

A Condensed Manual of Style

and Guide for

Theses and Papers at

Luther Seminary

2005

STATEMENT OF PURPOSE

Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, sixth edition (1996), is the recognized manual of style for classroom research papers and theses submitted at Luther Seminary. The purpose of *The Shortcut* is to point out preferences adopted by Luther Seminary where Turabian gives options, to provide clear and concise guidance for the front matter of theses, and to supply information specific to theological research. Where there are divergences of interpretation between Turabian and this manual, *The Shortcut* takes precedence. For questions not addressed in Turabian or *The Shortcut* students may need to consult *The Chicago Manual of Style*, fifteenth edition (2003). *The SBL Handbook of Style* provides the standard for transliterating ancient languages, and abbreviations of ancient texts and secondary sources.

Any questions concerning the interpretation of this manual or of graduate theses in general should be addressed to the Director of Library Services or the Director of Graduate Theological Education. We welcome your comments and any additions that will help to improve future revisions of this manual.

Luther Seminary Library
Luther Seminary Graduate Theological Education

December 2005

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INTRODUCTION

How does one “follow” *The Shortcut*?

- Read *The Shortcut* to determine what stylistic matters apply in the initial stages of researching, structuring, and composing the thesis or paper. REMEMBER: If you put your material in proper stylistic form during the information gathering stage, *you will save time* at the writing stage.
- Use Turabian’s manual or *The Chicago Manual of Style*, 15th Edition (2003), to advise further on points not covered in *The Shortcut*.
- Return to *The Shortcut* for a careful look at how the final product should appear.

A thesis or research paper is made up of three major parts:

- the front matter
- the text
- the reference matter

Their arrangement, regardless of what sections may *not* be included, is as follows:

Ph.D. or D.Min. Thesis

(Numbers in parentheses refer to sections in Turabian)

THE FRONT MATTER, OR PRELIMINARIES (numbered with consecutive lowercase roman numerals centered at the bottom of the page—exceptions noted)

Title page – include in page count but page number not typed; not listed in table of contents (1.7)

Copyright page – not in page count, not listed in table of contents (1.8)

Approval Sheet (Ph.D.) – not in page count; not listed in table of contents.

Abstract

Acknowledgments (1.26)

Preface (1.25)

Table of Contents – in page count and page number typed; not listed in table of contents (1.11–18)

List of Illustrations (1.19–23)

List of Tables (1.24)

List of Abbreviations (1.27)

Dedication – not in page count; not listed in table of contents (1.9)

Epigraph – not in page count; not listed in table of contents (1.10)

THE TEXT (consecutive arabic numerals in the upper right-hand corner, but centered at the bottom on the first page of each chapter)

Introduction (1.34)

Body with footnotes at the bottom of the page (1.36)

Separate title pages for Part I, Part II, etc. – in page count but page number not typed; listed in table of contents (1.35)

THE REFERENCE MATTER OR BACK MATTER (arabic numerals continued)

Appendix(es) – with page numbers at the bottom of the first page of
an appendix like the first page of a chapter (1.39–45)
Glossary (1.28–30)
Bibliography (1.47)

M.A. or M.Th. Thesis

(Numbers in parentheses refer to sections in Turabian)

THE FRONT MATTER, OR PRELIMINARIES (numbered with consecutive lowercase
roman numerals centered at the bottom of the page—exceptions noted)

Title page – include in page count but page number not typed; not listed
in table of contents (1.7)

Blank page – not in page count, not listed in table of contents (1.8)

Acknowledgments (1.26)

Preface (1.25)

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tered at the bottom on the first page of each chapter)

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THE REFERENCE MATTER OR BACK MATTER (arabic numerals continued)

Appendix(es) – with page numbers at the bottom of the first page of an
appendix like the first page of a chapter (1.39–45)

Glossary (1.28–30)

Bibliography (1.47)

Research paper

(Numbers in parentheses refer to sections in Turabian)

THE FRONT MATTER

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tered at the bottom on the first page)

THE REFERENCE MATTER OR BACK MATTER (arabic numerals continued)

Appendix(es) (1.39–45)

Bibliography (1.47)

[Ph.D. Thesis Title Page]
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margins and *not*
from edges of page]

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1.5"

1"

THE LETTER AND THE SPIRIT:
A HISTORY OF INTERPRETATION FROM
ORIGEN TO LUTHER

⇐ [6-8 single lines]

by

WAI-SHING CHAU

⇐ [5 single lines]

A Thesis Submitted to the Faculty of

Luther Seminary

In Partial Fulfillment of

The Requirements for the Degree of

DOCTOR OF PHILOSOPHY

⇐ [8-10 single lines]

ST. PAUL, MINNESOTA

1990

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[D.Min. Thesis Project Title Page]
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margins and *not*
from edges of page]

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PREACHING LAW/GOSPEL THEOLOGY
IN A POSTMODERN WORLD

1.5"

1"

⇐ [6-8 single lines]

by

NATHAN SAGER

⇐ [5 single lines]

A Thesis Submitted to the Faculty of
Luther Seminary
In Partial Fulfillment of
The Requirements for the Degree of
DOCTOR OF MINISTRY

⇐ [8-10 single lines]

ST. PAUL, MINNESOTA

1999

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[M.Th. or M.A. Thesis Title Page]
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margins and *not*
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THE CRUCIFIED MESSIAH?
THE CRISIS OF IDENTITY REGARDING JESUS OF NAZARETH:
A STUDY OF THE ROYAL MESSIANIC IMAGERY IN MARK'S GOSPEL

⇐ [6-8 single lines]

by

THOMAS A. REINER, JR.

⇐ [4 single lines]

A Thesis Submitted to the Faculty of
Luther Seminary
In Partial Fulfillment of
The Requirements for the Degree of
MASTER OF THEOLOGY [or] ARTS

⇐ [4 single lines]

THESIS ADVISER: DONALD JUEL

⇐ [4 single lines]

ST. PAUL, MINNESOTA

1982

[Type *one* of the following:]

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This thesis may not be duplicated.

This thesis may be duplicated only by special permission of the author.

1"

[Classroom Research Paper Title Page]
[Please note: Center from
margins and *not*
from edges of page]

2"

The Crucified Messiah?

1.5"

The Crisis of Identity regarding Jesus of Nazareth:

1"

A Study of the Royal Messianic Imagery in Mark's Gospel

⇐ [5-8 single lines]

by

Thomas A. Reiner, Jr.

⇐ [5 single lines]

A Term Paper

Presented to Professor David Fredrickson

Luther Seminary

⇐ [5 single lines]

As a Requirement in

Course A287

Seminar in

New Testament Christology

⇐ [3 single lines]

St. Paul, Minnesota

1995

1"

[The Ph.D. thesis and the D.Min. thesis project include the copyright statement. Please note: Center from margins and *not* from edges of page]



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All rights reserved

[Approval Sheet for Ph.D. Thesis Only]

2"

LUTHER SEMINARY
ST. PAUL, MINNESOTA
PH.D. THESIS

1.5"

1"

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Title of Thesis: The Letter and the Spirit: A History of Interpretation
 from Origen to Luther

⇐ [6 single lines]

Author: Wai-shing Chau

⇐ [6 single lines]

Thesis committee:	_____	Thesis Adviser	_____
	_____		_____
	_____		_____

[type additional lines if more readers]

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ABSTRACT

The Tabernacle in the New Testament and Intertestamental Jewish Literature

by

Craig Richard Koester



This study explores the significance of the Israelite tabernacle in the NT. The first section surveys references to the tabernacle in the OT and intertestamental Jewish literature. The remaining chapters discuss NT references to the tabernacle in their present context and investigate possible antecedents for NT views of the tabernacle.

The author of Stephen's speech (Acts 7) perceived the tabernacle as a form of worship that was mandated by the law and established by a prophet; he rejected the temple because it met neither criterion. He also viewed the tabernacle as God's response to Israel's apostasy. Antecedents for his views appear in 1 Enoch's "Dream Vision" and the *Testament of Moses*.

