

HTR Style Sheet for Contributing Authors

HTR prefers that the essays it receives be devoid of unseemly colloquialisms and grammatical and syntactical vulgarisms. Please try as best you can, for example, to avoid split infinitives and clauses that end in prepositions. The version of your essay that you send us after its acceptance for publication should conform to *The SBL Handbook of Style For Ancient Near Eastern, Biblical, and Early Christian Studies*¹ and, in matters unaddressed there, to the *Chicago Manual of Style*, now in its 16th edition. This style sheet lays out the few points (marked with a red asterisk) at which our house style may differ from these two guides as well as issues that authors commonly overlook.

Inaccurate or partial citations are the most time-consuming errors for us to correct. Please check that your citations include correct information in as many of the following categories as are relevant; see the section below on “Reference Footnotes” for further details and specific examples.

Books: Author Full Name, *Title* (editor; translator; number of volumes; edition; series; city: publisher, date) page number or page range.

Journal articles: Author Full Name, “Article Title,” *Abbreviated Journal Title* volume (year) complete page range, at page number or page range.

CONTENTS

GENERAL STYLE ISSUES

- Abbreviations
- Capitalization
- Dates
- Inclusive Language
- Italics
- Non-English Languages
- Numbers
- Numbered Lists
- Punctuation
 - Apostrophe, Brackets, Colon, Comma, Ellipsis Points, Em Dash, En Dash, Hyphen, Quotation Marks, Semicolon
- Quotations

PARENTHETICAL CITATIONS OF PRIMARY SOURCES

REFERENCE FOOTNOTES

- Basic Sequence
- Components of Reference
 - Author, Title, Editor, Translator, City of Publication, Publisher, Volume, Page Numbers, URL
- Examples

DISCURSIVE FOOTNOTES

¹ Ed. Patrick H. Alexander et al.; Peabody, Mass.: Hendrickson, 1999. It is available online to members of the Society of Biblical

GENERAL STYLE ISSUES

Abbreviations:

- In general, use abbreviations within parentheses and in footnotes and not in the main text, with the exception of abbreviations of the titles of biblical books.
- In the main text, use the full name of a biblical book when you begin a sentence with it or when you are referring either to the book as a whole or to a chapter or chapters within it. Conversely, when you are citing both chapter(s) and verse(s) (not at the beginning of a sentence), abbreviate the name of the book in accordance with *SBL* § 8.3.1–3. In footnotes and parentheses, abbreviate the name of a biblical book except when you begin the sentence with it. (*You may adapt this rule for other works [e.g., pseudepigrapha, talmudic tractates] if you mention them frequently, with the caveat that you should give the title in full at its first occurrence.)

Examples: Deuteronomy 28:15 is the turning point of a chapter that contains blessings and curses.

In Deuteronomy 32–33, Moses delivers two poems.

In Deut 28:15, the chapter turns from blessing to curse.

- When quoting a biblical text as translated in a modern version, insert the version’s abbreviation in small caps after the biblical citation (*SBL* § 8.2).²

Example: “as the small rain upon the tender herb” (Deut 32:2 KJV)

- Abbreviate the names of other well-known ancient works wherever you place them, except at the beginning of a sentence. In general, italicize such titles and punctuate them with a period, unlike the practice with biblical books. When referring to documents from the Dead Sea by abbreviated title or by number, however, use plain type and no period. Consult *SBL* § 8.3.4–17 for lists and guidelines.

Examples: *Jos. Asen.* 7.8–10; 4Q507; 4QPrFêtes^a

- When abbreviating the titles of the Hebrew and Aramaic works listed in *SBL* § 8.3.8, 8.3.10, choose a transliteration style that matches the way you transliterate Hebrew and Aramaic elsewhere, if applicable. The first and second columns of *SBL* § 8.3.8, 8.3.10 correspond to the academic transliteration style found in *SBL* § 5.1.1 The third column in each corresponds to the general-purpose style found in *SBL* § 5.1.2; when general-purpose abbreviations are necessary, adapt the first column’s abbreviations accordingly.

Examples: Giṭ. : Giṭṭin :: Gittin : Git.

Ḥag. : Ḥagigah :: Hagigah : Hag.

- Write out in full the titles of medieval and early modern works in Hebrew, Aramaic, or Yiddish, whether in the general-purpose transliteration style (as in the following examples) or in the academic style:

Examples: Maimonides, *Mishneh Torah*, Hilkhoh shabbat 30:14; Joseph Karo, *Shulhan Arukh*, Even ha’ezer 154:10; Israel Isserlin ben Petahiah, *Terumat Hadeshen* 245

² In MS Word, the letters of the abbreviation must be typed in lowercase in order to display correctly. Highlight each letter in question, and then choose “Small Caps” (in the Font section either of the Format menu or of the Formatting Palette). At the typesetting stage, small caps should be set one point larger than the surrounding text (11 pt. in the main text and 9 pt. in footnotes).

- Some common technical abbreviations:
 - verse(s): v(v).
 - versus: vs.
 - note(s)/footnote(s): n(n). [not: fn.]
 - number(s): no(s).
 - century/centuries: cent(s). [only in footnotes]
 - circa: ca. [not: c.]
 - chapter(s): ch(s). [not: chap. or chaps.]
- See *SBL* § 8.1.3 for additional abbreviations. Note:
 - Do not italicize common technical abbreviations, even when they derive from Latin terms (with the sole exception of “sic” and “pace,” which you should always italicize).
 - Do not use “cf.” in place of “see.” Rather, use “cf.” to call attention to a source that presents contrasting or, perhaps, further information.
 - Place a comma after “e.g.” and “i.e.”

