to know when and when not to spell out whole numbers:

- Spell out any number that begins a sentence.

  One hundred seventy-six verses make up Psalm 119.

- Spell out whole numbers one through one hundred, or numbers above one hundred that require no more than two words to spell them out.

  About three thousand years ago, the land of Canaan entered the Iron Age.

- Use Arabic numerals for numbers that are greater than one hundred and require more than two words to spell them out.

  Of the 150 psalms in the Psalter, scholars attribute over a half to David.

  In Numbers 1, we read that the descendants of Zebulun numbered 57,400.

5.6.2 Ordinal Numbers. The rule applies to ordinal numbers as well.

  The words ‘ben adam’ occur in the book of Ezekiel some seventy-three times.
On the 125th (122d, 123d) anniversary of Martin Luther’s death . . .

First Samuel 24 states . . .

5.6.3 Percentages. Percentages are to be written as Arabic numbers with the % sign except at the beginning of a sentence:

Gunkel notes that 53% of the psalms in the Psalter are laments.

Fifty-three percent of the psalms in the Psalter are laments.

5.7 DATES

5.7.1 BCE and CE. Use BCE instead of BC/B.C. and CE instead of AD/A.D. For years prior to “0,” that is “before the common era,” use BCE. For years after “0,” that is in the “common era,” use CE. Reduce the size to about one point font size.

5.7.2 Years. Follow the guidelines for numbers in Section 4.7 when referencing years.

In the seventh century BCE, the Babylonians . . .

In 738 BCE, Esarhaddon . . .

5.7.3 Decades. References to decades will be formatted as follows (with no apostrophe):

In the 1970s, Brevard Childs called for a new approach to reading scripture . . .

In the 1380s BCE, Israel was not constituted as a state.

5.7.4 Centuries. Words such as “seventh century,” “twentieth century,” and "twenty-first century” may be used as nouns or as adjectives.

• The noun form has no hyphen before the word “century.”

In the twenty-first century, Americans . . .

In the mid-seventh century BCE, the Babylonians conquered the Assyrians.
• The adjective form uses a hyphen before the word “century.”

In twenty-first-century America, people . . .

The mid-seventh-century BCE Babylonians conquered the Assyrians.

5.8 FOREIGN WORDS

5.8.1 Italicize Foreign Words. Foreign words should appear in italicized type.

Brueggemann maintains that the *sine qua non* of preaching is the poetic voice.

5.8.3 Hebrew and Greek Words. When citing Hebrew and Greek words, use the Hebrew or Greek character in the body of the text and provide a transliteration (and translation if necessary) in parentheses.

In Lamentations 1, the city-woman calls upon God to יָרָא (yara’—see) the plight of the city.

5.8.2 German Nouns Capitalized. Remember to capitalize all German nouns.

Gunkel attempted to determine the *Gattung* and *Sitz im Leben* of each psalm in the Hebrew Psalter.

5.9 VERBAL TENSE

5.9.1 General Rule. The general rule is, “Text is; event was.”

5.9.2 Past Tense. When referencing a past event, use the Past Tense.

In approximately 1000 BCE, the ancient Israelites established a nation-state in Palestine.

deClaisse-Walford wrote in 1995 that the book of Psalms narrates a story about ancient Israel.

5.9.3 Present Tense. When referencing existing written material, use the present tense.

Paul tells us in the book of Romans that humanity is saved by grace.

deClaisse-Walford writes that the book of Psalms narrates a story about ancient Israel.
When relating the events and actions of a biblical story, you may use either present tense or past tense. Again, *be consistent.*

We read in Genesis 12 that God calls Abram and Sarai to journey to the land of Palestine. With little hesitation, they gather their household and set out. When they arrive at Shechem, God appears to them and Abram builds an altar to God.

or

We read in Genesis 12 that God called Abram and Sarai to journey to the land of Palestine. With little hesitation, they gathered their household and set out. When they arrived at Shechem, God appeared to them and Abram built an altar to God.

