SUPPLEMENT TO TURABIAN

This Supplement is designed to cover forms of citations not covered by Turabian, 9th ed., and to furnish additional explanations and examples. Headings and entries in this Supplement are typed in acceptable form.

In all examples given, a footnote entry is first and the bibliography entry is last.

Miscellaneous

1. Turn in thesis and guided research papers to your adviser. The adviser will send the two copies to the library for binding. If personal copies are to be bound, these must come from the adviser at the same time as the library copies.
2. After this project is approved by advisor, send an electronic PDF copy to the library to be posted at Scholar Works at Harding (scholarworks.harding.edu).
3. Pay for all copies to be bound in the Vice President’s Office.

Chapter 16

Notes-Bibliography Style: The Basic Form

16.1.1 For a book, the first full footnote reference includes:

- Name of author(s)
- Title of book
- Number or name of edition, if other than the first
- Total number of volumes, if more than one (only if one is referring to the set as a whole)
- Name of editor, compiler, or translator, if any
- Name of series in which book appears, if any, with volume or number (if indicated) in the series
- Facts of publication, consisting of place of publication, name of agency, and date; volume number, if any
- Page number(s) of the specific citation

16.1.4 Italicize titles of books, pamphlets, bulletins, and periodicals.

16.2.1 Only include materials cited in the paper.

16.2.2.1 In the bibliography use one single alphabetical listing by author and then by title under author rather than a classified subject arrangement unless a faculty member specifies the latter.
Either *author-only* or *author-title* notes are acceptable for shortened references when only one work by an author is used in the paper. Use *author-title* method if more than one work of an author is cited in the paper. In short references to a work by two authors with the same last name, repeat the family name.

It is permissible for a writer who must refer frequently to the same work to devise an abbreviation to be used after the first full reference. This is usually confined to guided research and thesis-length papers. Use “hereafter cited as . . .” to refer to abbreviations.


In subsequent references to *ANET*, use: text, translator, in *ANET*, 206.

NOTE: When numerous articles from the same single-volume work are cited, that work may be entered in the bibliography under the editor’s name and individual articles need not be listed. However, each article used from a multivolume work such as *TDNT* must be listed separately in the bibliography.


Do not use op. cit., loc. cit., or idem. These are Latin abbreviations that are less-common. Use Ibid. (“in the same place”) when successive footnotes refer to the same item.

Chapter 17

Notes-Bibliography Style: Citing Specific Types of Sources

When author cannot be verified and there is no title in articles from papers or periodicals, enter the reference under title of paper or periodical.

In the case of multiple editors, indicate only editor-in-chief of the set.


17.1.1.1 If a title page lists an editor and translator, include both in the same order as they appear on the title page. Include translator only if the name appears on the title page.


**Author’s Work Edited by Another**


17.1.3.2 Indicate reprint information only if reprint is done by other than the original publisher.


**Work Reprinted in One Volume of a Multivolume Set containing Reprints of Several Works by the Same Author**


17.1.4.1 **Multivolume Work with Distinctive Volume Titles**


17.1.4.2 **Reference to a Multivolume Work as a Whole**


Reference to an Incomplete Multivolume Set as a Whole


Reference to Multivolume Work with Parts


Reference to a Specific Volume in a Multivolume Work


17.1.5 Book in a series

Do not include editor of series in entry. Follow this form for commentary in series. Indicate volume number without writing “vol.” or “no.”


17.1.6.1 Use only the first place of publication on the title page. If cities of other countries are given along with a U.S. city, use the U.S. city as place of publication. If Paternoster and Eerdmans are co-listed, use Eerdmans.

17.1.8.2 Use this form to cite articles in a Festschrift. It is not necessary to indicate Festschrift information unless this is part of the title of the book.


In subsequent citations from a multi-author work provide author’s full name, title of the chapter, and editor of the book.

1 Peter O’Brien, “Thanksgiving within the Structure of Pauline Theology,” in Hagner and Harris, 51.

Follow this form for a one-volume commentary with different contributors or multivolume commentary sets with different contributors in each volume.


