

THE McAFEE STYLE GUIDE

based on Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th ed. (Chicago: University of Chicago Press, 2007), *The Chicago Manual of Style*, 16th ed. (Chicago: University of Chicago Press, 2010), and *Mercer University Dissertation/Thesis Format Guide*, revised March 2013.

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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. 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 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 Body of the Paper, and the Bibliography.

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.

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

- 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.

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:

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

3.3.4 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.

SECTION IV: CITING SPECIFIC TYPES OF SOURCES

4.1 BOOKS WITH ONE AUTHOR

Footnote:

¹James L. Crenshaw, *The Psalms: An Introduction* (Grand Rapids: Wm. B. Eerdmans, 2001), 6-7.

Bibliography:

Crenshaw, James L. *The Psalms: An Introduction*. Grand Rapids: Wm. B. Eerdmans, 2001.

4.2 BOOKS WITH MORE THAN ONE AUTHOR

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

Footnote:

²James L. Crenshaw, Marti Steussy, and Norman Gottwald, *A History of Israel* (Grand Rapids: Wm. B. Eerdmans, 2001), 123-24.

Bibliography:

Crenshaw, James L., Marti Steussy, and Norman Gottwald. *A History of Israel*. Grand Rapids: Wm. B. Eerdmans, 2001.

4.3 BOOK EDITIONS

If there is more than one edition, use the appropriate abbreviation: rev. ed., rev. and exp. ed., 1st ed., 2d ed., 3d ed., 4th ed., etc.

Footnote:

³Bernhard W. Anderson, *Out of the Depths: The Psalms Speak for Us Today*, 3d ed. (Louisville: Westminster John Knox Press, 2000), 301-2.

Bibliography:

Anderson, Bernhard W. *Out of the Depths: The Psalms Speak for Us Today*, 3d ed. Louisville: Westminster John Knox Press, 2000.

4.4 BOOKS WITH TRANSLATORS

Footnote:

⁵J. P. Fokkelman, *Reading Biblical Poetry: An Introductory Guide*, trans. Ineke Smit (Louisville: Westminster John Knox Press, 2001), 97-107.

Bibliography:

Fokkelman, J. P. *Reading Biblical Poetry: An Introductory Guide*. Translated by Ineke Smit. Louisville: Westminster John Knox Press, 2001.

4.5 BOOKS IN A SERIES WITH GENERAL TITLES AND EDITORS

Footnote:

⁶James L. Mays, *Psalms, Interpretation: A Bible Commentary for Teaching and Preaching*, ed. James L. Mays (Louisville: John Knox Press, 1994), 202-3.

Bibliography:

Mays, James L. *Psalms, Interpretation: A Bible Commentary for Teaching and Preaching*, edited by James L. Mays. Louisville: John Knox Press, 1994.

4.6 BOOKS IN A SERIES WITH GENERAL TITLES, EDITORS, AND VOLUME NUMBERS

Footnote:

⁷Marvin E. Tate, *Psalms 51-100*, Word Biblical Commentary 20, ed. David A. Hubbard and Glenn W. Barker (Dallas: Word Books, 1990), 5.

Bibliography:

Tate, Marvin E. *Psalms 51-100*. Word Biblical Commentary 20, edited by David A. Hubbard and Glenn W. Barker. Dallas: Word Books, 1990.

4.7 ARTICLES OR CHAPTERS IN A BOOK WITH EDITOR(S)

Footnote:

⁸Nancy L. deClaisse-Walford, "The Canonical Shape of the Psalms," in *An Introduction to Wisdom Literature and the Psalms: Festschrift Marvin E. Tate*, ed. H. Wayne Ballard, Jr., and W. Dennis Tucker, Jr. (Macon: Mercer University Press, 2000), 98.

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

Bibliography:

deClaissé-Walford, Nancy L. "The Canonical Shape of the Psalms." In *An Introduction to Wisdom Literature and the Psalms: Festschrift Marvin E. Tate*. Edited by H. Wayne Ballard, Jr., and W. Dennis Tucker, Jr., 93-110. Macon: Mercer University Press, 2000.

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

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

Footnote:

⁹J. Clinton McCann, Jr., "The Book of Psalms: Introduction, Commentary, and Reflections," in *The New Interpreter's Bible: A Commentary in Twelve Volumes*, vol. IV, ed. Leander E. Keck (Nashville: Abingdon Press, 1996), 650-52.