John 1:14 uses the verb "to tabernacle" in a word play that alludes to the Israelite tabernacle and to the tabernacle of the human body. The tabernacle imagery introduces the believing community's testimony to Jesus, and may reflect both continuity and discontinuity with Israel's past, unity between Christians of Jewish and Samaritan origin, and the Johannine community's separation from first-century cultic institutions. Antecedents for the imagery appear in wisdom traditions and perhaps the hidden tabernacle tradition.

In Revelation, the most important use of tabernacle imagery is for the new Jerusalem (21:3). The tabernacle-city is the church in the new age. Antecedents for the imagery appear in OT passages, a liturgical tradition like that found in 4QDibHam, and a non-Pauline fragment preserved in 2 Cor 6:14–7:1.





The author of Hebrews interpreted the tabernacle temporally and spatially. He identified the earthly tabernacle or its forecourt with earth, the present age, daily priestly ministry, the realm of the flesh, and Mosaic regulations. He equated the heavenly tabernacle or holy of holies with the age to come, high priestly ministry, and the realm of conscience. Christ's ministry occurs in heaven and has inaugurated a new age in which observance of Mosaic statutes is no longer necessary. The argument presupposes the cosmological interpretation of the tabernacle and wisdom traditions, and may reflect knowledge of traditions about the hidden tabernacle and the tabernacle's eternal consecration.



[Abstract used by permission of the author.]

Ph.D. abstracts should not exceed 350 words; D.Min. abstracts should not exceed 100 words.

UMI Dissertation Services gives the following abstract composition guidelines in "Preparing Your Abstract," found in the booklet *Publishing Your Dissertation: How to Prepare Your Manuscript for Publication*:

Because your abstract will be used by researchers to determine whether or not they wish to access your complete dissertation, it should provide a succinct, descriptive account of your work. And since it will also appear online, **it must not exceed 350 words**. (Abstracts exceeding 350 words are returned to the author for condensing.) Your abstract should be prepared carefully, since it will be published exactly as you submit it. Please follow these guidelines:

Type or print out on one side of the paper only, double-spaced.

Include all pertinent place names and other proper nouns. These are very useful in automated retrieval.

Display symbols, as well as foreign words and phrases, clearly and accurately.

Do not include graphs, charts, tables, or illustrations in your abstract.

Current abstracting practice is to use more compression than this example used. *Religious and Theological Abstracts* urges abstractors "not [to] waste words saying what the author is going to do." Phrases such as "the aim of this study is" or "this thesis is about" should be avoided, even if what results is a sentence fragment. The first paragraph of the sample abstract edited with current abstracting style would read:

Explores the significance of the Israelite temple in the NT. Surveys references to the tabernacle in the OT and intertestamental Jewish literature. Discusses NT references to the tabernacle in their present context and investigates possible antecedents for NT views of the tabernacle.



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preface, lists, etc.]

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LIST OF ABBREVIATIONS

1.5"

<i>ANRW</i>	<i>Aufstieg und Niedergang der römischen Welt: Geschichte und Kultur in Spiegel der neueren Forschung</i>
BKAT	Biblischer Kommentar: Altes Testament
<i>ChrTo</i>	<i>Christianity Today</i>
<i>IDB</i>	<i>Interpreter's Dictionary of the Bible</i>
<i>IDBSup</i>	<i>Interpreter's Dictionary of the Bible: Supplementary Volume</i>
<i>JR</i>	<i>Journal of Religion</i>
LCL	Loeb Classical Library
<i>LW</i>	<i>Luther's Works, American Edition</i>
<i>NJBC</i>	<i>New Jerome Biblical Commentary</i>
PL	<i>Patrologiae cursus completus: series latina</i> , Migne
<i>RGG</i> ³	<i>Die Religion in Geschichte und Gegenwart</i> , 3d edition
RSV	Revised Standard Version
SBLDS	Society of Biblical Literature, Dissertation Series
Str-B	<i>Kommentar zum NT aus Talmud und Midrash</i> , Strack-Billerbeck
<i>TDNT</i>	<i>Theological Dictionary of the New Testament</i>
WA	<i>Luthers Werke</i> , Weimarer Ausgabe

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[Body of the Paper]

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CHAPTER 1

1.5"

THE TITLE OF THE CHAPTER APPEARS HERE

1"

⇐ [Triple line space = two blank lines]

Typing begins ½" (.5) from the left-hand margin, which is the default tab setting in Word. The chapter is a major section of the text of a research paper. Further division of chapters is shown on this page. See Turabian 1.36 on levels of subheadings.

⇐ [Triple line space]

First-Level Subheading: Bold and Centered

The first-level subheading of the chapter is indicated by a bold centered heading.

⇐ [Triple line space]

Second-Level Subheading: Regular Font and Centered

The second-level subheading of the chapter is indicated by a centered heading.

⇐ [Triple line space]

Third-Level Subheading: Bold and Freestanding

The third-level subheading of the chapter is indicated by a bold freestanding sideheading.

⇐ [Triple line space]

Fourth-level subheading: Regular font and freestanding

The fourth-level subheading of the chapter is indicated by a freestanding sideheading. Note: The first three subheadings use headline-style capitalization; the fourth uses sentence-style capitalization (T 1.37).

[The page number on the beginning page of a chapter is centered, and within the 1" bottom margin.]

1"

The second page of the chapter is numbered in the upper right-hand corner. [See the Shortcut Appendix for instructions on how to make the change in page numbers.]

Prose quotations that exceed three lines of text should be placed in a block. See Turabian 5.4 and 5.30-34 for a discussion of block quotations. Block quotations should be set off from the rest of the text as follows:

Indent the entire block quotation ½ inch from the left margin. Ellipsis points (. . .) are used to indicate the omission of any words or phrases. . . . See Turabian 5.18-30 for the use of ellipses in quotations and the capitalization of first word of a quotation (5.26).

When a block quotation begins with a new paragraph, hit the spacebar three times after the indentation of ½ inch. All quotation, whether in a block or in text, MUST follow the exact wording, spelling, capitalization, and spelling of the original. See Turabian 5.35-37 for the proper way to add interpolations to a quotation.

Footnotes and Bibliography

- The use of footnotes at the bottom of the page is the preferred method of citation for theses at Luther Seminary. In course work, endnotes following a paper may be an option, at the direction of the instructor.
- See Turabian 14.35–36 for a sample of properly formatted text with footnotes.
- Footnotes should be separated from the text on a page by short rule or separator.
- A footnote must begin on the page where it is referenced, although it may continue on to the following page.
- Footnotes have the first line indented ½ inch, are single-spaced, and have a blank line between them. [See the Shortcut Appendix for instructions.]
- The footnote number can be followed by the footnote text without a space in between, or there can be a space after the number (which is the Microsoft Word default setting).
- The page numbering style and margin settings remain the same in the footnotes as those in the text. The notes may be in 12 or 10 point font.
- Footnote numbers must follow one another in numerical order, beginning with 1. Numbering starts over at the beginning of each chapter.
- A first reference of a source in a footnote must be a full entry; subsequent entries are shortened. See Turabian 8.90 for the preferred forms of shortened entries.
- All information in the first reference of a footnote (author's name, title, editor, publication information, etc.) should be identical with the information in the bibliographic entry.

- Turabian gives detailed guidance in citation rules for notes (chapter 9) and presents samples of notes compared with their bibliographic entries (chapter 11).

Bibliography

- A bibliography should list *in alphabetical sequence* all the sources consulted in writing the thesis.
- Bibliographies may be classified; in fact, this method is recommended if the number or variety of sources is extensive. Thesis writers should consult their advisors for guidance on what categories to use when classifying the bibliography.
- The page number style and margin settings follow the standards in the text; the top margin of the first page of the bibliography is 2"; the page number on the first page is centered and at the bottom. All subsequent page numbers are at the upper right-hand corner.
- Bibliographic entries should not be split between two pages.
- Turabian gives detailed guidance in citation rules for bibliographies (chapter 10) and presents samples of notes compared with their bibliographic entries (chapter 11).

