

Phoenix Seminary Guidelines for Course Papers (Revised June 3rd 2014)

The following formats are required for papers and research projects. It is strongly recommended that students purchase the appropriate style books for their discipline. They can be ordered through Phoenix Seminary's online Amazon bookstore at <http://www.ps.edu/library/booklist/>. Click on the applicable semester book list at the bottom of the page. The style guides are the first link selections on the book list. A few copies are also available in the seminary's library bookstore.

1. MDiv, MABL, MAM & Graduate Diploma Students:

For all papers and research projects *The SBL Handbook of Style* should be used:

- A. Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations, Chicago Style for Students and Researchers*. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and University of Chicago Press Staff. 8th ed. University of Chicago Press, 2013.

- **Focus on:**

-- **Part I:** Research and Writing : From Planning to Production (p. xi.- 123; 131-132)

-- **Part III:** Style: Spelling & Punctuation (p. 281-306)

- B. Alexander, Patrick H., John F. Kutsko, James D. Ernest, Shirley A. Decker-Lucke, and for the Society of Biblical Literature, David L. Petersen, eds. *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies*. Peabody, Mass.: Hendrickson Publishers, ©1999.

- **Focus on :**

-- **Chapter 7** Notes and Bibliographies, specifically General & Special Examples 7.2 to 7.3 (p. 46-63).

-- **Chapter 8** Abbreviations, specifically General, Bible Text, Versions etc., Primary sources: Ancient texts, Secondary sources.

-- **Appendix A** Capitalization/spelling of ancient near-eastern, biblical and Early Christian terms

- Please adhere to the *Phoenix Seminary Addendum to The SBL Handbook of Style* (p. 6). Read it and be familiar with the changes.
- An *SBL* style Footnote / Bibliography quick reference guide (p. 7 & 8) can assist you with the most common format issues.
- M.Div. students in the Counseling & Family concentration may use *APA* for their counseling courses if they wish.

2. Master of Arts in Counseling (MAC) Students:

For papers and research projects in all counseling courses, the following materials and style tool should be utilized.

A. Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations, Chicago Style for Students and Researchers*. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and University of Chicago Press Staff. 8th ed. University of Chicago Press, 2013.

- **Focus on Part I:** Research and Writing : From Planning to Production (p. xi.- 123; 131-132)

B. *Publication Manual of the American Psychological Association*. 6th ed. American Psychological Association, 2009.

C. *Online Writing Lab (OWL)* via Purdue University:

<http://owl.english.purdue.edu/owl/resource/560/01/>

Also at OWL: Check for grammar errors and plagiarism at: <http://www.grammarly.com/>

- It is permissible for students in the counseling diploma program to use the above three resources for their Bible and theology courses as well.

3. Important notes for All students:

- You must use the “Page” and “Title Page” layout for all course papers in the specified 12-point fonts (p. 3 & 4).
- *APA* & *SBL* styles can be automated via the free **Zotero** download (p. 5)

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Page Layout

Margins

1. Leave a margin of one inch on each of the four sides of the document.

Exceptions

- a. A two inch top margin should be included on the paper's abstract as well as the first pages of any of the following: the main portion of the paper; a chapter; each appendix; a reference list and the bibliography.
 - b. The only margin that may be shortened by one or two lines is the bottom margin.
2. The right margin should be ragged, not justified.

Type Face

A 12-point character size must be used. Suggested fonts include Times New Roman, Arial and Garamond.

Indentions

Indent 5 spaces.

Spacing

1. The text should be double-spaced, except for block quotation, footnotes, captions, legends, and long headings, which should be single-spaced.
2. Within text, a centered or left margin heading or subheading should be preceded by a triple space and followed by a double space.

Pagination

1. Assign a number to every page of the paper except blank pages. On the title page and pages with large illustrations, the numbers are not shown but the pages are counted in the pagination.
2. Number all pages in the upper right-hand corner. Pages with two inch margins (see section on margins, above) should be numbered on the bottom middle of the page.

