Chicago Style: General Guidelines[7]

This handout provides condensed guidelines for using Chicago style. See "The Chicago Manuel of Style *Online*" for more help and examples. An example of a title page, body page, footnotes, and bibliography page are included towards the end.

A. General Guidelines - Typeface

- Font Size: twelve-point (title page, body, bibliography), ten-point (footnotes and page numbers)

B. General Guidelines - Size and Margins and Alignment[8]

- Use A4 size paper
- Use 1 inch/2.54cm margins on all sides of all pages. All information should be within these margins.
- The main text, footnotes, and bibliographies should all be Align Left.
- Do not (block) justify any part of the essay.

C. Title Page (see point K. below for an example)

- The title page presents:
  - Student ID number
  - Course name, e.g., BA (Hons) in Theology (Practical Theology)
  - Course title
  - Lecturer title and name
  - Assignment name and title, e.g., Essay 1 – What is the dating of Daniel?
  - Date of submission
  - Word count
- The title page should **not** include your name
- The information on the title page should be centre aligned.

D. Essay Body - Spacing

- The text should be double-spaced, with the exception of block quotations, footnotes, captions, and long headings (all single-spaced).
- Indent the first line of a new paragraph.
- Block quotations (quotes of two or more sentences that run to five or more lines of text) are indented from the left margin and are single-spaced. Quotation marks are not used in block quotations.
- One space, not two (in other words, a regular word space), follows *any* mark of punctuation that ends a sentence: periods, question marks, and exclamation

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[7] The NTC style guide is based on the 17th edition of the *Chicago Manuel of Style* (*The Chicago Manuel of Style*, 17th edition [Chicago: University of Chicago Press, 2017]) and a style guide produced by Jacob Lett and Andrew Debney. Chicago Manuel of Style abbreviated to CMOS from here.

[8] Taken from CMOS 2.10.

points.

E. Essay Body - Quoting and Summarizing Sources

- Shorter quotations: Use quotation marks (double inverted commas) at the beginning and end of a quotation.
- Longer Quotations: When five or more lines are quoted, these should be single-spaced (not double-spaced as per the usual main text standard) and set off from the regular text of your essay by indenting the left-hand margin by approximately half an inch (1.27 cm) so as to set it in from the usual margin of your text. Quotation marks should not be used except when the quotation itself has used them. A blank line should be inserted after the long quote. **See point M. below for an example of a longer quotation**.

F. Footnotes (see point N. below for example footnotes)

- Footnotes are used to cite quotations and paraphrased material. They may also be used to explain any extra information that is related to the essay but may break the flow if included in the main body.
- Indent the first line of the footnote by 0.5 inch/1.27cm.
- Use the footnote function of the word processor to create notes.
- Footnotes are single-spaced, with a single space between notes.
- Number notes consecutively throughout the paper.
- A reference number in the text appears at the end of a sentence following any punctuation marks.
- The main elements of footnotes are separated by commas.
- You are permitted to use ibid. when referencing the same source a second time straight after you have just first referenced the source.
- Do not use endnotes

G. Bibliography (see point O. below for an example)

- Entries in the bibliography are alphabetised by the last name of the author(s) or, if no author is given, by the title.
- The bibliography is single-spaced with one blank line between entries. The first line of each entry flush is left.
- A bibliography's second and subsequent lines should be indented by half an inch (1.27 cm). This is called a hanging indent.
- In bibliographies, authors' names are inverted to put the last name first.
- If an entry has two or more authors, only the first author's name is inverted (last name first) for alphabetization. Subsequent names are in the normal order (first name or initials, then last name).
- In bibliographies, the main elements are separated by periods.

