

Graduate School Stylesheet

1. Abbreviations

Biblical Abbreviations. For use with chapter and verse numbers:

Gen., Exod., Lev., Num., Deut., Josh., Judg., Ruth, 1 Sam., 2 Sam., 1 Kgs, 2 Kgs, 1 Chron., 2 Chron., Ezra, Neh., Esth., Job, Pss. (singular, Ps.), Prov., Eccl. (or Qoh.), Song (or Cant.), Isa., Jer., Lam., Ezek., Dan., Hos., Joel, Amos, Obad., Jon., Mic., Nah., Hab., Zeph., Hag., Zech., Mal., Matt., Mark, Luke, John, Acts, Rom., 1 Cor., 2 Cor., Gal., Eph., Phil., Col., 1 Thess., 2 Thess., 1 Tim., 2 Tim., Tit., Phlm., Heb., Jas, 1 Pet., 2 Pet., 1 John, 2 John, 3 John, Jude, Rev.

Apocrypha: Add. Esth., Bar., Bel, 1 Esdr., 2 Esdr., Jdt., Ep.Jer., 1 Macc., 2 Macc., Pr.Azar., Pr.Man., Sir., Sus., Tob., Wis.

When used on its own or only with a chapter number in the main body of the text, the name of the biblical book should be written out in full. Otherwise it should always be abbreviated.

Between chapter and verse use a colon; between successive verse numbers use a comma; between successive chapter references use a semi-colon: e.g., Rom. 8:1; 1 Cor. 3:1, 4, 7; 2 Cor. 1:2, etc. You should also follow this pattern in citing other ancient sources: 1QpHab 1:2, 3; 1QS 3:4–11; Jos. Ant. 20:245, etc.

Other Abbreviations

| | | |
|-------------------|-----------------------|------------------|
| Edition — edn | Editor(s) — ed./eds. | Page(s) — p./pp. |
| Numbers — nos. | Second — 2nd | Third — 3rd |
| Verse(s) — v./vv. | Chapter(s) — ch./chs. | Note(s) — n./nn. |

BC, BCE, CE, AD (all in small capitals)
RSV, AV, NIV, etc. without punctuation

A useful rule of thumb about whether an abbreviation is followed by a full stop or not: if the abbreviation ends with the same letter as the word itself (excluding plurals), then it is technically a contraction and has no full stop; if the abbreviation (excluding any final 's' for a plural) ends with a different letter, there usually is a full stop. Notice the differences between the abbreviations for 'edition' and 'editor'.

There should always be a space between p., v. and n. and the following numeral.

2. Quotations

Quotations of more than four lines should be set as indented text in smaller type and line spacing. Block quotations should not be preceded and followed by quotation marks and do not need to be double-spaced.

Correct British style uses single quotation marks for the first level of quotation and double quotation marks for quotations within quotations. Note that in British-style quotations, punctuation appears outside the quotation marks, unless an entire sentence is being cited. It is vitally important to make it clear where a quotation begins and ends – and to ensure that the source of the quotation is clearly referenced (see also section 7 of this stylesheet, on 'Unfair Practice').

3. Non-Roman Scripts and Non-English Accents

Greek and Hebrew scripts are always to be preferred to transliteration, as long as they are clearly legible. In most cases, in a biblical studies module, you should only use the original languages if you can cite them properly in the correct script and with accents. If you can't read the languages then you shouldn't be using them.

There are several Greek and Hebrew fonts available for free download. Recommended fonts include: SBL Hebrew and SP Tiberian (for Hebrew) and SP Ionic (for Greek) – downloadable from www.sbl-site.org/Resources/Resources_BiblicalFonts.aspx; the college also uses SIL Ezra (Hebrew) and SIL Galatia (Greek), downloadable via www.sil.org.

If Hebrew text runs to more than one line in a quotation, it should be presented as indented text in fixed lines of no more than three-quarters of a full-line length.

Accents should be used as appropriate (e.g. in German, umlauts should always be used where required, rather than spelling with an extra 'e'; however, the 'sharp s' may be rendered by 'ss'). Capitalized letters in French should not be accented.

4. Inclusive Language

Gender-inclusive language should be used; e.g. 'the reader' must generally be referred to as 'he or she' or 'she or he' (not 'he/she' or 'she/he'); 'humanity', 'people', etc., should be used rather than 'man' as a generic term. Often the easiest way of making language gender neutral is using the plural form (e.g., 'Students can collect their essays' is to be preferred to 'A student can collect his essay').