Basic Citation Forms

(Indentation: 1/2")

A. Book - Note

¹Author's full name in regular order, *Title of Book*, editor, translator, series, edition, no. of vols. (Place: Publisher, Date), volume and pages both cited in arabic numerals.

B. Book - Bibliography

Author's full name with surname first. *Title of Book*. Editor. Translator. Series. Edition. No. of vols. if more than one. Place of publication: Publisher, Date.

C. Journal - Note

¹Author's full name in regular order, "Title of Article," *Name of Journal* volume in arabic numerals (Date of issue): pages cited. Neither issue numbers nor season/months are needed if a journal is consecutively paginated throughout a volume. If the journal is not consecutively paginated the issue number should be included. If an issue number does not exist, the season, month, or date should precede the year of publication.

D. Journal - Bibliography

Author's full name with surname first. "Title of Article." *Name of Journal* volume in arabic numerals (Date of issue) beginning and ending pages of article.

SOCIETY OF BIBLICAL LITERATURE STANDARDS FOR CITATIONS

Consult *The SBL Handbook of Style* for guidelines on the following:

- transliteration of Hebrew and Greek (SBL 5.1 and 5.3)
- abbreviations for biblical books, apocrypha, and other ancient texts (SBL 8.3)
- abbreviations for Greek and Latin classics/works (SBL 8.3.14 and Appendix H)
- abbreviations of commonly used periodicals, reference works, and serials (SBL 8.4). If you do not locate the desired abbreviations, then use S. Schwertner, *International Glossary of Abbreviations for Theology and Related Subjects* (=IATG), Berlin and New York: Walter de Gruyter, 1974 (Z6945.S35). Copies of IATG and SBL are at the Library Circulation Desk.

For guidelines for citing Greek and Latin classics/works, see Turabian 2.22; 8.119–127 and *Chicago Manual of Style* 17.250–259, and for medieval works, see Turabian 8.128 and *Chicago Manual of Style* 17.260.

STANDARDS FOR THE ABBREVIATION OF LUTHER'S WORKS AND THE LUTHERAN CONFESSIONAL WRITINGS

The following list has been developed as the desired form of abbreviation at Luther Seminary when referring to material in the standard editions of Luther's works and the Lutheran confessions. A brief bibliographical description is sufficient for the List of Abbreviations, but should include enough information to make clear from what the abbreviation derives. The bibliography must include the full citation with no abbreviations. Full bibliographic entries for all the editions of Luther's works are given under the section LUTHER'S WRITINGS (p. 33).

Note that these abbreviations in the footnotes are sufficient and need not be spelled out the first time a term appears, contrary to T 1.27.

LUTHER

- | | |
|-------|---|
| LW | <i>Luther's Works</i> . Edited by Jaroslav Pelikan and Helmut T. Lehmann. 56 vols. St. Louis and Philadelphia, 1955-86. |
| PE | <i>Works of Martin Luther</i> . Philadelphia Edition. 6 vols. Philadelphia, 1915-43. |
| StL | Johann Georg Walch, ed. <i>Dr. Martin Luthers saemmtliche Schriften</i> . 23 vols. St. Louis, 1880-1910. |
| WA | <i>D. Martin Luthers Werke</i> . Kritische Gesamtausgabe (Weimarer Ausgabe). Weimar, 1883-. |
| WA,Br | <i>D. Martin Luthers Werke</i> . Kritische Gesamtausgabe. <i>Briefwechsel</i> . 18 vols. Weimar, 1930-85. |
| WA,DB | <i>D. Martin Luthers Werke</i> . Kritische Gesamtausgabe. <i>Die Deutsche Bibel</i> . 12 vols. Weimar, 1906-61. |

WA,TR *D. Martin Luthers Werke. Kritische Gesamtausgabe. Tischreden.* 6 vols. Weimar, 1912-21.

When referring to the above works, follow the abbreviation with the volume number and/or part, if applicable. References to specific works of Luther, followed by their date of composition (in parentheses), should also be included in the note. Citing a treatise by Luther should appear thus:

¹*The Freedom of a Christian* (1520), LW 31:343.

A colon separates the volume from the page designation. A slash separates the volume from the part, which is expressed in arabic numerals. Thus:

²*Ein Missive allen denen, so von wegen des Wortes Gottes Verfolgung leiden...* (1522), WA 10/2:53.

See Kurt Aland, *Hilfsbuch zum Lutherstudium*, (4th ed., 1996), for an alphabetical and chronological list of Luther's writings in addition to keys to the contents of the major editions of his works.

THE CONFESSIONAL WRITINGS

AC	<i>Augsburg Confession</i>
Ap	<i>Apology of the Augsburg Confession</i>
BC	<i>The Book of Concord</i> . Edited by Robert Kolb and Timothy J. Wengert. Minneapolis, 2000.
BSLK	<i>Die Bekenntnisschriften der evangelisch-lutherischen Kirche</i> . Göttingen, 1930 [and subsequent editions]
FC	<i>Formula of Concord</i>
FC,Ep	<i>Epitome of the Formula of Concord</i>
FC,SD	<i>Solid Declaration of the Formula of Concord</i>
LC	<i>Large Catechism</i>
SA	<i>Smalcald Articles</i>
SC	<i>Small Catechism</i>
TPP	<i>Treatise on the Power and Primacy of the Pope</i>

The Book of Concord, edited by Kolb and Wengert (2000), is the standard English edition of the confessional writings. Use the marginal numbering in Kolb and Wengert and the page number for references based on the English text. A citation to the *Augsburg Confession*, for example, should change the traditional roman numbering to arabic for the article divisions. Thus:

³AC, Ger. 15:2, in BC, 48. [include the abbreviation Ger. or Lat. for the version of the *Augsburg Confession* being cited]

Similarly, a reference to the *Smalcald Articles*, a work written with both part and article divisions, should be cited:

⁴SA 3, 15:3, in *BC*, 326. [Part 3, Article 15, marginal number 3]

⁵SC Pref. 7, in *BC*, 348. [Preface to the SC, marginal number 7]

NOTE AND BIBLIOGRAPHY EXAMPLES

KEY: The numbers following the headings refer to the Turabian sections. References to the SBL sections or *Chicago Manual of Style* are identified as such. If no examples are given under the heading, use the Turabian discussion as your guide. "N." = NOTE format; "B." = BIBLIOGRAPHY format.

The footnote number can be followed by the footnote text without a space in between, or there can be a space after the number (which is the Microsoft Word default setting).

>>> BOOK WITH SINGLE AUTHOR — 11.3

- N. ¹W. D. Davies, *Paul and Rabbinic Judaism: Some Rabbinic Elements in Pauline Theology* (London: S. P. C. K., 1977), 276-84.
- B. Davies, W. D. *Paul and Rabbinic Judaism: Some Rabbinic Elements in Pauline Theology*. London: S. P. C. K., 1977.
- N. ²Barnabas Lindars, *New Testament Apologetic: The Doctrinal Significance of the Old Testament Quotations* (Philadelphia: Westminster Press, 1961), 77, 80.
- N. ³Lindars, *Apologetic*, 85. [a subsequent reference not immediately following first occurrence]
- B. Lindars, Barnabas. *New Testament Apologetic: The Doctrinal Significance of the Old Testament Quotations*. Philadelphia: Westminster Press, 1961.
- N. ⁴For an extensive bibliography on the subject of the Suffering Servant, see Morna D. Hooker, *Jesus and the Servant: The Influence of the Servant Concept of Deutero-Isaiah in the New Testament* (London: S. P. C. K., 1959), 201-10. [a content note]
- B. Hooker, Morna D. *Jesus and the Servant: The Influence of the Servant Concept of Deutero-Isaiah in the New Testament*. London: S. P. C. K., 1959.
- N. ⁵Ernst Haenchen, *Der Weg Jesu: Eine Erklärung des Markus-Evangeliums und der kanonischen Parallelen* (Berlin: Alfred Töpelmann, 1966), 34.