H. Word Count

- Observe the word limit!
  Where a fixed word count is specified for an essay, this should be seen as a maximum number of words, and lecturers will not be able to grade any part of a submission beyond the word count limit.
  The word limit INCLUDES Footnotes but does NOT include the Title Page, Synopsis, Appendices or Bibliography.
- For every undergraduate and postgraduate essay, the actual word count (not the essay limit) **MUST** be given on the Title Page.
  For BA and MA dissertations, please include the actual word count (not the limit) at the end of the dissertation. See your dissertation supervisor for information when needed.

I. Miscellaneous

- Page numbers: Although the title page is counted in the pagination, it has no page number on it. In the rest of the paper, all pages are numbered with Arabic numerals at upper right hand corner or bottom middle of the page.
  - Page numbers are included in the word count.
- Subheadings (intro, body titles, etc.) can be used as needed, though are not required.
- Capitalize the word “Bible”
- All essays must be typed and submitted electronically, via MOODLE, by the date assigned (usually by 23:50).
- Use British English only.
  Set your spell-check to ‘English (United Kingdom)’ (or the equivalent in your document processing software).
- Use gender-neutral language wherever possible unless used in quotations.

J. Referencing the Bible[9]

- When referring to a biblical book in-text, capitalize the first letter of the book name. Do not abbreviate, underline, italicize, or put quotation marks around the book name
  - Example: 2 Corinthians 3, Acts 25:13.
  - Example: “Paul is traditionally understood to have authored 1 Timothy.”
- When citing a passage from the Bible, use an in-text citation in parentheses.
  - Your citation must follow this format: abbreviated biblical book, chapter number, verse number, translation abbreviation.
  - Example: (Gen. 2:5 NRSV), (1 Sam. 3:10).
- Abbreviated biblical book titles can be found in section 10.45 of the *Chicago Manual of Style*.
- The Bible does not need to be included in the bibliography.

[9] Taken from CMOS 10.45, 14.252-14.254.

K. Title Page Example

Student ID: 3786475

Course: BA (Hons) in Theology (Practical Theology)

BS4110 Introduction to Biblical Studies

Lecturer: Rev Dr Svetlana Khobnya

Assignment: Essay 1 – What is the dating of Daniel?

Date of Submission: 30th November 2023

Word Count: 1376 words

'I declare that I have read the NTC Research Ethics Policy and that this assignment does/does not ('delete as appropriate') involve the collecting of data from human participants living or deceased. I understand that ethical approval needs to be given for any research that involves human participants'.

L. Essay Body Example

Align Left

that the most God-like acts occur in a generative and creative community that works toward the forgiveness and liberation of others.[10]

0.5 inch/ 1.27cm A key test the rehabilitation of the representation/substitution category must pass is if it encourages Christian action. Recent research shows a close association between those who believe in penal substitution theory and apathy towards human suffering in the world.[11] Unfortunately, according to Quash and Williams, the social and political possibilities of Balthasar's dramatic vision are unrealized due to Balthasar's more epic, rather than dramatic, understanding of history.[12] Williams states of Balthasar, "…there is the teasing and challenging abstraction from the specific calls to 'stake' an identity in dialogue and action," though he suggests that Balthasar's ontology is too original to be forgotten and "undoubtedly needs to be politicized."[13] The pneumatological ecclesiology above inspired by a Balthasarian reinterpretation of the exchange formula provides the necessary ontology to encourage historical Christian action. Because the disciple's movement toward God is being defined as an active self-giving for the world, then Christian action becomes an ordinary means by which humanity is sanctified.

1 inch/ 2.54cm

1 inch/ 2.54cm

Double-spacing between lines = 2.0

There is movement here from a more lyrical Ignatius, centering on the subjective experience of the individual, to dramatic conception of the holy life, which is performed socially.[14] In other words, Christian action is to Balthasar's beatific vision, as the spiritual

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Single-spacing between lines = 1.0

[10] Williams, *On Christian Theology*, 131-147.

[11] Kristen Hydinger et al., "Penal Substitutionary Atonement and Concern for Suffering: An Empirical Study" *JPT* 45 no.1 (Spring 2017), 33-45.

