LEE UNIVERSITY

School of Religion

The SOR Manual of Style
for Papers
Based on Kate L. Turabian's
A Manual for Writers of
Research Papers, Theses, and
Dissertations
(7th Edition), and
The Chicago Manual of Style
(16th edition)

Adopted Fall 2012 and
Revised Spring 2013
by the Department of Christian Ministries
and the Department of Theology
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CONTENTS

Most of your papers should be too brief for a table of contents. However, theses or especially long papers (over 25 pages) should place their CONTENTS page after the title page.

*Turabian* (or *The Chicago Manual of Style*) does not require an outline and a thesis statement (as the MLA style does).

*For a pattern of how to prepare a CONTENTS page, see Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations, 7th ed., revised by Wayne Booth, Gregory Colomb, and Joseph Williams (Chicago: The University of Chicago Press, 2007).*

**Other Notes of Interest**

Some professors may wish to have an outline included with their papers. If so, they may request one in their syllabus or instruction sheet. In addition, some professors prefer not to have headings within the text of the paper itself. This should also be made clear by an appropriate instruction guide from the professor as a deviation from Turabian and the School of Religion’s general rules for papers.

The two departments of the School of Religion (the Department of Christian Ministries and the Department of Theology) have agreed to use this pamphlet as a guide that enhances and explains Turabian’s 7th edition cited above. When a student is in doubt about a proper citation or format question, she/he should consult Turabian or *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*, 16th edition (Chicago: The University of Chicago Press: 2010), upon which Turabian based her smaller book. In addition, courses in Biblical Studies may wish to consult the *Society of Biblical Literature Handbook of Style* (mentioned in Appendix B) and its accompanying “Student Supplement to the SBL Handbook of Style” as an appendix in the most recent edition. The latter may also be consulted online at the SBL website: <http://www.sbl-site.org> under publications and also resources. Since the *SBL Handbook of Style* is based on the University of Chicago’s manual, it should not conflict in any major way with Turabian but may enhance the citation of certain types of biblical literature or related sources.

As noted above, some professors may vary from the direction in this pamphlet in small details, but these will be made clear to students well in advance of the paper deadline. The goal of this pamphlet is to clarify and illustrate Turabian’s form of citation.

Finally, please examine the appendices at the end of this pamphlet for further policies of the SOR (School of Religion) regarding inclusive language, footnoting hints, citation of books of the Bible, etc.
This is the title page. It is required on all papers in the School of Religion.

Place your title here

Place your professor's name and degree here as well as the exact name of the course along with its number.

Remember to use the international style of dating.

Notice! All words are in upper-case letters and every line is centered.

No page number!
Papers or theses presented to the Department of Christian Ministries and the Department of Theology in the School of Religion (SOR) at Lee University must follow the guidelines set for formatting by *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers* (16th edition). Fortunately, this large and expensive text has been truncated into a smaller, more useable text by Kate L. Turabian. Therefore, students will frequently hear the name “Turabian” to refer to the SOR’s style guide. While most departments and disciplines use a popular style of formatting called MLA (Modern Language Association), or some variation of it, our School has chosen to use Turabian for various reasons. Foremost among these reasons is


3. The exception to this statement is the history sector within the College of Arts and Sciences. They, too, require Turabian formatting.

the presentation of research in the disciplines of the academic field of religion. Graduate schools and seminars whose main purpose is religious or theological studies require Turabian formatting. Therefore, it is important for our students to know this style in addition to the MLA style learned in the university’s English classes.

A second reason for using Turabian formatting is the ease with which one may expand thoughts in footnotes at the bottom of the page.\(^5\) With this style of research writing, students may expound further on their research or argue a line of thought that is not exactly germane to the content of the primary reading page. Footnotes offer an opportunity for the reader to see the writer’s research sources immediately, while also providing extended discussion on a point that may be important to consider in a footnote but not necessary for the flow of the writing in the text itself. This approach to writing one’s research is perfectly suited for studies in religion.

In the following pages (as in the preceding ones), several examples will be offered from the pattern of Turabian’s manual. One of the most important items to notice is that there is no bibliographic citation within the text itself (as with the MLA parenthetical style of notation). All citations are found in footnotes numbered consecutively at the bottom of the page.

The only exception to this procedure is the citation of any accepted classics—such as Homer’s *Odyssey* or Shakespeare’s plays or Plato’s *Republic* or the Bible. These must be cited within parenthetical notes in the text itself. For example, a writer may wish to quote from the Scripture some suitable passage for consideration: “The Lord is my shepherd, I shall not want,”

\[ i.e. = id est (Latin for “that is.”) \]

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\(^5\) While it is true that Turabian formatting allows for endnotes (i.e., bibliographic citation listed at the end of the paper, but before the bibliography page), our departments prefer footnotes. Please do not trust “automatic” style notations that occur in word processing programs (like Microsoft Word) or in online references that promise to process your footnotes in the exact style format that you request. Frequently, these are inaccurate!
(Ps 23:1 KJV). Students should take careful note of the following aspects when quoting from the Bible: (1) the punctuation before the quotation should be either a comma or a colon (depending on its grammatical use in the sentence; (2) quotation marks begin the quotation, but a *comma* (,)—not a period—comes *before* the final quote mark; (3) after the final quotation mark, a “parenthetical note” is used—NOT a footnote; (4) the Bible book is abbreviated according to the Society for Biblical Literature (SBL) standard, as found in this manual in Appendix A; in our example, Ps stands for Psalm—and please note that there is NO PERIOD after the abbreviation; 6 (5) the chapter is given, then a colon, then the verse; (6) the final information in this note refers to the version or translation that the writer used (in this case, the KJV or King James Version); there is no punctuation make (only a space) between the verse number and the capitalized version title.

If the writer were to use a different translation from the one cited, he or she would quote the version and cite it as follows: “The Lord is my shepherd, I shall lack nothing,” (Ps 23:1 NIV). In this case, the NIV stands for the New International Version. 7 Whether one consults an online Bible (such as Bible Gateway) or an electronic source (such as the NIV Zondervan Study Bible on CD), the citation is the same as printed material. 8 Please remember that the biblical citation *always occurs in parenthetical notation*. There is no need for a footnote or other bibliographic information of Scripture or any other classic text.