Headings

1. **General headings** (i.e. bibliography, endnotes, chapter headings) begin two inches from the top of the paper (begin typing on the sixth line). The text begins on the second line below the heading and title, if any, with a five space indention for the new paragraph, or with a subheading.
2. **Subheadings**
 - a. All subheadings begin on the third line below the preceding text.
 - b. Heading format
 - Primary heading: centered, all capital letters, long titles single-spaced
 - First-level subheading: centered, bold, all capital letters
 - Second-level subheading: centered, all capital letters (no bold)
 - Third-level subheading: on left margin, bold, italics, all capital letters
 - Fourth-level subheading: on left margin, all capital letters (no bold/italics)

Abstracts; Block Quotes

1. "Abstract" should appear centered at the top of the page—write a single paragraph; do not indent.
2. Use a "block quote" for quotations of 5 or more lines; single space and apply no quote marks except for the original marks. Indent each line five spaces with a space before and after the block.

Title Page

See sample title page on page 4.

(Two lines down from top margin)

TITLE

(4 lines down from title)

(4 lines down from line)

A Paper

(2 lines down)

Submitted to (professor's name)

(2 lines down)

Phoenix Seminary

(2 lines down)

Phoenix, Arizona

(4 lines down)

(4 lines down)

In Partial Fulfillment

(2 lines down)

of the Requirements for

(2 lines down)

(Course # & Course Name)

(4 lines down)

(4 lines down)

by

(2 lines down)

John Q. Student

(2 lines down)

Month Day, Year

Title Page Instructions:

1. Create 1-inch margins on the top, bottom, left and right.
2. Center all items on the page.
3. Instructions for title page assume single line spacing.

Please Note: It is important to follow the instructions. Different fonts and printers may create slightly different vertical spacing; therefore, it may not print *exactly* like this sample page.

Footnotes

General Guidelines

1. MDiv, MABL, MAM and Diploma students not involved in a counseling degree program will cite resources using footnotes, which are located at the bottom of each page.
2. Such notes may contain either content (material which is relevant to the discussion, but would interrupt the flow of thought if introduced in the main body of the text) or reference.
3. They are arranged numerically. Numbering begins at the start of each chapter, or, if there are no chapter divisions, at the beginning of the paper and then run continuously throughout.
4. In the body of the paper, the note number should be superscripted (above). It follows the punctuation mark, if any, except the dash, which it precedes. If the passage is an exact quotation, the note number comes at the end of the quotation, not after the author's name.
5. SBL Style does not allow for the use of Ibid; instead use the guidance for the "Repeat Footnote"
6. In the note itself, the note number is indented 5 spaces from the left margin. **If you are using Microsoft Word, you'll need to change the automatic format to an indent properly.** In footnotes, the number must be superscripted followed by no punctuation and one space.
7. Footnotes are single spaced, with no blank lines between successive notes. Each note ends with a period.
8. Titles of journals, dictionaries, and other sources used frequently may be abbreviated by the initials of their names, without spaces or periods between the letters. These abbreviations are permissible in notes, but not in bibliographical entries. The first use of the reference must be a full entry, with the abbreviation in parenthesis at the end of the reference. Additional notes would use the abbreviation as a shortened reference to the work (see SBLHS 8.4.1.)

Examples:

<i>Theological Dictionary of the New Testament</i>	TDNT
<i>Theological Wordbook of the Old Testament</i>	TWOT

9. The first time a work is mentioned in a note, the entry must contain the author's full name, the title, the specific reference (volume number, page number, etc.), and facts of publication. Once a reference has been cited in full, subsequent references to it should be in shortened form i.e. "repeat footnote."
10. SBL style Footnote / Bibliography quick reference guide is derived from *The SBL Handbook of Style* is found on pages seven and eight. For comprehensive information on formatting your footnotes, please refer to *The SBL Handbook of Style (SBLHS)*.
11. To help you automate your footnotes and bibliography, *Firefox*, *Google Chrome* & *Safari* web browsers may be downloaded to your computer; follow the instructions for downloading the program called *Zotero* for PC and MAC. Next you may download the plug-in for the appropriate *Word for MAC or Windows* programs. PDF Instructions for installing *Zotero* are available at: <http://www.ps.edu/wp-content/uploads/2014/04/Firefox-and-Zotero-March-2014.pdf>
See the last video session of *Zotero* at [Library Research Tools Seminar on Tegrity](#):