Capitalization:

- On capitalization after a colon, see “Colon” under “Punctuation,” below.
- On capitalization of compounds, see “Hyphen” under “Punctuation,” below.
- On capitalization of titles and subtitles, including those in foreign languages, see “Title,” under “Components of Reference,” in the section on “Reference Footnotes,” below.
- On capitalization in quotations, see “Quotations,” below.
- On capitalization of specific terms relating to religion and the Bible, see *SBL* Appendix A; for other terms, see *Merriam-Webster’s Collegiate Dictionary*.³

Dates:

- Ancient vs. Modern: Refer to the Common Era, setting the abbreviations in small caps with a period after each letter (*SBL* § 8.1.2). Use full caps, however, when these abbreviations appear in titles.⁴

Examples: B.C.E.; C.E.

Not: B.C.; A.D.

- Modern: Use the month-day-year format (*SBL* § 4.4.15; *CMS* § 6.45; 9.32).

Example: September 21, 2006

- Centuries: In the main text, write out the century designations (*CMS* § 9.33); in footnotes, use numerals with superscripts and abbreviate the word “century” or “centuries.”

Main text: first century; second- and third-century martyrdom; the tenth and eleventh centuries

Footnote: 1st cent.; 2nd- and 3rd-cent. martyrdom; the 10th and 11th cents.

³ 11th ed.; Springfield, Mass.: Merriam-Webster, 2003.

⁴ For an example, see “title” under “components of reference,” below.

- Ranges: Indicate a range of years with an en dash (control-option-hyphen). Do not abbreviate the second year.

Example: 1902–1917

Not: 1902–17

Inclusive Language:

You should avoid the generic use of masculine or feminine pronouns. You should also avoid awkward constructions such as “s/he,” “he or she,” or “him/her.”⁵ In most cases, you can most easily accommodate these guidelines by switching to the plural. Thus, instead of writing, “A scholar should always pay attention to his prose style,” “A scholar should always pay attention to her prose style,” or “A scholar should always pay attention to his or her prose style,” or the like, you should substitute, “Scholars should always pay attention to their prose style.” When the antecedent of the pronoun is a deity, use the gender of the pronoun appropriate to the material that you are discussing.⁶ In the context of your own constructive theological, methodological, or ethical thought, you may, ordinarily, employ the pronoun that expresses your own preference.

Italics:

Except when representing inflection in spoken text, you should not, ordinarily, use italics for simple emphasis (which should be achieved through word choice instead). Use italics in the following cases:

- When referring to titles of journals, books, and certain ancient works.
- When using isolated words or phrases in a non-English language (see below under “Non-English Languages”).
- When quoting a source that contains text set in italics, in which case include “[italics in original]” at the end of your citation. If you choose not to reproduce italics found in a source, please include “[italics omitted]” at the end of your citation.

Non-English Languages:

- Provide glosses for any non-English terms or phrases at their first appearance, when using them in your own voice.
 - Place the gloss in parentheses, without quotation marks.

Example: *Überlieferung* (tradition)
 - Similarly, if you wish to call attention to a corresponding term in a non-English language, italicize it and place it in parentheses.

Example: tradition (*Überlieferung*)
- There is no need to italicize or to gloss terms that have become part of the English vernacular (as determined by their appearing in *Merriam-Webster’s Collegiate Dictionary*).

⁵ Deliberately chosen terms such as “wo/men,” proposed by Elizabeth Schüssler Fiorenza, are acceptable so long as the author includes a note explaining the choice. See Schüssler Fiorenza, *Wisdom Ways: Introducing Feminist Biblical Interpretation* (Maryknoll, N.Y.: Orbis, 2001) 57–59, 108–9.

⁶ For translations or paraphrases of ancient texts, non-inclusive language may sometimes be more accurate. Authors and editors should be attentive to issues particular to each case. See *SBL* § 4.3 for some discussion.

Examples: de rigueur; inter alia; mutatis mutandis; “the tomes [*sic*] in which they were interred”; *Vorlage* [following *SBL* Appendix A, *pace Merriam-Webster’s*]

- When you are quoting a non-English original, however, there is generally no need for italics; use quotation marks in the same way you would as for an English original. We prefer to quote a translation in the main text and to place the original in a footnote or, when necessary, in parentheses in the main text (where no quotation marks are needed). Do not use quotation marks for originals written in a non-Latin alphabet (such as Greek or Hebrew), wherever they occur.

Examples: In the words of Octavius: “Such practices are not sacred rites but tortures” (Haec iam non sunt sacra, tormenta sunt).

In the words of Octavius: “Haec iam non sunt sacra, tormenta sunt” (Such practices are not sacred rites but tortures).

Pausanias reports seeing the maxim “know thyself” (γνῶθι σαυτόν) inscribed in Apollo’s sacred precinct at Delphi (*Descr.* 10.24.1).

Pausanias reports seeing the maxim γνῶθι σαυτόν (know thyself) inscribed in Apollo’s sacred precinct at Delphi (*Descr.* 10.24.1).

- Texts in non-Latin alphabets: We prefer to publish such texts in their proper alphabets and, optionally, to provide an accompanying transliteration. Please use Unicode fonts whenever possible. Hebrew vowel points need not be used unless required for clarity. Please rely on *SBL* § 5.1–3 when transliterating Hebrew, Aramaic, and Greek texts.

