

# SBL Style Guide

*For use in the School of Theology*

# 2025



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# Introduction

This guide covers the basics on formatting your assignments according to the requirements of the School of Theology at Laidlaw College, and general guidelines on referencing according to SBL (Society of Bible and Literature).

A breakdown of how to reference some common kinds of sources is provided first, showing the different parts that go into a reference with some clear examples. This is followed by a Quick reference guide with more kinds of resources. This guide is therefore ideal for both understanding how to reference well and as a quick resource to flick through for specific examples which will aid you in writing your assessments.

Correct referencing is an important part of academic work. It enables us to build on the ideas of others, making it clear where their ideas and words come from, and also making it clear what work is our own.

The School of Theology uses the **SBL Footnote style** (also known as SBL Notes and Bibliography Style), following the *SBL Handbook of Style* (second edition) for referencing. However, note that we do not follow the *SBL Handbook of Style* for the formatting of assignments. Please see the basic information in this guide about how to set up and format your assignments.

Read this guide in conjunction with:

- Laidlaw College's *General Information and Regulations*.
- The *SBL Handbook of Style* (second edition). This book is available as either an eBook or in the reference section of the library. You should refer there for details on how to reference resources not listed in this guide.
- Laidlaw College's *Postgraduate Handbook*. Rules differ for postgraduate research projects, particularly regarding formatting and word counts.

# How to set up and format your assignment

## Formatting

Format your assignments as follows:

- Insert a header that appears on every page with: your name, student ID number, and the assignment name.
- Set line spacing to 1.5 with MS Word default settings and margins.
- Use a standard font, size 11 or 12.
- For Greek or Hebrew text, either Cardo or SBL Hebrew and SBL Greek fonts are recommended. The Tyndale Keyboard and Unicode font kits are recommended by the College for typing Greek and Hebrew characters and accents. All are easily available online and free to download.

## Calculating word count

- You must work with the word count set for your assignment in your CADO, within a +/- 10% window. If your total word count is 10% more or 10% less than the specified length you will be penalised by 10% off the grade received. If your assignment is considerably outside these margins, it may be returned to you for resubmission, and the resubmission marked with a 10% penalty.
- Do not include the bibliography, footnotes or header in your total word count. Sub-headings and in-text citations are included.
- Footnotes, while not included in the total word count, should not exceed 25% of that total word count.
- Note that the requirements differ for postgraduate theses, dissertations, and BTh(Hons) research projects. Please see the *Postgraduate Handbook*.

Please see the *General Information and Regulations* for more detail, including use of non-discriminatory language, how and when to abbreviate the names of biblical books, how to use numbers and percentages, and further information on how to use fonts for Hebrew and Greek text.

# General guidelines on referencing

## What is a scholarly resource?

Your assignments require you to engage with *scholarly* resources. Not all resources are scholarly resources and so you need to judge how appropriate a resource is. This is particularly important as only scholarly resources will count towards the minimum number of scholarly resources that the assignment criteria might require you to utilise.

In general terms, scholarly resources are credible and academically rigorous and usually have been peer-reviewed and published by reputable organisations. This generally includes books, journal articles, and conference presentations.

Non-scholarly resources, such as blog posts, informal internet articles, or social media posts can be used for context or current perspectives but are not considered to be scholarly resources.

## What needs to be referenced?

We do not need to reference our own ideas or conclusions, and we do not need to reference things that are “common knowledge.”

We do need to reference the ideas and words of others; failure to do so is called plagiarism.

## What is plagiarism?

Plagiarism is defined by copying or using any idea, quote, fact, data set, table, photo, or image, from any other source without acknowledging that source, including from your own personal academic work.

All words that are copied from another piece of writing, or recording, must be enclosed in quotation marks and the source referenced in a footnote. Where ideas are borrowed from other sources but paraphrased in your own words, these too must be acknowledged with a reference in a footnote.

Note that you cannot reuse work that you did for another assignment, that is plagiarising yourself. You could quote or reference yourself, but it is usually better to do original work for each assignment.

## How to insert a footnote

If you are using MS Word, insert a footnote by clicking on the 'References' tab in the top ribbon, and finding the button that says 'Insert Footnote', or use the shortcut Ctrl + Alt + F (Command + Option + F for Mac). This will automatically format your footnotes in order at the bottom of the page. If you are using a referencing software like Zotero, you can use the MS Word Plug-in to insert references into your assignments.

A footnote should always appear after a punctuation mark, usually at the end of the sentence after the full stop. Note that you can sometimes put the footnote partway through a sentence (but after the relevant punctuation) if required to make it clear that you are referencing a resource only in a particular part of the sentence.

If you are citing multiple resources in a single sentence, only put one footnote at the end of the sentence but separate the resources in the footnote with a semicolon between each source.

## Using quotations

If you are quoting someone, it is important that you attribute their words correctly. You need to format the quote correctly and provide a reference to where the quote is from in a footnote. All quotations should be accurately reproduced, including original spelling, punctuation and abbreviations.

