SBL Referencing "Quick" Guide – Laidlaw College; School of Theology

This quick guide offers a handy tool that will cover referencing for many of the resources you will use in School of Theology (SoT) undergraduate assignments. Much, though not all, is drawn directly from the *SBL Handbook of Style,* second edition. This book is available in the reference section of the library and students should refer there for details on how to reference resources not listed in this guide. Laidlaw however does not use SBL formatting guides. Format your assignments as follows:

When writing your assignments, use a standard font, size **11** or **12**, set the line spacing as **1.5** with MS Word default settings and margins. **Your assignments should have a heading stating your name, student ID number, and your assignment name**.

The length of all assignments has been chosen with care and should be adhered to by students. Any variation in length of more or less than 10% will incur a penalty in the grading of the format criteria. An assignment whose word count is considerably outside these margins may be returned for resubmission. **In calculating the number of words in an assignment, the bibliography is excluded. Footnotes are counted separately and can be up to 25% of the assignment's word count.**

More information about assignments is available on Moodle. Go online to Moodle/ Studying@Laidlaw / Academic Rules and Regulations and open the *General Rules and Regulations* document. Appendix A outlines the regulations on non-discriminatory language, how and when to abbreviate the names of biblical books, and how to include numbers in your assignments.

Long and Short Quotations

- If the quote is short (four 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 five lines), then it must be separated from the main text by a blank line above and below and indented from the left margin (use the TAB key) to show it is a quote. It will be the same font and size of font as the main text , 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 a space and then three dots followed by a space (" … "). The remaining words must both make sense and be true to the intent of the original.

    - *Instead of:* "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."

       You write: "He arrived from England in his early childhood ... never to return."

Examples of Note and Bibliographic style.

<u>Follow the examples below precisely</u>. Be sure to check the correct order of author(s) name, use of capitals, italics, punctuation marks, numbering, and indenting. 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. Insert the footnote superscript after all other punctuation marks generally at the end of the sentence. If you cite a resource more than once, the footnote can be shortened after the first instance. See below for formatting **subsequent notes**. Treat all items in your **bibliography** like fragments; put full stops between each element.

Be attentive to the type of resource you are citing. Some resources, like journal articles and chapters from books, require a page range to be included in the **bibliography**, but a single page number in the **footnote**. An example bibliography is included at the end of this document.

A Book by a Single Author

Format:
N – Author's First Name(s) Surname, *Title* (Place of Publication: Publisher Name, Year Published), Page Number.
B – Author's Surname, First Name(s). *Title.* Place of Publication: Publisher Name, Year Published.

> **N** - 15. Charles H. Talbert, *Reading John: A Literary and Theological Commentary on the Fourth Gospel and the Johannine Epistles* (New York: Crossroad, 1992), 22.
>
> **Subsequent Note** - 19. Talbert, *Reading John,* 22.
>
> **B** - Talbert, Charles H. *Reading John: A Literary and Theological Commentary on the Fourth Gospel and the Johannine Epistles.* New York: Crossroad, 1992.

A Book by Two or Three Authors

Format:
N – Author's First Name(s) Surname and Author's First Name(s) Surname, *Title* (Place of Publication: Publisher Name, Year Published), Page Number.
B – Author's Surname, First Name(s), and Author's First name(s) Surname. *Title.* Place of Publication: Publisher Name, Year Published.

> **N** – 4. James M. Robinson and Helmut Koester, *Trajectories through Early Christianity* (Philadelphia: Fortress, 1971), 23.
>
> **Subsequent Note** – 12. Robinson and Koester, *Trajectories through Early Christianity,* 23.
>
> **B** – Robinson, James M., and Helmut Koester. *Trajectories through Early Christianity*. Philadelphia: Fortress, 1971.

A Book by More Than Three Authors

If a work is by more than three authors, in the footnote you can simply list one and "et al." to indicate additional authors. All names should be listed in the bibliographical entry, however.

Format:
N – Author's First Name(s) Surname et al., *Title* (Place of Publication: Publisher Name, Year Published), Page Number.
B – Author's Surname, First Name(s), Author's First Name(s) Surname, Author's First Name(s) Surname, and Author First Name(s) Surname. *Title.* Place of Publication: Publisher Name, Year Published.