[12] Quash, *Theology and the Drama of History*, 216.

[13] Rowan Williams, "Balthasar and Difference," in *Wrestling with Angels: Conversations in Modern Theology,* ed. Mike Higton (Grand Rapids: Eerdmans, 2007), 84-85.

[14] See 4.2.1 for the theological differences between lyric, epic, and dramatic.

0.5 inch/ 1.27cm

M. Longer Quotation Format Example

William Hutton notes Wesley's great ability as a writer and comments on his clarity of expression:

0.5 inch/ 1.27cm →

> It would not be difficult to assert for the letters of John Wesley a high place in the long list. He had nearly all the qualities of a perfect letter-writer. He wrote clearly, simply, quickly, pungently, with transparent sincerity, and he hardly ever used two words where one would do. His letters, indeed, are the letters of an honest man who conceals nothing, sets down naught in malice, but much in candour, and has for supreme interest nothing but goodness and those who do good. Indeed, it is their vivacity which makes Wesley's letters immortal. One side of Wesley's letter writing has long won a certain notoriety. It belongs to that "predilection for the female character" of which Southey spoke so gently.[15]

Single-spacing between lines = 1.0

N. Footnote Guidelines and Examples[16]

The following examples illustrate citations using footnotes-bibliography style. For each example, you will see:

- How the source should be cited in a footnote the **first** time it is used
- How the source should be cited in all **subsequent footnotes**
- How the source should be cited in the *bibliography*

Blank Example of a Book Citation:

1. *Footnote:*
   - Author Full Name, *Title of Book*, Edited by Editor Full Name, Translated by Translator Full Name, Book Series, Volume Number in Series, Edition (Place of Publication: Publisher, Year), Page Numbers.
2. *Bibliography:*
   - Author Full Name. *Title of Book*. Edited by Editor Full Name. Translated by Translator Full Name. Book Series and Volume Number in Series. Place of Publication: Publisher, Year. Edition.

Blank Example of a Journal Article Citation:

1. *Footnote:*
   - Author Full Name, "Title of Article," *Journal Name* Volume Number, Issue Number (Year): Page Numbers, DOI or URL.
2. *Bibliography:*
   - Author Full Name. "Title of Article." *Journal Name* Volume Number, Issue Number (Year): Page Numbers. DOI or URL.

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[15] William Holden Hutton, John Wesley (London: Macmillan and Company, 1927), 169-170.

[16] The example below are taken from a style guide originally create by Jacob Lett and The Chicago Manual of Style Online website, "The Chicago Manual of Style Online," The Chicago Manual of Style, Accessed July 31 2023, https://www.chicagomanualofstyle.org/book/ed17/frontmatter/toc.html.

Footnote Abbreviations

After footnoting a source for the first time, you can use shorten footnotes in subsequent uses of the source. These shortened footnotes can appear in two ways:

1. Author last name, abbreviated title, page number.

[2] Gladwell, *Tipping Point*, 71.

2. Ibid. – This can be used when you immediately footnote the same source again. You cannot use 'ibid.' if you footnote another source in between the two.

[2] Gladwell, *Tipping Point*, 71.
[3] Ibid., 76.

Book

One author

[1] Malcolm Gladwell, *The Tipping Point: How Little Things Can Make a Big Difference* (Boston: Little, Brown, 2000), 64–65.
[2] Gladwell, *Tipping Point*, 71.

Gladwell, Malcolm. *The Tipping Point: How Little Things Can Make a Big Difference*. Boston: Little, Brown, 2000.

Two or more authors

[1] Peter Morey and Amina Yaqin, *Framing Muslims: Stereotyping and Representation after 9/11* (Cambridge, MA: Harvard University Press, 2011), 52.
[2] Morey and Yaqin, *Framing Muslims*, 60–61.