- **If the quote covers four lines or less...** then incorporate it as or within a sentence in the main text of your essay. Use double quotation marks at the beginning and end of the quotation. After the closing quotation mark, insert the superscript footnote number at the end of the sentence, after the full stop (or after the relevant punctuation mark if partway through a sentence). The phrase that introduces the quote should end with a comma. For example, "This guide will help you understand how to reference the resources that you use in your undergraduate assignments in the

School of Theology at Laidlaw College.”<sup>1</sup> Any quotations within quotations should appear in single quotation marks, with the wider quote in double quotation marks. For example, “Zechariah ... gives us a glimpse of a restored Zion, the new creation where ‘the streets of the city shall be full of boys and girls playing in its streets’ (Zech 8:5).”<sup>2</sup>

- **If the quote covers five lines or more...** then format it as a block quote. Do this by separating it from the main text on a new line and by indenting the quote from the left margin. Use the same font and size of font as the main text. Do not use quotation marks at the beginning or end of the quotation and place the superscript footnote number after the closing punctuation of the quote. The sentence that comes before the quote should end with a colon. For example:

This guide will help you understand how to reference the resources that you use in your undergraduate assignments in the School of Theology at Laidlaw College. Correct referencing is an important part of academic work. It enables us to build on the ideas of others, making it clear where their ideas and words come from, and making it clear what work is our own.<sup>3</sup>

- You may want to shorten the quote by omitting words from the original text. Do this by putting an ellipsis (three dots) in place of the missing words. The remaining words must both make sense and be true to the intent of the original. For example, 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 could write: “He arrived from England in his early childhood ... never to return.” You do not need ellipsis marks at the start or end of a quote, even if you begin halfway through a sentence.
- You may want to modify a quote to give context or make the quote fit grammatically into the essay. Do this using square brackets. For example, “For what I [Paul] received I passed on to you as of first importance” (1 Cor 15:3).
- If you want to quote an original source that you have not yourself read but which you have seen quoted in another (secondary) source, you must, in the footnote, give the full citation information for the original source followed by the full citation information

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<sup>1</sup> Example of referencing a quote.

<sup>2</sup> Leopoldo A. Sánchez M., *Sculptor Spirit: Models of Sanctification from Spirit Christology* (Downers Grove, IL: IVP Academic, 2019), 193.

<sup>3</sup> Example of referencing a block quote.



for the secondary source. In the bibliography, you should only cite the secondary source (the one that you were able to read). For example,

1. Lesslie Newbigin, *Foolishness to the Greeks: The Gospel and Western Culture*. (Grand Rapids, MI: 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.

Note, however, that it is best practice to track down the original source wherever possible.

## Good practices for referencing

It is important that you accurately record the details of every source that you use in your research and reading. Be careful to note this down as you go, as it can be very difficult to go back and find what you are looking for. Keep careful track of page numbers for specific ideas and quotes.

Be particularly careful to indicate in your notes any time that you copy someone else's words. It can be easy to look back at your notes and not recognise which writing is original to you. Good discipline here will prevent inadvertent plagiarism.

You may wish to use citation software like Zotero. If you are using Zotero, use the style "Society of Biblical Literature 2<sup>nd</sup> edition (full note)." Note that you still need to check the referencing for errors.

# Understanding SBL referencing

This section will help you understand what makes up the different parts of a reference and the broad rules for how to reference. A later section provides examples of different kinds of resources. See section 6.1 of *The SBL Handbook of Style* for detailed information.

Some points to note:

- A reference in a **footnote** appears a little differently to when it is in the **bibliography**. The main differences are the way the author's name(s) are ordered and punctuation (commas vs full stops, inclusion of brackets or not). In addition, in a footnote you give the specific page number that you are citing, whereas in the bibliography you do not.
- The first time you reference a work in a footnote, you need to give the full details. If you reference the same work again in another footnote you give less details—see the **shortened form** in the examples below.
- Do not use “**ibid.**” in a footnote when you are referencing the same work as the footnote prior. Instead use the shortened form as above.
- Treat all footnotes like sentences; begin with a capital letter and end with a full-stop.

## Include the following information

You need to collect the relevant information for each kind of source.<sup>4</sup> See the examples that follow for information on each kind of source. The two main types of sources that you will reference are books and journal articles, for each of these you need to collect the following.

### For a book reference:

- Author or editor of the book (and translator if relevant).
- Title of the book.
- If the book is an edited volume with chapters written by different authors, note the title and author of the chapter and the page range of that chapter.

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<sup>4</sup> See 6.1.1 in the *SBL Handbook of Style* for general guidelines on the sequencing of the information required.

- If the book has been published in multiple editions, note the edition of the book (2nd, revised, etc.).
- If the book is one volume in a multi-volume work, note the number of volumes.
- If the book is part of a series, note the name of the series (this may be abbreviated).<sup>5</sup>
- Place of publication. This should be the city of publication, and for US publications, the state. US states should be represented by 2 capital letters, i.e. Michigan is represented MI. The country of publication is not required.
- Publisher.<sup>6</sup>
- Date of publication (year).
- Page number of your quote or reference.

### **For a journal article:**

- Author of the article.
- Title of the article.
- Journal title (this may be abbreviated).<sup>7</sup>
- Volume number (note that you do not need to include the issue number, unless the journal volume is not paginated consecutively).<sup>8</sup>
- Date of publication (year).
- Page range of the article (for example, 19–34), and any specific page you quote or reference.