Numbers:

- Use Arabic rather than Roman numerals (except when citing the front matter of a book, column numbers in ancient texts, DJD series numbers, or the Nag Hammadi Codices; *SBL* § 4.2.1; 8.3.12).
- Write out numbers under 100, excepting measurements and chapter numbers.

Example: According to the account in chapter 4, the expedition found thirty letters, the smallest of which measured 5 x 10 cm.

Not: chapter four; 30 letters; five by ten centimeters

Numbered lists: Use single parentheses.

Example: In order to identify the essence of any positive religion, it is necessary to specify four features: 1) its stage of religious development, 2) the type of religion it represents, 3) its central idea, and 4) its originating event.⁷

Punctuation:

- Apostrophe:
 - Form the possessive of most singular nouns and of plural nouns that do not end in “s” by adding an apostrophe and the letter “s” (*CMS* § 7.15).

Examples: God’s actions; a woman’s practice; the women’s practice

⁷ Paul E. Capetz, “Friedrich Schleiermacher on the Old Testament,” *HTR* 102 (2009) 297–326, at 302.

- Only for plural nouns that end in pronounced “s” and for nouns that are singular in meaning but plural in form should you form the possessive by adding an apostrophe alone (*CMS* § 7.15, 16, 19).

Examples: the gods’ actions; puppies’ paws; the Lincolns’ marriage; the Williamses’ new house; the Martinezes’ daughter; politics’ true meaning; economics’ forerunners; this species’ first record

- Additional examples of forming the possessive with an apostrophe and the letter “s”

Singular proper nouns, including names ending in (pronounced or unpronounced) “s,” “x,” or “z” (*CMS* § 7.16–17): Kansas’s legislature; Marx’s theories; Jesus’s adherents; Moses’s words; Berlioz’s works; Tacitus’s *Histories*; Borges’s library; Dickens’s novels; Descartes’s three dreams; the marquis’s mother; François’s efforts to learn English; Vaucouleurs’s assistance to Joan of Arc; Albert Camus’s novels; Malraux’s masterpiece; Josquin des Prez’s motets

Proper nouns of two or more syllables that end in a “eez” sound (*CMS* § 7.18): Euripides’s tragedies; the Ganges’s source; Xerxes’s armies

Letters and numbers (*CMS* § 7.16): FDR’s legacy; 1999’s heaviest snowstorm

- Brackets:

- Use brackets when making a parenthetical notation in a context already enclosed by parentheses, such as in a citation within a footnote.
- Use brackets to enclose certain types of notation.

Examples: [*sic*]; [Greek]; [*italics added*]; [*italics in original*]; [*italics omitted*]

- Colon:

- A colon introduces an element or series of elements that illustrates or amplifies that which precedes the colon.
- Between independent clauses, colons function much like semicolons but with a stronger emphasis on sequence. In such cases, set the word following the colon in lowercase, except when the colon introduces two or more sentences or an extract (*CMS* § 6.61).

- Comma: See *CMS* § 6.16–53 for a comprehensive discussion of comma usage and *SBL* § 4.1.1–4 for a treatment of the most problematic cases. A few major points:

- Use commas to separate items in a series, including before the final conjunction.

Example: the *Apocalypse of Elijah*, the *Epistula Apostolorum*, and the *Life of Adam and Eve*

- Use commas to set off nonrestrictive clauses, which are clauses that can be omitted without obscuring the identity of the noun to which they refer or otherwise changing the meaning of the rest of the sentence (*CMS* § 6.22).

Example: I hope that my latest essay on Deuteronomy, which I have just submitted for review, will appear in print by the end of the year.

(Within this sentence, the clause introduced by “which” contains information that is not essential for identifying the essay in question, therefore it is enclosed by commas.)

Example: I hope that the essay that I have just submitted for review will appear in print by the end of the year.

(Within this sentence, without the information introduced by “that,” the reader would not know which particular essay is meant.)

- When using commas parenthetically, take care not to omit the second comma.

Example: In patrilocal marriages, such as were common in the Roman world, the bride moved into the household of her husband and took up the responsibility for worship of the gods of her new household.⁸

- Ellipsis Points: Consult *SBL* § 4.1.6 and especially *CMS* § 13.48–56 for further guidelines.

- To indicate an omission within a sentence, use three points with spaces on either side. In order to prevent the ellipsis points from being split over a line break, please insert non-breaking spaces between them (by pressing the option and space keys at the same time).

Example: Grace, strictly speaking, does not mean continuity but radical discontinuity, not reform but revolution . . . not the perfecting of virtues but the forgiveness of sins, not improvement but resurrection from the dead.⁹

- To indicate an omission of one or more sentences, punctuate the initial clause as appropriate (with a period, question mark, semicolon, etc.), insert a normal (i.e., not non-breaking) space followed by three ellipsis points (with non-breaking spaces between them), and capitalize the first letter of the clause where your quotation picks up. See *CMS* § 13.52 for related cases.

Example: Edwards notes that the “divine fullness which is communicated is the divine knowledge. . . . And this knowledge is most properly a communication of God’s infinite knowledge which primarily consists in the knowledge of himself.”¹⁰

- Do not use ellipsis points at the beginning or end of a quotation.
- Em Dash: Use control-option-hyphen to make an em dash in MS Word.
 - Do not place spaces around em dashes.
 - When using em dashes parenthetically, take care not to omit either dash.

⁸ Caroline Johnson Hodge, “Married to an Unbeliever: Households, Hierarchies, and Holiness in 1 Corinthians 7:12–16,” *HTR* 103 (2010) 1–25, at 9–10.

