

Journal of the Linguistic Institute of Ancient and Biblical Greek

Styleguide

Introduction

The following standards are adapted from the “Style Guidelines” section of the Wipf & Stock *Author Guide*, version 3.2. This is in turn dependent on

- The Chicago Manual of Style, 15th ed. (Chicago: University of Chicago Press, 2003), cited here as *CMOS*. An abbreviated version of the *Chicago Manual* is available as Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. rev. John Grossman and Alice Bennett (Chicago: University of Chicago Press, 1996).
- *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies* (Peabody, MA: Hendrickson, 1999), cited here as *SBLHS*. The *SBL Handbook* is available online for SBL members: <http://www.sbl-site.org/PDF/MembersOnly/SBLHS.pdf>.

For situations not addressed by the general guidelines outlined here please follow one of the guides mentioned above. If in doubt please email journal@liabg.org.

Submissions should be made in rtf format.

General Guidelines

1. Fonts:
 - a. Body: Times New Roman 12, Full Justified
 - b. Notes: Times New Roman 10, Full Justified
 - c. Title: Times New Roman 14 bold, Central Justified
 - d. Author: Times New Roman 14, Central Justified
 - e. Affiliation (optional): Times New Roman 12, Central Justified
 - f. Subheadings (if used): Times New Roman 12 bold, Left Justified
2. Spacing:
 - a. The body of the text (including appendices) should be vertically single-spaced.
 - b. Footnotes and extended quotations should be single-spaced.
 - c. The bibliography should be single-spaced with a double space between entries.
 - d. A single character space, not two, should separate the concluding punctuation mark from the ensuing sentence.
3. Use *italics*, not underlining, for emphasis, book titles, foreign words, etc.

4. Use footnotes, not endnotes, for source references and ancillary discussion. Invoke the footnote function of your word processor.
5. Paragraph indentation and formatting.
 - a. Indent the first line of each paragraph 0.5" (2.5cm).
 - b. Do not insert an extra line space between paragraphs.
6. Quotations
 - a. Quotations extending less than three lines of text are indicated by double quotation marks and a footnote.
 - b. Quotations longer than three lines of text must be block-indented 2.5 cm (0.5"), without quotation marks, and may be single-spaced.
7. Hyphens and dashes
 - a. Use en-dashes (–) between page numbers (146–56), verses (vv. 13–26), and dates (1938–1945), rather than hyphens.
 - b. Use em-dashes (—) between phrases, rather than two hyphens.
 - c. Do not use hyphenation for end-of-line word wrapping.
8. Abbreviate inclusive numbers according to the conventions outlined in *CMOS* 9.64 (p.396) and *SBLHS* 4.2.3 (p. 16). The following scheme, borrowed from *SBLHS*, illustrates the preferred way to abbreviate inclusive numbers:
 - 10–11, 35–38, 98–99
 - 100–102, 200–252
 - 101–2, 204–11, 309–56 (but 294–307)
 - 1000–1004
 - 1002–8
 - 1002–16
 - 1003–1135
9. Be consistent in use of spelling conventions (i.e. Canadian, British or American).
10. Non-English languages
 - a. Non-English technical terms and abbreviations (*s.v.*, *hapax legomenon*, *idem*, etc.) should be italicized.
 - b. Quotations from non-English languages should be accompanied by a translation into English (including Greek and Hebrew).
 - c. For Greek or Hebrew characters any Unicode font may be used for example Gentium, Palatino Linotype or Cardo for Greek and Cardo or the SBL Hebrew font.

Footnotes and Bibliography

The full form of any reference source should appear in a bibliography at the end of the article; the bibliography should consist only of sources cited in the footnotes. Accordingly, sources cited in notes can be reduced to the author's last name, short title, and page numbers. Be consistent in your abbreviated version of a given title, and use a form that is both clear and easy to distinguish from other abbreviated titles.

The basic order of citation in a bibliographic entry is author (always use initials), title, editor, translator, number of volumes, edition (only for second or subsequent editions), series, city, publisher, and date, as per the following example:

Luz, U. *Matthew: A Commentary*. Edited by Helmut Koester. Translated by James E. Crouch. 3 vols. Hermeneia. Minneapolis: Fortress, 2001–2007.