### **Citing the use of an AI tool**

The use of AI tools should only be cited in a footnote and not included in the bibliography, because they are treated as personal communications in SBL Style. Where appropriate, the citation should include the prompt used.

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<sup>5</sup> See *SBL Handbook of Style* section 8.4 for details on abbreviating series.

<sup>6</sup> In some cases, a well-known publisher can be represented by an abbreviated version of their name, i.e. William B. Eerdmans Publishing Company can be represented by simply saying Eerdmans.

<sup>7</sup> See *SBL Handbook of Style* section 8.4.1 for details on abbreviating journal titles. A well-known journal like the *Journal of Theological Studies* can be represented by the initials *JTS*.

<sup>8</sup> See *SBL Handbook of Style* section 6.3.1.

- If you have used an AI tool to proofread your writing, insert a footnote to declare this at the start of the assignment, like this footnote here.<sup>9</sup>
- If you have used an AI tool to check the formatting of your citations or bibliography, insert a footnote to declare this at the start of the bibliography, like this:

ChatGPT has been used to check the formatting of the citations and bibliography in this assessment, <https://chat.openai.com>.

- If you have used a large language model (such as ChatGPT) as a research tool, insert a footnote like this one to declare this where relevant.<sup>10</sup> Note, however, that this is not counted as a “scholarly source” in assessment criteria.
- If you have edited the text generated by a large language model, cite this in a footnote like this one where relevant.<sup>11</sup> A complete transcript, including prompts and output from the artificial intelligence tool, should be appended to the assessment.
- If you have used an AI tool to construct an image or diagram, cite this in a footnote like this one.<sup>12</sup>

## Citing the Bible

When you are citing a book of the Bible without a chapter (or chapter and verse) reference, spell out the full name of the book in the main text, without abbreviation. If you are citing the chapter (or chapter and verse) you can abbreviate the name of the book, unless it comes at the beginning of a sentence.<sup>13</sup>

You can insert a biblical reference in brackets, and here this should be abbreviated. A list of biblical references should have semicolons separating each. If you are wanting to give a longer list of references, you may wish to do this in a footnote instead.

When you quote from the Bible you must also indicate which Bible translation you are using. Do this by including the abbreviation for the translation next to the reference in

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<sup>9</sup> Grammarly has been used to proofread this assessment, <https://www.grammarly.com>.

<sup>10</sup> ChatGPT, response to “Tell me about confirmation bias,” February 16, 2023, <https://chat.openai.com>.

<sup>11</sup> Text generated by ChatGPT, in response to “Tell me about confirmation bias,” March 31, 2023, OpenAI, <https://chat.openai.com> Edited for style and content.

<sup>12</sup> Image generated by Leonardo.Ai, in response to “Jesus playing badminton in the style of Caravaggio,” September 12, 2024 <https://leonardo.ai>

<sup>13</sup> See *SBL Handbook of Style* 8.3.1 for the list of abbreviations of books of the Bible.

parentheses.<sup>14</sup> Note that you only need to do this the first time that you quote from the version in an assessment, if you are continuing to use the same version. It is recommended that students use either the 2011 New International Version (NIV) or the New Revised Standard Version (NRSV) text of the Bible in their assignment work. These translations are *required* for biblical studies courses, though student may refer to others for the purpose of commenting on translation. Hebrew language students should use the Biblia Hebraica Stuttgartensia (BHS) and Greek language students should use either the United Bible Societies 5th edition (UBS5) or Nestle-Aland 28th edition (NA28).

For example,

Paul lists the fruit of the Spirit in Galatians.

In Gal 5:22-23 Paul lists the fruit of the Spirit.

Galatians 5 uses the metaphor of fruiting trees to describe the characteristics...

The fruit of the Spirit are “love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control” (Gal 5:22-23 NIV).

Paul describes how indulging the sinful nature leads to acts that harm the person and the community (Gal 5:13, 19-21; Rom 7:5).

## Bibliography

Place the bibliography at the end of your assignment, beginning on a new page (insert a page break). The bibliography should include only works that you have directly cited in your writing.

- Include a heading “Bibliography”
- Format the bibliography using a hanging indent and 1.0 line spacing.
- Sources are listed alphabetically by the first author’s surname. If an author has written multiple works that appear in your list, you should replace their name with three dashes for every subsequent reference.
- Do not include in the bibliography:

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<sup>14</sup> See *SBL Handbook of Style* 8.2.1 for abbreviations of major translations.

- the Bible version(s) that you have quoted from.
- Blog posts (though do include websites)
- Personal communications
- Use of AI tools, apart from the use of an AI tool to check the formatting of your citations of bibliography (see “Citing the Use of an AI tool”).

### Example of Bibliography Formatting

(for more detail see the next section, Examples of how to reference different kinds of resources)

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

Kittel, Gerhard, and Gerhard Friedrich, eds. *Theological Dictionary of the New Testament*. Translated by Geoffrey W. Bromiley. 10 vols. Grand Rapids, MI: Eerdmans, 1964-1976.

Leyerle, Blake. “John Chrysostom on the Gaze.” *J ECS* 1 (1993): 159–74.

Reynolds, Benjamin E. “Logos.” Pages 523-526 of *Dictionary of Jesus and the Gospels*. Edited by Nicholas Perrin, Jeannine Brown, and Joel Green. 2nd ed. Downers Grove, IL: IVP Academic, 2013

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, MI: Eerdmans, 1995.