Bibliography

1. The bibliography lists those sources used in writing the paper. Since no bibliography lists every work related to a topic, the heading should be “SELECTED BIBLIOGRAPHY” or “SOURCES CITED.”
2. The first line of a bibliographic entry is flush left, with all subsequent lines of the entry, if any, indented five spaces.
3. Bibliographical entries are single spaced, with a single blank line between entries.
4. *SBL* Footnote / Bibliography quick reference guide is found on page seven & eight.

Addendum to *The SBL Handbook of Style*

Instead of following these sections on gender language for human beings, use the following guidelines:

1. Gender-neutral language for people (4.3).

Out of respect for both men and women as created in the image of God we encourage students to use the terms that refer to both men and women where that is consistent with the intended meaning. For example, it is more appropriate to say, “All people need to be saved,” or “Everyone needs to be saved” than to say, “All men need to be saved.” And where ordinary style and readability allow, it is appropriate to say, “Each student should bring his or her textbook to class” rather than, “Each student should bring his textbook to class.” This policy is not intended as a criticism of gender-specific language in the Bible, such as in verses that use “man” as a title for the human race (as in Gen. 1:27, “God created man in his own image”), or verses that refer to a representative individual as an example of a general case (as in Rev. 3:20, “If anyone hears my voice and opens the door, I will come in to him and eat with him, and he with me.”)

2. Gender-neutral language for God (4.3; 4.4.8).

We believe that this type of language may lead to an improper view of God and thus we will continue to speak of God as our Father and use masculine terms to speak of him. It should be understood, however, that humans as male **and** female image or mirror God (Gen. 1:26-28). God is neither male nor female and does not possess gender. Scripture thus uses both male and female metaphors for God (the latter include likening God to a mother hen and to a nursing mother). At the same time, since Scripture never directly addresses God in female terms (“our Mother in heaven” etc.) but rather uses only masculine terminology for divine titles and direct address to God (“Our Father in heaven”), in keeping with the biblical pattern we do not support using gender neutral language for God.

3. The use of BCE and CE instead of BC and AD (8.1.2).

We see no reason to change the commonly accepted form of BC and AD, unless the student is writing this paper for publication to a journal or publisher that does not use this terminology. While Phoenix Seminary does not favor everything in this book, we still believe that it is the most thorough and up-to-date resource for the format of biblical studies papers. If there are other issues in *The SBLHS* that appear to go against what a common evangelical scholar would believe, please bring it to our attention.

**Examples of Formatting of Footnotes, Repeat Footnotes and Bibliographic Notes
from *The SBL Handbook of Style*.**

(Students must be familiar with *General* (p. 46-54) & *Special* (p. 55-63) *Citations—Author-Date Citation* format (p. 64-67) will not be utilized at Phoenix Seminary)