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6 Students should note that when citing one Psalm, the abbreviation (and, indeed, the *full word*) is singular: Psalm 1:1 (*not* Psalms 1:1); but the “Psalms” (plural) as more than one psalm (e.g., the Psalms of ascent), which if an author cites will appear like this (Pss 120 - 133).

7 It might be important to note *which dated edition* of the NIV a writer is using. There have been several editions, usually signaled in the copyright page. For example, there is the 1978 original edition of the complete text of the Bible; then there is the 1984 edition, which was updated from the original; finally, in 2011 there is the most recent version of the NIV. These editions may vary considerably, so it may be helpful to the reader to know which one is being used. Also, there are standardized abbreviations for each version of the Bible. These can be found by consulting various Bible websites or by contacting your professor (see Appendix B in this manual).

8 See http://www.biblegateway.com or http://www.blueletterbible.org/ for several different online Bible versions and resources.
Each “classic” text has its own way of being cited, so the student should refer to Turabian or The Chicago Manual of Style for the best way to abbreviate and cite classic texts. For example, a writer may wish to quote and cite Plato’s dialogues in order to hear afresh Socrates’ words,

\textit{Notice there are No quotation marks at the beginning or end of a block quote.}

And so some clever fellow, a Sicilian perhaps or Italian, writing in allegory, by a slight perversion of language named this part of the soul [desire] a jar, because it can be swayed and easily persuaded, and the foolish he called the uninitiate, and that part of the soul in foolish people where the desires reside—the uncontrolled and nonretentive part—he likened to a leaky jar, because it can never be filled (Gorgias 493b).

\textit{Notice that quotations over 8 lines of typed, double-spaced text must be changed to a “block” quotation, indented and single-spaced.}

\textbf{Note:} Classic texts are cited parenthetically and according to an agreed upon format for literature.

\textbf{FIRST-LEVEL HEADING} \hspace{0cm} \textbf{SECOND-LEVEL HEADING}

Contemporary Clergy Burn-out

Is Theology at Fault?

However, rather than waxing philosophical, let us continue with more common examples of footnote citation. Writers may wish to support their hunches with research from newspaper or magazine articles. These may occur online or in print and therefore their citation format will be different. Did you know that a shortage of Roman Catholic priests may have led to a shift in power from ministry to laity? As noted in a recent dispute between the Vatican and nuns in the United States, even the religious orders in the Roman Catholic Church are experiencing tensions

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9 Turabian, A Manual for Writers, 150-151.

10 Please be careful to notice the difference in footnote citation format and bibliography format. If students cite a source in a footnote, they must also cite the source again in the bibliography page. Here are two “rules of thumb”—if you quote, you must footnote; and if you footnote, you must cite your source again in the bibliography. See the examples in the footnotes of this manual as well as the bibliography page at the end of this text.

from this issue.\textsuperscript{12} The shortage problem is not only rampant in Catholic churches, but also in Protestant churches. Throughout the United States, churches are feeling the effects of clergy burn-out and pastoral shortages.\textsuperscript{13}

Citations from newspapers and magazines may make a convincing practical point, but academic journals are frequently necessary in theological research. Perhaps the problem with ministerial burn-out is related to the morass in theological studies today. Robert Osborn laments, “In my world, it is no longer clear what theology is, where it can or should be done, or how.”\textsuperscript{14} If theology is in such a state of disarray, how can we expect ministers to be in good condition?

Is Culture at Fault?

Yet is may not be theology that is at fault; it may be the culture. In searching for a good definition of postmodernism the best example surfaced in a review of a book within a journal article. Within this definition may be a clue to a cultural reason for the current problems. James Kay describes postmodernism in this manner: “There is no neutral place where competing claims as to what is real can be adjudicated to the satisfaction of some universally sanctioned framework. Knowledge is constructed, and knowing is a culturally shaped activity.”\textsuperscript{15} However, this definition may place too much emphasis on the epistemological aspects of postmodernity.

\begin{itemize}
\item \textsuperscript{13} Gordon MacDonald, “Dear Church, I Quit!” \textit{Christianity Today}, 11 February 1991, 14.
\item \textsuperscript{14} Robert Osborn, “The Possibility of Theology Today,” \textit{Theology Today} 55, no. 2 (January 1999): 213.
\end{itemize}
and therefore other sources may need to be cited, especially sources from reliable books. There are also eBooks that may help in understanding postmodernity in both its philosophical and cultural aspects.

Pastors are Overworked

A student researching the trend toward clergy burn-out might want to interview several ministers. According to Mr. Ep Omicron, a pastor for 12 years, ministers work on the average of seventy to eighty hours per week. Perhaps an article in an encyclopedia might offer statistics of clergy burn-out. Although sometimes unreliable, the Internet is a source for increasing information for research. Students must be very careful in discriminating quality sources from mediocre and poor ones. Undoubtedly, there may be some pastors complaining on chat rooms or blogs or web pages about the overload for ministers. These may be useful for anecdotal documentation, but may not be very substantial or useful for academic research. Students should consult Appendix E in this manual for examples of citation from a variety of electronic sources.

Another item of importance in relation to footnotes is repeated citation of sources throughout one’s paper. If students use a source for a second time (or more) in their papers, Turabian and The Chicago Manual of Style recommend a “short-form citation” in the footnotes.

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18 Ep Omicron, interview by Alpha Xi, 7 October 2002, Cleveland, TN.

19 Walter P. Mudd, "Clergy Burn-out," in Encyclopedia of Pastoral Ministry, 12th ed. Also, see Columbia Encyclopedia of Pastoral Psychology, 5th ed., s.v. "Clergy Burn-out." [Please note: several names and sources throughout this manual are fictitious—yet their citation format is accurate].