17.1.8.3

**Complete Work within a Work by One Author**


17.2

**Proceedings**

Enter articles from proceedings, papers, and lectures published annually by institutions and societies like journal articles.


Articles from the proceedings of some conferences or congresses which are published as part of a series are better treated as journal articles.


17.2.4.2 Always indicate month or season if given. Capitalize seasons of the year in journal references. Include issue number of journal. When citing a journal published only in issues, use example number 3 on p. 189.

17.2.5 If an article begins in one part of magazine and continues on later pages, cite pages on which the article appears (i.e., 1, 12 or 2, 22-23).

17.3 If volume number is indicated on the magazine, use form for article in a journal (T17.2).

17.6.2 **Interviews and Personal Communications**

**Letter**

1 Ovid Butler, Forest Home, IN, to Alexander Campbell, [Bethany, VA], March 29, 1851, *Millennial Harbinger*, 4th ser., 1 (August 1851): 431.

Butler, Ovid, Forest Home, IN, to Alexander Campbell, [Bethany, VA], March 29, 1851, *Millennial Harbinger*, 4th ser., 1 (August 1851): 430-34.

**Personal Letter Not in a Collection**

1 Alan Cranston, Nashville, to John Smith, Memphis, October 22, 1962.

Cranston, Alan, Nashville, to John Smith, Memphis, October 22, 1962.

17.7.2 **Lectures and Papers**

**Class Lecture Notes**

1 Richard Oster, Class Lecture Notes, New Testament Theology, Harding School of Theology, Fall, 2012.
17.7.4

Manuscript Collections

Church Record Not in a Collection

1 “Church Record,” Church of Christ, Perry, IL, 1874-90.

“Church Record.” Church of Christ, Perry, IL, 1874-90.

Classical, Medieval, and Early English Literary Works

17.8.1

Do not abbreviate references to Greek and Latin classical works or medieval works. Indicate translated name of author and translated title of work whenever possible. In footnotes facts of publication are omitted. In bibliography use translated name of author and title as it appears on the title page and include facts of publication.

Examples:

1 Augustine, On the Trinity 1.10.20.


1 1 Clement 34.8.


1 Eusebius, Ecclesiastical History 1.8.11.


1 Herodotus, History 1.73.

1 Ignatius, *To the Magnesians* 7.1.


1 Plutarch, *Table Talk* 2.1.2.


1 Philo, *On the Creation* 16.


1 Irenaeus, *Against Heresies* 2.12.1.


1 Irenaeus, *Against Heresies* 2.12.1.


1 Justin Martyr, *1 Apology* 28.


1 Origen, *Against Celsus* 4.33.

1 Origen, *Against Celsus* 4.33.


1 John Chrysostom, *Homilies on 1 Corinthians* 35.


1 Irenaeus, *Against Heresies* 2.6.2.


**Inscriptions**

1 *SEG* 23. 447. 15.


1 *SIG* 2. 888. 24.


1 *OGI* 2. 664.10.


Enter papyri from collections in the same form as inscriptions.
The Bible and Other Sacred Works

17.8.2 References to the Bible, Apocrypha, Pseudepigrapha, and Dead Sea Scrolls may be placed in parentheses within the text. After a quotation followed by a biblical reference, insert the end punctuation at the close of the biblical reference. “Kings of the earth shall bring their glory into it” (Rev. 21:24).

Abbreviate biblical books in exact references (see Turabian 24.6) according to the lists below. Example: Matt. 5:7, but Exodus 3. Place periods after biblical abbreviations. Do not abbreviate biblical books on title pages, in headings and subheadings, or at the beginning of a sentence.

