

## Layout & Style “Quick” Guide – Laidlaw College - School of Theology

Go online to Moodle/ Studying@Laidlaw /Rules and Regulations, to find the full regulations: *Guidelines for Written Assignments* and for formatting of other types of sources not listed here.

Use Arial, Calibri or Times New Roman font, 11 or 12 font size, lines 1.5 or double-spaced, with default margins.

### Quotations

- ⊕ If the quote is short (three lines or less) then it can be incorporated into a sentence or paragraph framework without disrupting the flow of the text. Use double quotation marks at the beginning and end of the quotation and adopt the same spacing as the rest of the text. The footnote reference number is to be placed at the end of the quote.
- ⊕ If the quote is long (more than three lines), then it must be separated from the framework of the sentence and indented to show it is a quote. It will be single spaced regardless of the spacing of your essay, use no quotation marks at the beginning or end of the quotation, include a footnote reference and use a colon to follow the words of the introductory sentence.
- ⊕ If it is desirable to omit several words from the original text (normally to shorten the quote), such an omission (ellipsis) is indicated by three dots, yet the remaining words must both make sense and be true to the intent of the original.

For example: “He arrived from England in his early childhood to the New Zealand coasts, and having spent a lifetime in medical service, was doomed never to return.” becomes “He arrived from England in his early childhood ... never to return.”

### Examples of Note and Bibliographic style.

Be sure to check the correct: order of author(s) name, use of capitals, italics, and punctuation marks, numbering and indenting. Follow the examples precisely. Note the differences in footnote (N) and bibliography (B) formatting. Treat all footnotes like sentences; begin with a capital letter and end with a full-stop.

#### Books - Single Author

N	23. J. Gary Millar, <i>Now Choose Life: Theology and Ethics in Deuteronomy</i> (Leicester: Apollos, 1998), 161.
B	Millar, J. Gary. <i>Now Choose Life: Theology and Ethics in Deuteronomy</i> . Leicester: Apollos, 1998.

#### Books - Two [or three] Authors

N	23. Craig G. Bartholomew and Michael W. Goheen, <i>The Drama of Scripture: Finding Our Place in the Biblical Story</i> (Grand Rapids: Baker Academic, 2004), 47-50.
B	Bartholomew, Craig G. and Michael W. Goheen. <i>The Drama of Scripture: Finding Our Place in the Biblical Story</i> . Grand Rapids: Baker Academic, 2004.

- Note that in bibliographical references the second (and third) author’s initials or first names are given first.

#### Books - More Than Three Authors

N	42. Bernard Brandon Scott et al., <i>Reading New Testament Greek</i> (Peabody, Mass.: Hendrickson, 1993), 53.
B	Scott, Bernard Brandon, Margaret Dean, Kristen Sparks, and Frances LaZar. <i>Reading New Testament Greek</i> . Peabody, Mass.: Hendrickson, 1993.

### Editors - One Editor

N	33. Bernhard Lang, ed., <i>Anthropological Approaches to the Old Testament</i> (Philadelphia: Fortress, 1985), 1-20.
B	Lang, Bernhard, ed. <i>Anthropological Approaches to the Old Testament</i> . Philadelphia: Fortress, 1985.

- More than one editor follows a similar pattern to those of authors, above.

### Books – Edition Other than the first

N	33. William J. Dumbrell, <i>The Faith of Israel: A Theological Survey of the Old Testament</i> , 2 <sup>nd</sup> ed. (Grand Rapids: Baker Academic, 2002), 239.
B	Dumbrell, William J. <i>The Faith of Israel: A Theological Survey of the Old Testament</i> . 2 <sup>nd</sup> ed. Grand Rapids: Baker Academic, 2002.

- If the source is a revised edition use the same format but in the place of 2nd ed. use Rev. ed.

### Book in a Series

N	23. Gordon D. Fee, <i>The First Epistle to the Corinthians</i> , New International Commentary on the New Testament (Grand Rapids: Eerdmans, 2014), 161.
B	Fee, Gordon D. <i>The First Epistle to the Corinthians</i> . New International Commentary on the New Testament. Grand Rapids: Eerdmans, 2014.

### Single Chapter in an Edited Book with a General Title and Editor(s)

N	56. Kevin J. Vanhoozer, "The Reader in New Testament Interpretation," in <i>Hearing the New Testament: Strategies for Interpretation</i> , ed. Joel B. Green (Grand Rapids: Eerdmans, 1995), 301.
B	Vanhoozer, Kevin J. "The Reader in New Testament Interpretation." In <i>Hearing the New Testament: Strategies for Interpretation</i> , ed. Joel B. Green. Grand Rapids: Eerdmans, 1995.

### Secondary Source of Quotation

N	12. Clark H. Pinnock, <i>A Defence of Biblical Infallibility</i> (Philadelphia, PA: Presbyterian & Reformed, 1967), 372, quoted in Avery Dulles, <i>Models of Revelation</i> (Garden City, NY: Doubleday & Co., 1983), 45.
B	Pinnock, Clark H. <i>A Defence of Biblical Infallibility</i> . Philadelphia, PA: Presbyterian & Reformed, 1967, 372. Quoted in Avery Dulles, <i>Models of Revelation</i> . Garden City, NY: Doubleday & Co., 1983, 45.