- B. Haenchen, Ernst. *Der Weg Jesu: Eine Erklärung des Markus-Evangeliums und der kanonischen Parallelen*. Berlin: Alfred Töpelmann, 1966.

>>> BOOKS WITH MORE THAN ONE AUTHOR —> SEE 11.4-6

- N. ⁶Eric W. Gritsch and Robert W. Jenson, *Lutheranism: The Theological Movement and Its Confessional Writings* (Philadelphia: Fortress Press, 1976), 47.
- B. Gritsch, Eric W., and Robert W. Jenson. *Lutheranism: The Theological Movement and Its Confessional Writings*. Philadelphia: Fortress Press, 1976.

Books with more than three (3) authors list only the first author followed by “et al.”

>>> BOOK WITH INSTITUTION, ASSOCIATION, OR LIKE, AS “AUTHOR” – 11.10

- N. ⁷Inter-Lutheran Commission on Worship, *Lutheran Book of Worship* (Minneapolis: Augsburg Publishing House; Philadelphia: Board of Publication, Lutheran Church in America, 1978), 201.
- B. Inter-Lutheran Commission on Worship. *Lutheran Book of Worship*. Minneapolis: Augsburg Publishing House; Philadelphia: Board of Publication, Lutheran Church in America, 1978.

>>> AUTHOR’S WORK TRANSLATED OR EDITED BY ANOTHER — 11.12

- N. ⁸Paul Ricoeur, *Essays on Biblical Interpretation*, ed. Lewis S. Mudge (Philadelphia: Fortress Press, 1980), 13.
- B. Ricoeur, Paul. *Essays on Biblical Interpretation*. Edited by Lewis S. Mudge. Philadelphia: Fortress Press, 1980.
- N. ⁹Helmut Thielicke, *How the World Began: Man in the First Chapters of the Bible*, trans. John W. Doberstein (Philadelphia: Muhlenberg Press, 1961), 133.
- B. Thielicke, Helmut. *How the World Began: Man in the First Chapters of the Bible*. Translated by John W. Doberstein. Philadelphia: Muhlenberg Press, 1961.

**>>> BOOKS IN MULTIVOLUME OR COLLECTED WORKS — 11.13-15;
8.74-83**

- N. ¹⁰George Foot Moore, *Judaism in the First Centuries of the Christian Era: The Age of the Tannaim*, 3 vols. (Cambridge: Harvard University Press, 1927-30). [see 8.74 on reference to multivolume work as a whole]
- B. Moore, George Foot. *Judaism in the First Centuries of the Christian Era: The Age of the Tannaim*. 3 vols. Cambridge: Harvard University Press, 1927-30.
- N. ¹¹Paul Tillich, *Systematic Theology*, vol. 2 (Chicago: University of Chicago Press, 1957). [see 8.78 on reference to specific volume as a whole]
- B. Tillich, Paul. *Systematic Theology*. Vol. 2. Chicago: University of Chicago Press, 1957.
- N. ¹²Paul Tillich, *Systematic Theology*, 3 vols. (Chicago: University of Chicago Press, 1957), 2:123. [reference to page(s) in a volume of a set]
- B. Tillich, Paul. *Systematic Theology*. Vol. 2. Chicago: University of Chicago Press, 1957. [only this volume was used in the paper]
- N. ¹³Jaroslav Pelikan, *Reformation of Church and Dogma (1300-1700)*, vol. 4 of *The Christian Tradition: A History of the Development of Doctrine* (Chicago: University of Chicago Press, 1984), 1-9. [a volume in a multivolume work with a title different than the main work]
- B. Pelikan, Jaroslav. *Reformation of Church and Dogma (1300-1700)*. Vol. 4 of *The Christian Tradition: A History of the Development of Doctrine*. Chicago: University of Chicago Press, 1984.

>>> BOOK IN A SERIES — 11.16

- N. ¹⁴Donald H. Juel, *Messiah and Temple: The Trial of Jesus in the Gospel of Mark*, SBLDS 31 (Missoula, MT: Scholars Press, 1977), 115.
- B. Juel, Donald H. *Messiah and Temple: The Trial of Jesus in the Gospel of Mark*. Society of Biblical Literature Dissertation Series 31. Missoula, MT: Scholars Press, 1977. [note the preference for standard series abbreviations in the note but spelled out in the bibliography]

>>> BOOK EDITION OTHER THAN FIRST — 11.18

- N. ¹⁵J. Louis Martyn, *History and Theology in the Fourth Gospel*, 2d ed., rev. and enl. (Nashville: Abingdon Press, 1976), 123-24.
- B. Martyn, J. Louis. *History and Theology in the Fourth Gospel*, 2d ed., rev. and enl. Nashville: Abingdon Press, 1976.
- N. ¹⁶Vincent Taylor, *The Gospel according to St. Mark*, 2d ed. (London: Macmillan Press, 1966), 378.
- B. Taylor, Vincent. *The Gospel according to St. Mark*, 2d ed. London: Macmillan Press, 1966.

>>> COMPONENT PART BY ONE AUTHOR IN A WORK BY ANOTHER – 11.26

- N. ¹⁷Nils Alstrup Dahl, "The Atonement—An Adequate Reward for the Akedah? (Ro 8:32)," in *Neotestamentica et Semitica*, ed. E. Earle Ellis and Max Wilcox (Edinburgh: T. & T. Clark, 1969), 15. [\[note Epistle to the Romans abbreviation remains as spelled on title page\]](#)
- B. Dahl, Nils Alstrup. "The Atonement—An Adequate Reward for the Akedah? (Ro 8:32)." In *Neotestamentica et Semitica*, ed. E. Earle Ellis and Max Wilcox, 15-27. Edinburgh: T. & T. Clark, 1969.

>>> COMPONENT PART OF A MULTIVOLUME WORK AND

>>> SIGNED ARTICLE IN AN ENCYCLOPEDIA — 11.43; 8.74-83

- N. ¹⁸George B. Caird, "Chronology of the NT," in *The Interpreter's Dictionary of the Bible*, ed. George A. Buttrick (New York: Abingdon Press, 1962), 1:601.
- [\[or\]](#)
- N. ¹⁸George B. Caird, "Chronology of the NT," *IDB* 1:601.
- B. Caird, George B. "Chronology of the NT." In *The Interpreter's Dictionary of the Bible*, ed. George A. Buttrick, 1:599-607. New York: Abingdon Press, 1962.
- N. ¹⁹Terence E. Fretheim, "Elohist," in *The Interpreter's Dictionary of the Bible: Supplementary Volume*, ed. Keith R. Crim (Nashville: Abingdon, 1976), 261.
- [\[or\]](#)
- N. ¹⁹Terence E. Fretheim, "Elohist," *IDBSup* 261.
- B. Fretheim, Terence E. "Elohist." In *The Interpreter's Dictionary of the Bible: Supplementary Volume*, ed. Keith R. Crim, 259-63. Nashville: Abingdon, 1976.