> N - 7. Bernard Brandon Scott et al., *Reading New Testament Greek* (Peabody: Hendrickson, 1993), 42.
>
> **Subsequent Note** - 9. Scott et al., *Reading New Testament Greek,* 42.
>
> B - Scott, Bernard Brandon, Margaret Dean, Kristen Sparks, and Frances LaZar. *Reading New Testament Greek.* Peabody: Hendrickson, 1993.

Book in a Series (Bible Commentaries, etc.)

Format:
N - Author's First Name(s) Surname, *Title,* Series Name (Place of Publication: Publisher Name, Year Published), Page Number.
B – Author's Surname, First Name(s). *Title.* Series Name. Place of Publication: Publisher Name, Year Published.

> N – 42. John Stott, *The Message of Acts: To the Ends of the Earth*, 2nd ed., The Bible Speaks Today (Leicester: Inter-Varsity, 1991), 223.
>
> **Subsequent Note** – Stott, *The Message of Acts*, 223.
>
> B – Stott, John. *The Message of Acts: To the Ends of the Earth,* 2nd ed. The Bible Speaks Today. Leicester: Inter-Varsity, 1991.

Authored Chapter in an Edited Book

Format
N – Author's first name(s) surname, "Chapter Title," in *Book Title,* ed. Editor's first name(s) surname (Place of Publication: Publisher Name, Year Published), Page Number.
B – Author's surname, first name(s). "Chapter Title." Chapter Page Range in *Book Title*. Edited by Editor's first name(s) surname. Place of Publication: Publisher Name, Year Published.

> N – 56. Kevin J. Vanhoozer, "The Reader in New Testament Interpretation," in *Hearing the New Testament: Strategies for Interpretation,* ed. Joel B. Green (Grand Rapids: Eerdmans, 1995), 301–328.
>
> **Subsequent Note** – Vanhoozer, "The Reader in New Testament Interpretation," 301.

B - Vanhoozer, Kevin J. "The Reader in New Testament Interpretation." Pages 301–328 in *Hearing the New Testament: Strategies for Interpretation*. Edited by Joel B. Green. Grand Rapids: Eerdmans, 1995.

An Article in an Encyclopedia or a Dictionary

Format:
N – Author's first name(s) surname, "Article Title," *Dictionary/Encyclopaedia Name* Volume: Page Number.
B – Author's surname, first name(s). "Article Title." *Dictionary/Encyclopaedia Name* Volume: Article Page Range.

> **N** - 33. Krister Stendahl, "Biblical Theology, Contemporary," *The Interpreters Dictionary of the Bible* 1:418–32.

> **Subsequent Note** - 36. Stendahl, "Biblical Theology," 1:419.

> **B** - Stendahl, Krister. "Biblical Theology, Contemporary." *The Interpreters Dictionary of the Bible* 1:418–32.

A Titled Volume in a Multivolume Work

Format
N – Author's first name(s) surname, *Volume Title*, vol. number of *Multivolume Title,* ed. Editor's first name(s) surname (Place of Publication: Publisher Name, Year Published), Page Number.
B – Author's surname, first name(s). *Volume Title*. Vol. number of *Multivolume Title.* Edited by Editor's first name(s) surname. Place of Publication: Publisher Name, Year Published.

> **N** – 41. John Goldingay, *Psalms 1-41,* vol. 1 of *Psalms,* ed. Tremper Longman III (Grand Rapids, MI: Baker Academic, 2006), 76.

> **Subsequent Note** – 42. Goldingay, *Psalms 1-41,* 78.

> **B** - Goldingay, John. *Psalms 1-41.* Vol. 1 of *Psalms.* Edited by Tremper Longman III. Grand Rapids, MI: Baker Academic, 2006.

A Book with an Editor rather than an Author

Format:
N – Editor's first name(s) surname, ed., *Title* (Place of Publication: Publisher Name, Year Published), Page Number.
B – Editor's surname, first name(s), ed. *Title.* Place of Publication: Publisher Name, Year Published.

> **N** - 5. Jeffrey H. Tigay, ed., *Empirical Models for Biblical Criticism* (Philadelphia: University of Pennsylvania Press, 1985), 38.

> **Subsequent Note** - 9. Tigay, *Empirical Models,* 38.