Bible Abbreviations: Old Testament

<table>
<thead>
<tr>
<th>Genesis</th>
<th>Gen.</th>
<th>Ecclesiastes</th>
<th>Eccles.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exodus</td>
<td>Exod.</td>
<td>Song of Solomon</td>
<td>Song of Sol.</td>
</tr>
<tr>
<td>Leviticus</td>
<td>Lev.</td>
<td>Isaiah</td>
<td>Isa.</td>
</tr>
<tr>
<td>Numbers</td>
<td>Num.</td>
<td>Jeremiah</td>
<td>Jer.</td>
</tr>
<tr>
<td>Deuteronomy</td>
<td>Deut.</td>
<td>Lamentations</td>
<td>Lam.</td>
</tr>
<tr>
<td>Joshua</td>
<td>Josh.</td>
<td>Ezekiel</td>
<td>Ezek.</td>
</tr>
<tr>
<td>Ruth</td>
<td>Ruth</td>
<td>Hosea</td>
<td>Hosea</td>
</tr>
<tr>
<td>1 Samuel</td>
<td>1 Sam.</td>
<td>Joel</td>
<td>Joel</td>
</tr>
<tr>
<td>2 Samuel</td>
<td>2 Sam.</td>
<td>Amos</td>
<td>Amos</td>
</tr>
<tr>
<td>1 Kings</td>
<td>1 Kings</td>
<td>Obadiah</td>
<td>Obad.</td>
</tr>
<tr>
<td>2 Kings</td>
<td>2 Kings</td>
<td>Jonah</td>
<td>Jon.</td>
</tr>
<tr>
<td>1 Chronicles</td>
<td>1 Chron.</td>
<td>Micah</td>
<td>Mic.</td>
</tr>
<tr>
<td>2 Chronicles</td>
<td>2 Chron.</td>
<td>Nahum</td>
<td>Nah.</td>
</tr>
<tr>
<td>Ezra</td>
<td>Ezra</td>
<td>Habakkuk</td>
<td>Hab.</td>
</tr>
<tr>
<td>Nehemiah</td>
<td>Neh.</td>
<td>Zephaniah</td>
<td>Zeph.</td>
</tr>
<tr>
<td>Esther</td>
<td>Esther</td>
<td>Haggai</td>
<td>Hag.</td>
</tr>
<tr>
<td>Job</td>
<td>Job</td>
<td>Zechariah</td>
<td>Zech.</td>
</tr>
<tr>
<td>Psalms</td>
<td>Ps.</td>
<td>Malachi</td>
<td>Mal.</td>
</tr>
<tr>
<td>Proverbs</td>
<td>Prov.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Bible Abbreviations: New Testament

<table>
<thead>
<tr>
<th>Matthew</th>
<th>Matt.</th>
<th>1 Timothy</th>
<th>1 Tim.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark</td>
<td>Mark</td>
<td>2 Timothy</td>
<td>2 Tim.</td>
</tr>
<tr>
<td>John</td>
<td>John</td>
<td>Philemon</td>
<td>Philem.</td>
</tr>
<tr>
<td>Romans</td>
<td>Rom.</td>
<td>James</td>
<td>James</td>
</tr>
</tbody>
</table>

Intellectual Property of L.M. Graves Memorial Library, Harding School of Theology, Fall 2018
| References to Bibles and non-Christian sacred scriptures should be entered in bibliography in alphabetical order by title, disregarding initial articles. Collections of sacred writings from different religions or collections in which there is no standardized corpus (e.g., Sacred Books of the East, The Old Testament Pseudepigrapha, or New Testament Apocrypha) are entered in bibliography under editor. |


- **NIV Study Bible.** Grand Rapids: Zondervan, 2011.


  **Apocrypha**

  1 Tob. 4:5.

Apocrypha Abbreviations

1 Esdras 1 Esd.
1 Maccabees 1 Macc.
2 Maccabees 2 Macc.
3 Maccabees 3 Macc.
Tobit Tob.
Judith Jth.
Sirach Sir.
or Ecclesiasticus Ecclus.
Wisdom of Solomon Wisd. of Sol.
1 Baruch 1 Bar.
of Jeremiah
Prayer of Manasseh Pr. of Man.
Prayer of Azariah and Song Pr. Azar.
of the Three Children
Susanna Sus.
Bel and the Dragon Bel and Dragon
Additions to Esther Add. Esth.