5.10 CAPITALIZATION

The convention in writing today is to use a minimum of capitalization. Whenever you feel compelled to capitalize a word, ask yourself “Why?” But as stated elsewhere, simply *be consistent!* Below is a list of words that traditionally been capitalized, but typically are not today.

| biblical | book of Psalms |
| church  | gospel         |
| kingdom | modern         |
| postexilic | postmodern   |
| preexilic | sabbath      |
| scriptural | scripture  |
| temple  |                |

The following words are typically capitalized.

| Bible     | Christian |
| Diaspora  | Promised Land |

5.11 COMMAS

5.11.1 *General Rule.* Commas separate items within a sentence, such as clauses, phrases, and individual words. When you feel the need to insert a comma, ask yourself, “Would the reader be able to understand if I did not include a comma?” (For a more exhaustive treatment of commas, see Turabian, 7th ed., Section 21.2.)
5.11.2 Independent Clauses. An independent clause can stand on its own as proper sentence. Commas separate two or more independent clauses joined by a coordinating conjunction (and, but, or, nor, for, so, yet). Place the comma before the coordinating conjunction.

We discussed Hermann Gunkel’s methods of Form Criticism, but we did not cover Robert Alter’s book on Narrative Criticism.

Do not use a comma when a coordinating conjunction sets off a phrase that does not contain a subject.

In class today we read a short essay by Hermann Gunkel and then compared it with an article written by Paul Ricoeur.

5.11.3 Series. Commas separate a series of three or more words, phrases, or clauses. A comma precedes the coordinating conjunction before the last element in a series.

In class today, we discussed the methodological approaches of Hermann Gunkel, Brevard Childs, and James Sanders.

5.11.4 Nonrestrictive Clauses and Phrases. Use paired commas to set off a nonrestrictive clause or phrase.

In my Old Testament class, one of the best classes I have ever taken, we discussed Hermann Gunkel's methods of Form Criticism.

Joseph, wearing his elaborate coat, is the envy of his brothers.

5.12 SEMICOLONS

5.12.1 Independent Clauses. Semicolons separate two independent clauses that are not connected with a coordinating conjunction (and, but, or, nor, for, so, yet).

Three books are required reading for this course; recommended books are in the selected bibliography of the syllabus.

Semicolons also separate two independent clauses joined with translational words like “then,” “however,” “thus,” “hence,” “indeed,” “accordingly,” and “therefore.”

Some Native Americans read the Conquest Narrative through their experiences of the effects of colonialism; therefore, due to their social location, some identify with the Canaanites rather than the Judahites.
5.12.2 **Series.** Semicolons separate elements in a series that contain internal punctuation. (See Section 4.2.2.)

5.13 **GENDER-INCLUSIVE LANGUAGE**

5.13.1 **God Language.** Use a variety of names for God rather than using the pronoun "he." Some gender-inclusive names for God are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adonai</td>
<td>the Creator</td>
</tr>
<tr>
<td>the Divine One</td>
<td>God</td>
</tr>
<tr>
<td>the Sovereign</td>
<td>Yahweh (or YHWH)</td>
</tr>
</tbody>
</table>

5.13.2 **Human Language.** Gender-inclusive language to reference humanity is REQUIRED in all papers submitted to the faculty of the McAfee School of Theology. It is very important in today's society to strive for gender-inclusive language when referring to human beings. A variety of methods can be used.

Below are some passages from Abraham Heschel's seminal work *The Prophets*, written in 1962, before the advent of gender-inclusive language. Following each passage is a revision, using gender neutral-inclusive language whenever possible.

**Non-inclusive:**
Prophecy is a reminder that what obtains between God and man is not a contract but a covenant. Anterior to the covenant is love, the love of the fathers (Deut 4:37; 10:15). God's life interacts with the life of the people. Biblical religion is not what man does with his solitariness, but rather what man does with God's concern for all men (vol. 2:10).