- N. ²⁰G. Quispel, "Pistis Sophia," in *Die Religion in Geschichte und Gegenwart: Handwörterbuch für Theologie und Religionswissenschaft*, 3d ed., ed. Hans Frhr. v. Campenhausen and others (Tübingen: J. C. B. Mohr [Paul Siebeck], 1958), 5:387.
- [or]
- N. ²⁰G. Quispel, "Pistis Sophia," *RGG*³ 5:387.
- B. Quispel, G. "Pistis Sophia." In *Die Religion in Geschichte und Gegenwart: Handwörterbuch für Theologie und Religionswissenschaft*, 3d ed., ed. Hans Frhr. v. Campenhausen and others, 5:386-88. Tübingen: J. C. B. Mohr (Paul Siebeck), 1958.
- N. ²¹Hermann Sasse, "aion, aionios," in *Theological Dictionary of the New Testament*, ed. G. Kittel and G. Friedrich, trans. and ed. Geoffrey W. Bromiley (Grand Rapids, MI: Eerdmans, 1964), 1:199.
- [or]
- N. ²¹Hermann Sasse, "aion, aionios," *TDNT* 1:199.
- B. Sasse, Hermann. "aion, aionios." In *Theological Dictionary of the New Testament*, ed. G. Kittel and G. Friedrich, trans. and ed. Geoffrey W. Bromiley, 1:197-209. Grand Rapids, MI: Eerdmans, 1964.
- N. ²²Gary Porton, "Midrash: Palestinian Jews and the Hebrew Bible in the Greco-Roman Period," in *Aufstieg und Niedergang der römischen Welt: Geschichte und Kultur Roms in Spiegel der neueren Forschung*, ed. Hildegard Temporini and Wolfgang Haase (New York: Walter de Gruyter, 1979), 2,19,2:126.
- [or]
- N. ²²Gary Porton, "Midrash: Palestinian Jews and the Hebrew Bible in the Greco-Roman Period," *ANRW* 2,19,2:126.
- B. Porton, Gary. "Midrash: Palestinian Jews and the Hebrew Bible in the Greco-Roman Period." In *Aufstieg und Niedergang der römischen Welt: Geschichte und Kultur Roms in Spiegel der neueren Forschung*, ed. Hildegard Temporini and Wolfgang Haase, 2,19,2:103-38. New York: Walter de Gruyter, 1979.

>>> ARTICLE IN A JOURNAL — 11.39-11.40; 8.99-103

- N. ²³Robert C. Tannehill, "The Disciples in Mark: The Function of a Narrative Role," *JR* 57 (1977): 386.
- B. Tannehill, Robert C. "The Disciples in Mark: The Function of a Narrative Role." *The Journal of Religion* 57 (1977): 386-405.

>>> ARTICLE IN A MAGAZINE — 11.41; 8.104

- N. ²⁴James W. Reapsome, "God's Calling Card: Sometimes Flashy, Sometimes Not," *ChrTo*, 18 September 1981, 30.
- B. Reapsome, James W. "God's Calling Card: Sometimes Flashy, Sometimes Not." *Christianity Today*, 18 September 1981, 30-31.

>>> ARTICLE IN A NEWSPAPER — SEE 11.44-45; 8.105-110

Since *The Shortcut* requires a bibliographic entry for every footnote, references should include the name of the author, if given, and the title, as shown in 8.105.

>>> BOOK REVIEW IN A JOURNAL — 11.46

- N. ²⁵John C. Cavadini, review of *Adam, Eve, and the Serpent*, by Elaine Pagels, *The Thomist* 53 (July 1989): 510.
- B. Cavadini, John C. Review of *Adam, Eve, and the Serpent*, by Elaine Pagels. *The Thomist* 53 (July 1989): 509-12.

>>> THESIS OR DISSERTATION — 11.55

- N. ²⁶Beverly J. Stratton, "Out of the Garden: A Feminist, Theological Study of Reading, Rhetoric, and Ideology in Genesis 2-3" (Th.D. diss., Luther Seminary, 1994), 25.
- B. Stratton, Beverly J. "Out of the Garden: A Feminist, Theological Study of Reading, Rhetoric, and Ideology in Genesis 2-3." Th.D. Diss., Luther Seminary, 1994.

>>> ELECTRONIC CITATIONS

The World Wide Web has become a major source of information in the twenty-first century. *The Chicago Manual of Style*, 15th edition (CMOS), attempts to address the growing use of online sources in academic work and offers these caveats when using online citations:

Permanence (17.5): "electronic content by its very nature will continue to be impermanent and manipulable.... Authors ... should therefore verify the accuracy of citations to electronic content as close to the publication date as possible."

Authority (17.6): "As for any other medium, authors should consider the publisher or sponsoring body when assessing electronic content. Content presented without formal ties to a publisher or sponsoring body has authority equivalent to that of unpublished or self-published material in other media."

Because of these two issues, the lack of permanence of such sources, and the questionable authority of much material available on the Internet, Luther Seminary encourages careful judgement in the use of electronic sources, especially self-published materials. Students should favor the print format over the electronic, if available, and use Internet resources with discrimination.

Proper forms for electronic citations, especially informally published materials, are still in a state of flux, but a few general guidelines are clear:

- *URL alone is insufficient as a citation.* CMOS states: “If only a URL is cited and that URL changes or becomes obsolete, the citation will have become just a more or less unintelligible string of characters....A complete citation must also indicate *what* a source is” (17.235).
- CMOS states that for informally published materials “include as much of the following as can be determined: author of the content, title of the page, title or owner of the site, URL” (17.237). The information should be listed in that order in the note and bibliographic entry.
- If no individual author can be determined, the owner of the site should be listed as author (CMOS 17.47 and 17.237).
- To determine the owner of the site, the researcher may need to surf the site for that particular information. Clicking on “Home” button on a given page is one fairly reliable way to access information about the owner of the site. This information might be considered comparable to searching for the publication information of a book; one must go to the front of the book or, in this case, the “front” of the web site in order to find information about the publisher or sponsor of the web site.
- CMOS offers these guides to break a URL at the end of a line: “the break should be made *after* a double slash (//) or a single slash (/); *before* a tilde (~), a period, a comma, a hyphen, an underline (_), a question mark, a number sign, or a percent symbol; or *before or after* an equals sign or an ampersand [&]. A hyphen should never be added to a URL to denote a line break, nor should a hyphen that is part of a URL appear at the end of a line” (17.11).
- *Luther Seminary requires the access date at the end of each online reference*, and strongly recommends students keep a printed copy of all materials cited from the Internet.
- URLs should be cut and pasted into documents to ensure their reliability; in notes and bibliographic references the hyperlink must be removed and text formatted in 12 point font for bibliography and correct font size for footnotes.

Online books (CMOS 17.142–147)

- N. ²⁷Martin Luther, *Large Catechism*, trans. F. Bente and W. H. T. Dau (1921; Project Gutenberg, 1999), part 1, First Commandment, http://www.gutenberg.org/catalog/world/readfile?fk_files=39332&pageno=6 (accessed July 16, 2005).
- B. Luther, Martin. *Large Catechism*. Translated by F. Bente and W. H. T. Dau. Project Gutenberg, 1999. http://www.gutenberg.org/catalog/world/readfile?fk_files=39332&pageno=6. First published in 1921 in *Concordia Triglotta* by Concordia Publishing House (accessed July 16, 2006).

This example is an electronic edition of an older work (no longer protected by copyright). The footnote gives 1921 as the original date of publication from which this online book comes; more complete information is given in the bibliography (CMOS 17.146 and 17.123).

- N. ²⁸Watchman Nee, *Incarnation, Inclusion, and Intensification* (Living Stream Ministry, 1997-2005), Chapter Three: An Extract of the Basic Divine Revelation in the Holy Scriptures, under "I. To Know the Processed and Consummated Triune God," <http://www.ministrybooks.org/books.asp?id=166&chapterid=0§ionid=1&pageid=1> (accessed June 24, 2005).
- B. Nee, Watchman. *Incarnation, Inclusion, and Intensification*. Living Stream Ministry, 1997-2005. <http://www.ministrybooks.org/books.asp?id=166&chapterid=0§ionid=1&pageid=1> (accessed June 24, 2005).

These online books have no page numbering, so additional information is included to help pinpoint the location of the material cited in the footnote. This information is omitted from the bibliographic entry. In the following example the publishing organization is listed as the author (see CMOS 17.47).