⁹ George Hunsinger, *Disruptive Grace: Studies in the Theology of Karl Barth* (Grand Rapids, Mich.: Eerdmans, 2000) 16–17, quoted by Julia A. Lamm, “Schleiermacher’s Treatise on Grace,” *HTR* 101 (2008) 133–68, at 146 n. 57.

¹⁰ Michael D. Gibson, “The Beauty of the Redemption of the World: The Theological Aesthetics of Maximus the Confessor and Jonathan Edwards,” *HTR* 101 (2008) 45–76, at 61. Quotation from Jonathan Edwards, “End of Creation,” in *Works of Jonathan Edwards* (ed. Ava Chamberlain; New Haven: Yale University Press, 2000) 8:440–41, at 441.

Example: To make sense of my topic—reflection on the future of *HTR* as a theological journal in an interreligious age—I have had to do my homework.¹¹

- En Dash: Use control-hyphen to make an en dash in MS Word.
 - Do not place spaces around en dashes.
 - Use an en dash (not a hyphen) to indicate a range of pages, dates, or other numbers.

Example: 315–38; 1902–1917
 - Use an en dash “in place of a hyphen in a compound adjective when one of its elements consists of an open compound or when both elements consist of hyphenated compounds” (*CMS* § 6.80).

Example: post–Vatican II rituals

Not: post-Vatican II rituals
- Hyphen:
 - Compounds may be open (i.e., hyphenated, e.g., “neo-Kantian”) or closed (e.g., “neoplatonic”). Consult *SBL* Appendix A and then *Merriam-Webster’s Collegiate Dictionary* for specific cases.
 - In general, capitalize the second term in a compound only when it is a proper name. Consult *SBL* Appendix A and then *Merriam-Webster* for the capitalization of specific compounds. For capitalization of hyphenated compounds in titles, see “title” below under “components of reference.”
 - For terms that do not occur in *SBL* or *Merriam-Webster*, follow the principles in *CMS* § 7.77–85.
 - Hyphenate compound adjectives that appear before the nouns they modify (*CMS* § 5.91).

Examples: a late-first-century text; a text composed in the late first century
- Quotation Marks:
 - In general, use double quotation marks regardless of function. Use single quotation marks only for a quotation within a quotation.

Example: After assessing the many varieties of rabbinic theodicy, Urbach makes a summary assertion: “Irrespective of the answer given to the question ‘the righteous man who fares ill and the wicked man who fares well’ . . . the actual existence of reward and punishment is not in doubt.”¹²
 - Insert a space between consecutive single and double quotation marks.
 - Do not use quotation marks around block quotations.
 - Place periods and commas within quotation marks, regardless of syntax. Place colons, semicolons, and question marks outside quotation marks except when part of the quoted material.
- Semicolon:
 - Use a semicolon between independent clauses in place of a period to indicate a softer break. Do not capitalize the word following the semicolon.

¹¹ Francis X. Clooney, S.J., “The Future of the *Harvard Theological Review* in a Global and Interreligious Age,” *HTR* 101 (2008) 339–49, at 340.

¹² Allan Mittelman, “The Job of Judaism and the Job of Kant,” *HTR* 102 (2009) 25–50, at 27. Quotation from Ephraim E. Urbach, *The Sages: Their Concepts and Beliefs* (trans. Israel Abrahams; Cambridge: Harvard University Press, 1979) 514.

- Use semicolons to separate items in a list when any of the individual items include commas.

Quotations:

- Quotations may be either integrated into the paragraph and enclosed in quotation marks (“run-in” quotations) or set off as a separate block of text without quotation marks. Please set off quotations of four or more lines.
- Capitalization in quotations
 - In general, you may change a capital letter to a lowercase letter or vice versa in order to fit the syntax of the surrounding sentence, for both run-in and set-off quotations.

Example: That “all of Israel has a place in the world to come,” Hirsch writes, “denotes a two-fold future; one in the world to come, and one in this world.”¹³
(The “a” in “all” is lowercase even though it began a sentence in its original context.)
 - When the quotation has a more remote syntactic relation to the rest of the sentence, an initial capital letter remains capitalized.

Example: As Oscar Cullman stated in his 1955 Ingersoll lecture, “The Christian hope relates not just to my individual fate, but to the entire creation.”¹⁴
 - Where changes from capital to lowercase letters might be misleading or might make reference to the original text more difficult, indicate changes in capitalization with brackets, in keeping with *CMS* § 13.16.
- On the use of quotation marks, see the section on punctuation above.

PARENTHETICAL CITATIONS OF PRIMARY SOURCES

In the main text, use parenthetical citations for primary sources alone, including biblical texts.¹⁵ Generally, place a parenthetical citation before the final punctuation in a sentence (and after closing quotation marks). For block quotations, however, place the citation after the final punctuation (*SBL* § 4.1.7; 7.1.3.6).

Example: Wycliffe translated the two rare words as representing gentle forms of precipitation: “as soft rain upon herb, and as drops upon grass” (Deut 32:2).

Example:

Note the sequence of events in the purchase of the field:

And I bought the field at Anathoth from my cousin Hanamel, and weighed out the money to him, seventeen shekels of silver. I signed the deed, sealed it, got witnesses, and weighed the money on scales. Then I took the sealed deed of purchase, containing the terms and conditions, and the open copy; and I gave the deed of purchase to Baruch son of Neriah son of Mahseiah, in the presence of my cousin Hanamel, in the presence of the

¹³ Leora Batnitzky, “From Resurrection to Immortality: Theological and Political Implications in Modern Jewish Thought,” *HTR* 102 (2009) 279–96, at 289. Quotation from Samson Raphael Hirsch, *The Hirsch Siddur* (ed. and trans. The Samson Raphael Hirsch Publications Society; Jerusalem: Feldheim, 1987) 414.

