WISCONSIN LUTHERAN SEMINARY

A STYLE GUIDE FOR PAPERS AND THESES

Revised and appended from the *Student Supplement for The SBL Handbook of Style found at*
https://www.sbl-site.org/assets/pdfs/pubs/SBLHSsupp2015-02.pdf

Edited by John P. Hartwig

August 2018
Revised August 2023

PART ONE: FORMATTING GUIDELINES

1.1. Margins

Use a one-inch setting for top, bottom, left, and right margins. Set tabs at one-half inch throughout. Justification should be flush left.

1.2. Spacing

Double-space all main text except for block quotations. Block quotations (quotations of five or more lines) should be formatted as separate paragraphs with all lines indented on the left, without opening and closing quotation marks. See the examples in *SBLHS* 4.1.5.

1.3. Pagination

Assign each page a number. Use the same 12 pt font you used for the body of the paper. Arabic numbers are used for the main text of the paper. Roman numerals are used for material prior to the body of the text (i.e., the front matter: title page, contents, abbreviations page). Do not print the roman numeral "i" on the title page; the front matter after the title page should be numbered beginning with "ii." Page numbers should appear without any punctuation marks such as periods or parentheses.

On the first page of the main text, place the page number at the bottom center. For subsequent pages, place the page number at the top right corner. In a thesis, place the page numbers for the first page of each chapter at the bottom center, maintaining subsequent pagination throughout.

On the first page of each appendix and the bibliography, place the page number at the bottom center. For subsequent pages, place the page number at the top right corner.

Help for placing page numbers in Word is found at https://support.office.com/en-us/article/add-different-page-numbers-or-number-formats-to-different-sections-bb4da2bd-1597-4b0c-9e91-620615ed8c05

1.4. Text Format

Use one 12 pt. Unicode font such as Times New Roman. Use SBL Greek and Hebrew fonts, see https://www.sbl-site.org/educational/biblicalfonts.aspx .Chapter titles and title page should be the same type as the text font. Page numbers should be the same type as the text font, also 12 pt. Footnotes use the same font in 10 pt.

1.5. Hyphens and Dashes

Distinguish between hyphens (e.g., first-century writer), en dashes (used for Scripture references, e.g., Ps 1:1–3), and em dashes (e.g., "I know who you are—the Holy One of God!"). Windows-based shortcut keys: em dash = Ctl+Alt+Num-, en dash = Ctl+Num- (NB: Num- means indicates the minus sign on the numeric keyboard.)

Be sure your word processor's automatic hyphenation capability is turned off. No words should be broken by "soft hyphens" at line endings.

1.6. Ellipsis

Use the shortcut keys instead of three typed periods. see *SBLHS* 4.1.3 Word shortcut key = Ctl+Alt+. Mac shortcut = Option +.

Note the difference between the ellipsis used within a sentence and after a complete sentence: When an ellipsis is used within a sentence, it should be preceded by and followed by a space.

Correct: "You shall not … let your voice be heard."
Incorrect: "You shall not…let your voice be heard."

When a complete sentence is followed by an ellipsis, the punctuation for the sentence (period, question mark, or exclamation point) comes first, followed immediately (no space) by the ellipsis. A space is used before the following sentence begins.

Correct: "You shall not … let your voice be heard.… Then you shall shout."
Incorrect: "You shall not … let your voice be heard. … Then you shall shout."
Incorrect: "You shall not … let your voice be heard. …Then you shall shout."

1.7. Possessives

The possessives of names ending in sibilants or in a silent s, z, or x are formed by adding an apostrophe and s. E.g., Lazarus's home, Moses's staff.

1.8. Numbers

Whole numbers zero through one hundred and round multiples of those numbers should be spelled out. See SBLHS 4.2.

1.9. Paragraph Indentation

The first paragraph of a new section or subsection should be justified to the left margin. Indent the first line of subsequent paragraphs one-half inch.

1.10. Headings and Subheadings

PRIMARY HEADING: CENTERED, ALL CAPITAL LETTERS, LONG TITLES SINGLE-

SPACED.

First-level Subheading: Centered, Bold, Capitalized Headline Style.

Second-level Subheading: Centered, Capitalized Headline Style (No Bold).

Third-level Subheading: On Left Margin, Bold, Italics, Capitalized Headline Style.