This style guide follows *CMOS*, not *SBLHS*, in employing postal abbreviations for the names of states and provinces (but these are included only where clarification is necessary). Names of publishers can omit “Press,” “Publishing Company,” “Verlag,” etc., except in the case of university presses and other instances in which the fuller name is required to avoid ambiguity (e.g. “Free Press”). The various forms of documentation are covered in *The Chicago Manual of Style*, as well as *SBLHS* pp. 38–67, but the basic forms to note are the following:

1. One author or editor

Footnote

¹ Sanders, *Torah and Canon*, 113–23.

Bibliography

Sanders, J. A. *Torah and Canon*. 2nd ed.. Eugene, OR: Cascade, 2005.

2. Two authors or editors

Footnote

¹⁴ Hanson and Oakman, *Palestine*, 131–59.

Bibliography

Hanson, K. C., and D. E. Oakman. *Palestine in the Time of Jesus: Social Structures and Social Conflicts with CD-ROM*. Minneapolis: Fortress, 2002.

3. Three or more authors

Footnote

¹⁷ Pelikan et al., *Religion and the University*, 175–85.

Bibliography

Pelikan, J., et al. *Religion and the University*. York University Invitation Lecture Series. Toronto: University of Toronto Press, 1964.

4. Book with translator
Footnote
²¹Nöldeke, *Compendius*, 307.
Bibliography
 Nöldeke, T. *Compendius Syriac Grammar*. Translated by James A. Crichton. Ancient Language Resources. Eugene, OR: Wipf & Stock, 2003.
5. Chapter or titled part of a book
Footnote
²²Tannehill, “Magnificat,” 31–47.
Bibliography
 Tannehill, R. C. “The Magnificat as Poem.” In *The Shape of Luke’s Story: Essays on Luke-Acts*, 31–47. Eugene, OR: Cascade, 2005.
6. Book in a series
Footnote
³²Oakman, *Jesus and the Peasants*, 123–25.
Bibliography
 Oakman, D. E. *Jesus and the Peasants*. Matrix. Eugene, OR: Cascade, 2006.
7. One or more volumes of a multi-volume commentary
Footnote
³⁵Davies and Allison, *Matthew*, 3:568.
Bibliography
 Davies, W. D., and D. C. Allison. *The Gospel According to Saint Matthew*. 3 vols. ICC. Edinburgh: T. & T. Clark, 1988-1997.
8. Article in a periodical
Footnote
⁴³Ellul, “Technology,” 116–17.
Bibliography
 Ellul, J. “Technology and the Gospel.” *IRM* 66 (1977) 116–17.
9. Essay in a multi-authored work
Footnote
⁵⁴Rummel, “Ninth Day,” 313–14.
Bibliography
 Rummel, S. “The Ninth Day of Creation.” In *Problems in Biblical Theology: Essays in Honor of Rolf Knierim*, edited by H. T. C. Sun et al., 295–314. Grand Rapids: Eerdmans, 1997.
10. Article in an encyclopaedia or dictionary
Footnote
⁶²Bassler, “God,” 1054–55.
Bibliography
 Bassler, J. M. “God in the New Testament.” In *ABD* 2:1054–55.

11. Unpublished dissertation
Footnote
⁶⁵ Howell, “Feminist Theory of Relations,” 22–26.
Bibliography
Howell, N. R. “A Feminist Theory of Relations Based upon the Philosophy of Alfred North Whitehead.” Ph.D. diss., Claremont Graduate School, 1991.
12. Book review
Footnote
⁷⁸ McDargh, review of *Loaves and Fishes*, 384.
Bibliography
McDargh, J. Review of *Loaves and Fishes: The Story of the Catholic Worker Movement*, by Dorothy Day. *ThTo* 40 (1983) 384.
13. Multiple works by the same author in a bibliography (alphabetical order)
Hedrick, C. W. *The Apocalypse of Adam: A Literary and Source Analysis*. 1980. Reprinted, Ancient Texts and Translations. Eugene, OR: Cascade, 2005.
———. *Parables as Poetic Fictions: The Creative Voice of Jesus*. 1994. Reprinted, Eugene, OR: Cascade, 2005.
———. “The Tyranny of the Synoptic Jesus.” *Semeia* 44 (1988) 1–8.
14. Book online/e-book
Footnote
⁸² Sirosh, J. R., et al. *Lateral Interactions*, [paragraph number].
Bibliography
Sirosh, J. R., et al., *Lateral Interactions in the Cortex: Structure and Functions*. Austin, TX: UTCS Neural Networks Research Group, 1996. No pages. Accessed August 27, 2001. Online:
<http://www.cs.utexas.edu/users/nn/web-pubs/htmlbook96/>
15. Other freestanding source online (Web site, Web page, online article)
Footnote
⁸⁶ Hanson and Oakman, “Theodotus Inscription,” [line number].
Bibliography
Hanson, K. C., and D. E. Oakman, translators. “The Theodotus Inscription.” No pages. Accessed November 30, 2006. Online:
<http://www.kchanson.com/ANCDOCS/greek/theodotus.htm>