For example, I have previously used Gordon MacDonald’s magazine article in this manual (footnote 13). If I use it again here, I do not need to repeat the entire bibliographic information but instead may shorten the form (which usually means that I cite the last name of the author, a portion of the article or book title, and the page number of the new reference). Whether this occurs in your text and footnotes two times or twenty times, you need only use the shortened form. The key here is to state enough in the short-form citation so that readers will recall (or find) a previous citation in a longer form. In addition to the short-form citation, the older form of “Ibid.” may still be used when the exact page number and reference is referred to in a footnote directly below the source just cited.

Students may also utilize some form of media for sources. Perhaps a video or DVD has extensive information on the topic of clergy burn-out. Perhaps a television show has provided a documentary on clergy problems or an interview of some expert on the topic. At any rate, such media should not be the sole foundation of your research for academic papers.

21 MacDonald, “Dear Church,” 15. Here is an example of a shortened form of a book: Rorty, Philosophy, 54.

22 Ibid. Please note that “ibid.” is an abbreviation of the Latin word ibidem, which means “in the same place.” It is an older style of telling readers in a brief fashion that the previous footnote (number 21 in this example), is exactly the same source and page for this note. Whether one uses a consistent short-form citation or “Ibid.” is a matter of style or preference. Technically, however, this “Ibid” for footnote 22 is inaccurate since there are explanatory words and an example of a second book in footnote 21. The reader would not know which source or statement is ibidem! If students choose to use ibid., they should keep the following in mind: (a) use it only as a reference to the previous footnote that is on the same page; (b) ibid.—when used in footnotes—must be capitalized but not italicized; (c) because it is an abbreviation, it must end with a period. The word “Ibid.” should follow directly after the footnote number and appear like this (22Ibid.). If only the page number is different from the previous citation, students may choose to use the short-form citation or cite it with ibid. as follows: (22Ibid., 17). Other frequently used Latin abbreviations are op. cit., which is an abbreviation for opere citato (“in the work cited”) and loc. cit., which is an abbreviation for loco citato (“in the place cited”). However, op. cit. and loc. cit. are no longer used (or as Turabian says, they have, “fallen out of favor”). Nonetheless, students may see such older forms of Latin abbreviations in footnotes of books and journals from an earlier era. See Turabian, A Manual for Writers, 155; 157.


Biblical Solutions to Clergy Burn-out

Another proposed solution to the clergy problem may lie in the Bible. Citations from biblical references have been described already. However, frequently students desire to cite commentaries or multi-volume works on the Bible. The writer could remind potential pastors of the words from the writer to the Hebrews: “We must pay more careful attention, therefore, to what we have heard, so that we do not drift away,” (Heb 2:1 NIV). William Lane enhances our understanding of this verse by noting the phrase, “drift away,” is derived from nautical terminology in the ancient world. Instead of holding a ship in port, the opposite tendency is described—drifting away from a planned course. Clergy need to remind themselves of their original course and not drift from it as if without an anchor to hold them steady.

Conclusion

As we conclude, let us return to the beginning. Clergy burn-out may be theology’s fault or it may be culture’s fault. Some research suggests it is theology’s problem; occasionally, this research will appear in a chapter within a book that is edited by others. Other research may be found only in a second-hand source, that is, quoted by an individual other than the original author. Perhaps these will argue that our culture needs to return to a safe place that lies


26William L. Lane, Hebrews 1–8 (WBC 47a; Dallas, TX: Word Books, Publishers, 1991), 35. (See appendix B for more commentary examples.)

27Other word usages of this Greek word refer to snow sliding off a soldier’s armor or a ring slipping off someone’s finger. See Vincent Word Studies of the New Testament, vol. 4, Hebrews 2:1, WordSearch 8.

author. Perhaps these will argue that our culture needs to return to a safe place that lies
"somewhere between the modern and postmodern . . . where reason rules but does not tyrannize,
where we enjoy the temperate gains of the postmodern without suffering its extremes."\textsuperscript{29} Still other research may come from electronic sources, such as an online journal.\textsuperscript{30}

In conclusion, it is difficult to determine why so many ministers leave their callings and do not return. Is it theological chaos, biblical misunderstanding, or cultural influences? Who knows? One thing is certain. If the student in the Department of Christian Ministries or in the Department of Theology will follow Turabian’s guidelines as outlined in this manual, he or she will begin the path toward ministerial duties with greater ease—at least within the hallowed halls of Lee University’s School of Religion!


*NOTE: ALL SOURCES ARE ARRANGED ALPHABETICALLY!*


Omnicon, Ep. Interview by Alpha Xi. 7 October 2002. Cleveland, TN.


**PLEASE NOTE:** footnotes may have similar information, but they usually are set up differently.

This fourth (4th) edition of *The SOR Manual of Style* (2013) has been updated in some detailed aspects from the 3rd edition (fall 2012). First, some errors with regard to SBL citation within the ‘story’ of the text have been repaired, along with some other minor issues. Second, the entire example paradigm of Appendix F has been prepared by Kevin Snider, a graduate assistant in the SOR. This has become the most appreciated section from the standpoint of students. Previously, the third (3d.) edition of *The SOR Manual of Style* (2012) was revised by Terry Cross with some assistance from a student assistant (2011), William (Ben) Hurst. This third edition has included some clarification and updating of formatting information, especially for the citing of electronic sources (see Appendix E for greater detail). Originally, this manual was prepared in October 2000 by Terry L. Cross, PhD (Dean of the School of Religion), Lee University, with the assistance of Crip Stephenson, PhD (a one-time student, now an Assistant Professor of Theology), who at the time was a Student Researcher for the School of Religion. It was revised and updated in January 2005 by Dr. Cross with assistance from faculty members from the SOR. The SOR (i.e., the Department of Christian Ministries and the Department of Theology) has approved this pamphlet as a guide for our students.
APPENDIX A
Proper Citation of Biblical Sources
from the Society of Biblical Literature

These are abbreviations of the names of biblical books with the apocryphal or deuterocanonical books as well.