# Examples of how to reference different kinds of resources

This section will outline the different parts of a reference in SBL style for common types of resources. For a quick guide of examples of different resource types, see the following section “Quick Common Examples,” or the following section “Uncommon Examples” for more unique referencing examples. These examples are listed in alphabetical order.

## Articles (in print and electronic)

### *Bibliography Reference*

Author’s Surname, First Name(s). “Article Title.” *Journal Name* Volume Number (Year): Article Page Range.

Example A:

Unlike books, the title of articles should not be in italics. The title of articles should be in quotation marks.

The title of the journal should be in italics. In some cases, the title can be abbreviated (see SBL Handbook 6.3.1)

Date is included in brackets.

Pritchard, Sheila. “Wells and Fences: The Risk of Spiritual Growth.” *Stimulus* 7.4 (1999): 24–26.

Volume number of the journal. Only include an issue number if the journal is not paginated consecutively (as is the case here)

Include a colon after the date and before the page numbers.

The page range of the full article as it appears in the journal.

Example B:

A hanging indent is used for all bibliography entries. Footnotes are not indented, and start flush left.

Whitaker, Maja I. “The Wounds of the Risen Christ: Evidence for the Retention of Disabling Conditions in the Resurrection Body.” *Journal of Disability & Religion* 26 (2022): 280-93. doi.org/10.1080/23312521.2021.2016547

If an article is published online, it may supply a DOI number, which can be added to the end of the footnote.

### Footnote Reference

Author's First Name(s) Surname, "Article Title," *Journal Name* Volume Number (Year): Page Number.

Example A:

Sheila Pritchard, "Wells and Fences: The Risk of Spiritual Growth," *Stimulus* 7.4 (1999): 24.

Author's First Name appears before their surname

Note the commas (rather than full stops). A footnote is like a continuous sentence.

Specific page number(s) being referenced.

### Example B:

Maja I. Whitaker, "The Wounds of the Risen Christ: Evidence for the Retention of Disabling Conditions in the Resurrection Body," *Journal of Disability & Religion* 26 (2022): 280-93. doi.org/10.1080/23312521.2021.2016547.

### Shortened Footnote Reference

Author's Surname, "Article Title," Page Number.

Pritchard, "Wells and Fences," 25.

Surname only.

Shortened article title.

No publishing details, only the page number(s).

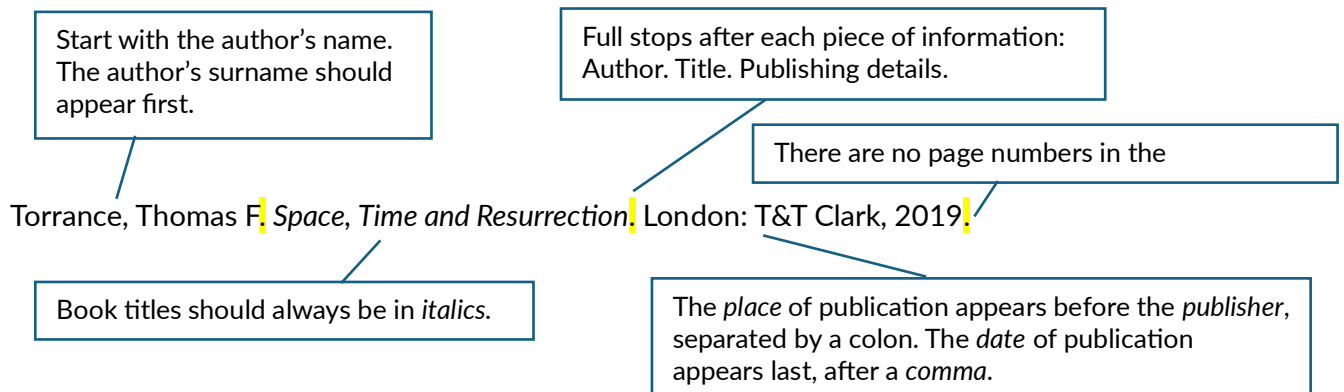


## Book with one author

### Bibliography Reference

Author's Surname, First Name(s). *Title*. Place of Publication: Publisher Name, Year Published.

Example A:



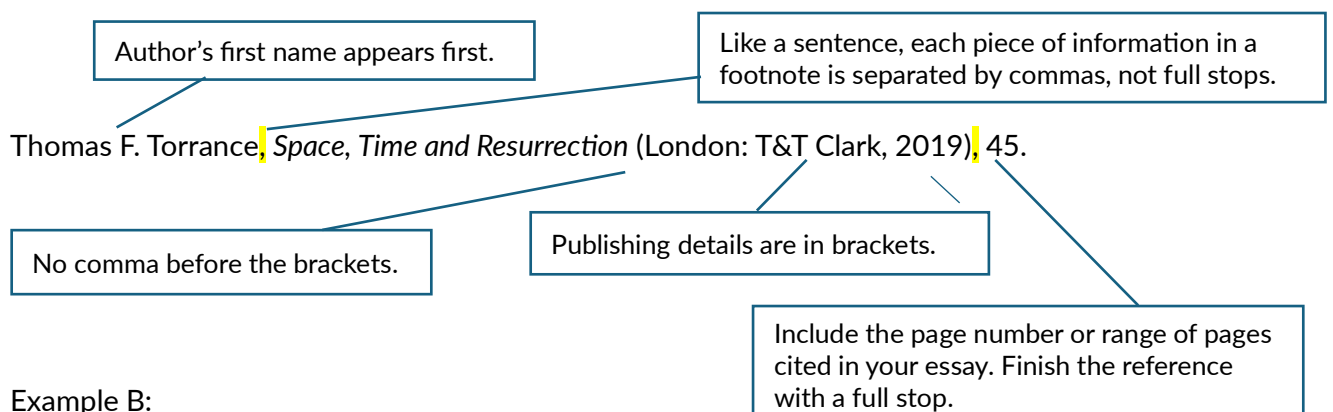
Example B:

DeSilva, David. *Galatians: A Handbook on the Greek Text*. Waco, TX: Baylor, 2014.

SBL uses 2-Letter State abbreviations for US-based publishing locations. This is not needed if the publisher's name includes the state name, or if the abbreviation is not needed (e.g. New York does not require NY).

### Footnote Reference

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



Example B:

David DeSilva, *Galatians: A Handbook on the Greek Text* (Waco, TX: Baylor), 2014, 137.

### Shortened Footnote

Author's Surname, *Shortened Version of Title*, Page(s).

Example A:

No publishing details, only the pages number(s).

Torrance, *Space, Time and Resurrection*, 121.

Surname only.

Example B:

If the title is long, you can shorten it.

DeSilva, *Galatians*, 120.

## Book with 2 or 3 authors

### Bibliography Reference

First Author's Surname, First Name(s), and Second Author's First Name(s) Surname. *Title*. Place of Publication: Publisher Name, Year Published

Example:

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

Notice that the first author's surname comes first, followed by their first name, but all other authors listed are written first name followed by surname.

### Footnote Reference

First Author's First Name(s) Surname and Second Author's First Name(s) Surname, *Title* (Place of Publication: Publisher Name, Year Published), Page Number(s).

Example:

James M. Robinson and Helmut Koester, *Trajectories through Early Christianity* (Philadelphia, PA: Fortress, 1971), 23.

### Shortened Footnote

First Author's Surname and Second Author's Surname, *Title*, Page Number(s).

Example:

Robinson and Koester, *Trajectories through Early Christianity*, 23.

## Book with more than 3 authors

### Bibliography Reference

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.

All the authors are listed in the bibliography. Only the first author listed has their surname appear before their first name. Note that 'et al.' is NOT used in the bibliography.

Example:

Allpress, Roshan, Sam Bloore, and Andrew Shamy. *The Hare and the Tortoise: Learning to Pace Ourselves in a World Gone Mad*. Auckland: Venn Foundation, 2013.

### Footnote Reference

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

Only put the first author's name down. All the other authors can be represented by "et al."

Example:

Roshan Allpress **et al.**, *The Hare and the Tortoise: Learning to Pace Ourselves in a World Gone Mad* (Auckland: Venn Foundation, 2013), 16.

### Shortened Footnote

First Author's Surname **et al.**, Title, Page Number(s).

Example:

Allpress **et al.** *The Hare and the Tortoise*, 24.

## Chapter in an edited book

### Bibliography Reference

Author's Surname, First Name. "Title in Chapter." Page range in *Title of Book*. Edited by Editors First Name and Surname. Place of Publication: Publisher, Date.

Example:

Gerson, Lloyd. "The Perennial Value of Platonism," **Pages 13-33 in** *Christian Platonism: A History*. **Edited by** Alexander Hampton and John Peter Kenney. Cambridge: Cambridge University Press, 2021.

Include the page range of the chapter in the book.

Include the author(s) or editor(s) of the book.

### Footnote Reference

Author's First Name and Surname, "Title of Chapter," in *Title of Book*, **ed(s)**. Editor(s) First Name and Surname (Place of Publication: Publisher, Date), Page Number(s).

Example:

Lloyd Gerson, "The Perennial Value of Platonism," in *Christian Platonism: A History*, eds. Alexander Hampton and John Peter Kenney (Cambridge: Cambridge University Press, 2021), 27.

### Shortened Footnote

Author's Surname, "Shortened Title of Chapter," Page Number(s).

Example:

Gerson, "The Perennial Value of Platonism," 28.

## Commentary Series

### *Bibliography Reference*

Author's Surname, Author's First Name. *Title*. Commentary Series Name and Number. Place of Publication: Publisher, Date of Publication.

Example:

The commentary series name and number are included in plain text after the title.

Garland, David E. *2 Corinthians*. Vol. 29 of *The New American Commentary*. Nashville, TN: Broadman & Holman Publishers, 1999.

### *Footnote Reference*

Author's First Name Author's Surname, *Title*, Commentary Series Name and Number (Place of Publication: Publisher, Date of Publication), Page Number(s).

Example:

Notice the comma between the Title and the Commentary Name and Number

Publishing information appears after the Commentary Name and Number.

David E. Garland, *2 Corinthians*, Vol. 29 of *The New American Commentary* (Nashville, TN: Broadman & Holman Publishers, 1999), 114.

### *Shortened Footnote*

Author's Surname, *Title*, Page Number(s).