5. Bibliographic References

Your bibliography should include all the books you consulted while writing the essay, even ones that are not specifically referred to in the text. However, do not 'pad' your bibliography with books and articles you have not consulted – listing an item in your bibliography means that your tutors and examiners will assume you are aware of its contents, and we might well pick you up on something you have missed if you should have learned it from sources listed. It is important to ensure that your bibliography contains predominantly recent titles, and (ideally), a number of relevant journal articles. Don't forget to consult the university online library.

In bibliographies, works should be listed in alphabetical order of the primary author's surname (where there are several authors, list under the first named author). In general, books and journal or other articles will be included in a single alphabetical list – you do not need to separate them out into separate lists of books, journals, internet resources, etc.

MHGS permits the use of the Harvard referencing system at Graduate level, but unless you are already familiar with that, we strongly recommend you adopt the conventional system set out here (which follows the housestyle of the Society of Biblical Literature).

There are minor differences between correct style in bibliographies and in footnotes; please follow the instructions below carefully.

Bibliographies

In all cases, the primary author's name appears surname first, followed by a comma and then first name and/or initials. The names of additional authors are written in normal order, first name or initial then surname.

In the case of a book, the title is written in italics, followed by other bibliographical details in brackets. This will usually be:

(place of publication: publisher, date of publication)

though sometimes other information needs to be included – such as the series name and number, the translator, the number of volumes that make up the work or the edition. In such cases the full order, correctly punctuated, is:

(Festschrift; translator; series, series number; number of volumes; place of publication: name of publisher, edition, date of publication).

Examples:

Alexander, P.R., *How to Lead a Bible College* (Mattersey: Mattersey Hall Publications, 2nd edn, 2005)

Arnold, B.T., and B.E. Beyer, *Readings from the Ancient Near East* (Grand Rapids: Baker Book House, 2002)

Rad, G. von, *Old Testament Theology* (trans. D.M.G. Stalker; 2 volumes; London: SCM Press, 1962-1965)

Wenham, G., *Genesis 16-50* (Word Biblical Commentaries 2; Dallas: Word Books, 1994)

For articles from journals, the title of the article is written in inverted commas, followed by the name of the journal, its volume/issue number, the date of publication and the page numbers of the article.

Examples (again, note the correct punctuation):

Dewey, J., 'Oral Methods of Structuring Narrative in Mark', *Interpretation* 43 (1989), pp. 1-30

Routledge, R., 'Hesed as Obligation: a re-examination', *Tyndale Bulletin* 46.1 (1995), pp. 188-191

In the case of an essay or chapter from an edited collection, the details of author and title are as for a journal article; this is followed by 'in', then the names of the editor(s) in normal order, followed by (ed.) or (eds.), then the title of the collection and bibliographical details as for a book, and finally the page numbers of the essay in the book.

Examples:

Bruce, F.F., 'Further Thoughts on Paul's Autobiography', in E.E. Ellis and E. Grässer (eds.), *Jesus und Paulus: Festschrift für Werner Georg Kümmel zum 70. Geburtstag* (Göttingen: Vandenhoeck & Ruprecht, 1975), pp. 27-74

Davies, A., 'Have We Found Isaiah?', in B.A. Robinson and L.M. Nutu (eds.), *Biblical Interpretation in the Twenty-First Century* (Festschrift G. von Rad; trans. J.C. Exum; BibInt Series, 46; Leiden: Brill, 2nd edn, 1976), pp. 180-195

If more than one article from an edited collection has been used, the separate authors do not need to be mentioned in the bibliography – though they will be referred to in any footnotes (see below). In the last example above, the edited collection would be set out as follows:

Robinson, B.A. and L.M. Nutu (eds.), *Biblical Interpretation in the Twenty-First Century* (Festschrift G. von Rad; trans. J.C. Exum; BibInt Series, 46; Leiden: Brill, 2nd edn, 1976)

Material from the internet where authors are not known and whose scholarly authority cannot be verified should generally be avoided as source material for essays. However articles by serious scholars are available online, and may be used provided they are referenced correctly. Bibliographical information should be sufficient to allow a reader to access the material, and should include: author, article title, any other publication details, the full web address of the material (in angle brackets) and the date the web address was accessed (in square brackets).