| Gen | Nah | 1-2-3-4- Kgdms | John |
| Exod | Hab | Add Esth | Acts |
| Lev | Zeph | Bar | Rom |
| Num | Hag | Bel | 1-2 Cor |
| Deut | Zech | 1-2 Esdr | Gal |
| Josh | Mal | 4 Ezra | Eph |
| Judg | Ps (pl: Pss) | Jdt | Phil |
| 1 Sam | Job | Ep Jer | Col |
| 2 Sam | Prov | 1-2-3-4 Macc | 1-2 Thess |
| 1 Kgs | Ruth | Pr Azar | 1-2 Tim |
| 2 Kgs | Cant | Pr Man | Titus |
| Isa | Eccl (or Qoh) | Sir | Phlm |
| Jer | Lam | Sus | Heb |
| Ezek | Esth | Tob | Jas |
| Hos | Dan | Wis | 1-2 Pet |
| Joel | Ezra | Matt | 1-2-3 John |
| Amos | Neh | Mark | Jude |
| Obad | 1-2 Chr | Luke | Rev |

Notice that there are no periods after these abbreviations.
APPENDIX B:
Examples from the Student Supplement to the SBL Handbook of Style

Biblical Citations

When students cite from the Bible, they do not need to provide publisher information in the footnotes or bibliography page. Instead they should use parenthetical citation within the text of their papers, offering the most common abbreviation for the version of the Bible that they are using. Some common examples of Bible versions are as follows: NRSV; RSV; NIV; NASB, etc. If students use the same version throughout the paper, they should cite which version is used only on the first instance of the quote or citation. For example,

“Now Ahab had seventy sons in Samaria” (2 Kgs 10:1 NRSV).

Please note that the parenthetical information should be followed precisely as this example offers it. Consult the Student Supplement for further examples.

However, if one is using a study Bible, such as The HarperCollins Study Bible or the Life Application Bible, the study notes that are not a part of the biblical text must be footnoted just like a referenced source. One may examine the front material of the study Bible in order to gain the appropriate names of the authors or editors who wrote the particular section involved. Here is an example of a footnote for a study Bible notation from the Student Supplement:


Citation of Biblical Commentaries

Commentaries are “tricky” to cite since an individual book may be a part of a larger series of commentaries or it may be authored by a variety of individuals or edited by others. Students should take care to gather all the necessary information from the bibliographic and title pages of each volume used. Again, the Student Supplement offers various examples of each type of commentary citation. A few are provided below for illustration.

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Bible Commentaries—Examples:

Commentaries are usually cited just like any other book, with the addition of the commentary series name being the only significant change. (SBL Handbook, 7.3.9 for examples, some of which are offered below).

Example of a commentary volume footnote and bibliography entry:


Another example of a commentary volume footnote and bibliography entry:

10William L. Lane, Hebrews 1-8 (WBC 47a; Dallas, TX: Word Books, Publisher, 1991), 141.


Note that in this footnote, "WBC" is an accepted abbreviation for "Word Biblical Commentary" or in other words, the series in which this volume occurs. It is volume 47a because Hebrews 9-13 constitutes volume 47b (which is not cited here). Abbreviations for the most common biblical commentary series are found in the SBL Handbook of Style, 8.4.1-2. The bibliography page, however, does not allow for abbreviations; one must spell out the name of the series entirely, as in the examples above.

Another example of a commentary volume footnote and bibliography:


The bibliographic citation for the same work:


Citation of Bible Dictionaries and Encyclopedias

When citing an article from a Bible dictionary or encyclopedia, cite the author of the article, not the editor of the whole work. The author or her initials should occur at the end of the article.

Footnote example:


Notice that The Interpreter's Dictionary of the Bible is abbreviated (but if you don't know or can't find the abbreviation, type it out entirely even in the footnote), and that the volume number is followed by a colon, then the entire pages of the article are listed. Notice, too, that the editor/s are not listed here in the footnote.
Bibliography example:


Citation of Electronic Sources

Students should exercise care in using electronic sources since frequently these are not monitored or "refereed" by a committee of scholars. Questions concerning this should be directed to your professors. However, citing electronic sources should comply with this pattern:

Footnote example:


Bibliography example:

APPENDIX C

Examples of Gender Inclusive Language
by T. Cross

Statement for syllabi in the SOR:
“The School of Religion strongly supports and expects the use of gender-inclusive language in written and oral communication.” [Approved 7 January 2005 by SOR Faculty]

Rationale

Language is a powerful tool in the hands of communicators of religious ideas. Whether spoken or written, the use of language conveys how we view God, the world, and humanity; it may also convey blatant or subtle implications of the nature of who we are as sinners before God. Human language is affected by sin and may reflect the sinful nature of a culture or individual. It also is affected by the finitude of human existence. Therefore, humans who attempt to speak on behalf of God must be especially careful in the way they use their own speech and writing.

The faculty of the SOR offers the guidelines in this appendix to students who are training for various careers in ministry or in the academic disciplines of religion. Reflecting the nature of the inclusive God who is no “respecer of persons,” the SOR intends to communicate in ways that respect all people, regardless of gender, race, religious background, or cultural identity. Deep within the heritage of Lee University’s Pentecostal roots lies a special respect for the gender differences among us as humans. Early Pentecostals saw themselves as those upon whom the Spirit was poured out, as prophesied in Joel 2 where God says, “I will pour out my Spirit on all people. Your sons and daughters will prophesy, your old men will dream dreams, your young men will see visions. Even on my servants, both men and women, I will pour out my Spirit in those days” (Joel 2:28-29 NIV). Men and women were recipients of God’s Spirit and had ministry tasks to perform without lording it over one another. In addition, the “good news” of Jesus was heralded as an inclusive call for men, women, Jews and Gentiles.

However, the way we use language in the church and the academy today frequently reflects a domination motif of male over female—a motif that is not biblically or theologically sound. Our culture in North America (and perhaps in other parts of the world) has become increasingly interested in promoting gender equity. If Christians communicate in a way that sounds more reflective of the older way of speaking (i.e., predominantly male), then they will risk being marginalized in the cultural marketplace of ideas. They may also end up unintentionally communicating things about the faith that are harmful to the witness of Christianity. Therefore, in the church, world, and academy, faculty and students need to exercise care with their communication, especially in a culture so charged with gender inequities. One of the most important ways that this can be done in the academy and church is through the use of inclusive language in our writing and speaking.