Example:

Garland, *2 Corinthians*, 76.

## Dictionary (Lexicon or Theological Dictionary)<sup>15</sup>

### *Bibliography Reference*

In the bibliography you should cite only the theological dictionary, not the individual entry.

Editor's Surname, First Name(s), ed(s). *Title*. X vols. Place of Publication: Publisher Name, Year Published.

Example:

Kittel, Gerhard, and Gerhard Friedrich, eds. *Theological Dictionary of the New Testament*. Translated by Geoffrey W. Bromiley. 10 vols. Grand Rapids, MI: Eerdmans, 1964-1976.

### *Footnote Reference*

Entry Author's First Name(s) Surname, "Entry Title," *Abbreviated Title* Volume number:Page number(s).<sup>16</sup>

Example:

Hermann W. Beyer, "διακονέω," *TDNT* 2:81– 87.

### *Shortened Footnote*

Entry Author's Surname, *Abbreviated Title* Volume number:Page number(s)

Beyer, *TDNT* 2:83.

## eBooks (Kindle or Nook)

It is important to note in your reference if you have used an eBook because often the page numbers and other formatting is different in eBooks than in printed editions. Sometimes no page numbers are provided in an eBook, in which case you need to provide the chapter heading in your reference.

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<sup>15</sup> See *SBL Handbook of Style* 6.3.7.

<sup>16</sup> See *SBL Handbook of Style* 8.4 for abbreviations of major reference works.

### *Bibliography Reference*

Author's Surname, Author's First Name. *Title*. Place of Publication: Publisher, Date of Publication. eBook Type.

Example:

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

The eBook Type has been included at the end of the reference.

### *Footnote Reference*

Author's First Name Author's Surname, *Title* (Place of Publication: Publisher, Date of Publication), eBook Type, Page Number(s).

Example:

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

The eBook type has been included after the publishing information but before the Page Number(s).

In this example, the Kindle edition did not provide page numbers. In place of page numbers, the chapter number and title has been provided. You could also give the Kindle location, e.g. Loc 521.

### *Shortened Footnote*

Author's Surname, *Title*, Page Number(s).

Example:

Wright, *David, King of Israel*, ch.3, "introducing David."

## eBooks (other online editions)

It is important to note in your reference if you have used an eBook because often the page numbers and other formatting is different in eBooks than in printed editions. Sometimes no page numbers are provided in an eBook, in which case you need to provide the chapter heading in your reference.

### *Bibliography Reference*

Author's Surname, Author's First Name. *Title*. Place of Publication: Publisher, Date of Publication. URL or DOI.

Example:

Tombs, David. *The Crucifixion of Jesus: Torture, Sexual Abuse, and the Scandal of the Cross*. Routledge, 2023. <https://doi.org/10.4324/9780429289750>

The URL or DOI should be included

### *Footnote Reference*

Author's First Name Author's Surname, *Title* (Place of Publication: Publisher, Date of Publication), Page Number(s), URL or DOI.

Example:

David Tombs, *The Crucifixion of Jesus: Torture, Sexual Abuse, and the Scandal of the Cross*. (Routledge, 2023), 23, <https://doi.org/10.4324/9780429289750>

In this example, the eBook has stable page numbers. If these are not available, that is the page number changes depending on formatting, cite the chapter

### *Shortened Footnote*

Author's Surname, *Title*, Page Number(s).

Example:

Tombs, *The Crucifixion of Jesus*, 23.



## Website/Blog Post

Websites and blog posts are not considered scholarly resources for the purposes of assessment criteria. However, they can be used as supplementary or contextual evidence to support a point. References to website and blog posts should always appear in your footnotes, but only websites should be cited in your bibliography; blog posts should not be cited in the bibliography. The date of publication is not required for websites but is required for blog posts.

### *Bibliography Reference (website only; blog posts are not listed here)*

Author's Surname, Author's First Name. "Title of the Webpage." *Name of the Website Host*,  
Date of Publication. URL.

Example:

Butler, Kathryn. "Sing to Remember: God's Gift of Musical Memory." *Desiring God*, 23 October 2024. <https://www.desiringgod.org/articles/sing-to-remember>.

The date of publication is required for websites but not for blog posts.

### *Footnote Reference*

Author's First Name Author's Surname, "Title of the Webpage," *Name of the Website Host*,  
Date of Publication, URL.

Example:

Kathryn Butler, "Sing to Remember: God's Gift of Musical Memory," *Desiring God*, 23 October 2024, <https://www.desiringgod.org/articles/sing-to-remember>.

### *Shortened Footnote*

Author's Surname, "Title of the Webpage."

Example:

Butler, "Sing to Remember: God's Gift of Musical Memory."



# Quick Common Examples

This section is a quick reference sheet with examples of different types of referencing. Follow the examples below precisely and note the differences in footnote and bibliography formatting.

## Articles

### *Bibliography Reference*

Whitaker, M. I. "The Wounds of the Risen Christ: Evidence for the Retention of Disabling Conditions in the Resurrection Body." *Journal of Disability & Religion* 26 (2022): 280-93

Pritchard, Sheila. "Wells and Fences: The Risk of Spiritual Growth." *Stimulus* 7.4 (1999): 24-26.

(NOTE: the first example does not include the issue number, because the journal's issues are paginated consecutively. The second example does include the issue number, because the journal's issues were not paginated consecutively.)

