

SBL Style Guide

For use in the School of Theology

2026



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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:

- Use a heading on the first page stating your name, student ID number, the assessment name, and the total word count of your assessment (excluding bibliography, footnotes, and header). Note that you do not need to include a header on every page with your name etc.
- 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.
- Indent the first line of a paragraph by one-half inch (the usual setting in MS Word). However, do not indent the first line of a paragraph that starts a new section or subsection, that is, if it comes after a heading or sub-heading.
- Capitalise the name of God or of one of the persons of the Trinity, but not pronouns. That is, “God,” or “Christ,” but “he,” or “his.”

Calculating word count

- You must work with the word count set for your assignment in your CADDO, 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.”¹ 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).”²
- **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, but single line-spacing. 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.³

- 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

¹ Example of referencing a quote.

² Leopoldo A. Sánchez M., *Sculptor Spirit: Models of Sanctification from Spirit Christology* (IVP Academic, 2019), 193.

³ Example of referencing a block quote.

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 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*. (Eerdmans, 1986), 45. Quoted in Charles H. Talbert, *Reading John: A Literary and Theological Commentary on the Fourth Gospel and the Johannine Epistles*, (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 2nd edition (full note).” Note that you still need to check the referencing for errors.

Dissertations and Theses

Please see the *Postgraduate Handbook* for further details.

- **Formatting.** Please use the template provided on your Moodle page.
- **Word count.** Note that the word count stated for postgraduate theses, dissertations, and BTh(Hons) research projects is the maximum word count allowed. The body text of the thesis should not exceed this—this includes material in footnoted that is not related to referencing. The total maximum word count does *not* include the footnoted referencing, bibliography, appendices or front material.
- **Footnote numbering.** Restart footnote numbering in each new chapter.

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.
- Abbreviate the **inclusive number ranges** (including page numbers) as follows, using an en dash: 3-9, 11-17, 53-55, 100-103, 502-9, 502-29, 528-9, 528-39, 528-639.

Include the following information

You need to collect the relevant information for each kind of source.⁴ 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.
- 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).⁵
- Publisher.⁶
- Date of publication (year).
- Page number of your quote or reference.

Note that place of publication is no longer required by SBL for books published *after* 1900.⁷ This is a new change in 2026 and will not yet be incorporated into all of your CADOs and coursework. For books published *before* 1900, the place of publication is still required. This will be the city of publication, or for US publications, the city and state represented by two capital letters (e.g. Grand Rapids, MI). The country of publication is not required.

For a journal article:

- Author of the article.
- Title of the article.

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

⁵ See *SBL Handbook of Style* section 8.4 for details on abbreviating series.

⁶ 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.

⁷ See <https://sblhs2.com/2025/12/05/publisher-locations/>

- Journal title (this may be abbreviated).⁸
- Volume number (note that you do not need to include the issue number, unless the journal volume is not paginated consecutively).⁹
- 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.

- 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.¹⁰
- 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.¹¹ Note, however, that this is not counted as a “scholarly source” in assessment criteria.
- If you have used an AI tool to construct an image or diagram, cite this in a footnote like this one.¹²

⁸ 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*.

⁹ See *SBL Handbook of Style* section 6.3.1.

¹⁰ Grammarly has been used to proofread this assessment, <https://www.grammarly.com>.

¹¹ ChatGPT, response to “Tell me about confirmation bias,” February 16, 2023, <https://chat.openai.com>.

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

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.¹³

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 parentheses.¹⁴ 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).

¹³ See *SBL Handbook of Style* 8.3.1 for the list of abbreviations of books of the Bible.

¹⁴ See *SBL Handbook of Style* 8.2.1 for abbreviations of major translations.

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:
 - 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*. Baker Academic, 2004.

Kittel, Gerhard, and Gerhard Friedrich, eds. *Theological Dictionary of the New Testament*. Translated by Geoffrey W. Bromiley. 10 vols. 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. 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. 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*. Publisher Name, Year Published.

Example A:

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

Start with the author's name. The author's surname should appear first.

Full stops after each piece of information: Author. Title. Publishing details.

There are no page numbers in the bibliography.

Book titles should always be in *italics*.

Example B:

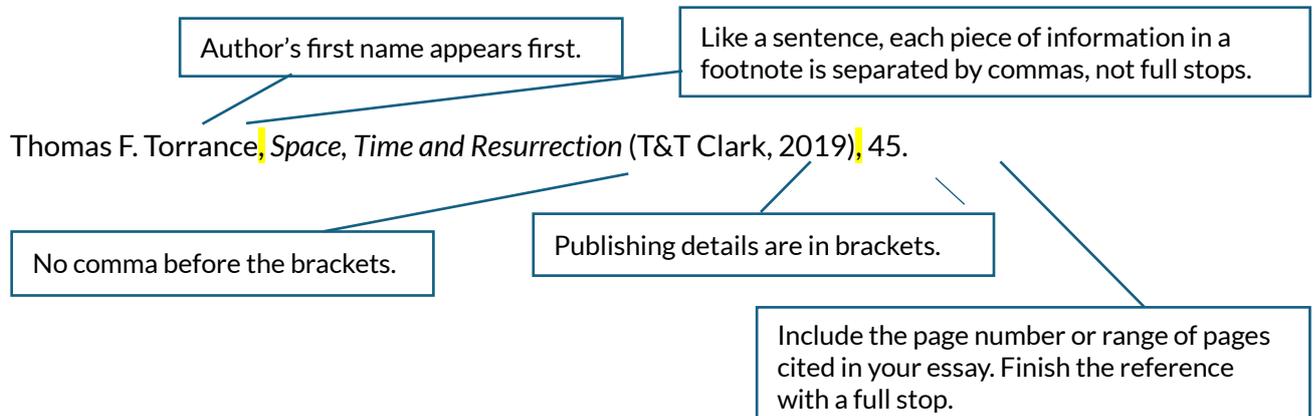
DeSilva, David. *Galatians: A Handbook on the Greek Text*. Baylor, 2014

Example C: A book published *before* 1900 requires the place of publication, as follows.