¹⁴ Batnitzky, “From Resurrection to Immortality,” 281. Quotation from Oscar Cullman, “Immortality of the Soul and Resurrection of the Dead: The Witness of the New Testament,” in *Immortality and Resurrection: Four Essays* (ed. Krister Stendahl; New York: Macmillan, 1965) 28.

¹⁵ Cite secondary literature in footnotes; when a parenthetical citation risks becoming unwieldy (such as when indicating parallel passages or multiple editions), consider citing primary sources in footnotes as well.

witnesses who signed the deed of purchase, and in the presence of all the Judeans who were sitting in the court of the guard. (Jer 32:9–12 NRSV)

REFERENCE FOOTNOTES

Please compile your citations with care. If at any point in the pre-publication process we come across five or more instances of missing or incorrect citation information, we will request that you re-check all your citations before continuing. The most common omissions involve series information for books and the full page range for articles. The first time you cite a work, give the full publication information. In subsequent citations, use only the author's last name, the title (shortened to four or fewer words, if necessary), and the relevant page numbers (*CMS* § 14.25, 28).

Basic Sequence:

- Books
 - Full Reference:

Author Full Name, Title (editor; translator; number of volumes; edition; series; city: publisher, date) page number or page range.

*Note: *Pace SBL*, no comma follows the parentheses.
 - Shortened Reference:

Last Name, Shortened Title, page number or page range.
- Journal Articles
 - Full Reference:

Author Full Name, "Article Title," Abbreviated Journal Title volume (year) complete page range, at page number or page range.

Note: Do not include the month or season or the issue number (*SBL* § 7.2.23, 31).

**Pace SBL*, no colon follows the parentheses.
 - Shortened Reference:

Last Name, "Shortened Title," page number or page range.

Components of Reference:

- Author:
 - The first time you cite a work, indicate the first and last names of the author, including middle initials or names as appropriate. (You may use initials only for authors who use their first initials as a name.) In subsequent citations of the same work, use only the last name.
 - *Include the author's name in the footnote even when you have already mentioned it in the main text (*pace CMS* § 14.52). When you mention an author's name in a footnote, do not repeat it in the citation at the end of that note unless confusion would result from omitting it.
 - Place a space between initials.

Example: J. J. M. Roberts

- If a work has four or more authors, cite only the first author or editor's name, followed by "et al." (without an intervening comma; *SBL* § 7.2.3).
- *When you cite several works by the same author successively within the same note, use "idem" (m) or "eadem" (f) in place of the author's name (*pace CMS* § 14.30).
- Title:
 - Italicize book and journal titles, including abbreviated titles (e.g., *HTR*; *ANET*), regardless of language. Italicize titles of works of art.
 - Place titles of articles and pamphlets in quotation marks, without italics, regardless of language.
 - Abbreviate titles of ancient works in accordance with *SBL* § 8.3. Abbreviate titles of journals, periodicals, major reference works, and series in accordance with *SBL* § 8.4. These abbreviated titles are not followed by a comma.

Examples: Josephus, *Ant.* 2.137.
Shelly Matthews, "Thinking of Thecla: Issues in Feminist Historiography," *JFSR* 17 (2001) 31–55.
 - If a work is not listed in *SBL* § 8.3–4, use its full title.
 - Shorten titles longer than four words after their first appearance.

Examples: Matthews, "Thinking of Thecla," 37.
Koester, *Paul and His World*, 58.
 - English titles: Capitalize all words except articles, coordinating conjunctions, and prepositions; however, capitalize the first and last words in a title or subtitle even when they are articles, coordinating conjunctions, or prepositions. In the case of hyphenated compounds, capitalize both terms unless they are articles, coordinating conjunctions, or prepositions (unless used adverbially), or if the term is a prefix attached to anything other than a proper noun or adjective (*SBL* § 7.1.3.3). Place a colon between the title and subtitle (*SBL* § 7.1.3.1).

Example: *Transformative Encounters: Jesus and Women Re-Newed*
 - Exceptions:
 - If a title ends with a question mark or exclamation point, no additional punctuation is needed before the subtitle (*SBL* § 7.1.3.1).

Example: William G. Dever, *Did God Have a Wife? Archaeology and Folk Religion in Ancient Israel* (Grand Rapids, Mich: Eerdmans, 2005) 7–10.
Shortened citation: Dever, *Did God Have a Wife?*, 7–10.
 - If a work has more than one subtitle, a colon precedes the first subtitle and a semicolon precedes any additional subtitles. All subtitles also begin with capital letters (*CMS* 17.54).

Example: *New Testament: History of Interpretation; Excerpted from the Dictionary of Biblical Interpretation*

- For old-fashioned double titles (or titles and subtitles) connected by “or,” use a semicolon before “or” and a comma after “or.” Capitalize both the title and subtitle, but not “or” (*CMS* § 14.99).

Example: *Jerusalem; or, On Religious Power in Judaism*

- Non-English titles in Latin alphabets: Follow the capitalization convention of the language of the title. For French and Italian titles, capitalize only the first letter(s) of the title and subtitle and proper nouns. For German titles, capitalize the first letter(s) of the title and subtitle and of all nouns (*SBL* § 7.1.3.4). For Latin titles, capitalize the first letter(s) of the title and subtitle as well as of proper nouns (*SBL* § 7.1.3.8). *Place a period between the title and subtitle of French, German, and Italian works (*pace SBL* § 7.1.3.1), unless the title ends with a question mark or exclamation point, in which case no further punctuation is necessary.