### Authored Articles in Dictionaries and Encyclopedias

N	9. Duane A. Garrett, "Type, Typology," in <i>Evangelical Dictionary of Biblical Theology</i> , ed. Walter A. Elwell (Grand Rapids: Baker, 1996), 786.
B	B Elwell Walter A., ed. <i>Evangelical Dictionary of Biblical Theology</i> . Grand Rapids: Baker, 1996.

### Un-Authored Articles in Dictionaries and Encyclopedias

N	9. <i>Columbia Encyclopedia</i> , 5 <sup>th</sup> ed., s.v. "cold war" (No bibliographic reference required)
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### Article in a Journal

N	2. Craig A. Smith, "A Study of 2 Timothy 4:1-8," <i>Tyndale Bulletin</i> 57/1 (2006): 153.
B	Smith, Craig A. "A Study of 2 Timothy 4:1-8." <i>Tyndale Bulletin</i> 57/1 (2006): 151-154.

### Book Review Article

N	77. Francille M. Firebaugh, review of <i>The Academic Kitchen: A Social History of Gender Stratification at the University of California, Berkeley</i> , by Maresi Nerad, <i>Isis</i> 92 (March 2001): 237.
B	Firebaugh, Francille M. Review of <i>The Academic Kitchen: A Social History of Gender Stratification at the University of California, Berkeley</i> , by Maresi Nerad. <i>Isis</i> 92 (March 2001): 236 - 237.

### Kindle eBook

By Page Number	
N	41. Howard A Snyder and Joel Scandrett, <i>Salvation Means Creation Healed: The Ecology of Sin and Grace</i> (Eugene: Cascade Books, 2011), Kindle edition: 3.
By Location	
N	41. Howard A Snyder and Joel Scandrett, <i>Salvation Means Creation Healed: The Ecology of Sin and Grace</i> (Eugene: Cascade Books, 2011), Kindle edition: Location 255.
B	Snyder, Howard A. and Joel Scandrett. <i>Salvation Means Creation Healed: The Ecology of Sin and Grace</i> . Eugene: Cascade Books, 2011. Kindle Edition

### Subsequent References

Normally subsequent references (SubN) will be author plus shortened title:

It is also possible to use the terms *ibid.* to refer to subsequent references (SubN) when these follow with no intervening references. In this case, *ibid.* is used in place of as much of the succeeding material as is identical. Indeed, it may be thought of as the academic equivalent to a 'ditto' mark, functioning in a similar way.

1 <sup>st</sup> N	23. Craig G. Bartholomew and Michael W. Goheen, <i>The Drama of Scripture: Finding Our Place in the Biblical Story</i> (Grand Rapids: Baker Academic, 2004), 50.
SubN	24. <i>Ibid.</i> (When the next reference is to the same page of the same work) 25. <i>Ibid.</i> , 78. (When the next reference is to the same work but to a different page)
SubN	29. Bartholomew and Goheen, <i>Drama of Scripture</i> , 50. (When other sources intervene)

### Lecturer's Lecture Notes

N	26. Alistair W. Donaldson, "115.515 Biblical Theology Lecture Notes, Week 1" (Laidlaw College, Christchurch, 23 February, 2015), 3.
B	Donaldson, Alistair W. "115.515 Biblical Theology Lecture Notes, Week 1." Laidlaw College, Christchurch, 23 February, 2015.

### Lecturer's Course Book or Learning Guide

N	26. Bob Robinson, "Theology: The Living God" Course Book, 203 Theology: God and Creation (Laidlaw College, Christchurch, Semester One, 2015), 33.
B	Robinson, Bob. "Theology: The Living God" Course Book, 203 Theology: God and Creation. Laidlaw College, Christchurch, Semester One, 2015.

### Lecturer Verbal Comments

N	26. Alistair W. Donaldson, Verbal comment "115.515 Biblical Theology Lecture," (Laidlaw College, Christchurch, 23 February, 2015).
B	Not Required

### Online References - Internet Publication (with no printed counterpart)

N	33. Edna Erez, "Domestic Violence and the Criminal Justice System: An Overview," <i>Online Journal of Issues in Nursing</i> 7, no 1 (January 2002), n.p. <a href="http://www.nursingworld.org/ojin/topic17/toc17_3.htm">http://www.nursingworld.org/ojin/topic17/toc17_3.htm</a> (accessed 22 March, 2004).
B	Erez, Edna. "Domestic Violence and the Criminal Justice System: An Overview." <i>Online Journal of Issues in Nursing</i> 7, no 1 (January 2002), No pages. <a href="http://www.nursingworld.org/ojin/topic17/toc17_3.htm">http://www.nursingworld.org/ojin/topic17/toc17_3.htm</a> (accessed 22 March, 2004).

### Options for Citing Inclusive Page References

Either of the following is acceptable:

a) Use all digits e.g. 3-10, 71-72, 96-117, 100-104, 600-613, 1100-1123

b) The second number(s) are only changed in any part if it differs in that part from the first number e.g.  
3-10, 71-2, 96-117, 100-4, 600-13, 1100-23