> **B** - Tigay, Jeffrey H., ed. *Empirical Models for Biblical Criticism.* Philadelphia: University of Pennsylvania Press, 1985.

A Book with more than One Editor

Follow the pattern for multi-author books. Use the editors' names in the format above.

A Journal Article

Format:
N – Author's first name(s) surname, "Article Title," *Journal Name* Volume Number (Year): Page Number.
B – Author's surname, first name(s). "Article Title." *Journal Name* Volume Number (Year): Article Page Range.

> **N** - 7. Blake Leyerle, "John Chrysostom on the Gaze," *Journal of Early Christian Studies* 1 (1993): 161.
>
> > **Subsequent Note** - 23. Leyerle, "John Chrysostom," 161.
>
> > **B** - Leyerle, Blake. "John Chrysostom on the Gaze." *Journal of Early Christian Studies* 1 (1993): 159–74.

An Article in a Magazine

Note that issue numbers are included in the below references because the issues of vol. 24 are paginated separately rather than consecutively.

Format:
N – Author's first name(s) surname, "Article Title," *Journal Name* Volume. Issue Number (Year): Page Number.
B – Author's surname, first names(s). "Article Title." *Journal Name* Volume. Issue Number (Year): Article Page Range.

> **N** - 8. Anthony J. Saldarini, "Babatha's Story," *BAR* 24.2 (1998): 28.
>
> > **Subsequent Note** - 27. Saldarini, "Babatha's Story," 28.
>
> > **B** - Saldarini, Anthony J. "Babatha's Story." *BAR* 24.2 (1998): 28–33, 36–37, 72–74.

An Edition Other than the First

Format:
N – Editor's first name(s) surname, ed., *Title,* edition number (Place of Publication: Publisher Name, Year Published), Page Number.
B – Editor's surname, first name(s), ed. *Title,* edition number. Place of Publication: Publisher Name, Year Published.

> **N** - 87. James B. Pritchard, ed., *Ancient Near Eastern Texts Relating to the Old Testament*, 3rd ed. (Princeton: Princeton University Press, 1969), xxi.
>
> > **Subsequent Note** – 87. Pritchard, *Ancient Near Eastern Texts,* xxi.

B - Pritchard, James B., ed. *Ancient Near Eastern Texts Relating to the Old Testament*. 3rd ed. Princeton: Princeton University Press, 1969.

N - 56. Joseph Blenkinsopp, *A History of Prophecy in Israel*, rev. and enl. ed. (Louisville: Westminster John Knox, 1996), 81.

B - Blenkinsopp, Joseph. *A History of Prophecy in Israel*. Rev. and enl. ed. Louisville: Westminster John Knox, 1996.

Electronic Books

Books available for download from a library or bookseller are generally available in two main formats: PDF e-books and editions for e-readers, such as Kindle, iPad, and Nook. **If citing a PDF e-book that is identical in all respects to the print edition, it is not necessary to indicate the format consulted.** However, because other electronic formats do not conform in all respects to the print edition, in those cases authors must indicate the format consulted. If the source does not have page numbers, include a chapter or section number in the citation, as in the example footnotes below.

Format:
N – Author's first name(s) surname, *Title* (Place of Publication: Publisher Name, Year Published), EBook Type edition, section number or chapter.
B – Author's surname, first name(s). *Title.* Place of Publication: Publisher Name, Year Published. EBook Type edition.

N – 14. Henning Graf Reventlow, *From the Old Testament to Origen*. Vol. 1 of *History of Biblical Interpretation*, trans. Leo G. Perdue (Atlanta: Society of Biblical Literature, 2009), Nook edition, ch. 1.3.

Subsequent Note – 18. Reventlow, *From the Old Testament to Origen*, ch. 1.3.

B – Reventlow, Henning Graf. *From the Old Testament to Origen*. Volume 1 of *History of Biblical Interpretation*. Translated by Leo G. Perdue. Atlanta: Society of Biblical Literature, 2009. Nook edition.

N – 3. Jacob L. Wright, *David, King of Israel, and Caleb in Biblical Memory* (Cambridge: Cambridge University Press, 2014), Kindle edition, ch. 3, "Introducing David."

Subsequent Note – 21. Wright, *David, King of Israel*, ch. 3, "Introducing David."