Examples:

Die Hirten des Dionysos. Die Dionysos-Mysterien der römischen Kaiserzeit und der bukolische Roman des Longus

Les communautés religieuses dans le monde gréco-romain. Essais de définition

- Non-English titles in non-Latin alphabets: While you may give the title in translation only, it is often preferable to give the title also in its original characters or—or also—in transliteration, depending on the needs of the case.

Examples:

Elia S. Hartom, “אגרת ירמיהו” (Epistle of Jeremiah), in החיצונים הספרים (The apocryphal books) (ed. Abraham Kahana; 2 vols.; Tel Aviv: Masada, 1956) 1:337–49.

Bingxiang Luo, “Rulizhizongjiaoyihan” (“儒禮之宗教意涵”; Religious allusions in Confucian rites), *Lanzhoudaxue xuebao shehuikexueban* (蘭州大學學報社會科學版; Journal of Lanzhou University, social sciences) 36 (2008) 20–27.

- When non-English words appear in an English title, they should be set in plain type when the title is italic and in italic when the title is plain (*SBL* § 7.1.3.2; cf. *CMS* § 8.171).
- When abbreviations such as “B.C.E.” or “C.E.” appear in a title, use full caps, not small caps (*SBL* § 7.1.3.2).

Example: *Dialect Geography of Syria-Palestine, 1000–586 B.C.E.*

Not: *Dialect Geography of Syria-Palestine, 1000–586 B.C.E.*

- *If you cite the same work in two successive notes, use the abbreviation “ibid.”; include page numbers when referring to a different part of the work. Do not use “ibid.” if the first note contains more than one citation (*pace CMS* § 14.29).
- Editor (regardless of whether an author is also cited):
 - Place the name(s) of the editor(s) inside parentheses along with other publication information, preceded by the abbreviation “ed.” When a work has four or more editors, use the name of the first

editor only, followed by “et al.” Do not use “eds.” when there are two or three editors, since “ed.” in this case stands for “edited by.”

Example: Steven J. Friesen, “Prospects for a Demography of the Pauline Mission: Corinth among the Churches,” in *Urban Religion in Roman Corinth: Interdisciplinary Approaches* (ed. Daniel N. Showalter and Steven J. Friesen; HTS 53; Cambridge: Harvard Divinity School, 2005) 351–70.

Example: *Anthropological Approaches to the Old Testament* (ed. Bernhard Lang; Issues in Religion and Theology 8; Philadelphia: Fortress, 1985) 1–20.

- Translator:

- Place the name of the translator(s) after the name(s) of the editor(s), introduced by the abbreviation “trans.,” for “translated by.”

Example: David Friedrich Strauss, *The Life of Jesus Critically Examined* (ed. Peter C. Hodgson; trans. George Eliot; Lives of Jesus series; Philadelphia: Fortress, 1972).

- City of Publication:

- If a work is published in more than one location, cite only the first city listed (*SBL* § 7.1.4.2).
- If the city of publication is not well known, include a state or country designation (*SBL* § 7.1.4.2). Do the same for any city that shares a name with another, unless one is preeminently famous. “Paris,” for example, needs no further identification, unless it refers to a city outside of France.

Examples of well-known cities: Berkeley; Boston; Cambridge; Chicago; Göttingen; Leiden; Louvain; New York; Oxford; Paris; Stuttgart; Tübingen

Examples of lesser-known cities: New Haven, Conn.; Cambridge, U.K.; Collegeville, Minn.; Garden City, N.Y.; Princeton, N.J.; Grand Rapids, Mich.; Harrisburg, Pa.

- For U.S. states, use standard abbreviations, not postal code abbreviations. See *SBL* § 8.1.1 for a full list of these abbreviations.

Examples: Del.; Mich.; N.Y.; Pa.

Not: DE; MI; NY; PA

- Always cite the city of publication in English.

Examples: Florence; Louvain; Munich; Vienna

Not: Firenze; Leuven; München; Wien

- Publisher:

- Shorten the publisher’s name if this can be done without awkwardness or ambiguity. Omit “Press,” “Publishing Company,” and the like except in the case of university presses and wherever else ambiguity or awkwardness would result (e.g., if the word preceding “Press,” etc. is an adjective). See *SBL* § 7.1.4.1 for more examples.

Examples: Eerdmans; Herder; SBL; De Gruyter; Harvard University Press; Scholars Press, Neukirchener Verlag

Not: William B. Eerdmans Publishing Company; Verlag Herder; Society of Biblical Literature; Walter de Gruyter