Morey, Peter, and Amina Yaqin. *Framing Muslims: Stereotyping and Representation after 9/11*. Cambridge, MA: Harvard University Press, 2011.

For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by "et al." ("and others"):

[1] Jay M. Bernstein et al., *Art and Aesthetics after Adorno* (Berkeley: University of California Press, 2010), 276.
[2] Bernstein et al., *Art and Aesthetics*, 18.

Bernstein, Jay M., Claudia Brodsky, Anthony J. Cascardi, Thierry de Duve, Aleš Erjavec, Robert Kaufman, and Fred Rush. *Art and Aesthetics after Adorno*. Berkeley: University of California Press, 2010.

Editor or translator instead of author

[1] Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

[2] Lattimore, *Iliad*, 24.

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

[1] Joel Greenberg, ed., *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing* (Chicago: University of Chicago Press, 2008), 42.

[2] Greenberg, *Prairie*, 326-327.

Greenberg, Joel, ed. *Of Prairie, Wood, and Water: Two Centuries of Chicago Nature Writing*. Chicago: University of Chicago Press, 2008.

Editor or translator in addition to author

[1] Jane Austen, *Persuasion: An Annotated Edition*, ed. Robert Morrison (Cambridge, MA: Belknap Press of Harvard University Press, 2011), 311–12.

[2] Austen, *Persuasion*, 315.

Austen, Jane. *Persuasion: An Annotated Edition*. Edited by Robert Morrison. Cambridge, MA: Belknap Press of Harvard University Press, 2011.

[1] Gabriel Carcía Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London:Cape 1988), 242-55.

[2] Carcía Márquez, *Cholera*, 33.

Commentaries in Series:

[1] Dean Flemming, *Philippians: A Commentary in the Wesleyan Tradition*, New Beacon Bible Commentary (Kansas City: Beacon Hill Press, 2009), 111.

[2] Flemming, *Philippians*, 151.

Flemming, Dean. *Philippians: A Commentary in the Wesleyan Tradition.* New Beacon Bible Commentary. Kansas City: Beacon Hill Press, 2009.

Multi-author Commentaries:

[1] J. Glen Taylor, "Hosea," in *Zondervan Illustrated Bible Backgrounds Commentary*, ed. John H. Walton (Grand Rapids: Zondervan, 2009), 5:251.

[2] Taylor, “Hosea,” 5:258.

Taylor, J. Glen. "Hosea." *Zondervan Illustrated Bible Backgrounds Commentary*. Edited by John H. Walton, 5:259-260. 5 vols. Grand Rapids: Zondervan, 2009.

Articles in Bible or Theological Dictionaries:

[1] Jacob Milgrom, "Holy, Holiness," in *New Interpreter's Dictionary of the Bible*, ed. Katherine Doob Sakenfield et al. (Nashville: Abingdon Press, 2007), 2:525-529.
[2] Milgrom, “Holy, Holiness,” 2:529.

Milgrom, Jacob "Holy, Holiness." *New Interpreter's Dictionary of the Bible*. Edited by Katherine Doob Sakenfield et al., 2:525-29. 5 vols. Nashville: Abingdon Press. 2007.

Chapter in a Edited Book

[1] Henry David Thoreau, “Walking,” in *The Making of the American Essay*, ed. John D’Agata (Minneapolis: Graywolf Press, 2016), 177–78.
[2] Thoreau, “Walking,” 177-78.

Thoreau, Henry David. “Walking.” In *The Making of the American Essay*, edited by John D’Agata, 167–95. Minneapolis: Graywolf Press, 2016.

Preface, foreword, introduction, or similar part of a book

[1] William Cronon, foreword to *The Republic of Nature*, by Mark Fiege (Seattle: University of Washington Press, 2012), ix.
[2] Cronon, foreword, x–xi.

Cronon, William. Foreword to *The Republic of Nature*, by Mark Fiege, ix–xii. Seattle: University of Washington Press, 2012.

Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, include a URL or DOI. If no fixed page numbers are available, you can include a section title or a chapter or other number.

[1] Isabel Wilkerson, *The Warmth of Other Suns: The Epic Story of America’s Great Migration* (New York: Vintage, 2010), 183–84, Kindle.
[2] Philip B. Kurland and Ralph Lerner, eds., *The Founders’ Constitution* (Chicago: University of Chicago Press, 1987), chap. 10, doc. 19, http://press-pubs.uchicago.edu/founders/.
[3] Wilkerson, *Warmth of Other Suns*, 401.
[4] Kurland and Lerner, *Founders’ Constitution*, chap. 8.

Wilkerson, Isabel. *The Warmth of Other Suns: The Epic Story of America’s Great Migration*. New York: Vintage, 2010. Kindle.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders’ Constitution*. Chicago: University of Chicago Press, 1987. http://press-pubs.uchicago.edu/founders/.

Journal article

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

Article in a print journal

[1] Alexandra Bogren, "Gender and Alcohol: The Swedish Press Debate," *Journal of Gender Studies* 20, no. 2 (June 2011): 156.

[2] Bogren, "Gender and Alcohol," 157.

Bogren, Alexandra. "Gender and Alcohol: The Swedish Press Debate." *Journal of Gender Studies* 20, no. 2 (June 2011): 155–69.

Article in an online journal

For a journal article consulted online, include an access date and a URL. For articles that include a DOI, form the URL by appending the DOI to http://dx.doi.org/ rather than using the URL in your address bar. The DOI for the article in the Brown example below is 10.1086/660696. If you consulted the article in a library or commercial database, you may give the name of the database instead.

[1] Campbell Brown, "Consequentialize This," *Ethics* 121, no. 4 (July 2011): 752, accessed December 1, 2012, http://dx.doi.org/10.1086/660696.

[2] Brown, "Consequentialize This," 761.

Brown, Campbell. "Consequentialize This." *Ethics* 121, no. 4 (July 2011): 749–71. http://dx.doi.org/10.1086/660696.

Magazine article

[1] Jill Lepore, "Dickens in Eden," *New Yorker*, August 29, 2011, 52.

[2] Lepore, "Dickens in Eden," 54–55.

Lepore, Jill. "Dickens in Eden." *New Yorker*, August 29, 2011.

Newspaper article

Newspaper articles may be cited in running text ("As Elisabeth Bumiller and Thom Shanker noted in a *New York Times* article on January 23, 2013, . . .") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations.

[1] Elisabeth Bumiller and Thom Shanker, "Pentagon Lifts Ban on Women in Combat," *New York Times*, January 23, 2013, http://www.nytimes.com/2013/01/24/us/pentagon-says-it-is-lifting-ban-on-women-in-combat.html.

[2] Bumiller and Shanker, "Pentagon Lifts Ban."

Bumiller, Elisabeth, and Thom Shanker. "Pentagon Lifts Ban on Women in Combat."

New York Times, January 23, 2013. http://www.nytimes.com/2013/01/24/us/pentagon-says-it-is-lifting-ban-on-women-in-combat.html.

Book review

[1] Joel Mokyr, review of *Natural Experiments of History*, ed. Jared Diamond and James A. Robinson, *American Historical Review* 116, no. 3 (June 2011): 754, http://dx.doi.org/10.1086/ahr.116.3.752.

[2] Mokyr, review of *Natural Experiments of History*, 752.

Mokyr, Joel. Review of *Natural Experiments of History*, edited by Jared Diamond and James A. Robinson. *American Historical Review* 116, no. 3 (June 2011): 752–55. http://dx.doi.org/10.1086/ahr.116.3.752.

Thesis or dissertation

[1] Dana S. Levin, "Let's Talk about Sex . . . Education: Exploring Youth Perspectives, Implicit Messages, and Unexamined Implications of Sex Education in Schools" (PhD diss., University of Michigan, 2010), 101–2.