The English language provides some difficulties for writers who wish to express a general concept or refer to someone through the use of a pronoun without coloring one’s language with one gender over another. For example, when English speakers or writers use “man,” are they referring to a male or to all human beings? While the context should make this clear, frequently
it may not. Beyond the question of “political correctness,” and even beyond the question of how language may be used to privilege some people over others, the heart of using inclusive language is theological. God has created humans, male and female, in God’s own image. In Christ there is neither male nor female—and in heaven this gender distinction will be irrelevant since we shall be like the angels. Our language as Christians needs to reflect this theological understanding of human equity between males and females. It also needs to reflect the gospel message of Jesus, who brought good news to all people.

Therefore, when referring to human beings, the School of Religion strongly recommends and expects students and faculty to use inclusive language in writing or speaking. Some examples of what this looks like are offered below.

**General Instructions Regarding Inclusive Language**

1. Instead of using “man” or “mankind,” use “humans” or “human beings” or “humankind.”

2. Instead of using “he” exclusively, use “he/she” or “s/he” or “him/her.” For example, if the writer uses a singular noun, *he/she* should refer back to that noun with a pronoun. [In this last sentence, the noun used was “writer” and the common pronoun used to refer back to the writer after the comma would be “he.”] However, did you notice that he/she was used instead? That is an example of inclusive language.

**Improper:** “In every instance where this word occurs in Romans, *one* finds it referring *him* back to the Old Testament usage.”

**Proper:** “In every instance where this word occurs in Romans, *one* finds it referring *him/her* back to the Old Testament usage.”

**Specific Examples and Alternatives for Inclusive Language**

**Alternative 1: Use the plural**

Note how changing the subject (“one”) from singular to plural solves the awkwardness of the pronoun “him/her.”

“In every instance where this word occurs in Romans, *interpreters* find it referring *them* back to the Old Testament usage.”

The plural subject is very helpful since the plural pronoun (they or them) is not gender specific in English.
Alternative 2: Use he or she interchangeably

In a lengthy paper or essay (5 pages or more), one may use the pronoun (he or she) interchangeably, if she likes. So for one paragraph, “she” can be used exclusively, but in the next paragraph, one should use “he” exclusively so that he may show some variety in how he writes. In addition, one could offer the interchange from one sentence to the next as in the previous two sentences. Here, however, the key for the writer is to help readers follow along as easily and smoothly as they can (notice the plural: “readers” and “they”?)

Alternative 3: “man” in compound words

There are numerous words in the English language that use the word “man” within a compound word. The list below offers possible alternatives:

Instead of:  
- a. man-hours
- b. man-made
- c. businessman
- d. chairman
- e. postman
- f. fireman

Consider using:  
- a. labor hours, work hours
- b. artificial, constructed
- c. business executive, manager, proprietor
- d. the chair, chairperson
- e. mail carrier
- f. firefighter

Quoting texts with exclusivist language

Because inclusive language is a relatively recent change in how we use the English language, some current writers and most past writers will use exclusivist language. How should students quote or use this material? Some possible examples are cited below.

Example 1:

When quoting from a text, students should use the language that the author used if they are quoting verbatim. Readers may be assumed to recognize the older style of language within

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the quote. Here is an example of this style of quotation with the exclusivist language remaining in tact:

Within Karl Barth’s theological anthropology, he notes that our real humanity lies with our being with God. He states, “We spoke of the man whose being is a being with God. Yet it is only as we fill out this concept with that of divine election of grace that we reach solid ground. For man cannot now appeal to his defenselessness... He cannot bewail and justify himself as a sinner on the ground that he is inevitably delivered up to the forces of evil.”

**Example 2:**

However, it is also proper to remove the exclusivist language by replacing it with brackets and adding inclusivist language within the brackets. Thus, the above statement and quotation would be changed to look like this (with changes marked in bold for clarification of this point; these should not be emboldened in student papers):

Within Karl Barth’s theological anthropology, he notes that our real humanity lies with our being with God. He states, “We spoke of the [human] whose being is a being with God. Yet it is only as we fill out this concept with that of divine election of grace that we reach solid ground. For [humans] cannot now appeal to [their] defenselessness... [They] cannot bewail and justify [themselves] as [sinners] on the ground that [they are] inevitably delivered up to the forces of evil.”

**Example 3:**

Students may paraphrase the quote in order to avoid exclusivist language. Here is how the above statement may look as paraphrased, with the changes in bold:

Within Karl Barth’s theological anthropology, he notes that our real humanity lies with our being with God. He states that humans have their being in God. Only by the election of grace can humans stand on solid ground. Humanity cannot excuse themselves merely because they live with the constant forces of evil.
Example 4:

After the exclusivist phrase or words in the quotation, students may enter the Latin word, "sic" in italics within brackets. The word sic means "thus." It is a formal way of showing the reader that the writer is aware of a mistake in grammar, spelling, or in this case, sexist language. The above statement may look like this:

Within Karl Barth's theological anthropology, he notes that our real humanity lies with our being with God. He states, "We spoke of the man [sic] whose being is a being with God. Yet it is only as we fill out this concept with that of divine election of grace that we reach solid ground. For man cannot now appeal to his defenselessness... He cannot bewail and justify himself as a sinner on the ground that he is inevitably delivered up to the forces of evil."

Example 5

An increasingly popular way to handle older references and quotations is to state in a preface statement or within the first footnote where applicable that the writer will automatically change the gender exclusive language in quotations to gender inclusive language. However, this is a matter of personal choice and style since some writers feel that such changes are inappropriate for current writers to perform.
APPENDIX D

General Comments on Footnoting

1. Footnotes begin with #1 and continue consequentially throughout the paper. In other words, do not start with the number 1 on a new page, but continue with consequential numbers (2, 3, 4, etc.) throughout until the end of the paper. Also, please remember that footnotes are indented one tab distance, then numbered, then written. Examples are plentiful throughout this manual.