- If a book has two or more publishers, include only the first publisher's information (*SBL* § 7.2.7).
Example: *Anthropological Approaches to the Old Testament* (ed. Bernhard Lang; Issues in Religion and Theology 8; Philadelphia: Fortress; London: SPCK, 1985) 1–20.
- In the case of a recent reprint, include both sets of publication information (*SBL* § 7.2.16).
Example: Joseph B. Lightfoot, *Biblical Essays* (London: Macmillan, 1893; repr., Peabody, Mass.: Hendrickson, 1994) 254–67. Page numbers taken from the reprinted edition.
- In the case of a reprint title in the public domain, only the publisher of the reprint need be included (*SBL* § 7.2.17).
Example: Samuel R. Driver, *A Critical and Exegetical Commentary on Deuteronomy* (3rd ed., 1902; ICC; repr., Edinburgh: T&T Clark, 1951) 157.
- Volume:
 - For a modern multivolume work, place a colon between the volume number and page number (*SBL* § 7.2.19).
Example: Adolf Harnack, *History of Dogma* (trans. Neil Buchanan; 7 vols.; Boston: Little, Brown & Co., 1896–1905) 2:123–25.
 - For an ancient multivolume work, place a period between the volume number and page number or between the book number and paragraph number (*SBL* § 7.3.2).
Examples: Tacitus, *Ann.* 15.18–19; Socinus, *Adv. Erasmus Iohannis* 2.511.
- Page Numbers:
 - Cite page ranges with specific beginning and end points, separated by an en dash. Avoid using “f.” and “ff.” (*SBL* § 6.2; 7.1.5; 8.1.3), as well as “passim.”
 - For an article in a journal or book, cite the complete page range of the article, followed by “at” or “esp.” to indicate a specific page or range of pages.
Example: Charles Edson, “Cults of Thessalonica (Macedonica III),” *HTR* 41 (1948) 153–204, at 177.
 - When citing separate pages or ranges of pages, use a comma to distinguish them.
Example: See Deborah Sommer, “Destroying Confucius: Iconoclasm in the Confucian Temple,” in *On Sacred Grounds: Culture, Society, Politics, and the Formation of the Temple of Confucius* (ed. Thomas A. Wilson; Cambridge: Harvard University Asia Center, 2002) 95–133, at 106–7, 118–21.
 - In citations of page ranges, shorten the closing number according to the following scheme, which is organized according to the opening number (*CMS* § 9.60).
For an opening number less than 100, use all digits in the second number:
3–10; 10–11; 35–38; 71–72; 98–103
For 100 or a multiple thereof, use all digits:
100–102; 200–252; 1100–1113
For 101 through 109 and the like, use only the changed part:
102–4; 309–56; 808–33; 1103–4

For 110 through 199 and the like, use two or more digits:

204–11; 294–307; 1003–35; 2568–600; 12991–3001

- To cite a footnote, add “n.” followed by a space and the footnote reference. To refer to multiple notes, use “nn.” Do not place comma between the page and note numbers.

Example: Elliot R. Wolfson, *Through a Speculum That Shines: Vision and Imagination in Medieval Jewish Mysticism* (Princeton: Princeton University Press, 1994) 334 n. 30.

- URL:

- Place the URL of an internet publication at the end of the citation, preceded by the date of access. (See the examples of internet publications below.) As with other citations, place a period at the end of the URL.
- If a URL has to be broken in order to run onto the next line, split the URL after a double slash (//) or a single slash (/); before a tilde (~), a period, a comma, a hyphen, an underline (_), a question mark, a number sign (#), or a percent symbol (%); or before or after an equals sign (=) or an ampersand (&). Never add a hyphen to a URL to denote a line break, nor should a hyphen that is part of a URL appear at the end of a line (*CMS* § 14.12).
- Some reference works will indicate the appropriate URL to cite for a specific entry. Use this rather than the less stable URL generated by search engines (cf. *CMS* § 14.248).

Example: *Chicago Manual of Style*, 16th ed., “Preface,” by Russell David Harper, accessed February 21, 2013, http://www.chicagomanualofstyle.org.ezp-prod1.hul.harvard.edu/16/isbn_0226104036_pref.html.

Examples of Reference Footnotes:

A Book with Author, Editor, and Translator (*SBL* § 7.2.10):

David Friedrich Strauss, *The Life of Jesus Critically Examined* (ed. Peter C. Hodgson; trans. George Eliot; Lives of Jesus; Philadelphia: Fortress, 1972) 773.

Shortened Reference: Strauss, *Life of Jesus*, 773.

A Book by More Than Three Authors (*SBL* § 7.2.3):

Heleni Kaltsogianni et al., *Thessaloniki in Byzantine Literature: Historical and Hagiographical Texts* (Byzantine Texts and Studies 32; Thessaloniki: Byzantine Research Centre of the University of Thessaloniki, 2002) 133 [Greek].

Shortened Reference: Kaltsogianni et al., *Thessaloniki in Byzantine Literature*, 133.

A Book with an Editor and no Author (*pace SBL* § 7.2.6):

Anthropological Approaches to the Old Testament (ed. Bernhard Lang; Issues in Religion and Theology 8; Philadelphia: Fortress, 1985) 1–20.

Shortened Reference: *Anthropological Approaches* (ed. Lang), 1–20.

An Article in a Journal (*SBL* § 7.2.23):

Richard S. Ascough, "The Thessalonian Christian Community as a Professional Voluntary Association," *JBL* 119 (2000) 311–28, at 311.

Shortened Reference: Ascough, "Thessalonian Christian Community," 311.

An Article in an Anthology, Festschrift, or Other Edited Volume (*SBL* § 7.2.12–13):

Bernard McGinn, "The Abyss of Love: The Language of Mystical Union among Medieval Women," in *The Joy of Learning and the Love of God: Studies in Honor of Jean Leclercq* (ed. E. Rozanne Elder; Cistercian Studies Series 160; Kalamazoo, Mich.: Cistercian Publications, 1995) 95–120, at 113.

Shortened Reference: McGinn, "The Abyss of Love," 113.

A Journal Article Reprinted in an Anthology (*SBL* § 7.2.25):

R. J. Zwi Werblowsky, "Some Psychological Aspects of the Kabbalah," *Harvest* 3 (1956) 1–20; repr. in *God, The Self and Nothingness: Reflections Eastern and Western* (ed. Robert Carter; New York: Paragon House, 1990) 19–36. I will cite the article according to the pagination in *Harvest*.