[2] Levin, "Let's Talk about Sex," 98.

Levin, Dana S. "Let's Talk about Sex . . . Education: Exploring Youth Perspectives, Implicit Messages, and Unexamined Implications of Sex Education in Schools." PhD diss., University of Michigan, 2010.

Paper presented at a meeting or conference

[1] Rachel Adelman, "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition" (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009).

[2] Adelman, "Such Stuff as Dreams."

Adelman, Rachel. "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009.

Website

Include a publication date or revision date. If neither of these are available, then include an access date.

[1] "Privacy Policy," Google Policies & Principles, last modified July 1, 2023, http://www.google.com/policies/privacy/.

[2] "Balkan Romani," Endangered Languages, Alliance for Linguistic Diversity,

accessed April 6, 2016, http://www.endangeredlanguages.com/lang/5342.

Google. “Privacy Policy.” Google Policies & Principles. Last modified July 27, 2012. http://www.google.com/policies/privacy/.

Blog entry or comment

Blog entries or comments may be cited in running text (“In a comment posted to *The Becker-Posner Blog* on February 16, 2012, . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations.

[1] Gary Becker, “Is Capitalism in Crisis?,” *The Becker-Posner Blog*, February 12, 2012, http://www.becker-posner-blog.com/2012/02/is-capitalism-in-crisis-becker.html.

[2] Becker, “Is Capitalism in Crisis?”

Becker, Gary. “Is Capitalism in Crisis?” *The Becker-Posner Blog*, February 12, 2012. http://www.becker-posner-blog.com/2012/02/is-capitalism-in-crisis-becker.html.

Comment posted on a social networking service

Twitter:

[1] Barack Obama (@BarackObama), "Great to be back in Chicago, my hometown, to talk to young people about the importance of voting," Twitter, October 31, 2023, 10:15 AM, https://twitter.com/BarackObama/status/1234567890.

[2] Obama (@BarackObama), "Great to be back in Chicago."

Facebook:

[1] National Geographic, "Exciting news! We've just discovered a new species of butterfly in the Amazon rainforest," Facebook, November 15, 2023, 2:30 PM, https://www.facebook.com/natgeo/posts/987654321.

[2] National Geographic, "Exciting news! We've just discovered a new species of butterfly."

Instagram:

[1] Jane Doe (@janedoe), "Sunset vibes 🌅 #naturephotography #sunsetlovers," Instagram, December 5, 2023, https://www.instagram.com/p/1234567890/.

[2] Doe (@janedoe), "Sunset vibes 🌅."

O. Bibliography Example

Single-spacing between lines = 1.0

Babini, Ellero. “Jesus Christ: Form and Norm of Man According to Hans Urs von Balthasar.” Pages 221-230 in *Hans Urs von Balthasar: His Life and Work*. Edited by David Schindler. San Franscico: Ignatius, 1991.

Bailey, Daniel P. “Concepts of *Stellvertretung* in the Interpretation of Isaiah 53.” Pages 223-250 in *Jesus and the Suffering Servant: Isaiah 53 and Christian Origins*. Edited by William H Bellinger, Jr. and William R. Farmer. Eugene, Oreg.: Wipf & Stock, 1998.

Barth, Karl. *The Doctrine of Reconciliation*. Vol. 4.1 of *Church Dogmatics*. Edited by G. W. Bromiley and T. F. Torrance. Translated by G. W. Bromiley. Edinburgh: T&T Clark, 1956.

Bartlett, Andrew W. *Cross Purposes: The Violent Grammar of Christian Atonement.* Harrisburg, Pa.: Trinity Press International, 2001.

Beckwith, Roger T., and Martin J. Selman, eds. *Sacrifice in the Bible*. Carlisle, UK: Paternoster, 1995.

Beilby, James, and Paul Eddy, eds. *The Nature of the Atonement: Four Views.* Downers Grove, Ill.: InterVarsity, 2006.