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

Bibliography:

McCann, J. Clinton, Jr. "The Book of Psalms: Introduction, Commentary, and Reflections." In *The New Interpreter's Bible: A Commentary in Twelve Volumes*, vol. IV, edited by Leander E. Keck, 639-1280. Nashville: Abingdon Press, 1996.

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

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

Footnote:

¹⁰Fokkelien vann Dijk-Hemmes, "Mothers and a Mediator in the Song of Deborah," in *A Feminist Companion to Judges*, *Feminist Companion to the Bible*, vol. 4, ed. Athalya Brenner (Sheffield, England: Sheffield Academic Press, 1993), 112.

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

Bibliography:

Dijk-Hemmes, Fokkelien vann. "Mothers and a Mediator in the Song of Deborah." In *A Feminist Companion to Judges*. *Feminist Companion to the Bible*, vol. 4, edited by Athalya Brenner, 110-14. Sheffield, England: Sheffield Academic Press, 1993.

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

4.10 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:

4.10.1 Literary Works in a Book with Editors and Volume Numbers

Footnote:

¹¹ Eusebius *Church History* 10.1.7, trans. Arthur Cushman McGiffert, in *Nicene and Post-Nicene Fathers*, 2d ser., vol. 1., ed. Philip Schaff and Henry Wace (n.p.: Christian Literature Publishing, 1889; repr., Peabody: Hendrickson Publishers, 1995).

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

Bibliography:

Eusebius *Church History* 10.1.7. Translated by Arthur Cushman McGiffert. In *Nicene and Post-Nicene Fathers*, vol. 1, 2d ser., edited by Philip Schaff and Henry Wace. N.p.: Christian Literature Publishing, 1889; reprint, Peabody: Hendrickson Publishers, 1995.

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

Footnote:

¹³ Gregory of Nyssa *Against Eunomius* 1.19, trans. Henry Austin Wilson, in William Moore and Henry Austin Wilson, *Select Writings and Letters of Gregory, Bishop of Nyssa*, A Select Library of Nicene and Post-Nicene Fathers of the Christian Church 5, 2d ser., edited by Philip Schaff and Henry Wace (New York: Christian Literature Co., 1893).

Bibliography:

Gregory of Nyssa *Against Eunomius* 1.19. Translated by Henry Austin Wilson. In William Moore and Henry Austin Wilson, *Select Writings and Letters of Gregory, Bishop of Nyssa*, A Select Library of Nicene and Post-Nicene Fathers of the Christian Church 5, 2d ser., edited by Philip Schaff and Henry Wace. New York: Christian Literature Co., 1893.

4.10.3 Literary Works Quoted in a Secondary Source or Anthology

Footnote:

¹⁴ Eusebius *Church History* 5.16, trans., Arthur Cushman McGiffert, in *The Nicene and Post-Nicene Fathers*, 2d ser., vol. 1, ed. Philip Schaff and Henry Wace (New York: Christian Literature Company, 1890-1900), quoted in William C. Placher, *Readings in the History of Christian Theology*, vol. 1, *From its Beginnings to the Eve of the Reformation*, (Louisville: Westminster John Knox Press, 1988), 21-23.

Bibliography:

Eusebius *Church History* 5.16. Translated by Arthur Cushman McGiffert. In *The Nicene and Post-Nicene Fathers*, 2d ser., Vol. 1, ed. Phillip Schaff and Henry Wace. New York: Christian Literature Company, 1890-1900. Quoted in William C. Placher, *Readings in the History of Christian Theology*, vol. 1, *From its Beginnings to the Eve of the Reformation*. Louisville: Westminster John Knox Press, 1988.

4.11 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:

¹⁵ Adoniram Judson to Emily E. Chubbuck, Augusta, ME, 11 April 1846, *The Life and Letters of Emily Chubbuck Judson (Fanny Forester)*, vol. 3, ed. George H. Tooze (Macon: Mercer University Press, 2010), 187-88.

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:

Tooze, George H., ed. *The Life and Letters of Emily Chubbuck Judson (Fanny Forester)*, vol. 3. Macon: Mercer University Press, 2010.

4.12 ARTICLES IN JOURNALS

Footnote:

¹⁸ Mark D. Given, "Restoring the Inheritance in Romans 11:1," *Journal of Biblical Literature* 118 (Spring 1999): 90.