Or:

R. J. Zwi Werblowsky, "Some Psychological Aspects of the Kabbalah," in *God, The Self and Nothingness: Reflections Eastern and Western* (ed. Robert Carter; New York: Paragon House, 1990) 19–36; repr. from *Harvest* 3 (1956) 1–20. I will cite the article according to the 1990 pagination.

Shortened Reference: Werblowsky, "Psychological Aspects," 19–20.

Be sure to specify the printing to which your citations refer.

A Multivolume Work (*SBL* § 7.2.19; cf. *SBL* § 7.3.10):

Jacob Milgrom, *Leviticus: A New Translation with Introduction and Commentary* (3 vols.; AB 3, 3A, 3B; New York: Doubleday, 1991–2001) 2:1803.

Shortened Reference: Milgrom, *Leviticus*, 2:1803.

A Titled Volume in a Multivolume Work (cf. *SBL* § 7.2.20):

Karl Barth, *The Doctrine of the Word of God* (trans. G. T. Thomson and Harold Knight; vol. 1.2 of *Church Dogmatics*; Edinburgh: T&T Clark, 1956) 489.

Shortened Reference: Barth, *Word of God*, 489.

A Recent Reprint (not public domain) (*SBL* § 7.2.16):

Joseph B. Lightfoot, *Biblical Essays* (London: Macmillan, 1893; repr., Peabody, Mass.: Hendrickson, 1994) 254–67. Page numbers taken from the reprint edition.

Shortened Reference: Lightfoot, *Biblical Essays*, 267.

Be sure to specify the printing to which your citations refer.

An Internet Publication with a Print Counterpart (**pace SBL § 7.3.13*):

Charles Truehart, "Welcome to the Next Church," *Atlantic Monthly* 278 (1996) 37–58,
<http://www.theatlantic.com/atlantic/issues/96aug/nxtchrch/nxtchrch.com>.

Shortened Reference: Truehart, "Next Church," 37.

An Internet Publication without a Print Counterpart (**pace SBL § 7.3.14*):

Alin Suciu, "Newly Found Fragments from Codex Tchacos," *Patristics, Apocrypha, Coptic Literature and Manuscripts* [blog], October 10, 2012, <http://alinsuciu.com/2012/10/10/newly-found-fragments-of-codex-tchacos/>.

Shortened Reference: Suciu, "Newly Found Fragments."

Or (if no date of publication is available):

Matthew Thomas Farrell, "History of the Discovery of Thomas and Comments on the Text," accessed May 5, 1997, <http://www.miseri.edu/davies/thomas/farrell.htm>.

Shortened Reference: Farrell, "Discovery of Thomas."

A Dictionary or Encyclopedia Entry (*SBL § 7.2.28–29*):

Dana Andrew Thomason, "Corinthians, Third Epistle to the," *ABD* 1:1154.

Shortened Reference: Thomason, "Corinthians."

An Online Reference Work: (*CMS § 14.247–48*)

The Blackwell Encyclopedia of Modern Christian Thought, s.v. "Tillich, Paul," by Christoph Schwöbel, accessed September 20, 2009, http://www.blackwellreference.com/subscriber/tocnode?id=g9780631198963_chunk_g978063119896322_ss4-1.

Shortened Reference: *Blackwell Encyclopedia*, "Tillich, Paul."

Online encyclopedias are treated as online databases rather than standard reference works with standard edition numbers. Publication information (publisher, city, date) need not be included (*CMS § 14.248*).

A Titled Book Review in Print (*SBL § 7.2.26*):

Jaroslav Pelikan, "The Things That You're Liable to Read in the Bible" (review of David Noel Freedman, ed., *The Anchor Bible Dictionary*) *New York Times Review of Books*, December 20, 1992, 3.

Shortened Reference: Pelikan, "Liable to Read."

An Untitled Book Review in Print (*SBL § 7.2.26*):

Howard M. Teeple, review of André Robert and André Feuillet, *Introduction to the New Testament*, *JBR* 34 (1996) 368–70.

Shortened Reference: Teeple, review of Robert and Feuillet, 369.

An Untitled Book Review Online:

Mary Coloe, review of Andreas J. Kostenberger and Scott R. Swain, *Father, Son and Spirit: The Trinity and John's Gospel*, *Review of Biblical Literature*, published March 8, 2009, http://bookreviews.org/pdf/6661_7221.pdf.

Shortened Reference: Coloe, review of Kostenberger and Swain.

A Dissertation or Thesis (*SBL* § 7.2.27):¹⁶

Richard S. Ascough, "Voluntary Associations and Community Formation: Paul's Macedonian Christian Communities in Context" (Ph.D. diss., University of St. Michael's College, Toronto School of Theology, 1997) 297–307.

Shortened Reference: Ascough, "Voluntary Associations," 297–307.

A Conference Paper (*SBL* § 7.2.30):

Susan Niditch, "Oral Culture and Written Documents" (paper presented at the annual meeting of the New England Region of the SBL, Worcester, Mass., March 25, 1994) 13–17.

Shortened Reference: Niditch, "Oral Culture," 14.

DISCURSIVE FOOTNOTES

A discursive footnote includes information other than citations. The following guidelines are meant to keep discursive footnotes as clear and readable as possible.

- Limit discursive footnotes to one paragraph or less.
- When a citation is required, place it in parentheses at the end of the appropriate sentence (*pace CMS* § 14.33). In general, compose your footnotes such that each sentence requires no more than one citation.

¹⁶ If the thesis has been published as a monograph, it is usually preferable to cite the monograph.