Old Testament Pseudepigrapha

NOTE: See list of abbreviations of OT pseudepigraphical works in The SBL Handbook of Style, 74-75.

1 En. 1:5.


New Testament Apocrypha

Find abbreviations of NT apocryphal works in The SBL Handbook of Style, 83-84.


Nag Hammadi Tractate

Find abbreviations of Nag Hammadi tractates in *The SBL Handbook of Style*, 82-83.

1 Gos. Thom. 31. [Gospel of Thomas]


Qumran Materials

Find abbreviations of names of Dead Sea Scrolls and related texts in *The SBL Handbook of Style*, 75-77.

1QS 9:9.


Sacred Books of the East

1 Bhagavadgita 18:34.


Talmud

Find abbreviations of tractates of the Talmud in *The SBL Handbook of Style*, 79-80.

b. Menah. 91b.


Mishnah

Find abbreviations of tractates of the Mishnah in *The SBL Handbook of Style*, 79-80.

m. Menah. 5:2.

Midrash

Find abbreviations of the books in The Midrash in The SBL Handbook of Style, 81.

1 Midr. Lev. 11:5.


Tosefta

Find abbreviations of tractates of the Tosefta in The SBL Handbook of Style, 79-80.

1 t. Ber. 1:1.


Targumic Materials

Find abbreviations of Targumic materials in The SBL Handbook of Style, 80.

EXCEPTION: Following the abbreviation Tg., use the Supplement’s abbreviations for books of the Bible.

1 Tg. Isa. 30:26. [Targum of Isaiah]


17.9.1 Disregard this form for signed articles from general encyclopedias. Enter them as follows:


Enter articles from religious and classical encyclopedias and dictionaries as component part of a book according to the following examples. Include full publication data for these
dictionaries and encyclopedias. If author is not given, enter under title of article. When multiple references from dictionaries and encyclopedias are used, enter all references by individual author in the bibliography.


NOTE: For *TDNT* entries in which only one subdivision is being used, cite by the author of the subdivision: Karl Georg Kuhn, “The Concept of Holiness in Rabbinic Judaism.”


Chapter 20

Spelling

20.4.1 Do not hyphenate the last word on a page. Do not hyphenate at the end or beginning of a typed line. Do not use justified margins or proportional spacing.

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Chapter 22
Names, Special Terms, and Titles of Works

Gender

Avoid pronouns that unnecessarily connote gender, such as referring to a university or a ship as she or her.

Be gender inclusive whenever possible. If referring to an anonymous writer, do not call the writer he. Instead, use the plural they. While not optimal, this avoids unnecessary assumptions.

Turabian does not offer guidance on pronouns for God. For more, see SBL Handbook of Style 4.4.8.

22.1 Capitalization in Religious Writings

Follow Chicago Manual of Style, 17th ed. and Webster’s Third New International Dictionary of the English Language, Unabridged. See also The SBL Handbook of Style, 2nd ed.

Capitalize alternative or descriptive names for God; designations of prophets, apostles, saints, and other revered persons are often capitalized:

- Holy Ghost; Holy Spirit
- the Paraclete
- King of Kings
- Lamb of God
- the Logos
- Messiah (Jesus Christ)
- the Paraclete
- the apostles
- the Baptist
- the Evangelist(s)
- Messiah (Jewish)
- the Twelve

- Prince of Peace
- the Trinity
- Providence
- the Savior (Jesus Christ)
- Son of God
- Son of man
- the Word
- the Apostle to the Gentiles
- the Beloved Apostle
- the Fathers; church fathers
- the Virgin (Mary)
- the apostle Paul

Some derivatives are capitalized:

- christological but: Christology
- godlike Christlike
- messianic hope Christian
- synoptic problem
Capitalize the Bible in its different versions:

Authorized, or King James Version  God’s Word
Scripture(s) (i.e., the Bible)  Word of God

Also the books of the Bible:

Book of Job
Psalm 22
Psalms (but a psalm, the penitential Psalms)
the Fourth Gospel
the Epistle to the Romans
the Gospel of John

Capitalize various divisions and sections of the Bible:

Apocrypha  the Prophets, the Writings
the Law  the Gospels, the Epistles
the synoptic Gospels  the pastoral Epistles
the Synoptics  prison Epistles
Letters  Pauline Epistles

Adjectives derived from the names of sacred books are generally lowercased:

biblical  apocryphal
scriptural  minor prophets
gospel (capitalize when used as a noun)

Shorter religious writings and utterances are usually capitalized:

Ten Commandments
the Beatitudes
Sermon on the Mount

Religious events and religious concepts of major theological importance are often capitalized. The trend seems to be moving away from capitalization. Be consistent throughout your paper. See The SBL Handbook of Style, 22.

the Atonement  the Fall (of man)
the Creation  Lord’s Supper
the Deluge  Original Sin
the Eucharist  the Second Coming of Christ
the Exodus (from Egypt)
Church (see Chicago Manual of Style, 8:97)
22.2.1 Italicize transliterated words. Do not underline or put in quotation marks words in alphabets with letter forms varying widely from English, e.g., Greek, Hebrew, Aramaic.

22.3.1.1 Use headline-style capitalization for titles in English.

Chapter 24
Abbreviations

24.6 Cite abbreviated books of the Bible using parentheses (1 Cor. 13:8) when including chapter and verse. Spell out entire book name in sentences when not including chapter and verse.

Chapter 25
Quotations

25.2.2 Disregard sentence number requirement for block quotation. Any prose quotation which runs to four or more typewritten lines should be set off from the text in single spacing; indent entire quotation at paragraph indentation. Use double quotation marks for quotations within an indented block quotation.

Appendix: Paper Format


A.1.1 Margins: 1 1/2 inch left; 1 inch top, right, and bottom margins. For theses and guided research papers, use: 8 1/2 x 11” and 50 percent or more cotton content, bond paper. For term papers, use a good grade of bond paper. DO NOT PUT YOUR FINAL DRAFT OF THÉSES OR GUIDED RESEARCH PAPER ON 50 PERCENT OR MORE COTTON CONTENT PAPER BEFORE YOUR FACULTY CHAIR’S FINAL APPROVAL.

A.1.2 Font Size

Use 12-point Times New Roman font for text. It is permissible to use 12-point font in the text and 10-point in footnotes.
A.1.3  **Spacing and Indentation**

Indent paragraphs five to eight spaces. Use same spacing to indent footnotes and run-over lines of bibliographic entry. Leave one space after commas and semicolons, after punctuation ending sentences, and after colons (except in scriptural references, between hours and minutes, and between volume and page numbers). Do not space after periods in such abbreviations as i.e., e.g., a.m., p.m., U.S., N.Y., B.A., and Ph.D.; but leave a space after periods following initials of personal names (F. F. Bruce). Only one space follows each part of the footnote and bibliographic entry.

A.1.4  **Pagination**

Number preliminary pages with lowercase Roman numerals centered at the foot of the page, at least three-fourths of an inch (but not more than one inch) from the bottom edge. Number the remaining parts of the paper with Arabic numerals centered or flush right at the top of the page at least three-fourths of an inch (but not more than one inch) below the top edge. On pages with major headings, place the number at the foot of the page, centered at least three-fourths of an inch (but not more than one inch) from the bottom edge. Leave one blank line between page number at the top of the page and text of paper. If the text comes to the bottom of a page with a page number at the bottom, leave one blank line between the text and page number. Try the following instructions to move page numbers to bottom of pages with major headings when using Microsoft Word:

1. Place cursor on page on which you want to change number.

2. Go to “insert” at top.
   a. Click on “Break”
   b. Click on “next page” under section break types.
   c. Click on “ok”
   d. Page # should move to bottom of page

3. Go to “view” at top (you will need more space between text and page number)
   a. Click on “header and footer”
   b. Move to “footer”
   c. Be sure “link to previous” is **not** activated on the header/footer toolbar
   d. Delete number at bottom of page
   e. Hit enter a couple of times
   f. Type in number at bottom
   g. Close header/footer
A.2.1.2 If a title page is used, do not repeat the title on page one of the paper. See last pages of *Supplement* for sample title pages.