- N. ²⁹CIA, "Tanzania: People," in *The World Factbook 2005* (Central Intelligence Agency) <http://www.cia.gov/cia/publications/factbook/geos/tz.html#People> (accessed June 24, 2005).
- B. CIA. "Tanzania: People." In *The World Factbook 2005*. Washington, DC: Central Intelligence Agency. <http://www.cia.gov/cia/publications/factbook/geos/tz.html#People> (accessed June 24, 2005).

Note that for these examples, no publication place is listed in the footnote and the abbreviation "n.p." normally found in citations of print materials is omitted from the entries. CMOS allows this omission because online publications often do not have this information (17.146).

News and journal database (CMOS 17.359)

- N. ³⁰Paul O. Ingram, "On the Practice of Faith: A Lutheran's Interior Dialogue with Buddhism," *Buddhist-Christian Studies* 21 (2001): 45, <http://links.jstor.org/sici?sici=0882-0945%282001%2921%3C43%3AOTPOFA%3E2.0.CO%3B2-%23> (accessed July 16, 2005).
- B. Ingram, Paul O. "On the Practice of Faith: A Lutheran's Interior Dialogue with Buddhism," *Buddhist-Christian Studies* 21 (2001): 43-50, <http://links.jstor.org/sici?sici=0882-0945%282001%2921%3C43%3AOTPOFA%3E2.0.CO%3B2-%23> (accessed July 16, 2005).

This is an example of a service that provides a stable URL to access the item. These services (such as jstor and lexis-nexis) are usually available through libraries.

Electronic journals (CMOS 17.180–181)

- N. ³¹Stewart W. Herman, "Turn Abu Ghraib Inside Out?" *Journal of Lutheran Ethics* 4/9 (2004): par. 3, <http://www.elca.org/scriptlib/dcs/jle/article.asp?aid=498> (accessed July 16, 2005).
- B. Herman, Stewart W. "Turn Abu Ghraib Inside Out?" *Journal of Lutheran Ethics* 4/9 (2004): par. 1-17. <http://www.elca.org/scriptlib/dcs/jle/article.asp?aid=498> (accessed July 16, 2005).

This online journal has no page numbers, so the note and bibliography list the paragraph cited in the note and the total number of paragraphs in the article, respectively. The online version has each paragraph numbered. When there is no available page or paragraph number, if possible add a descriptive locator, such as subhead from the article. See CMOS 17.181, and the examples for online books, above.

Reference works online (CMOS 17.239)

- N. ³²The Catholic Encyclopedia, 1917, s.v. "Thomas Aquinas, Saint," <http://www.newadvent.org/cathen/14663b.htm> (accessed June 23, 2005).
- B. *The Catholic Encyclopedia*, 1917, s.v. "Thomas Aquinas, Saint," <http://www.newadvent.org/cathen/14663b.htm> (accessed June 23, 2005).
- N. ³³W. A. Wallace, J. A. Weisheipl, and M. F. Johnson, "Thomas Aquinas, St.," in *New Catholic Encyclopedia* (Thomson Gale) <http://find.galegroup.com.ezproxy.stthomas.edu/gvrl/infomark.do?&type=retrieve&tabID=T001&prodId=GVRL&docId=CX3407711070&eisbn=0-7876-7694-2&source=gale&userGroupName=stpaulsem&version=1.0> (accessed July 16, 2005). Also available in print version: W. A. Wallace, J. A. Weisheipl, and M. F. Johnson, "Thomas Aquinas, St." in *New Catholic Encyclopedia*, 2d ed. (Detroit: Gale, 2003), 14:14-15.
- B. Wallace, W. A., J. A. Weisheipl, and M. F. Johnson "Thomas Aquinas, St." In *New Catholic Encyclopedia*. Thomson Gale. <http://find.galegroup.com.ezproxy.stthomas.edu/gvrl/infomark.do?&type=retrieve&tabID=T001&prodId=GVRL&docId=CX3407711070&eisbn=0-7876-7694-2&source=gale&userGroupName=stpaulsem&version=1.0> (accessed July 16, 2005). Also available in print version: Wallace, W. A., J. A. Weisheipl, and M. F. Johnson, "Thomas Aquinas, St." In *New Catholic Encyclopedia*, 2d ed., 14:13-29. Detroit: Gale, 2003.

This online version of *New Catholic Encyclopedia* is available only through libraries subscribing to it. The print version is listed as a help to the reader. See CMOS 17.144.

Online newspapers, news services, and other news sites (CMOS 17.198)

- N. ³⁴Nolan Zavoral, "Lutherans, Catholics End 30 Years' Work," *Minneapolis Star Tribune*, November 1, 1999, <http://www.startribune.com/> (accessed July 16, 2005).
- B. Zavoral, Nolan. "Lutherans, Catholics End 30 Years' Work," *Minneapolis Star Tribune*, November 1, 1999. <http://www.startribune.com/> (accessed July 16, 2005).

Note that the URL in this example is the main entrance of the newspaper because the article itself is available from an online archive for a fee.

- N. ³⁵Reuters, "Hi-tech Cameras Snap Ancient Bible," *CNN.com*, June 23, 2005, <http://edition.cnn.com/2005/TECH/06/23/vision.monastery.reut/index.html> (accessed June 24, 2005).
- B. Reuters. "Hi-tech Cameras Snap Ancient Bible," *CNN.com*, June 23, 2005. <http://edition.cnn.com/2005/TECH/06/23/vision.monastery.reut/index.html> (accessed June 24, 2005).

For this news item, the site is CNN.com but the unsigned article originated from Reuters news service, which holds the copyright. Therefore, Reuters is listed as the author. The copyright information is listed at the bottom of the article.

Online magazines are handled in much the same way as their print versions, with the addition of the URL at the end of the reference. For more information, see CMOS 17.187.

Informally Published Materials (CMOS 17.234–37)

Because these types of sources are of questionable authority and lack permanence, they should be used sparingly. When they are used, the guiding principle is to provide as much information as possible to the reader. *The Chicago Manual of Style* recommends the following information: author of the content, title of the page, title or owner of the site, URL (17.237).

- N. ³⁶Felix Fabri, *The Book of the Wanderings of Felix Fabri*, "The Manner in Which Brother Felix Fabri Prepared for His Second Wandering or Pilgrimage to the Holy Land. Jerusalem, Sion, and Mount Sinai," Colorado State University Pueblo, <http://chass.colostate-pueblo.edu/history/seminar/fabri/fabri1a.htm> (accessed June 24, 2005). Print version: *The Book of the Wanderings of Felix Fabri (Circa 1480-1483 A.D.)*, trans. Aubrey Stewart, 2 vols. (London: Palestine Pilgrims' Text Society, 1896).
- B. Felix Fabri, *The Book of the Wanderings of Felix Fabri*. Colorado State University Pueblo. <http://chass.colostate-pueblo.edu/history/seminar/fabri/fabri1a.htm> (accessed June 24, 2005). Print version: *The Book of the Wanderings of Felix Fabri (Circa 1480-1483 A.D.)*. Translated by Aubrey Stewart. 2 vols. London: Palestine Pilgrims' Text Society, 1896.

In this example, the site is the text of a medieval pilgrim's diary to the Holy Land. The author is the medieval pilgrim Brother Felix Fabri, and the title of the work is in italics because it is an actual book title; it is listed next as the title of the page (which it is at this web address) and is followed by the subheading on the page in quotation marks; the subheading is included because this is the section of this very extensive writing that the researcher has cited. The original site (<http://chass.colostate-pueblo.edu/history/seminar/fabri/fabri1.htm>) was located by googling "Brother Felix Fabri." Finding the owner of the site, Colorado State University in Pueblo, required hitting the "Home" button at the bottom of this page, and again at the bottom of the new page that came up. The site is a list of online sources for a seminar class titled *Traveling to Jerusalem*. This is the type of research that is necessary to document clearly and accurately as an informally published, online source.