Examples:

Anderson, B.W., 'The Crisis in Biblical Theology', *Theology Today* 1.1 (1944), pp. 3-11, <<http://theologytoday.ptsem.edu/oct1971/v28-3-article4.htm>> [accessed 11/7/2006]

Wood, A. Skevington, *Luther's Principles of Biblical Interpretation* (London: Tyndale Press, 1946) <http://www.biblicalstudies.org.uk/article_luther_s-wood.html> [accessed 26/5/2005]

Material from electronic media (CD-ROMs, DVDs, etc.) with a print edition is listed as follows (you should be selective in your use of this kind of source, though there is much good material available electronically these days):

Watson, Duane F., "False Apostles", *The Anchor Bible Dictionary on CD-ROM* (Logos Library System Version 2.0c, 1995-1996); print edition: David Noel Freedman (ed.), *Anchor Bible Dictionary* (6 vols.; New York: Doubleday, 1992)

Footnotes

At graduate level, and for publication, the first reference to a work in footnotes should always include full bibliographical details, but references to that work in subsequent footnotes should be offered in an abbreviated form.

The full footnote form is essentially identical to the bibliographic form of a citation, except that the primary author should be given as firstname-surname as opposed to surname-firstname (e.g., John Smith as opposed to Smith, John). Note that some scholars are traditionally cited by their initials and not their name (for instance, N.T. Wright, though he goes by the name of 'Tom Wright' in his more popular writings). Obviously, however, footnotes will often also include page numbers, and they should be given at the end of the citation, preceded by 'p.' for a single page or 'pp.' for more than one pages. Cite pages accurately – do not use the older system of using 'ff.' to refer to an indeterminate number of following pages (e.g., 'pp. 27-30' should be used instead of 'pp. 27ff.')

Examples (these are footnote versions of the books listed in the examples above):

¹ G. von Rad, *Old Testament Theology* (trans. D.M.G. Stalker; London: SCM Press, 1975), vol. 1, pp. 12–17.

² J. Dewey, 'Oral Methods of Structuring Narrative in Mark', *Interp* 43 (1989), pp. 1–30 (22).

³ F.F. Bruce, 'Further Thoughts on Paul's Autobiography', in E.E. Ellis and E. Grässer (eds.), *Jesus und Paulus: Festschrift für Werner Georg Kümmel zum 70. Geburtstag* (Göttingen: Vandenhoeck & Ruprecht, 1975), p. 22.

⁴ A. Davies, 'Have We Found Isaiah?', in B.A. Robinson and L.M. Nutu (eds.), *Biblical Interpretation in the Twenty-First Century* (Festschrift G. von Rad; trans. J.C. Exum; BibInt Series, 46; Leiden: Brill, 2nd edn, 1976), p. 181 n. 2.

⁵ P.R. Alexander, *How to Lead a Bible College* (Mattersey: Mattersey Hall Publications, 2nd edn, 2005), p. xvi.

On second and subsequent appearances of a work, use the short form reference. An abbreviated footnote reference will include author's surname, a shortened form of the work's title (in italics for a book, in single inverted commas for an article, essay or chapter), and the page reference(s), normally preferably preceded by p./pp., though in the case of a multiple volume work, this may be written 'number of volume: page reference(s)'.

¹ von Rad, *OT Theology*, 1:12-17.

² Dewey, 'Narrative in Mark', p. 22.

³ Bruce, 'Paul's Autobiography', p. 22.

⁴ Davies, 'Have We Found Isaiah?', p. 181 n. 2.

⁵ Alexander, *How to Lead a Bible College*, p. xvi.

Note 4 in these two examples refers to an essay in an edited collection. If this is the only reference to that collection, it appears in the bibliography under the author's name – and the note is as set out. If there is a reference to another essay from the same collection elsewhere in your writing, then the collected work should appear in the bibliography under the primary editor's name and *initial* references to these sources in the notes would be as follows:

⁴ A. Davies, 'Have We Found Isaiah?', in Robinson and Nutu (eds.), *Biblical Interpretation*, p. 181 n. 2.

⁶ Routledge, 'I didn't know he was missing', in Robinson and Nutu (eds.), *Biblical Interpretation*, p. 230.

Subsequent references can be abbreviated like so:

⁴ Davies, 'Have We Found Isaiah?', p. 181 n. 2.

⁶ Routledge, 'I didn't know he was missing', p. 230.

For an essay in a journal or collection of writings, page numbers should be given for the whole article and not just the page quoted. If a specific page is being referred to or quoted, the page number is put in brackets after the article pages (as in n. 2 above). The use of p. and pp. is to be preferred but not essential.

Wherever possible, footnotes on each page are to be preferred to endnotes at the back of an essay. Numbering of these notes should continue throughout the essay, however – any footnote number should be used only once, and no subnumbering of notes (n. 30a, etc.) is acceptable.