FOOTNOTE	REPEAT FOOTNOTE	BIBLIOGRAPHY
<p>A Book by a Single Author ¹⁵ Charles H. Talbert, <i>Reading John: A Literary and Theological Commentary on the Fourth Gospel and the Johannine Epistles</i> (New York: Crossroad, 1992), 127.</p>	<p>¹⁹ Talbert, <i>Reading John</i>, 22.</p>	<p>Talbert, Charles H. <i>Reading John: A Literary and Theological Commentary on the Fourth Gospel and the Johannine Epistles</i>. New York: Crossroad, 1992.</p>
<p>Book by 2 or 3 Authors ⁴ James M. Robinson and Helmet Koester, <i>Trajectories through Early Christianity</i> (Philadelphia: Fortress, 1971), 237.</p>	<p>¹² Robinson and Koester, <i>Trajectories</i>, 23.</p>	<p>Robinson, James M., and Helmet Koester. <i>Trajectories Through Early Christianity</i>. Philadelphia: Fortress, 1971.</p>
<p>Book by More than 3 Authors ⁷ Bernard Brandon Scott et al., <i>Reading New Testament Greek</i> (Peabody, Mass.: Hendrickson, 1993), 53.</p>	<p>⁹ Scott et al., <i>Reading New Testament Greek</i>, 42.</p>	<p>Scott, Bernard Brandon, Margaret Dean, Kristen Sparks, and Frances LaZar. <i>Reading New Testament Greek</i>. Peabody, Mass.: Hendrickson, 1993.</p>
<p>A Translated Volume ¹⁴ Wilhelm Egger, <i>How to Read the New Testament: An Introduction to Linguistic and Historical-Critical Methodology</i> (trans. P. Heinegg; Peabody, Mass.: Hendrickson, 1996), 28.</p>	<p>¹⁸ Egger, <i>How to Read</i>, 291.</p>	<p>Egger, Wilhelm. <i>How to Read the New Testament: An Introduction to Linguistic and Historical-Critical Methodology</i>. Translated by P. Heinegg. Peabody, Mass.: Hendrickson, 1996.</p>
<p>Bible Commentaries ⁶ Morna Hooker, <i>The Gospel According to Saint Mark</i> (BNTC 2; Peabody, Mass.: Hendrickson, 1991), 223. *Further info: see <i>SBL</i> 7.3.10</p>	<p>²⁶ Hooker, <i>The Gospel According to Saint Mark</i>, 25.</p>	<p>Hooker, Morna. <i>The Gospel According to Saint Mark</i>. Black's New Testament Commentaries 2. Peabody, Mass.: Hendrickson, 1991.</p>
<p>A Book with One Editor ⁵ Jeffery H. Tigay, ed., <i>Empirical Models for Biblical Criticism</i> (Philadelphia: University of Pennsylvania Press, 1985), 35.</p>	<p>⁹ Tigay, <i>Empirical Models</i>, 38.</p>	<p>Tigay, Jeffery H., ed. <i>Empirical Models for Biblical Criticism</i>. Philadelphia: University of Pennsylvania Press, 1985.</p>
<p>Article in Edited Volume ³ Harold W. Attridge, "Jewish Historiography," in <i>Early Judaism and Its Modern Interpreters</i> (ed. R. A. Kraft and G. W. E. Nickelsburg; Philadelphia: Fortress, 1986), 311-43.</p>	<p>⁶ Attridge, "Jewish Historiography," 314-17.</p>	<p>Attridge, Harold A. "Jewish Historiography." Pages 311-43 in <i>Early Judaism and Its Modern Interpreters</i>. Edited by R. A. Kraft and G. W. E. Nickelsburg. Philadelphia: Fortress, 1986.</p>
<p>An Article in A Festschrift ⁸ John Van Seters, "The Theology of the Yahwist: A Preliminary Sketch." in "<i>Wer ist wie du, Herr, unter den Göttern?</i>": <i>Studien Zur Theologie und Religionsgeschichte Israels</i> (ed. I Kottsieper et al.; Göttingen: Vandenhoeck & Ruprecht, 1995), 219-28.</p>	<p>¹⁷ Van Seters, "Yahwist," 222.</p>	<p>Van Seters, John. "The Theology of the Yahwist: A Preliminary Sketch." Pages 219-28 in "<i>Wer ist wie du, Herr, unter den Göttern?</i>": <i>Studien Zur Theologie und Religionsgeschichte Israels</i>. Edited by I Kottsieper et al. Göttingen: Vandenhoeck & Ruprecht, 1995.</p>
<p>A Journal Article ⁷ Blake Leyerle, "John Chrysostom on the Gaze," <i>J ECS</i> 1 (1993): 159-74.</p>	<p>²³ Leyerle, "Chrysostom," 161.</p>	<p>Leyerle, Blake. "John Chrysostom on the Gaze." <i>Journal of Early Christian Studies</i> 1 (1993): 159-74.</p>
<p>An Article in An Encyclopedia or A Dictionary ³³ K. Stendahl, "Biblical Theology, Contemporary," <i>IDB</i> 1:418-32.</p>	<p>³⁶ Stendahl, "Biblical Theology," 1:419.</p>	<p>Stendahl, K. "Biblical Theology, Contemporary." Pages 418-32 in vol. 1 of <i>The Interpreter's Dictionary of the Bible</i>. Edited by G. A. Buttrick. 4 vols. Nashville: Abingdon, 1962.</p>
<p>An Article in A Lexicon OR A Theological Dict. ⁶ H. Beyer, "διακονέω, διακονία, κτλ." <i>TDNT</i> 2:81-93.</p>	<p>²⁵ Beyer, <i>TDNT</i> 2:83.</p>	<p>Kittel, G., and G. Friedrich, eds. <i>Theological Dictionary of the New Testament</i>. Translated by G. W. Bromiley. 10 vols. Grand Rapids: Eerdmans, 1964-1976.</p>
<p>Internet Publication Without a Print Counterpart ³² Matthew Thomas Farrell, "History of the Discovery of Thomas and Comments on the Text," n. p. [cited 5 May 1997]. Online: http://www.miseri.edu/davies/thomas/farrell.htm.</p>	<p>²⁴ Farrell, "History of the Discovery," Online.</p>	<p>Farrell, Matthew Thomas. "History of the Discovery of Thomas and Comments on the Text." No Pages. Cited 5 May 1997. Online: http://www.miseri.edu/davies/thomas/farrell.htm.</p>