Bellafiore, Ignazio M. “Representation and Reconciliation: Hans Urs von Balthasar’s Theological Interpretation of Shakespeare in the Light of the Theo-Drama.” S.T.L. thes., Catholic University of America, 2007.

Belousek, Darrin W. Snyder. *Atonement, Justice, and Peace: The Message of the Cross and the Mission of the Church*. Grand Rapids: Eerdmans, 2012.

Bieler, Martin. *Befreiung der Freiheit: Zur Theologie der stellvertretenden Sühne*. Freiburg: Herder, 1996.

---, Martin. ‘The Future of the Philosophy of Being’. *Communio: International Catholic Review*, 26 (1999): 455–85.

---, Martin. ‘Meta-anthropology and Christology: On the Philosophy of Hans Urs von Balthasar’. *Communio: International Catholic Review*, 20 (1993): 129–46.

Bulgakov, Sergius. *The Lamb of God*. Translated by Boris Jakim. Cambridge: Eerdmans, 2008.

P. Abbreviations

As included previously, parts of the source details can be abbreviated. It is optional whether the abbreviated or full detail is used in the footnote and bibliography.

- Edition – ed.
- Editor/s – ed. eds.
- Reprint - repr.
- Revised and enlarged – rev. and enl.
- Translator – trans.
- Volume/s – vol. vols.

Q. Abbreviations Lists

We allow for the use of an abbreviations list at the beginning of an essay or a dissertation which allows you to refer to a source within your essay in an abbreviated form. This abbreviations list can include ancient sources, reference works, and modern journals.

An abbreviations list should be split into two columns with the abbreviation on the left and the source on the right. Where possible, a single tab should separate the two columns. If, however, more than one tab has to be used due to the length of an abbreviation, then make sure all of the sources in the right-hand column line up.

All abbreviated sources should also appear in your bibliography in full note form.

EXAMPLES OF AN ABBREVIATIONS LIST

A.J.	Josephus, *Jewish Antiquities*
DCH	*Dictionary of Classical Hebrew.* Edited by David J. A. Clines. 9 vols. Sheffield: Sheffield Academic Press, 1993-2014
NIDOTTE	*New International Dictionary of Old Testament Theology & Exegesis*. Edited by Willem A. VanGemeren. 5 vols. Carlisle: Paternoster Press, 1997

Listed below are various examples of abbreviations. For any theological or biblical abbreviations, CMOS suggests using *The SBL Handbook of Style* for guidance. Where you have questions that are not addressed in these guidelines, *The SBL Handbook* §8 will provide further information: a copy is located in the Reference Section of the NTC library, and selected extracts can be viewed online or in a special SBL Student Guide.

Primary Source

Abbreviations of a primary source can appear as in-text citations (similar to how you would reference a biblical quote). As well as the abbreviation, you must also include either the page numbers or section numbers for the source. Some primary sources have their own internal referencing system which you may use when applicable. The

example of Josephus' *Jewish Antiquities* below has its own referencing system with 13.299-300 referring to book 13, sections 299 to 300. Finally, you must include the translator where applicable.

Abbreviation

A.J. Josephus, *Jewish Antiquities*

In-text

"the ruler of the nation, the office of high-priest, and the gift of prophecy" (*A.J.* 13.299-300 [Marcus]).

Bibliography

Josephus. *Jewish Antiquities.* Translated by H. St. J. Thackeray, Ralph Marcus, Allen Wikgren, and L. H. Feldman. 9 vols. Loeb Classical Library. Cambridge: Harvard University Press, 1930-1965.

Lexicon

An abbreviated dictionary includes only the abbreviated title, volume number, and page number(s)

Abbreviation

DCH *Dictionary of Classical Hebrew*. Edited by David J. A. Clines. 9 vols. Sheffield: Sheffield Academic Press, 1993-2016

In-text or footnote

[1] *DCH* 6:689-690.