16. Periodical articles online
- a. Publication with a print counterpart

Footnote
⁹⁸Dowd and Malbon, “Significance,” 274.

Bibliography
 Dowd, S., and E. S. Malbon. “The Significance of Jesus’ Death in Mark: Narrative Context and Authorial Audience.” *JBL* 125 (2006) 271–97. Accessed November 13, 2006. Online: http://www.sblsite.org/Publications_Journals_JBL.aspx.
 - b. Publication without a print counterpart

Footnote
¹⁰⁵Avila, “*Diary*,” para. 6.

Bibliography
 Avila, W. “*The Diary of a Country Priest*: The Transcendent on Film.” *Journal of Religion and Film* 10 (October 2006). No pages. Cited November 13, 2006. Online: <http://www.unomaha.edu/jrf/Vol10No2/AvilaCountryPriest.htm>.

Citations of Scripture and Other Ancient Sources

Biblical citations should be cited by book, chapter, and verse. The words “First” and “Second” should be spelled out when they occur as the first word of a sentence. Spell out the name of the book when the whole book is cited. Use an en-dash (–) between verses and between whole chapters; use an em-dash (—) between chapter + verse citations.

Examples:

- a. Matt 13:3b–8; Mark 4:3–8; Luke 8:5–8a; *Thom.* 9 [en dashes]
- b. 1 Kgs 17:1—18:35 [em dash]
- c. Neh 7–9 [en dash]
- d. First Samuel 10 narrates the anointing of Saul.
- e. The book of Acts manifests a complex literary structure.

When citing modern Bible versions, standard abbreviations (NASB; NJPS; NRSV; TNIV, etc.) take the place of publication information. If a single translation is employed throughout, indicate the version as part of the initial scriptural reference (e.g. Prov 26:4 NRSV); if several translations are used, indicate the source of each reference.

Scripture Abbreviations

Hebrew Bible / Old Testament:

Gen 1–2 Kgs Song Obad
 Exod 1–2 Chr Isa Jonah
 Lev Ezra Jer Mic
 Num Neh Lam Nah

Deut Esth Ezek Hab
 Josh Job Dan Zeph
 Judg Ps (*pl.* Pss) Hos Hag
 Ruth Prov Joel Zech
 1–2 Sam Eccl
 (or Qoh)
 Amos Mal

New Testament:

Matt 1–2 Cor 1–2 Tim 1–2–3 John
 Mark Gal Titus Jude
 Luke Eph Phlm Rev
 John Phil Heb
 Acts Col Jas
 Rom 1–2 Thess 1–2 Pet

Apocryphal / Deuterocanonical Books:

Tob Sir Pr Azar Pr Man
 Jdt Bar Sg Three 1–2 Macc
 Add Esth 1–2 Esd Sus 3–4 Macc
 Wis Ep Jer Bel Ps 151

Other Ancient Sources

- a. Mishnah: *m. Ketub.* 3:6
- b. Babylonian Talmud: *b. B. Bat.* 24b
- c. Jerusalem Talmud: *y. Bik.* 17bd
- d. Josephus: Josephus, *War* 3:121–132; *Ant.* 19:12e
- e. Philo: Philo, *Spec. Laws* 2:1–2f
- f. Dead Sea Scrolls: 1QS 9:17–19g
- g. Nag Hammadi Codices: *Thom.* 68–69 (NHC II, 2)

Other Abbreviations

For more comprehensive lists of abbreviations of biblical, intertestamental, post-biblical, classical, and modern reference sources, please refer to *SBLHS*, pp. 68–152, 176–182, 237–263.