Citing E-Reader Books in SBL and APA

SBL FOOTNOTE	SBL REPEAT FOOTNOTE	SBL BIBLIOGRAPHY
<p>A Book by a Single Author (No eBook page #s) ¹⁵ Charles H. Talbert, <i>Reading John: A Literary and Theological Commentary on the Fourth Gospel and the Johannine Epistles</i>, Kindle ed. (New York: Crossroad, 1992), Location 2467.</p>	<p>¹⁹ Talbert, <i>Reading John</i>, Location 2467.</p>	<p>Talbert, Charles H. <i>Reading John: A Literary and Theological Commentary on the Fourth Gospel and the Johannine Epistles</i>, Kindle ed. New York: Crossroad, 1992.</p>
<p>Book by Two or Three Authors (eBook page #s) ⁴ James M. Robinson and Helmet Koester, <i>Trajectories through Early Christianity</i>, Nook ed. (Philadelphia: Fortress, 1971), 237.</p>	<p>¹² Robinson and Koester, <i>Trajectories</i>, 237.</p>	<p>Robinson, James M., and Helmet Koester. <i>Trajectories Through Early Christianity</i>, Nook ed. Philadelphia: Fortress, 1971.</p>
APA PARENTHETICAL CITATION	APA REPEAT PARENTHETICAL CITATION	APA BIBLIOGRAPHY
<p>A Translated Volume (No eBook page #s) (Talbert, Kindle ed., 1992) used for general citation (Talbert, 1992, Location 2467) used for quotation citation</p>	<p>(Talbert, 1992)</p>	<p>Talbert, C. H. (1992). <i>Reading John: A Literary and Theological Commentary on the Fourth Gospel and the Johannine Epistles</i> [Kindle ed.]. (Location 2467-3245). New York: Crossroad.</p>
<p>Book by Two or Three Authors (eBook page #s) (Robinson, Nook ed., 1971) used for general citation (Robinson, 1992, p. 237) used for quotation citation</p>	<p>(Robinson, 1971)</p>	<p>Robinson, J. M., and H. Koester. <i>Trajectories Through Early Christianity</i> [Nook ed.]. (p. 237). Philadelphia: Fortress.</p>