Bibliography:

Given, Mark D. "Restoring the Inheritance in Romans 11:1." *Journal of Biblical Literature* 118 (Spring 1999): 89-96.

4.13 BOOK REVIEWS IN JOURNALS

Footnote:

¹⁹ J. Andrew Dearman, review of *Joshua: A Commentary*, by Richard D. Nelson, *Journal of Biblical Literature* 118 (Spring 1999): 130-31.

Bibliography:

Dearman, J. Andrew. Review of *Joshua: A Commentary*, by Richard D. Nelson. *Journal of Biblical Literature* 118 (Spring 1999): 130-31.

4.14 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:

²² Michelle Tooley, "Just, Justice," in *Eerdmans Dictionary of the Bible*, ed. David Noel Freedman (Grand Rapids: Wm. B. Eerdmans, 2000), 757.

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

Bibliography:

Tooley, Michelle. "Just, Justice." In *Eerdmans Dictionary of the Bible*. Edited by David Noel Freedman, 757-59. Grand Rapids: Wm. B. Eerdmans, 2000.

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

4.15 UNSIGNED ENCYCLOPEDIA AND DICTIONARY ARTICLES

No bibliography entry is required.

Footnote:

²³ *A Hebrew and English Lexicon of the Old Testament*, ed. Francis Brown, S. R. Driver, and Charles A Briggs, s.v. “יָד.”

²⁴ *Compact Greek-English Lexicon of the New Testament*, ed. Mark A. House, s.v. “λέγω”

4.16 ARTICLES IN MAGAZINES

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

Footnote:

²⁵ Jerry Adler, “How the Dinosaurs Lived—And Died,” *Newsweek Magazine*, June 27, 2005, 44.

Bibliography:

Adler, Jerry. “How the Dinosaurs Lived—And Died.” *Newsweek Magazine*, June 27, 2005.

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

Footnote:

²⁶ Stephanie Paulsell, “Christian Humanists,” Faith Matters, *The Christian Century*, July 31, 2013, par. 2-4, <http://www.christiancentury.org/article/2013-07/christian-humanists> (accessed August 5, 2013).

Bibliography:

Paulsell, Stephanie. “Christian Humanists.” Faith Matters. *The Christian Century*, July 31, 2013. <http://www.christiancentury.org/article/2013-07/christian-humanists> (accessed August 5, 2013).

4.16.3 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:

²⁷ Manuel A. Vásquez and Silvia Alves Fernandes, “Just What Kind of Revolution is Francis Calling For?” (A)theologies, *ReligionDispatches.org*, July 30, 2013, par. 9-10,

http://www.religiondispatches.org/archive/atheologies/7217/just_what_kind_of_revolution_is_francis_calling_for/ (accessed August 5, 2013).

Bibliography:

Vásquez, Manuel A. and Silvia Alves Fernandes, “Just What Kind of Revolution is Francis Calling For?” (A)theologies. *ReligionDispatches.org*, July 30, 2013, http://www.religiondispatches.org/archive/atheologies/7217/just_what_kind_of_revolution_is_francis_calling_for/ (accessed August 5, 2013).

4.17 ARTICLES IN NEWSPAPERS

4.17.1 Print Editions.

Footnote:

²⁸ David P. Gushee, “Christian Politics Create Unholy Alliances”, *USA Today*, November 7, 2011.

Bibliography:

Gushee, David P. “Christian Politics Create Unholy Alliances.” *USA Today*, November 7, 2011.

4.17.2 Online Editions.

Footnote:

²⁹ John S. Dickerson, “The Decline of Evangelical America,” *New York Times*, U.S. edition. December 15, 2012. <http://www.nytimes.com/2012/12/16/opinion/sunday/the-decline-of-evangelical-america.html?pagewanted=all&r=0> (accessed August 5, 2013).

Bibliography:

Dickerson, John S. “The Decline of Evangelical America.” *New York Times*. U.S. edition. December 15, 2012. <http://www.nytimes.com/2012/12/16/opinion/sunday/the-decline-of-evangelical-america.html?pagewanted=all&r=0> (accessed August 5, 2013).

4.18 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.

Bibliography:

deClaissé-Walford, Nancy L. Professor of Old Testament and Biblical Languages. Interview by author, 8 August 2005. Tape recording (Transcript, E-mail, etc.). McAfee School of Theology, Atlanta.