Fourth-level Subheading: On Left Margin, Capitalized Headline Style (No Bold or Italics).

See part 3 below for examples.

1.11. Contents Page

Use the contents page for theses and term papers of fifteen pages or more. See part 3 below for an example.

1.12. Title Page

Use all capital letters on the title page. Center all elements, allowing two inches at the top and bottom margins and approximately two inches between each element. See part 3 for content format.

1.13. Footnote formatting

Separate text and footnotes with a short rule of two inches. Use 10 pt. font for footnotes. Indent the footnote number one-half inch, with subsequent lines of the citation justified to the left margin. The footnote number is not superscript. Insert one en space between the number and the footnote text. Separate each entry with a single line space. Maintain subsequent numbering throughout the paper.

Cite all publishing information available for each source the first time it is cited. The order for listing publishing information in notes is: editor, edition, translator, number of volumes, series, city, publisher, and date. Subsequent footnotes citing the same work should include the author's family name and a shortened title of each work.

Example of first and subsequent footnotes:

7. John Van Seters, *Prologue to History: The Yahwist as Historian in Genesis* (Louisville: Westminster John Knox, 1992), 115.

8. Van Seters, *Prologue*, 150.

1.14. Biblical References

Publication data for biblical versions is not required in footnotes and bibliographies; simply indicate the version cited in parentheses following the quote. Always use the abbreviated form

(e.g., NRSV, NIV, NJPS) listed in *SBLHS* 8.2. If only one version is cited throughout the paper, include the version after the first quotation only. If more than one version is cited, identify the version after each quotation. Versions not included in *SBLHS* 8.2 must be listed on an abbreviations page.

1.15. Bibliography

Use a two-inch top margin. List all sources consulted in alphabetical order, with a blank line between single-spaced entries. The bibliography follows the appendix(es) and is numbered consecutively. The page number goes at the bottom center of the first page of the bibliography and the top right corner thereafter. See the sample bibliography in part 3.

1.16. Citing Publisher and Place Names

Standards for how to cite publisher names are listed in *SBLHS* 6.1.4.1; the same section provides a list of the most common publisher names and places of publication. When abbreviating state names, use postal code abbreviations, as specified in *SBLHS* 8.1.1.

PART TWO: CITATIONS AND NOTES

2.1. Biblical Citations

Citations of modern Bible versions do not require publisher's information in either footnotes or bibliography; instead, use the standard abbreviation for the Bible version (e.g., NRSV, RSV, NIV, NASB; see *SBLHS* 8.2). If citing scripture from a single version, include the abbreviation of the version following the chapter and verse on the first scripture reference only. When citing more than one version in a paper, include the version after each citation.

"Now Ahab had seventy sons in Samaria" (2 Kgs 10:1 NRSV).

When citing specific chapters or chapters and verses, use the standard abbreviated titles of biblical books provided in *SBLHS* 8.3.1–3. If, however, a biblical book is the first word of the sentence, do not abbreviate it. In addition, when referring to the book as a whole or a person with the same name as a biblical book, do *not* abbreviate it.

Correct: Revelation 3 begins with the letter to the church in Sardis. We know little about the historical Habakkuk.
Incorrect: Rev 3 begins with the letter to the church in Sardis. We know little about the historical Hab.

Cite biblical verses with chapter and verse(s) using Arabic numerals separated by a colon. Do not write out the numbers. When referencing consecutive verses, separate the first and last

verse numbers with an en dash, not a hyphen (see *SBLHS* 2.1.3.4)

> Correct: John 5:8–10
> Incorrect: John chapter five verses eight and nine. John 5:8-9

When citing multiple passages, list the abbreviated title of each *new* biblical book followed by the chapter number and colon, with all verses in that chapter separated by a comma and space. A semicolon should separate references to subsequent chapters or books. Do not include the conjunction "and" or an ampersand before the last citation. List passages in canonical and numerical order.

> Correct: Matt 2:3; 3:4–6; 4:3, 7; Luke 3:6, 8; 12:2, 5; Acts 15:1–5; Rom 1:8–12
> Incorrect: Luke 3:6, 8; Luke 12:2 Matt 2:3, 3:4–6; 4:3; Luke 3:6, 8 and 12:2 Rom 1:8–12; Matt 2:3; 4:3, 7; 3:4–6

Further examples of correct and incorrect citations are listed in *SBLHS* 8.2.