A.2.1.7 A Table of Contents is unnecessary for term papers. Use Figure A.4 on p. 395 as sample for Table of Contents, but do not double space between subheadings. Use headline style capitalization.

A.2.2 **Text**

Headings for major sections of the paper must begin one inch from the top of the paper, centered and typed in boldface type. If the title (major heading) is longer than forty-eight spaces, set it in two (or more) single spaced lines, in inverted-pyramid form. Leave two blank lines between last line of heading and the text. Chapter headings are not used for term papers of approximately fifteen pages.

Do not leave extra space between paragraphs.

When typing the paper, at least one line of text follows a heading that occurs in the text of paper at the bottom of the page. If space does not permit this, the heading should be typed on the next page even though some blank space will be left at the bottom of the page. Leave two blank lines between the text and subheading and one blank line between the heading and text. All subheadings should be typed headline style. Do not use extra lines in place of headings to indicate divisions between sections.

A.2.2.4 Type subheadings that start a page two spaces below the page number.
Center each line

2 inches from top

THE ENDING OF THE GOSPEL OF MARK

5 single spaces; type on 6th line

A Term Paper

Presented to Professor Allen Black

Harding School of Theology

Memphis, Tennessee

7 single spaces; type on 8th line

As a Requirement in

Course 5231

Gospel of Mark

7 single spaces; type on 8th line

By

Don B. Smart

March 3, 2007
NEW TESTAMENT MINISTRY IN THE PRESENT AGE

A Thesis Presented to the Faculty of

Harding School of Theology

Memphis, Tennessee

In Partial Fulfillment

of the Requirements for the Degree of

Doctor of Ministry

By

Robert Brown

May 2008

Chairman_______________________

Reader_________________________

Reader_________________________

Dean___________________________

Date Approved___________________

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abbreviations
  books of the Bible, 14-15
  classical works, 11-13
  frequently cited work, 2

Ancient Near Eastern Texts, 2
Analecta Biblica, 5
Anchor Bible, 5
annuals, 8-10
Ante-Nicene Fathers, 12
Apocrypha, 14, 15-16
Apostolic Fathers, 11, 12
Assyrian Dictionary, 19
Aufstieg und Niedergang der römischen Welt, 8
Augustine, 11

Babylonian Talmud, 17
Barth, Church Dogmatics, 4
Beginnings of Christianity, ed. Foakes-Jackson, 7
Bible
  abbreviations of books of, 14-15
  punctuation after quotations, 14
  reference to in text, 23
  versions, 15
Biblia Hebraica Stuttgartensia, 15
Biblia Patristica, 5
bibliography
  arrangement, 1
  indention, 24
  materials included, 1
  multivolume work, 4-5
Blass and Debrunner, Greek Grammar, 3
block quotation, 23

Cambridge Ancient History, 7
capitalization
  religious terms, 21-22
  titles, 23
  subheadings, 25
chapter headings, 25
Chrysostom, 13
Church Dogmatics, by Karl Barth, 4
church records, 11
class notes, 10-11
classical works, 11-13
  abbreviation, 11
  bibliography, 11-13
footnotes, 11-13
Clement, 11
commentaries
  one volume, 6
  multivolume, 6-7
  series, 5
complete work within a work by one author, 8
conferences, 8-10

*Dead Sea Scrolls Translated*, 17
Dibelius and Conzelmann. *Pastoral Epistles*, 3
dictionaries
  general, 18
  signed articles, 18-20
  specialized, 18-20
*Dictionary of Paul and His Letters*, 19
editors
  multiple, 2-3
  of another’s work, 3
  series, 5
encyclopedias
  general, 18
  signed articles, 18-20
  specialized, 18-20
*English Standard Version*, 15
Eusebius, 12