4.19 **THESES OR DISSERTATIONS****Footnote:**

³¹ Nancy L. deClaissé-Walford, “Reading from the Beginning: The Shaping of the Hebrew Psalter” (Ph.D. diss., Baylor University, 1995), 59-64.

Bibliography:

deClaissé-Walford, Nancy L. “Reading from the Beginning: The Shaping of the Hebrew Psalter.” Ph.D. diss., Baylor University, 1995.

4.20 **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:

³² James L. Crenshaw, *The Psalms: An Introduction* (Grand Rapids: Wm. B. Eerdmans, 2001), Kindle edition, chap. 3, par. 4.

Bibliography:

Crenshaw, James L., Marti Steussy, and Norman Gottwald. *A History of Israel*. Grand Rapids: Wm. B. Eerdmans, 2001. Kindle edition.

4.21 **CD-ROMs or DVD-ROMs**

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

Footnote:

³³ Princeton Review, “Introduction,” in *Cracking the GRE*, 2014 ed., (n.p.: TPR Education IP Holdings, LLC., 2013).

Bibliography:

Princeton Review. “Introduction.” In *Cracking the GRE*, 2014 ed. N.p.: TPR Education IP Holdings, LLC, 2013.

4.22 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:

³⁴ Joel Green, "Bible, Theology and Theological Interpretations," *SBL Forum*, 2004, <http://www.sbl-site.org/Article.aspx?ArticleId=308> (accessed September 16, 2004).

Bibliography:

Green, Joel. "Bible, Theology and Theological Interpretation." *SBL Forum*, 2004. <http://www.sbl-site.org/Article.aspx?ArticleId=308> (accessed September 16, 2004).

4.23 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.

Bibliography:

Schulman, Tom. *Dead Poet's Society*. Directed by Peter Weir. Original release 1989; Burbank, CA: Touchstone Home Entertainment, 1998, DVD.

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.

Gunkel asks, “What about the laments in Chronicles?”¹ Mowinckel states . . .

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 SCRIPTURE CITATIONS

5.2.1 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.

5.2.2 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.

5.2.3 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.

5.2.4 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).

5.3 ABBREVIATIONS

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

- Old Testament (in the order of the Hebrew Bible):

Gen	Exod	Lev
Num	Deut	Josh
Judg	1; 2 Sam	1; 2 Kgs
Isa	Jer	Ezek
Hos	Joel	Amos
Obad	Jon	Mic
Nah	Hab	Zeph
Hag	Zech	Mal
Ps (<i>plural Pss</i>)	Prov	Job
Song (<i>or Cant</i>)	Lam	Eccl (<i>or Qoh</i>)
Esth	Dan	Ezra
Neh	1; 2 Chr	

- Apocrypha:

1; 2; 3; 4 Kgdms	Add Esth	Bar
Bel	1; 2 Esdr	4 Ezra
Jdt	Ep Jer	1; 2; 3; 4 Macc
Pr Azar	Pr Man	Sir
Sus	Tob	

- New Testament:

Matt	Mark	Luke
John	Acts	Rom
1; 2 Cor	Gal	Eph
Phil	Col	1; 2 Thess
1; 2 Tim	Titus	Phlm
Heb	Jas	1; 2 Pet
1; 2; 3 John	Jude	Rev (<i>or Apoc</i>)

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		

5.3.3 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)

5.4 NUMBERS

5.4.1 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.

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

On the 125th (122d, 123d) anniversary of Martin Luther's death . . .

First Samuel 24 states . . .

5.4.3 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.

5.5 DATES

5.5.1 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.

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

In the seventh century BCE, the Babylonians . . .

In 738 BCE, Esarhaddon . . .

5.5.3 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.

5.5.4 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.

5.6 FOREIGN WORDS

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

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

5.6.2 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.

5.6.3 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.

5.7 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.

deClaissé-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.

deClaissé-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.

5.8 GENDER-INCLUSIVE LANGUAGE

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

Adonai	the Creator
the Divine One	God
the Sovereign	Yahweh (or YHWH)

5.8.2 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.

5.9 WHO, THAT, AND WHICH

5.9.1 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.

5.10 WHO AND WHOM

5.10.1 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.

5.10.2 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.

, maintained a covenant relationship with their God.

5.11 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."