- N. ³⁷David Landry, "What's Wrong with The Da Vinci Code? One Biblical Scholar Responds," University of St. Thomas, <http://personal1.stthomas.edu/dtlandry/davinci/davincicode.htm> (accessed July 16, 2005).
- B. Landry, David. "What's Wrong with The Da Vinci Code? One Biblical Scholar Responds." University of St. Thomas. <http://personal1.stthomas.edu/dtlandry/davinci/davincicode.htm> (accessed July 16, 2005).

This example follows in a straightforward manner the citation elements recommended by CMOS. The author's name and title are clearly listed on the site. However, there is no "Home" button on the site, so to confirm that it is the University of St. Thomas that hosts the site, one must delete the final section of the web address on the web page ([davinci/davincicode.htm](http://personal1.stthomas.edu/dtlandry/davinci/davincicode.htm)) and then strike the enter key. David Landry's personal home page for the University of St. Thomas comes up on the screen.

The Chicago Manual of Style offers guidance on these additional types of electronic sources:

- Multimedia (17.270)
- CD-ROMS and DVD ROMS (17.271)
- Public documents (17.356)
- Databases (17.357-58)

**>>> UNPUBLISHED MATERIALS — 9.114-15; SEE ALSO 11.36
UNPUBLISHED REPORTS AND PROCEEDINGS**

- N. ³⁸Donald H. Juel, "The Image of the Servant-Christ in the New Testament," Paper presented at Luther-Northwestern Theological Seminaries, St. Paul, Minnesota, 6 April 1979.
- B. Juel, Donald H. "The Image of the Servant-Christ in the New Testament." Paper presented at Luther-Northwestern Theological Seminaries, St. Paul, Minnesota, 6 April 1979.

>>> SACRED TEXTS

The following “notes” appear in the text without note numerals:

(1 Kgs 10:12) [the preface to the paper indicates that this version or translation, e.g., the NRSV, is the source of the English biblical quotations unless otherwise indicated]

(Rom 1:16 NEB)

(1 Cor 13:5 NIV)

(2 Tim 3:6, 8 JB)

(Gen 22:10 LXX, Göttingen)

(Gen 22:10 LXX, Rahlfs)

(Luke 6:1 Nestle-Aland) [if preface indicates this edition is source of Greek quotations, then “Nestle-Aland” should be dropped]

(b. Sabb. 100a Epstein)

- B. *The Holy Bible: New Revised Standard Version*. New York: Collin’s, 1989.
- B. *The Holy Bible: New International Version*. Grand Rapids, MI: Zondervan Bible Publishers, 1978.
- B. *The New English Bible*. New York: Oxford University Press, 1961.
- B. *The Jerusalem Bible*. Edited by Alexander Jones. Garden City: Doubleday, 1966.
- B. *Septuaginta: Vetus Testamentum*. Edited by Academiae Scientiarum Gottingensis graece. Vol. 1-. Göttingen: Vandenhoeck & Ruprecht, 1931-.
- B. *Septuaginta: id est Vetus Testamentum graece duxta LXX interpretes*. Edited by Alfred Rahlfs. 8th ed. 2 vols. Stuttgart: Württembergische Bibelanstalt for the American Bible Society, 1965.
- B. *Novum Testamentum graece*. Edited by Eberhard Nestle, Erwin Nestle, Kurt Aland, and others. 27th ed. Stuttgart: Deutsche Bibelgesellschaft, 1993.
- B. *The Babylonian Talmud*. Edited by I. Epstein. 35 vols. London: Soncino Press, 1938-52.

>>> GREEK AND LATIN CLASSICAL WORKS AND MEDIEVAL WORKS –SBL 7.3.2-6

- N. ³⁹Boethius, *Commentaria in Topica Ciceronis* (PL 160.1046c-1048b).
- B. *Patrologia latina*. Edited by J.-P. Migne. 217 vols. Paris, 1844-1864.
- N. ⁴⁰Quintilian, *Inst.* 5.10.121.

- B. Quintilian. *Institutio Oratoria*. Loeb Classical Library. 1961. [preferred in *Chicago Manual of Style*, 16.55]
- N. ⁴¹Augustine, *The City of God* (LCL 6:305). [no subdivision below book and part levels are used so edition, volume in subset, and page are given; if quoting from the foreign language, you may use the foreign title, in this instance, *De civ. D.* (LCL 6:304)]
- B. Augustine. *The City of God against the Pagans*. 7 vols. Loeb Classical Library. 1960. [information is from the title page; the no. of vols. is not necessary but does clarify the volume no. used in the note]
- N. ⁴²POxy 1380.135-39. [document no. and lines]
- B. Grenfell, Bernard P., and Arthur S. Hunt. *Oxyrhynchus Papyri*. 1898-19-.

>>> LUTHER'S WRITINGS

See also STANDARDS FOR ABBREVIATION OF LUTHER'S WORKS (pages 20–21). A reminder: works for which abbreviations are used in the notes must appear in the LIST OF ABBREVIATIONS.

- N. ⁴³*Receiving Both Kinds in the Sacrament* (1522), in LW 36:240.
- B. Luther, Martin. *Luther's Works*. Edited by Jaroslav Pelikan and Helmut T. Lehmann. 56 vols. Philadelphia: Fortress Press; St. Louis: Concordia Publishing House, 1955-86.
- N. ⁴⁴*Von beider Gestalt des Sakraments* (1522), in WA 10/2:14.
- B. Luther, Martin. *D. Martin Luthers Werke*. Kritische Gesamtausgabe. Weimar: Herman Böhlaus Nachfolger, 1883-. [the volume count is not included since the set has not been finished]
- N. ⁴⁵WA,Br 1: no. 125. [the circumstances of the letter are referred to in the thesis text; use the letter no. rather than page no. in the citation]
[or]
- N. ⁴⁶Letter to George Spalatin, December 21, 1518 in WA,Br 1: no. 125. [the circumstances of the letter are *not* referred to in the thesis text]
- B. Luther, Martin. *D. Martin Luthers Werke*. Kritische Gesamtausgabe. *Briefwechsel*. 18 vols. Weimar: Hermann Böhlaus Nachfolger, 1930-85.
- N. ⁴⁷*Vorrede auf das Neue Testament* (1546), in WA,DB 6:9.
- B. Luther, Martin. *D. Martin Luthers Werke*. Kritische Gesamtausgabe. *Die Deutsche Bibel*. 12 vols. Weimar: Hermann Böhlaus Nachfolger, 1906-61.

- N. ⁴⁸WA,TR 4: no. 4317. [use the assigned number from the WA rather than the page no. in the citation]
- B. Luther, Martin. *D. Martin Luthers Werke*. Kritische Gesamtausgabe. *Tischreden*. 6 vols. Weimar: Hermann Böhlaus Nachfolger, 1912-21.

>>> LUTHERAN CONFESSIONAL WRITINGS

[See also STANDARDS FOR THE ABBREVIATION OF LUTHERAN CONFESSIONAL WRITINGS, pages 21–22.]