2. Content footnotes are allowable and can be very useful. Content footnotes offer more than mere bibliographic information. They offer the reader consideration of the content in the main text that may not be as germane to the flow of the text, but important enough to place within the paper as a whole. If there are other ways of translating a passage of Scripture or other commentaries that disagree with the point of the main text or even debates on theological issues, content footnotes become very appropriate in this setting.

3. After any quotation (marked off by quotation marks), there must be a footnote citation. One may have what is known as a “paragraph footnote,” that is, a citation note at the end of a paragraph that summarizes the ideas or general concepts of a writer. If the student places a sole footnote at the end of a paragraph (without any direct citation or quotation marks), then the reader can assume that the entire paragraph is a summarization of the thought of the reference cited.

4. Footnotes should be in 10" point font, while the main text of one’s paper should be in 12" point font. The Times New Roman font is most appropriate for SOR papers.

5. One mistake that is frequently made is the citation of a source within a footnote without giving the specific page reference. If you are taking an idea from a source, you cannot and should not cite the entire book as a source, but rather narrow down the potential work of the reader to the specific pages from which the pertinent information was drawn.

6. A good rule of thumb to remember is this: “when you quote, footnote!” In other words, if there are quotations marks and a source that gives you the words within it, students must cite the source at that point when the quotation or sentence ends. It is not useful to cite a source at the end of a paragraph, when the quote occurred earlier in the paragraph. However, if you have not quoted a source but have used general ideas from the source for your own paragraph, it is reasonable that you will footnote the source that you used at the end of your paragraph. In this way, the reader will understand that the ideas in the paragraph were assisted by or perhaps originated with someone else. However, if there are quotation marks, you must footnote the source of the verbatim quote.
Appendix E

Electronic Citation (2012)

  - **Websites** will generally follow the format: title or description of the page, the author of the content (if cited), the owner or sponsor of the site, and a URL. Before the URL, it is best to include a “last modified” date (date of last revision) when available, but if it is not then a publication date, or at the very least an “accessed on” date, will be sufficient. The reason for this much information is that the content of a website or blog is subject to change, therefore a date on which the site was accessed is required or the date the website was last modified. Remember: if you use a website or blog, it must appear in both footnotes and bibliography.¹
    - Footnote example.²
    - Bibliography Example:


- **Blogs** will generally follow the format: author of entry, the title of the entry in quotation marks, the title of the blog, and a URL. When citing a comment follow the format: name of commenter, time of comment (date and time), and the words “comment on” followed by a citation of the blog itself as outlined above. Add the word “blog” in parentheses after the name of the blog in order to distinguish it from print versions that may carry the same name. Remember that blogs may not be reliable sources for academic papers, so consult with your professor when in doubt. Place the **access date** before the URL citation.
  - Footnote example.³
  - Bibliography Example:


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¹ *The Chicago Manual of Style* recommends that frequently used websites and blogs appear only in footnotes. However, the SOR wants every source cited in footnotes also to appear in the bibliography. Therefore, we are not following the recommendation of *The Chicago Manual of Style* in this case.


• **Electronic Dictionaries and Encyclopedias (14.248)** Generally, electronic dictionaries and/or encyclopedias are cited like their print counterparts. As before, a “last modified” date is preferred, but an “accessed on” date is also acceptable. This date should follow the *sub verbo* (s.v.), and should be followed by a shortened URL for the site from which readers can search for themselves. In electronic reference works that have multiple authors, it is appropriate to include the name of the author at the beginning of the citation when possible. However, students must exercise caution to determine the reliability of such sources. In general, dictionaries and encyclopedias provide commonly known information; such sources are not used in SOR academic papers. However, there are specialized dictionaries and encyclopedias online that focus on some aspect of religion, theology, philosophy, or biblical studies. These are more reliable, yet still should be handled with reasonable suspicion.
  
  o Footnote example.⁴  
  o Bibliography Example:  

• **Published or Broadcast Interviews (14.221)** Such interviews should be cited like an article in a periodical or a chapter in a book. The interviewer should be listed after the title of the interview (if there is one).
  
  o Footnote example.⁵  
  o Bibliography Example:  

• **Databases and Journal Articles Retrieved from Databases (14.271)**
  
  o Databases are storage centers where material from news, magazines, or journals may be archived and retrieved. The correct footnote and bibliographic citation style is determined by the type of source. For example, a newspaper article from a database storage system is cited in the same way as a current newspaper article with the addition of the name of the database.⁶ Therefore, follow the recommendations in this guide and in *The Chicago Manual of Style* for the citation of such sources.
  
  o For items retrieved from a “commercial database,” add the name of the database and an “accession number” following the facts of publication.⁷ (In this example below, the commercial database is called “ProQuest”).

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⁷ Mi-hwa Choi, “Contesting Imaginaries in Death Rituals during the Northern Song Dynasty,” PhD diss., (University of Chicago, 2008), ProQuest (AAT 3300426).
However, if there is an online retrieval of such archived articles, you must do the following:
   • include the URL (Internet address).  
   • cite the name of the database and, in parentheses, cite any identification number that is provided with the source.  
   • for items that do not include a publication date, you must add an “access” date or date retrieved.

- **eBooks (14.166-167; A.38)**

Books may be available in print or electronic format. If a book is available in both formats, you must cite the version that you used.

Books consulted online follow a similar footnote and bibliographic format as books in print, with this exception: you must list a URL. The date you accessed the information online is not required for eBooks. If there are no “fixed” page numbers available in the online format that you consult, you may include a section title or chapter or other numbering system so that the reader may find the item you are citing more easily.

- Footnote Examples.
  - eBook (that also is in print format)
  - eBook (online only)
  - eBook (with no page numbering system available)

Bibliography Examples:


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10 The examples and content for some of the following sections come from the “Chicago Style Citation Quick-Citation Guide,” at *The Chicago Manual of Style Online, 16th edition*, http://www.chicagomanualofstyle.org/tools_citationguide.html, accessed 20 August 2012.