**Inclusive:**
Prophecy is a reminder that what obtains between God and humanity is not a contract but a covenant. Anterior to the covenant is love, the love of the ancestors (Deut 4:37; 10:15). God's life interacts with the life of the people. Biblical religion is not what humanity does with its solitariness, but rather what people do with God's concern for all humankind.

**Non-inclusive:**
What manner of man is the prophet? A student of philosophy who turns from the discourses of the great metaphysicians to the orations of the prophets may feel as if he were going from the realm of the sublime to an area of trivialities. . . . The prophet is a man who feels fiercely. God has thrust a burden upon his soul, and he is bowed and stunned at man's fierce greed (vol. 1:1, 5).
Inclusive:
What manner of person is the prophet? Students of philosophy who turn from the discourses of the great metaphysicians to the orations of the prophets many feel as if they were going from the realm of the sublime to an area of trivialities. . . . The prophet is a person who feels fiercely. God has thrust a burden upon that one's soul, and the prophet is bowed and stunned at humanity's fierce greed.

5.14 WHO, THAT, AND WHICH

5.14.1 As Relative Pronouns. “Who,” “that,” and “which” are, in most instances, relative pronouns. They introduce phrases that describe adjacent nouns.

- “Who” introduces a phrase referring to a person or persons. The phrase is set off with commas if it could be omitted from the sentence and the sentence would retain its intended meaning.

  The people who lived in southern Mesopotamia were the Sumerians.

  The Sumerians, who lived in southern Mesopotamia, are credited with the invention of writing.

- “That” introduces a phrase referring to a non-human being or beings. It is not set off with commas.

  The book that tells the story of Gideon is Judges.

- “Which,” always set off with commas, introduces a phrase referring to non-human beings when the phrase could be omitted from the sentence and the sentence would retain its intended meaning.

  The epic of Gilgamesh, which is recorded in cuneiform on twelve tablets, relates a Babylonian version of the flood story.

5.15 WHO AND WHOM

5.15.1 Subject Pronoun – Who. “Who” is the subject of a sentence or a phrase.

  Who will read for us?

  The Sumerians, who lived in southern Mesopotamia, are likely the inventors of writing.
5.15.2 **Object Pronoun – Whom.** “Whom” is the object of a sentence, a phrase, or a preposition.

To whom will we read?

Whom did you call?

The Sumerians, to whom we give credit for the invention of writing, lived in southern Mesopotamia.

Moses, whom the Jewish people celebrate as the greatest prophet in all Israel, died at the top of Mt. Nebo.

5.16 **SPLIT INFINITIVES**

The two parts of an infinitive must always remain together in a sentence. Take for instance, the following examples of infinitives:

Brueggemann urges us to study carefully the words of the prophets.

The Israelites sought to serve God diligently.

5.17 **CONJUNCTIONS**

4.17.1 **Prepositives – And, Therefore, and But.** Most conjunctions, like “and,” “therefore,” and “but” are prepositive--that is, they appear at the beginnings of sentences and phrases.

Therefore, the ancient Israelites maintained a covenant relationship with their God.

4.17.2 **Postpositive – However.** The conjunction "however" is, however, a postpositive conjunction--that is, it appears as the second (or later) word in a sentence or phrase.

The ancient Israelites, however, maintained a covenant relationship with their God.

5.18 **ACTIVE VS. PASSIVE VOICE**

Use the active voice in writing wherever possible. Its use minimizes convoluted language and does a better job of engaging the reader in what you have written. Compare the following sentences:
Passive:
The passage was edited and updated by the Deuteronomistic Historians.

Active:
The Deuteronomistic Historians edited and updated the passage.

To correct passive language in your writing, use your word processor's search function to find all instances of "by."

5.19 EFFECT AND AFFECT

Generally speaking, “effect” is a noun; “affect” is a verb.