B – Jacob L. Wright, *David, King of Israel, and Caleb in Biblical Memory*. Cambridge: Cambridge University Press, 2014. Kindle edition.

Websites

Include as much information as you can when referencing websites. In the example below, an author was not identified by the website, so this has been omitted from the reference. If there is an author, put their name first like normal.

Format:
N – "Article Title," Author's first name(s) surname, Owner, URL.
B – "Article Title." Author's first name(s) surname. Owner, URL.

N – 10. "The One Hundred Most Important Cuneiform Objects," CDLI:wiki, http://cdli.ox.ac.uk/wiki/doku.php?id=the_one_hundred_most_important_cuneiform_objects.

Subsequent Note – "The One Hundred Most Important Cuneiform Objects."

B – "The One Hundred Most Important Cuneiform Objects." CDLI:wiki, http://cdli.ox.ac.uk/wiki/doku.php?id=the_one_hundred_most_important_cuneiform_objects.

Blogs

Blog entries may be omitted from the bibliography, only a footnote is required.

Format:
N – Author's first name(s) surname, "Article Title," *Blog Name,* Date Published, URL.

N - 3. Mark Goodacre, "Jesus' Wife Fragment: Another Round-Up," *NT Blog*, 9 May 2014, http://ntweblog.blogspot.com.

Subsequent Note – Goodacre, "Jesus' Wife Fragment."

Unpublished Works (Lecture Notes, etc.)

Format:
N – Author, "Course Number Name Lecture Notes, Week" (Provider, Location, Date Delivered, Year), Page Number.
B – Author. "Course Number Name Lecture Notes, Week." Provider, Location, Date Delivered, Year.

N – 1. Alistair W. Donaldson, "115.515 Biblical Theology Lecture Notes, Week 1" (Laidlaw College, Christchurch, 23 February 2015), 4.

Subsequent Note – Donaldson, "Week 1," 4.

B - Donaldson, Alistair W. "115.515 Biblical Theology Lecture Notes, Week 1." Laidlaw College, Christchurch, 23 February 2015.

Films

For some films it may be appropriate to have the name of a streaming platform in place of the production house, e.g., Netflix.

Format:
N – Director's First name(s) Surname, dir., "Chapter Title," in *Title of Movie*, Production House, Year Released.
B – Director's Surname, First name(s), dir. *Title of Movie*. Production House, Year Released.

N – 72. Martin Scorcese, dir., "Scene Where Something Cool Happens," in The Aviator, Forward Pass, 2004.

Subsequent Note – "Scene Where Something Cool Happens."

B – Scorcese, Martin, dir. *The Aviator*. Forward Pass, 2004.

Videos

Format:
N – "Title of Video," by Creator's First name(s) Surname, Date Published, Format, Time Stamp, URL.
B – "Title of Video." By Creator's First name(s) Surname. Date Published. Format. URL.

> **N** – 5. "Lang Lang: The Chopin Album," interview by Jeff Spurgeon, October 15, 2012, video, 54:47, https://youtu.be/1d8xv1HHKtI.

> > **Subsequent Note** – "Lang Lang," 54:47.

> **B** – "Lang Lang: The Chopin Album." Interview by Jeff Spurgeon. October 15, 2012. Video. https://youtu.be/1d8xv1HHKtI.

Conference Paper

Format:
N – Author's First name(s) Surname, "Title of Paper," in *Conference Report Name* (presented at the Conference Name, Place, Organiser, Year), Page Number.
B – Author's Surname, First name(s). "Title of Paper." In *Conference Report Name* (presented at the Conference Name, Place, Organiser, Year).

> **N** – 23. Amanda Millar, "Beyond Retribution: Advancing the Law and Order Debate," in *PFNZ*
>
> *National Conference 2006 Report* (presented at the PFNZ National Conference, Upper Hutt: Prison Fellowship of New Zealand, 2007), 1.

> > **Subsequent Note** – 24. Millar, "Beyond Retribution," 1.

> **B** – Millar, Amanda. "Beyond Retribution: Advancing the Law and Order Debate." In *PFNZ National Conference 2006 Report* (presented at the PFNZ National Conference, Upper Hutt: Prison Fellowship of New Zealand, 2007).