Festschrift, 6
Font size, 23
footnotes
  abbreviation of frequently cited works, 2, 6, 20
  indentation, 24
  no author, 2
  shortened references, 2, 6, 20
  spacing after punctuation, 24

*Gesenius’ Hebrew Grammar*, 3
*Grammar of N.T. Greek*, by Moulton, 4
*Greek-English Lexicon of the N.T.*, 20
*Greek Grammar of the N.T.*, by Blass and Debrunner, 3
*Greek New Testament*, 15
Griechischen christlichen Schriftsteller, 12

Harding University lectures, 8
Headings, 25

*Hebrew Union College Annual*, 8
hereafter cited, 2
Hermeneia, 3
Herodotus, 11-12

*History of the Jewish People*, by Schürer, 5
hyphenation, 20

Ignatius, 12
indentions
footnote, 24
paragraph, 24
inscriptions, 13
Irenaeus, 12, 13
italics, 1, 23 (transliterated words)

journals
article published in parts, 10
citing page numbers, 10
issue number, 10
issue number without volume number, 10
month, 10
no volume number given, 10
season, 10
volume number given, 10
justified margins, 20
Justin Martyr, 12

lecture notes, 10-11
lectureships, 8
letter, 10
loc. cit., 2
Loeb Classical Library, 11-12
Luther's works, 8

Magazines
no volume number, 10
page numbers, 10
volume number given, 10
margins, 23
justified, 20
medieval works, 11-13
Midrash, 18
Mishnah, 17
Moulton, *Grammar of N.T. Greek*, 4
multivolume works, 4-5

*Nag Hammadi Library in English*, 17
*Nag Hammadi texts*, 17
*Neotestamentica*, 9
*New International Dictionary of N.T. Theology*, 20
*New International Version*, 15
*New Interpreter’s Bible*, 6-7
*New Interpreter’s Dictionary of the Bible*, 19
*New Testament Apocrypha*, 16
*Novum Testamentum Graece*, 15

*Old Testament Pseudepigrapha*, 16
op. cit., 2
*Orientis Graeci inscriptiones selectae*, 13
Origen, 12, 13
*Ou-Testamentiese Werkgemeenskap in Suid-Afrika*, 9
*Oxford Annotated Apocrypha*, 15
*Oxford Classical Dictionary*, 19

page numbers, 24
paper type, 23
papyri, 13
paragraph indentation, 24
Patristic works, 11-13
*Patrologiae Graecae*, 12
Philo, 12
place of publication, 6
Plutarch, 12
preliminary pages, numbering of, 24
proceedings, 8-10
Pseudepigrapha, 16
punctuation
  after Scripture reference, 14
   periods, 24
   quotation marks in block quotes, 23
   spacing in footnotes, 24

Qumran materials, 17

reprints, 3-4

*Sacred Books of the East*, 17
sacred writings, 14-18
Schürer, *History of Jewish People*, 5
series, 5
   numbering, 5
   editor, 5
shortened references, 2, 6, 20
*Society of Biblical Literature Seminar Papers*, 8
spacing
   after periods in footnotes, 24
   after punctuation, 24
   headings, 25
   block quotations, 23
*Studia Biblica*, 10
*Studia Evangelica*, 9
*Studia Patristica*, 9
subheadings, 25
Supplements to Vetus Testamentum, 7
*Supplementum epigraphicum Graecum*, 13
*Sylloge inscriptionum Graecarum*, 13
*Systematic Theology*, by Tillich, 4

table of contents, 25
Talmud, 17
Targums, 18
*Theological Dictionary of the N.T.*, 20
Tillich, *Systematic Theology*, 4
title page, 25
TNIV, 15
Tosefta, 18
*Transforming Word*, 6
Translator, 3
transliterated words, 23
typing the paper, 1, 23-25

unpublished materials, 10-11

*Vocabulary of the Greek Testament*, 20
*Wuest’s Word Studies*, 4