### *Footnote Reference*

M. I. Whitaker, "The Wounds of the Risen Christ: Evidence for the Retention of Disabling Conditions in the Resurrection Body," *Journal of Disability & Religion* 26 (2022): 280-93

Sheila Pritchard, "Wells and Fences: The Risk of Spiritual Growth," *Stimulus* 7.4 (1999): 24.

### *Shortened Footnote*

Whitaker, M. I. "The Wounds of the Risen Christ: Evidence for the Retention of Disabling Conditions in the Resurrection Body." *Journal of Disability & Religion* 26 (2022): 280-93

Pritchard, "Wells and Fences," 25.

## Blog

### *Bibliography Reference*

Do not include these in the bibliography.

### *Footnote Reference*

Kathryn Butler, "Sing to Remember: God's Gift of Musical Memory," *Desiring God*, 23 October 2024, <https://www.desiringgod.org/articles/sing-to-remember>.

### *Shortened Footnote*

Butler, "Sing to Remember."

## **Book with one author**

### *Bibliography Reference*

Torrance, Thomas F. *Space, Time and Resurrection*. London: T&T Clark, 2019.

### *Footnote Reference*

Thomas F. Torrance, *Space, Time and Resurrection* (London: T&T Clark, 2019), 45.

### *Shortened Footnote*

Torrance, *Space, Time and Resurrection*, 121.

## **Book with two authors**

### *Bibliography Reference*

Bartholomew, Craig G. and Michael W. Goheen. *The Drama of Scripture: Finding Our Place in the Biblical Story*. Second Edition. Grand Rapids, MI: Baker Academic, 2014.

### *Footnote Reference*

Craig G. Bartholomew and Michael W. Goheen, *The Drama of Scripture: Finding Our Place in the Biblical Story*, Second Edition (Grand Rapids, MI: Baker Academic, 2014), 16.

### *Shortened Footnote*

Bartholomew and Goheen, *The Drama of Scripture*, 32.

## Book with more than three authors

### *Bibliography Reference*

Mackenzie, Alistair, Wayne Kirkland and Annette Dunham. *Soul Purpose: Making a Difference in Life and Work*. Christchurch, NZ: NavPress NZ, 2004.

### *Footnote Reference*

Alistair Mackenzie, Wayne Kirkland and Annette Dunham, *Soul Purpose: Making a Difference in Life and Work* (Christchurch, NZ: NavPress NZ), 2004, 11-13.

### *Shortened Footnote*

Mackenzie, Kirkland and Dunham, *Soul Purpose*, 11-13.

## Book in a series (e.g. Bible Commentary)

### *Bibliography Reference*

Green, Joel B. *The Gospel of Luke*. NICNT. Grand Rapids: Eerdmans, 1997.

### *Footnote Reference*

Joel B. Green, *The Gospel of Luke*, NICNT (Grand Rapids: Eerdmans, 1997), 68

### *Shortened Footnote*

Green, *The Gospel of Luke*, 69

## Book Review

### *Bibliography Reference*

Habets, Myk. Review of *Reading the Bible Theologically*, by Darren Sarisky. *Modern Theology* 37 (2021): 531-534.

### *Footnote Reference*

Myk Habets, review of *Reading the Bible Theologically*, by Darren Sarisky, *Modern Theology* 37 (2021): 531-534.

### *Shortened Footnote*

Habets, review of *Reading the Bible Theologically* (by Darren Sarisky), 533.

## **Chapter in an edited book**

### *Bibliography Reference*

Schumacher, Lydia. "Christian Platonism in the Medieval West." Pages 183–206 in *Christian Platonism: A History*. Edited by Alexander Hampton and John Peter Kenney. Cambridge: Cambridge University Press, 2021.

### *Footnote Reference*

Lydia Schumacher, "Christian Platonism in the Medieval West," in *Christian Platonism: A History*, eds. Alexander Hampton and John Peter Kenney (Cambridge: Cambridge University Press, 2021), 191.

### *Shortened Footnote*

Schumacher, "Christian Platonism in the Medieval West," 195.

## **Course Notes**

Note that course notes provided on Moodle by lecturers are not considered to be "scholarly resources" for the purpose of assessment criteria.

### *Bibliography Reference*

Lang, Ryan. "Module 7: Persons in Community: Being Together Part 1 Notes." *401 Formation Moodle Course*. Laidlaw College, 2023.

### *Footnote Reference*

Ryan Lang, "Module 7: Persons in Community: Being Together Part 1 Notes," *401 Formation Moodle Course* (Laidlaw College, 2023), 2-3.

### *Shortened Footnote*

Lang, "Module 7: Persons in Community," 2.

## Dictionary (Lexicon or Theological Dictionary)

### *Bibliography Reference*

Kittel, Gerhard, and Gerhard Friedrich, eds. *Theological Dictionary of the New Testament*. Translated by Geoffrey W. Bromiley. 10 vols. Grand Rapids, MI: Eerdmans, 1964-1976.

### *Footnote Reference*

Hermann W. Beyer, “διακονέω,” *TDNT* 2:81– 87.

### *Shortened Footnote*

Beyer, *TDNT* 2:83.