The effect of the earthquake was massive destruction.

The earthquake affected the area with massive destruction.

5.20 CONTRACTIONS

5.20.1 Informality. Contractions (it’s, they’re, we’re, etc.) are informal and not acceptable for papers at the McAfee School of Theology, unless they are a part of a direct quote.

5.20.2 “It’s” and “Its”. “It’s” is a contraction that means “it is” and should never appear in a formal paper. “Its,” on the other hand, is the possessive form of “it” and is perfectly acceptable in a formal paper.

5.20.3 “They’re” and “Their”. “They’re” is also a contraction and means “they are.” “Their,” on the other hand, is the possessive form of “them” and is perfectly acceptable in a formal paper.

5.21 THIS AND THESE

When you use “this” or “these” in a sentence, ask yourself the following question:

- Will my readers know what “this” or “these” refers to?

Scholars have debated the origins of Jer 26:3-5 for centuries since these verses are crucial for understanding the message of Jeremiah.

It is clear that “these” refers to Jer 26:3-5.
Scholars have debated the origins and various interpretations of Jer 26:3-5 for centuries. *This* is a key question in the study of the message of Jeremiah.

It is not clear what “this” refers to. Does it refer to origins, interpretations, or Jer 26:3-5?

- Do I need to use “this” or “these” or would “the” be more appropriate?

Scholars have asked the questions about the origins of the noun forms of Jer 26:3-5 for centuries. While *these* origins are difficult to determine, scholars have made significant progress in the past twenty years.

“*The*” is more appropriate in this instance.

5.22 **AVOID UNNECESSARY VERBIAGE**

Do not use a more complicated word or way of stating an idea if a simpler word or way would suffice. Here are some examples:

**Wordy:**
In ancient Mesopotamia, there were many people who worshiped the god Marduk.

**Better:**
Many people in ancient Mesopotamia worshiped the god Marduk.

**Wordy:**
It has been shown in the above survey that the people who are the members of this church want a coffee hour.

**Better:**
The above survey shows that the members of this church want a coffee hour.

**Wordy:**
“*In Gen 1:1, it says that . . .”*

**Better:**
“*Genesis 1:1 says that . . .”*
SECTION VI: GUIDELINES FOR FORMATTTING CHAPTERS

6.1 CHAPTER AND SECTION HEADINGS

Use chapters for large papers such as theses and dissertations. Place the Chapter Number (ex., “CHAPTER ONE”) and the Chapter Title on separate lines with a double space between the lines. This takes the place of the Section Title (cf. Section 2.4.6). Format the First, Second, Third, and Fourth Levels according to Section 2.4.6.

6.2 TABLE OF CONTENTS

The chapter number starts 0.25” from the margin, and the chapter title starts at 0.5”. The First Level Heading starts at 0.5” from the margin, and succeeding levels by increments of 0.5”. The Introduction is chapter one.

Example of Table of Contents with Chapters:

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page</td>
</tr>
<tr>
<td>ABSTRACT ............................................................................................................................. i</td>
</tr>
<tr>
<td>CHAPTER</td>
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<tr>
<td>1. INTRODUCTION........................................................................................................1</td>
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<tr>
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<td>5. CHAPTER TITLE ......................................................................................................50</td>
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<tr>
<td>BIBLIOGRAPHY ............................................................................................................61</td>
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</table>
6.3  FOOTNOTE CITATIONS

When using footnotes, treat each chapter as if it were a separate paper so that the first footnote of a chapter always starts with number one (1). Use a full citation for the first time you cite a source in each new chapter.

SECTION VII: ADDITIONAL INSTRUCTIONS FOR PREPARATION OF THESES AND DISSERTATIONS

Writers of theses are to follow the McAfee Style Guide and are to follow the additional instructions in the Mercer Dissertation/Thesis Format Guide found online at http://provost.mercer.edu/resources/theses/theses.cfm.