• **Articles in an online journal (1.72 – 1.74)**

"Print journals are usually identified by volume and date. Electronic journals and their components must be further identified by means of stable and unique identifiers."\(^{14}\) Such stable identifiers might include the following:

1. The inclusion of numbers that can be found in the Copyright Clearance Center code; this includes the ISSN as well as an article number (see 1.97). Electronic journals may be assigned an eISSN so as not to duplicate the printed version.
2. The citation of the DOI (Digital Object Identifier). "The DOI is a unique, persistent identification string assigned to journals and their counterparts—including articles, images, and other 'objects,'—and can be used as the basis of a persistent URL."\(^{15}\)

Some journals accessed online may be part of a database (as described above); other journals may be entirely online. Care must be taken by students in order to determine the origin of such resources so that citation will be appropriate and complete enough so that researchers or readers who examine your references will be able to find them.

If the source is entirely an online journal article, you must include a DOI (Digital Object Identifier) if the journal lists one. Another way to describe the DOI is that it is a permanent ID that, when attached to the URL [http://dx.doi.org/] in the address bar of an Internet browser, will lead directly to the source. If no DOI is available, students should list the URL where the source was discovered. Access dates are required only if there is a question as to whether or not the journal article will be available to future inquirers (i.e., "stable"). [This could be solved by students recognizing a journal's volume numbering system in the reference].

Footnote Example.\(^{16}\)

Bibliography Example:


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\(^{14}\) The Chicago Manual of Style, 16th edition, 1.74 (p. 36).

\(^{15}\) The Chicago Manual of Style, 16th edition, 1.74 (p. 36).

Footnotes

**Book with one author:**

Author First name Last name, *Book Title* (Publication City, State [U.S. postal code abbreviation]: Publisher, Year), page number.

**Examples**


**Short-form citation, after initial footnote**


3 Ibid.

[If the citation is from the exact same as the previous the Latin abbreviation (Ibid. for *ibidem*—“in the same place”) is used. If the source is the same but the page is different, then “Ibid., 153” may be used.]

**Multiple editions**


Bibliography

**Book with one author:**

Last name, First name. *Book Title.*

Publication City, State: Publisher, Year.

**Examples**


**Multiple works by the same author**


[——— this is a 3-Em Dash and indicates that the work listed is by the same author as that above. In this example Charles Partee is the author.]

**Multiple editions**


1 Footnotes appear at the bottom of the page, are numbered (as opposed to using lettering or symbols) beginning with “1” and count consecutively throughout the remainder of the paper, are double spaced between the footnotes, and are indented—as are the following footnotes.

2 Bibliography is in all caps and centered at the first line of the bibliography page. It is also counted but not numbered (the same as the first page of text).

3 Works are listed in alphabetical order by last name. Notice that the second line (and all following) is indented. Also, the citation itself is single spaced, whereas there is a double space between the citations.
Part of a series

Part of a multivolume work

### eBook (Electronic book)

Author First name Last name, *Book Title* (Publication City, State: Publisher, Year), page number, [electronic source format]². Web address if applicable.

#### Example
http://books.google.com/books?id=cPwCAAAQAAJ&dq=Systematic%20Theology&pg=PP1#v=onepage&q&f=false

### Book with multiple authors:

First name Last name and First name Last name, *Book Title*, (Publication City, State: Publisher, Year), page number.

---

4 This book is part of a larger series, which is indicated by placing the series in regular font after the title of the book.

5 Listed here is the particular version of the book that was consulted, i.e. PDF eBook, Kindle edition, iBooks edition, Epub, etc. Also, if the source comes from a website (such as google books), then the footnote must contain the website.

6 Editors are included after that which they are editing. Thus if it is the book, then the editor(s) is listed after the book title; however, as in this example, if it is the series that is edited, then the editor(s) comes after the series. Notice that in footnotes the editor is abbreviated (ed.), whereas in the bibliography the editor is described verbally (Edited by). The same is true of translators.
Example


**Book with translator(s) and/or editor(s)**

Author First name Last name, *Book Title*, ed. First name Last name, trans. First name Last name (Publication City, State: Publisher, Year), page number.

Example


**Chapter in a book**

Author of chapter First name Last name, “Chapter Title,” *Book Title*, ed(s). Name(s) of editor(s) (Publication City, State: Publisher, Year), page number.

Example


**Book with translator(s) and/or editor(s)**

Last name, First name. *Book Title*. Edited by First name Last name. Translated by First name Last name. City, State: Publisher, Year.

Example


**Chapter in a book**

Author of chapter Last name, First name. “Chapter Title.” In *Book Title*, Edited by First name Last name. City, State: Publisher, year.

Example


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7 Editor and translator are abbreviated in footnote citations and not spelled out. If there is more than one editor, it is abbreviated “eds.”
<table>
<thead>
<tr>
<th>Journal Article</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author First name Last name, “Title of Article,” Name of Journal [volume, issue number] (Month/Season Year): page number.</td>
</tr>
<tr>
<td>Example</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Journal Article</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author Last name, First name. “Title of Article.” Name of Journal volume, issue number (Month/Season Year): page numbers.</td>
</tr>
<tr>
<td>Example</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Book Review in Journal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author of article First name Last name, review of Book Title, by Book Author First name Last name, Name of Journal volume, issue no. (Month/Season Year): page number.</td>
</tr>
<tr>
<td>Example</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Book Review in Journal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author of article Last name, First name. Review of Book Title, by Book author First name Last name. Name of Journal volume, issue number (Month/Season Year): page numbers.</td>
</tr>
<tr>
<td>Example</td>
</tr>
</tbody>
</table>

---

8 Brackets indicate that the substance of what is in the brackets is to be included in the notation but not the exact form. Thus, in this template the volume and issue number are to be included but not the word volume (nor its abbreviation, vol.), and the issue number indicated by the abbreviation for number (“no.”) followed by the number, e.g. 55, no. 2.