Hody, Humphry. *The Resurrection of the (Same) Body Asserted...* London: Awnsham and John Churchill, 1694.

Footnote Reference

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



Example B:

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

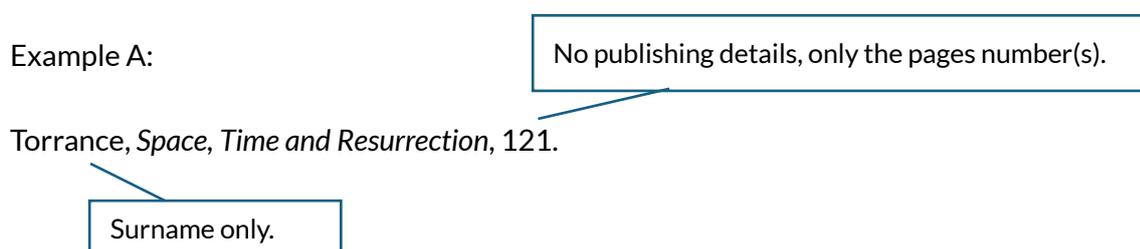
Example C: a book published before 1900 requires the place of publication, as follows.

Humphry Hody, *The Resurrection of the (Same) Body Asserted...* (London: Awnsham and John Churchill, 1694).

Shortened Footnote

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

Example A:



If the title is long, you can shorten it to a key word or phrase.

Example B:

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*.
Publisher Name, Year Published

Examples:

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.

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

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

Footnote Reference

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

Examples:

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

Roshan Allpress, Sam Bloore, and Andrew Shamy, *The Hare and the Tortoise: Learning to Pace Ourselves in a World Gone Mad* (Venn Foundation, 2013), 16.

Shortened Footnote

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

Examples:

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

Allpress, Bloore, and Shamy, *The Hare and the Tortoise*, 24.

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*. 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:

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

Footnote Reference

Author's First Name(s) Surname **et al.**, *Title* (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:

Bernard Brandon Scott et al., *Reading New Testament Greek* (Hendrickson, 1993), 53

Shortened Footnote

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

Example:

Scott **et al.** *Reading New Testament Greek*, 53.

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. 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 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 (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 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. Publisher, Date of Publication.

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

Example:

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

Footnote Reference

Author's First Name Author's Surname, *Title*, Commentary Series Name and Number
(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* (Broadman & Holman Publishers, 1999), 114.

Shortened Footnote

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

Example:

Garland, *2 Corinthians*, 76.

Dictionary (Lexicon or Theological Dictionary)¹⁵

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. Publisher Name, Year Published.

Example:

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

¹⁵ See *SBL Handbook of Style* 6.3.7.

Footnote Reference

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

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, Logos, etc)

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 footnote reference.

Specify the type of eBook, for example, "Logos Bible Software edition" or "Kindle edition."

Bibliography Reference

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

Example:

Wright, Jacob L. *David, King of Israel, and Caleb in Biblical Memory*. 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* (Publisher, Date of Publication), eBook Type, Page Number(s).

¹⁶ See *SBL Handbook of Style* 8.4 for abbreviations of major reference works.

Example:

Jacob L. Wright, *David, King of Israel, and Caleb in Biblical Memory* (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*. 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* (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.

Citations of blog posts must include a date of publication and these are usually easy to find. Try to include the date of publication for websites, these are often located at the top or the bottom of a webpage. You do *not* need to provide an access date (the date that you looked at it) in addition to this. If there is no date of publication for a website, simply leave it out, do *not* put "n.d." for no date.

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>.

Include the date of publication for blog posts, and try to do so for websites. If you cannot find the date of publication for a website, leave this blank. Do *not* add the "date accessed"; this information is not needed.

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*. T&T Clark, 2019.

Footnote Reference

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

Shortened Footnote

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

Book with 2 or 3 authors

Bibliography Reference

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

Footnote Reference

Roshan Allpress, Sam Bloore, and Andrew Shamy, *The Hare and the Tortoise: Learning to Pace Ourselves in a World Gone Mad* (Venn Foundation, 2013), 16.

Shortened Footnote

Allpress, Bloore, and Shamy, *The Hare and the Tortoise*, 24.

Book with more than three authors

Bibliography Reference

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

Footnote Reference

Bernard Brandon Scott et al., *Reading New Testament Greek* (Hendrickson, 1993), 53

Shortened Footnote

Scott et al. *Reading New Testament Greek*, 53.

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

Bibliography Reference

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

Footnote Reference

Joel B. Green, *The Gospel of Luke*, NICNT (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 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 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. Eerdmans, 1964-1976.

Footnote Reference

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

Shortened Footnote

Beyer, *TDNT* 2:83.

Ebooks (Kindle, Logos, or other online editions)

Bibliography Reference

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

Footnote Reference

Jacob L. Wright, *David, King of Israel, and Caleb in Biblical Memory* (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 University Press, 2021.

Footnote Reference

John Peter Kenney and Alexander Hampton, eds. *Christian Platonism: A History* (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* (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. University of Notre Dame Press, 2024

Footnote Reference

Tomáš Halík, *The Afternoon of Christianity: The Courage to Change*, trans. Gerald Turner (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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