Bibliography

Clines, David J. A., ed. *Dictionary of Classical Hebrew*. 9 vols. Sheffield: Sheffield Academic Press, 1993-2016.

Dictionary

The abbreviation cites only the dictionary itself; the note cites the author, title, and page range of the article.

Abbreviation

NIDOTTE *New International Dictionary of Old Testament Theology & Exegesis.* Edited by Willem A. VanGemeren. 5 vols. Carlisle: Paternoster Press, 1997

Footnote

[1] Victor P. Hamilton, "פלה," *NIDOTTE* 3:620.

Bibliography

VanGemeren, Willem A., ed. *New International Dictionary of Old Testament Theology & Exegesis.* 5 vols. Carlisle: Paternoster Press, 1997.

R. Dissertations

BA Dissertations

Style, Structure and Word Count
The dissertation must be constructed in the College's accepted form for research papers, essays and dissertations. The word count for 2023/24 is 8,000 – 10,000 words including footnotes but NOT the title page, appendices or bibliographies.

Ethics Review
Students whose dissertation involves research into human subjects are required to obtain Ethics Review approval. A copy of the Ethics Review Policy is available on MOODLE, as is the application form. All students should include a statement on their title page stating whether their research involved human subjects or not.

Submission
Submission is required in electronic form only (.doc or .pdf format), through the Dissertation Turnitin slot on Moodle.

MA Dissertations

Length and Word Count
MA in Theology dissertations for 2023/24 should be between 12000 and 15000 words in length including footnotes but NOT the title page, abstract, appendices or bibliographies. Two hard bound copies are to be lodged with the Registrar (see details below). An electronic copy (.doc or .pdf format) must also be submitted (on Moodle). Successful dissertations will be lodged in the library.

Ethics Review
Students whose dissertation involves research into human subjects are required to obtain Ethics Review approval. A copy of the Ethics Review Policy is available on MOODLE, as is the application form. All students should include a statement on their title page stating whether their research involved human subjects or not.

Declaration and Abstract
Each MA dissertation shall include a signed page (following the Title Page and Abstract and before the Table of Contents) with the following declaration

> No portion of the work referred to in the dissertation has been submitted in support of an application for another degree or qualification of this or any other university or another institute of learning;
>
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Each dissertation shall have an abstract, following the title page and preceding the table of contents. An abstract is essentially a brief summary of the whole dissertation. It gives an overview of the research study, including the conclusions.

The main purpose of an abstract is to give your reader a general idea of the content of the dissertation. The abstract will help a reader decide whether to read the whole text in detail. An additional purpose is to inspire interest in your dissertation.

An abstract is found at the beginning of dissertations immediately after the title page. Abstracts may also appear separately from dissertations and be held in databases of dissertation abstracts.

Binding
MA students must submit 2 hard-bound copies to the Academic office within 2 weeks of electronic submission. Binding details are as follows:

Binding type: Hard bound

Colour of binding: Black
On spine: name & initial of the student at the top of spine; the title of degree at the centre; date at the bottom.
On the cover: title of dissertation at the top; the name of the candidate in the centre; the title of degree at the bottom

Please note: Lettering on the spine of the dissertation is mandatory; lettering on the front cover of the dissertation is optional.

See the postgraduate handbook appendices for samples of lettering and spacing for the dissertation cover page and binding.

STYLE GUIDE BIBLIOGRAPHY

Collins Billie Jean, Bob Buller, and John F. Kutsko, eds. *The SBL Handbook of Style: For Biblical Studies and Related Disciplines*. 2nd edition. Atlanta: SBL Press, 2014.

Harper, Russel David, ed. *The Chicago Manuel of Style*. 17th edition. Chicago: University of Chicago Press, 2017.

Lincoln, John E. *Writing: A College Handbook*. 2nd ed. New York: W. W. Norton, 1986.