THE McAFFEE STYLE GUIDE
for Academic Year 2017-2018


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

A PAPER SUBMITTED TO

DR. NANCY L. deCLAISSE-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:

<table>
<thead>
<tr>
<th>IF THE FIRST NUMBER IS</th>
<th>USE THIS FOR THE SECOND NUMBER</th>
<th>EXAMPLES</th>
</tr>
</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  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:

Bibliography:

4.2 BOOKS WITH MORE THAN ONE AUTHOR

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

Footnote:

Bibliography:

4.3 BOOK EDITIONS


Footnote:

Bibliography:
4.4 BOOKS WITH TRANSLATORS

Footnote:

Bibliography:

4.5 BOOKS IN A SERIES WITH GENERAL TITLES AND EDITORS

Footnote:

Bibliography:

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

Footnote:

Bibliography:

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

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.)

4.8 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.)

4.9 ARTICLES OR CHAPTERS IN A BOOK WITH SERIES TITLES, 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.)
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:


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

Bibliography:


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

Footnote:


Bibliography:

4.10.3 Literary Works Quoted in a Secondary Source or Anthology

Footnote:


Bibliography:


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:


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:

ARTICLES IN JOURNALS

Footnote:

Bibliography:

BOOK REVIEWS IN JOURNALS

Footnote:

Bibliography:

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.)
4.15 UNSIGNED ENCYCLOPEDIA AND DICTIONARY ARTICLES

No bibliography entry is required.

Footnote:


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:

Bibliography:

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

Footnote:

Bibliography:

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/

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

4.17 **ARTICLES IN NEWSPAPERS**

4.17.1 **Print Editions.**

**Footnote:**

**Bibliography:**

4.17.2 **Online Editions.**

**Footnote:**

**Bibliography:**

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:

Bibliography:

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:

Bibliography:

4.21 CD-ROMs or DVD-ROMs

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

Footnote:

Bibliography:
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:

Bibliography:

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:
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”: another school of thought . . .

  This is “practical theology”: 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 (plural Pss) | Prov | Job |
  | Song (or Cant) | Lam | Eccl (or Qoh) |
  | 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 (or Apoc) |
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

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)

NUMBERS

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.

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**

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

5.7.2 **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.

5.7.3 **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 Divine One
- the Sovereign
- the Creator
- God
- 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."