## Ebooks (Kindle or other online editions)

### *Bibliography Reference*

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

### *Footnote Reference*

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

### *Shortened Footnote*

Wright, *David, King of Israel*, ch.3, “Introducing David.”

## Edited book

### *Bibliography Reference*

Kenney, John Peter, and Alexander Hampton, eds., *Christian Platonism: A History*. Cambridge: Cambridge University Press, 2021.

### *Footnote Reference*

John Peter Kenney and Alexander Hampton, eds. *Christian Platonism: A History* (Cambridge: Cambridge University Press, 2021).

### *Shortened Footnote*

Kenney and Hampton, *Christian Platonism*.

## **Films**

### *Bibliography Reference*

Do not include these in the bibliography.

### *Footnote Reference*

Charlie Kaufman, director and Michel Gondry, writer, *Eternal Sunshine of the Spotless Mind* (Los Angeles: Focus Features, 2004), Motion picture.

### *Shortened Footnote*

Kaufman and Gondry, *Eternal Sunshine of the Spotless Mind*.

## **Lectures**

Note that you would not normally cite a lecture, though some assessments may ask for this. These are not considered to be “scholarly sources” for the purpose of assessment criteria.

### *Bibliography Reference*

Lang, Ryan. “Module 7: Persons in Community: Being Together.” Lecture presented in 401 Formation. Laidlaw College, 6 September 2023.

### *Footnote Reference*

Ryan Lang, “Module 7: Persons in Community: Being Together,” (lecture presented in 401 Formation, Laidlaw College, 6 September 2023).

### *Shortened Footnote*

Lang, “Module 7: Persons in Community.”



## Paper from a Conference

### *Bibliography Reference*

Habets, Myk "The Deification of Nature." Paper presented at the Society of Biblical Studies Annual Meeting, San Diego, November 2019.

### *Footnote Reference*

Myk Habets, "The Deification of Nature" (paper presented at the Society of Biblical Studies Annual Meeting, San Diego, November 2019).

### *Shortened Footnote*

Habets, "The Deification of Nature."

## Personal communication

### *Bibliography Reference*

Do not include these in the bibliography.

### *Footnote Reference*

Rachel Callander, online video interview with author, April 10, 2019.

### *Shortened Footnote*

Callander, interview.

## Podcast

### *Bibliography Reference*

Cosper, Mike. "How to Be Faithfully Creative in a Post-Christian World." November 30, 2016. In *The Calling*. Produced by Richard Clark and Cray Allred. Podcast, MP3 audio, 38:52. <https://www.christianitytoday.com/podcasts/the-calling/how-to-be-faithfully-creative-in-post-christian-world/>.

### *Footnote Reference*

Mike Cosper. "How to Be Faithfully Creative in a Post-Christian World," November 30, 2016, In *The Calling*, produced by Richard Clark and Cray Allred, podcast, MP3 audio, 38:52,

<https://www.christianitytoday.com/podcasts/the-calling/how-to-be-faithfully-creative-in-post-christian-world/>.

*Shortened Footnote*

Cosper, "How to be Faithfully Creative."

## Translated book

*Bibliography Reference*

Halík, Tomáš. *The Afternoon of Christianity: The Courage to Change*. Translated by Gerald Turner. Notre Dame, IN: University of Notre Dame Press, 2024

*Footnote Reference*

Tomáš Halík, *The Afternoon of Christianity: The Courage to Change*, trans. Gerald Turner (Notre Dame, IN: University of Notre Dame Press, 2024), 42.

*Shortened Footnote*

Halík, *Afternoon of Christianity*, 42.

## Unpublished Work (Master's or PhD Thesis)

*Bibliography Reference*

Flett, Graeme. "Media Ecology, Congregational Life and Christian Identity." PhD thesis, University of Otago, 2022.

*Footnote Reference*

Graeme Flett, "Media Ecology, Congregational Life and Christian Identity" (PhD thesis, University of Otago, 2022), 101.

*Shortened Footnote*

Flett, "Media Ecology, Congregational Life and Christian Identity," 101.

## Video clip (e.g. YouTube)

### *Bibliography Reference*

“Super power baby project | Rachel Callander | TEDxAuckland” TEDx Talks. October 10, 2014.  
Video, 11:38. <https://www.youtube.com/watch?v=wUYBpsujxdw&t=215s>.

### *Footnote Reference*

“Super power baby project | Rachel Callander | TEDxAuckland,” TEDx Talks, October 10, 2014,  
video, 11:38. <https://www.youtube.com/watch?v=wUYBpsujxdw&t=215s>.

### *Shortened Footnote*

“Super power baby project | Rachel Callander | TEDxAuckland.”

## Website

### *Bibliography Reference*

Johnson, Jessica. “God with Me Through My Mental Health Journey: Jessica’s Story.” *Anglican Movement, Diocese of Wellington*,  
<https://anglicanmovement.nz/blog/fxb6x747swjt6suub3f2dx7z11ee98> .

### *Footnote Reference*

Jessica Johnson, “God with Me Through My Mental Health Journey: Jessica’s Story,” *Anglican Movement, Diocese of Wellington*,  
<https://anglicanmovement.nz/blog/fxb6x747swjt6suub3f2dx7z11ee98> .

### *Shortened Footnote*

Johnson, “God with Me Through My Mental Health Journey.”



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