In study Bibles such as *The HarperCollins Study Bible* or *The New Oxford Annotated Bible*, special articles and the notes (usually at the bottom of the page) are *not* part of the biblical text. Study notes are written by authors or editors whose names are included in the front matter of the study Bible. If these notes are cited, all the relevant information from the specific study Bible should be included.

First footnote:
> 3. David L. Petersen, "Ezekiel," in *The HarperCollins Study Bible Fully Revised and Updated: New Revised Standard Version, with the Apocryphal/Deuterocanonical Books*, ed. Harold W. Attridge et al. (San Francisco: HarperSanFrancisco, 2006), 1096.

Subsequent footnote for same reference:
> 5. Petersen, "Ezekiel," 1096.

Bibliography entry:
Petersen, David L. "Ezekiel." Pages 1096–1167 in *The HarperCollins Study Bible Fully Revised and Updated, New Revised Standard Version, with the Apocryphal/Deuterocanonical Books*. Edited by Harold W. Attridge et al. San Francisco: HarperSanFrancisco, 2006.

2.2. Working with Biblical Commentaries

2.2.1. Series Title and Volume Title

Most biblical commentaries appear as part of a commentary series, the purpose of which is to comment upon the biblical text using the same general format. When working with a single volume in a commentary series, follow the citation guidelines for "A Work in a Series" (*SBLHS* 6.2.24). Most commentary series are listed in the abbreviations found in *SBLHS* 8.4.1–2.

When collecting bibliographic information, distinguish carefully between the volume title and the series title. Whether abbreviated or written in full, volume titles are italicized, but series titles are not.

First footnote:
    18.   Claus Westermann, *Genesis 12–36*, trans. John J. Scullion, CC (Minneapolis: Fortress, 1995), 25.

Subsequent footnote for same reference:
    20.   Westermann, *Genesis 12–36*, 44.

Bibliography entry:
Westermann, Claus. *Genesis 12–36*. Translated by John J. Scullion. Continental Commentaries.
    Minneapolis: Fortress, 1995.

2.2.2. Numbered Series or Nonnumbered Series

The publishers of some biblical commentaries number each volume in the series, while others do not. If the series uses numbers (e.g., Anchor Bible or Word Biblical Commentary), the number goes immediately after the name of the series but does not include the word "volume" or its abbreviation.

2.2.3 Multivolume Commentaries

2.2.3.1. Multivolume Commentaries on a Single Biblical Book by One Author.

Usually each volume has a separate title for the books and chapters treated in a given volume, as in Wenham's two-volume commentary on Genesis in the Word Biblical Commentary. The title of one volume is *Genesis 1–15*, and the other is *Genesis 16–50*. In other cases each volume uses the same title and is distinguished only by volume number, using either roman or arabic numerals. The following example of Dahood's three-volume Psalms commentary in the Anchor Bible series is taken from *SBLHS* 7.3.10. If the paper references all three volumes, cite the entire multivolume work.

First footnote:
    4.   Mitchell Dahood, *Psalms*, 3 vols., AB 16–17A (Garden City, N.Y.: Doubleday, 1965– 1970), 3:127.

Subsequent footnote for same reference:
    7.   Dahood, *Psalms*, 2:121.

Bibliography entry:
Dahood, Mitchell. *Psalms*. 3 vols. AB 16–17A. Garden City, N.Y.: Doubleday, 1965–1970.

If the paper refers to only one or two of the three volumes, cite each volume individually.

First footnote:
 8. Mitchell Dahood, *Psalms I: 1–50*, AB 16 (Garden City, NY: Doubleday, 1965), 44.

Subsequent footnote for same reference:
 10. Dahood, *Psalms I: 1–50*, 78.

First footnote:
 82. Mitchell Dahood, *Psalms II: 51–100*, AB 17 (Garden City, NY: Doubleday, 1968), 347.

Subsequent footnote for same reference:
 86. Dahood, *Psalms II: 51–100*, 351.

Bibliography entries:
Dahood, Mitchell. *Psalms I: 1–50*. Vol. 1 of *Psalms*. AB 16. Garden City, NY: Doubleday, 1965.