Harvard (Social-Scientific) Style

This style should be used in combination with a separate bibliography also in the social-scientific style (see below). In this format, footnotes may be used for parenthetical comments and to pursue points that might otherwise interrupt the flow of an argument, but references are placed in brackets in the main body of the text. Books are referred to by author and year with the page (and footnote) number(s) also being provided where appropriate. Where an author wrote more than one work in a year they are distinguished by lower-case letter. Consider these examples:

Quoting:

'Yahweh was the God of Israel in a special and unique sense' (von Rad 1975: 57 n. 2).

Referring:

A number of scholars have held to this position (cf. Reploh 1969; Rohrbaugh 1987: 103–19). Williams (2001a) deals with this at length.

Alluding:

I have dealt with this issue thoroughly in my earlier work (Dewey 1989: 112).

Note that there is no 'p.' in front of the page number under any circumstances in Harvard style, but if a footnote is referred to, it should be prefixed by 'n.' as in the first example. There should be a space between the colon and the page number.

If the social-scientific method of citation is used in the text, the appended, separate bibliography must use the following style:

Bibliography

Bal, M.

1988a *Murder and Difference: Gender, Genre, and Scholarship on Sisera's Death* (Bloomington: Indiana University Press).

1988b *Death and Dissymmetry: The Politics of Coherence in the Book of Judges* (Chicago: University of Chicago Press).

Green, W.S. (ed.)

1980 *Approaches to Ancient Judaism* (BJS, 9; Chico, CA: Scholars Press).

Lichtenberg, H. and P. Smith

1980 'Atonement and Sacrifice in the Qumran Community', in W.S. Green (ed.), *Approaches to Ancient Judaism* (BJS, 9; Chico, CA: Scholars Press): 159-71.

Rad, G. von

1975 *Old Testament Theology* (trans. D.M.G. Stalker; 2 vols.; London: SCM Press, 1975 [German original, 1957]).

Reploh, K.G.

1969 *Markus: Lehrer der Gemeinde* (SBM, 9; Stuttgart: Katholisches Bibelwerk).

Rohrbaugh, R.L.

1987 "'Social Location of Thought" as a Heuristic Construct in New Testament Study', *JSNT* 30: 103–19.

Note that if more than one article is cited from a volume, then the volume should be cited as a separate entry under the editor's name in the bibliography, and it is then referred to using an abbreviated format. For example:

Lichtenberg, H., and P. Smith

1980 'Atonement and Sacrifice in the Qumran Community', in Green 1980: 159-71.

Also note from this example that when citing multiple authors for a work, the first author is listed by surname first but the others are given their initials before their surname.

7. Unfair Practice

Essays must be in the writer's own words. Clearly identified and acknowledged quotations have an important place – primarily to give scholarly support for an argument or to set out a point of view (maybe as one of a range of points of view) that is significant for the discussion. It is advisable to avoid using quotations simply because they 'make the point in a better way than I could'. In order for an essay to be credited as the writer's own work direct quotes should normally make up substantially less than 25% of the total word count.

The improper use of sources is addressed in the University of Wales document. 'Unfair Practice' (October, 2005). This defines plagiarism as using another person's work or ideas without acknowledgement – and so presenting them as one's own. This includes: quotations from another person's work from any source that are not clearly identified as quotations (see paragraph 2, above), use of words that have been paraphrased to make them appear different from the original, summarising another person's ideas without reference to that person or the source material, and use of unacknowledged material from the internet.

8. Essay Submission

It is vitally important that you follow the clear directions set out on your essay submission sheets for submitting your essays to the letter. We will return to you any essays submitted in incorrect formats, and any delays caused by such errors will be your responsibility.

Please remember: complete the information panel at Part One and read the declaration carefully. Do not enter any information in Part Two, which is for the examiners. Begin typing your essay at Part Three (remember to start with a table of contents and conclude with your bibliography). Please incorporate all materials for this essay in this one file – do not enclose separate supplementary documents.

When submitting your file, please save the file in Microsoft Word format with your initials and surname, the module code and date of submission in its title, e.g., 'J Smith MIN701 May 2005'. Then email your essay to gs-essays@matterseyhall.co.uk. You will be sent an acknowledgement back by email.

If you are submitting a first draft of the essay then this file will be returned to you with the examiner's initial comments. Make the required alterations and delete any comments from the examiner in the body of your essay, but please do not delete the remarks made in Part Two.

If you do not have Microsoft Office, then the student version can be purchased for approximately £100. You can also download a free MS Office compatible office suite at www.openoffice.org.