9 Some journals do not publish in a particular month but season; others do not indicate either month or season. Whichever indicator the journal uses, put it in the place of month in this template: e.g. (June 2004) or (Fall 2010) or (1998).

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10 The page number range of the entire article must be listed, not just the page(s) cited or quoted.
<table>
<thead>
<tr>
<th>Journal Article (online)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author First name Last name, “Article Title,” Name of Journal volume, issue number (Month/Season Year): page number, accessed on date, URL/Web address</td>
</tr>
</tbody>
</table>

Examples

**Online version of article in print**


**Online-only journal**


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11 Some journals are only published online, whereas others are archived online. If the hard copy is not consulted, then the footnote must contain where the source was accessed online.

12 If no publication date is available, then the date the source was accessed should be included. However, this is not necessary if the database or website gives the publication date. The format is to look like this example: “accessed on 13 November 2012,”—note the international date format, day month year.

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13 If no publication date is available, then the date the source was accessed should be included. However, this is not necessary if the database or website gives the publication date. The format is to look like this example: “Accessed 13 November 2012.”
Online journal retrieved from database

Encyclopedia (hard/print copy)
Author First name Last name, s.v. "Entry Title," in Title of Encyclopedia, volume or edition, editor(s) (Publication City, State: Publisher, Year), page number.

Example

Encyclopedia (online)
Author First name Last name, s.v. "Entry Title," in Title of Encyclopedia, volume or edition, editor(s) (Publication City, State: Publisher, Year), accessed on (date). URL/Web address.

Example
Entry Author Last name, First name. S.v. Date of publication. "Entry Title." In Title of Encyclopedia. Volume or Edition. Edited by Name of editor(s). Translated by Name of translator(s). Publication City, State: Publisher, Year. URL/Web address.

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14 "s.v." is an abbreviation for the Latin phrase *sub verbo* meaning "under the word." Notice that in the Bibliography citation, the "S" is capitalized (e.g., S.v.).
Examples

http://www.newadvent.org/cathen/12792a.htm

18 Kelly James Clark, s.v. “Religious Epistemology,” in Internet Encyclopedia of Philosophy, 2 October 2004, accessed on 1 November 2012
http://www.iep.utm.edu/relig-ep/

http://plato.stanford.edu/entries/religion-epistemology/

Examples


[These three works are listed in alphabetical order by last name for the bibliography ‘side.’]

Newspaper Article (hard/print copy)

Author Last name, First name. “Title of Article.” Newspaper Name. Date published. Page number.

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15 If available, include the date of the most recent edit/modification or when it was originally published/uploaded.

16 This is the date of the most recent update/edit and is the preferred information. However, if this is not available, then the date of accessed should be included (as both the footnote of this citation and the Maas bibliographic reference show).

17 This is the date of the most recent modification. The accessed date must be included (before the URL/web address) if there is no publication date information available (see SOR Manual of Style, Appendix E).
**Example**

**Newspaper Article (online)**
Author First name Last name, “Title of Article,” *Newspaper Name*, Date published, URL/Web address.

**Example**

**Magazine Article (hard copy)**
Author First name Last name, “Title of Article,” *Magazine Name*, Date published, page number quoted/cited.

**Example**

**Magazine Article (online)**
Author First name Last name, “Title of Article,” *Magazine Name*, Date published, page number (if available), URL/Web address.

**Example**

**Newspaper Article (online)**
Author Last name, First name. “Title of Article.” *Newspaper Name*. Date published/Accessed. URL/Web address.

**Example**

**Magazine Article (hard copy)**
Author Last name, First name. “Title of Article.” *Name of Magazine*. Date published. [Note: page #s are not included]

**Example**
Example

**Website**

“Title or Description of the Page,” Author of the content (if cited), Owner/sponsor of website, Date of latest modification/publication date/accessed date, URL/Web address.

**Examples**


With author

**Blog**

Author First name Last name, “Blog Entry Title,” (blog), Date posted/accessed, URL/Web address

**Example**


**Website**

“Title or Description of the Page.” Author of the content (if cited). Owner/sponsor of website. Date of latest modification/Date published/Accessed date. URL/Web address.

**Examples**


With author


**Blog**

Author Last name, First name. “Blog Entry Title.” Website Name (blog). Accessed date. URL/Web address

**Examples**

Comment on a blog


Commentaries/Bible References

Author First name Last name, Title of Commentary ([Series abbreviation volume number], Publication City, State: Publisher, Year), page number.

Examples

27 William L. Lane, Hebrews 1-8 (WBC 47a; Dallas, TX: Thomas Nelson, Inc., 1991), 77.


Study Bible


Comment on a blog


Commentaries/Bible References

Author Last name, First name. Title of Commentary. Series Title [volume number]. Publication City, State: Publisher, Year.

Examples


Study Bible


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18 For a fuller explanation of commentary and biblical reference citations see SOR Manual of Style, Appendix B.

19 The series abbreviation and volume number are only included if the commentary is part of a series, otherwise cite as a normal book. The series is only abbreviated in the footnote not in the bibliography.

20 The date and time of the comment is included when citing comments on blogs/forums.

21 Note well: Bible references are ‘classic’ sources that must cited according to SBL abbreviations within the text of the paper in parentheses. “The Holy Bible” should not appear as a bibliographic or footnote reference. However, comments from particular study Bibles (such as the one in the example above) are not biblical references to specific Bible passages, but are comments written by editors or authors. These must be cited in both places—footnotes and bibliography.
30 K. Stendahl, "Biblical Theology, Contemporary," *IDB* 1:418-32. 22


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22 The dictionary/encyclopedia name is abbreviated. However, if the abbreviation is unknown, spell out the title. No editor(s) is (are) listed in the footnote. Also, a colon and the page range of the entire article follow the volume number.

23 In the bibliographic format: the total number of pages in the article is listed; the dictionary/encyclopedia name is spelled out; the editor(s) and translator(s), if appropriate, are listed; and the total number of volumes is given.