———. *Psalms II: 51–100*. Vol. 2 of *Psalms*. AB 17. Garden City, N.Y.: Doubleday, 1968.

2.2.3.2. Multivolume Commentaries for the Entire Bible by Multiple Authors.

To save space, multivolume commentaries often combine treatments of multiple biblical books into a single volume. A different author usually writes the commentary on each biblical book. In this case, treat each author's commentary like a chapter in a book written by several authors (*SBLHS* 6.2.23).
 Multivolume commentaries cited in a footnote should use the abbreviated title listed in *SBLHS* 8.4.1–2. The author of the section should still be cited. The bibliographical entry may provide the complete title and publication information of the larger work or use the abbreviated title, as in the final example below.

Footnote:
 1. Patrick D. Miller, *NIB* 6:577.

Two options for bibliography entry:
Miller, Patrick D. "The Book of Jeremiah: Introduction, Commentary, and Reflections." Pages 553–926 in *Introduction to Prophetic Literature, Isaiah, Jeremiah, Baruch, Letter of Jeremiah, Lamentations, Ezekiel*. Vol. 6 of *New Interpreter's Bible*. Edited by Leander E. Keck. Nashville: Abingdon, 2001.

Miller, Patrick D. "The Book of Jeremiah: Introduction, Commentary, and Reflections." *NIB* 6:553–926.

2.2.4 Single-Volume Commentaries on the Entire Bible

Check the resource carefully. Some single-volume commentaries are authored by one individual and are thus cited like any other monograph. Others are edited volumes where more than one person has written the commentary on individual books. In these cases, cite the author of that section of the commentary as you would the chapter in a book with an editor (*SBLHS* 6.2.12).

First footnote:
      5.   Jack G. Partain, "Numbers," in *Mercer Commentary on the Bible*, ed. Watson E. Mills et al. (Macon, GA: Mercer University Press, 1995), 175–79.

Subsequent footnote:
      8.   Partain, "Numbers," 175.

Bibliography entry:
Partain, Jack G. "Numbers." Pages 175–79 in *Mercer Commentary on the Bible*. Edited by
      Watson E. Mills et al. Macon, GA: Mercer University Press, 1995.

2.2.5. Series with New Numbers

Occasionally a publisher will restart the numbering of a book series or a journal. When this happens, include the number of the new series, separated from the volume number by a forward slash as illustrated in *SBLHS* 6.2.24.

2.3. Bible Dictionaries and Encyclopedias

Cite the author of the article, not the editor of the work as a whole (*SBLHS* 6.3.6). Most Bible dictionaries and encyclopedias put the author's name at the end of the article that he or she wrote. If multiple articles from the same source are used, cite the author and article individually in the footnotes. The bibliographical entry may provide the complete title and publication information of the larger work or use the abbreviated title, as in the final example below.

Footnote:
      1.   Stanley D. Walters, "Jacob Narrative," *ABD* 3:599–609.

Two options for bibliography entry:
Walters, Stanley D. "Jacob Narrative." Pages 359–609 in vol. 3 of *The Anchor Bible Dictionary*.
      Edited by David Noel Freedman. 6 vols. New York: Doubleday, 1992.

Walters, Stanley D. "Jacob Narrative." *ABD* 3:359–609.

When multiple articles from the same dictionary or encyclopedia have been used, list the work as a whole under the editor in the bibliography, but cite the individual authors and articles in the footnote as above.

Bibliography entry:
Freedman, David Noel, ed. *The Anchor Bible Dictionary*. 6 vols. New York: Doubleday, 1992.

2.4. Abbreviations

Abbreviate titles of journals and book series both in footnotes and in the bibliography; provide a full reference for a reference work such as BDAG in the bibliography.

The SBL Handbook of Style offers two extensive lists of abbreviations for journals, series, and other standard reference works. The first abbreviation list is alphabetized by source (*SBLHS* 8.4.1) and the second by abbreviation (*SBLHS* 8.4.2). If the work you are citing is in these lists, use the standard abbreviation listed.

Note that both lists italicize abbreviations of journal titles and abbreviations based on book titles (e.g., *JBL, COS*) but do not italicize the abbreviations of book series (e.g., WGRW, JSOTSup) or abbreviations based on personal names (e.g., BDAG, BDB).