Secondary Source of Quotation

If the author (A) you are reading quotes another author (B) in their work, you can reference that quoted material by employing the secondary source of quotation referencing format. This involves referencing **both** sources in the appropriate manner (i.e., **a book by a single author** referenced in another **book by a single author**) and linking them together with the phrase "quoted in." Oftentimes you will need to look in author A's bibliography or footnotes to find the referencing information you need on author B. See example below.

Format:
N – [First Reference], Page Number, quoted in [Second Reference], Page Number.
B – [First Reference], Page Number. Quoted in [Second Reference], Page Number.

> **N** – 33. Lesslie Newbigin, *Foolishness to the Greeks: The Gospel and Western Culture* (Grand Rapids: Eerdmans, 1986), 45, quoted in Charles H. Talbert, *Reading John: A Literary and*

Theological Commentary on the Fourth Gospel and the Johannine Epistles (New York: Crossroad, 1992), 22.

> **Subsequent Note** – 34. Newbigin, *Foolishness to the Greeks*, 45, quoted in Talbert, *Reading John*, 22.

> **B** – Newbigin, Lesslie. *Foolishness to the Greeks: The Gospel and Western Culture*. Grand Rapids: Eerdmans, 1986, 45. Quoted in Charles H. Talbert, *Reading John: A Literary and Theological Commentary on the Fourth Gospel and the Johannine Epistles*. New York: Crossroad, 1992, 22

Example Bibliography

Place the bibliography at the **end** of your assignment, beginning on a **new page** (insert a page break). The bibliography includes all the material you have used in preparing your assignment; works which you have read, and which have informed your thinking should appear in your bibliography even if you have not directly cited them in your writing.

Sources are listed **alphabetically** by the first **author's surname.** Use a **hanging ident** and **1.0** line spacing for your list. If an author has written multiple works that appear in your list, you can replace their name with dashes for every subsequent reference. All this is shown in the example bibliography on the next page.

Bibliography

Bartholomew, Craig G. and Michael W. Goheen. *The Drama of Scripture: Finding Our Place in the Biblical Story*. Grand Rapids, MI: Baker Academic, 2004.

Dumbrell, William J. *Covenant and Creation: An Old Testament Covenant Theology.* Milton Keynes: Authentic Media, 2013.

-------. *The Faith of Israel: A Theological Survey of the Old Testament*. 2nd ed. Grand Rapids, MI: Baker Academic, 2002.

Leyerle, Blake. "John Chrysostom on the Gaze." *Journal of Early Christian Studies* 1 (1993): 159–74.

Millar, Amanda. "Beyond Retribution: Advancing the Law and Order Debate." In *PFNZ National Conference 2006 Report* (presented at the PFNZ National Conference, Upper Hutt: Prison Fellowship of New Zealand, 2007).

Newbigin, Lesslie. *Foolishness to the Greeks: The Gospel and Western Culture*. Grand Rapids: Eerdmans, 1986, 45. Quoted in Charles H. Talbert, *Reading John: A Literary and Theological Commentary on the Fourth Gospel and the Johannine Epistles*. New York: Crossroad, 1992, 22.

-------. *Proper Confidence: Faith, Doubt, and Certainty in Christian Discipleship.* Grand Rapids: Eerdmans, 1996.

-------. *The Finality of Christ.* Eugene: Wipf & Stock, 2009.

Robinson, James M., and Helmut Koester. *Trajectories through Early Christianity*. Philadelphia: Fortress, 1971.

Scorcese, Martin, dir. *The Aviator*. Forward Pass, 2004.

Scott, Bernard Brandon, Margaret Dean, Kristen Sparks, and Frances LaZar. *Reading New Testament Greek.* Peabody: Hendrickson, 1993.

Stott, John. *The Message of Acts: To the Ends of the Earth,* 2nd ed. The Bible Speaks Today. Leicester: Inter-Varsity, 1991.

Talbert, Charles H. *Reading John: A Literary and Theological Commentary on the Fourth Gospel and the Johannine Epistles.* New York: Crossroad, 1992.

Vanhoozer, Kevin J. "The Reader in New Testament Interpretation." Pages 301–328 in *Hearing the New Testament: Strategies for Interpretation*. Edited by Joel B. Green. Grand Rapids: Eerdmans, 1995.