- N. ⁴⁹AC, Ger. 15:2, in BC, 48. [*Augsburg Confession*, Article 15, marginal number 2]
- N. ⁵⁰SA 3, 15:3, in BC, 326. [*Smalcald Articles*, Part 3, Article 15, marginal number 3]
- B. *The Book of Concord: The Confessions of the Evangelical Lutheran Church*. Edited by Robert Kolb and Timothy J. Wengert. Minneapolis: Fortress Press, 2000.
- N. ⁵¹AC, Lat. 20, in BSLK, 77-78. [citations from editions of the confessional writings other than Kolb and Wengert need include only the page number]
- N. ⁵²AC, Ger. 20, in BSLK, 79-80.
- B. *Die Bekenntnisschriften der evangelisch-lutherischen Kirche*. 10th ed. Göttingen: Vandenhoeck & Ruprecht, 1986.
- N. ⁵³Ap 13:13, in BC, 220-21. [*Apology of the Augsburg Confession*, Article 13, marginal number 13]
- N. ⁵⁴FC, Ep 1:8, in BC, 487. [*Epitome of the Formula of Concord*, Article 1, marginal number 8]
- N. ⁵⁵FC, SD 5:21, in BC, 585 [*Solid Declaration of the Formula of Concord*, Article 5, marginal number 21]
- N. ⁵⁶LC 3, 96, in BC, 453. [*Large Catechism*, Part 3, marginal number 96]
- N. ⁵⁷LC Pref. 5 (1528), in BC, 383. [The shorter preface of 1528, marginal number 5]
- N. ⁵⁸TPP, 67, in BC, 340-41. [*Treatise on the Power and Primacy of the Pope*, marginal number 67]

>>> SUBSEQUENT CITATIONS — 8.84-96

- N. ⁵⁹W. D. Davies, *Paul and Rabbinic Judaism: Some Rabbinic Elements in Pauline Theology* (London: S. P. C. K., 1977), 276-84.
- N. ⁶⁰*Ibid.*, 277.
- N. ⁶¹*Ibid.*, 278.
- N. ⁶²Lindars, *Apologetic*, 85. [a subsequent reference not immediately following first occurrence]
- B. ———. *A Modern Pilgrimage in New Testament Christology*. Philadelphia: Fortress, 1974. [a subsequent title in a bibliography —this title and the title preceding it were written by “Perrin, Norman.”]

INSTITUTIONAL JUDGMENTS

General

1. The preferred type font is Times New Roman 12.
2. Use these margins: 1½" on the left; 1" on the other sides.
3. Print on only one side of a sheet of paper.
4. Use italics rather than underlining.
5. Clarify the use of any abbreviations in the "List of Abbreviations" rather than in the text, notes, or bibliography.
6. When using an arabic page number, place it at the top right of a page except for the bottom center location on the first page of a chapter, the bibliography, and each appendix.
7. Translate all foreign language citations, words, and phrases following the citation in the original language.
8. For proper abbreviations of U.S. states, see T 2.13; but use the two-letter U.S. postal form in footnotes and bibliography: CMOS 15.29.
9. One space after a period that (1) ends a sentence; (2) concludes a section in a bibliography such as the author, title, and publication information; (3) abbreviates a person's first and middle name, such as: W. D. Davies.
10. Keep paper copies of all electronic sources cited.

Notes and Bibliography

1. Acknowledge the authorship of material used in your paper to avoid plagiarism. See T 5.2 and the section in the Luther Seminary Student Handbook entitled "Academic Honesty": http://www.luthersem.edu/student_services/handbook/policy/honesty.asp
2. Footnotes are the preferred method of citation. Consecutively number footnotes within each chapter.
3. Include in the bibliography citations to all footnoted material.
4. Cite in full the first appearance of a reference in the notes.
5. Do not underline or italicize "Ibid."
6. Use a shortened form of a citation in subsequent footnotes rather than *op. cit.*
7. Italicize titles of whole works but not series. This rule applies to both the spelled out and abbreviated titles and series (exceptions: modern editions of biblical versions and translations, for example, NRSV).
8. Translate foreign language designations for volumes and editions of monographs, serials, and periodicals. Use the English language equivalents—ask the Luther Seminary Library for guidance.
9. In alphabetizing Medieval and foreign names (e.g., "Thomas Aquinas," not "Aquinas, Thomas"; "Rad, Gerhard von" rather than "von Rad, Gerhard"), students should consult the Luther Seminary library catalog when in doubt about the proper way to list a name in the bibliography.

10. Translate foreign language places of publication. Use the English language equivalents—again, ask the Library for guidance.
11. Cite the first place of publication except where an American place is also given; then use this latter location.
12. No space after a period for certain abbreviations, such as Ph.D., U.S., n.p. (no place or no publisher), s.v. (sub verbo). See T 2.5 and 2.26.
13. In footnotes, use a semicolon between multiple citations.
14. Do not give the total pages of a book in the bibliography.

Ph.D. and M.Th. Thesis “Final Copy” Concerns:

1. Use a laser printer to produce the final copies.
2. An abstract of no more than 350 words is submitted as a part of the final copy of the Ph.D. thesis.
3. After written certification of the final copy by the library representative, submit the thesis copies in proper order for binding to the Graduate Theological Education Office. The copies must be on thesis quality paper (100% cotton, acid-free) and may be the originals or photocopies. For the Ph.D. thesis, submit three (3) copies; for the M.Th. thesis, submit two (2) copies.

APPENDIX

SETTING UP YOUR DOCUMENT IN MICROSOFT WORD

SETTING UP YOUR CHAPTER


How to number pages so that the first page of a chapter or bibliography is numbered at the bottom center and has a 2" top margin but subsequent pages of the chapter are numbered in the upper right hand corner with a 1" top margin (directions below are formulated for Microsoft Word 2003).

A. Create a unique first page header or footer for the first page in a document or the first page of each section within a document. This first page will have a 2" top margin because of how you set up the header, although your actual page top margin will be set at 1".

*BEST: If you set up your document when you begin, each subsequent section you begin should include the settings you have specified. This requires that you set a section break at the end of each chapter (Choose **Insert** from the **Menu Bar**, choose **Breaks...**, and under **Section break types** choose **Next page**).*

OR: If you need to add this formatting after you are finished with your document and sections have already been set up, either select multiple sections to make the change or click in each section separately to make the change section by section.

TWO WAYS to set up the formatting for a different first page:

*From the **View** menu*
*Click **Header and Footer***
*On the **Header and Footer** toolbar*
*click the **Page Setup** icon *
*Click the **Layout** tab*
*Select the **Different first page***
*check box, and then click **OK***



OR
*From the **File** menu*
*Click **Page Setup***

*Click the **Layout** tab*
*Select the **Different first page***
*check box, and then click **OK***

Be sure you can see the header and footer areas in your document.

*From the **View** menu click **Header and Footer***

Be sure you are on the first page to complete the formatting for your page numbering.

*You may need to click **Show Previous**  or **Show Next**  on the **Header and Footer** toolbar to move into the **First Page Header** area or **First Page Footer** area.*

B. Create the header and footer for the first page of the document or section.


*In this example, we want the header to create a 2" top margin. Place your cursor within the top header and go to **Format** and then **Paragraph**. Under **Spacing** choose under **Line Spacing: Exactly** and make **At: 112 pt**. Click **OK**.*

*To include a footer with centered page number place your cursor in the footer area.
It should say “First Page Footer” just above the boxed in footer area*

Type page number and format to be centered on the page

Type your first page of text. When your text continues to the second page:

C. Create the header and footer for subsequent pages of the document or section.

*To move to the header or footer for the rest of the document or section, click **Show Next**  on the **Header and Footer** toolbar. Then create the header and footer you need for subsequent pages. In the header, specify a page number aligned to the right and use **Format, Paragraph** as described above to set the **Line Spacing** exactly at **24 pt**.*

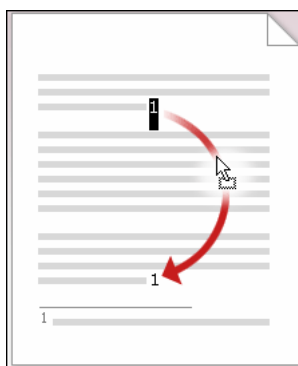
SOME TIPS REGARDING FOOTNOTES

A. How to delete a footnote:



Delete the note reference mark in the body of the document, not at the bottom of the document.

B. Move a footnote from one location in the document to another:



Click and drag the note reference mark in the body of the document from one place to another.

C. Avoiding the problem of footnotes appearing on the next page
(instead of the page where the footnote reference mark appears):

Move text in the body of the document to the next page

Use an endnote instead for lengthy comments (if use of both footnotes and endnotes is permitted)

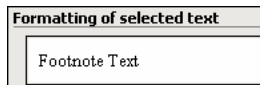
Create a footnote continuation notice to specify the footnote continues on another page

D. Modifying Footnote Text Style

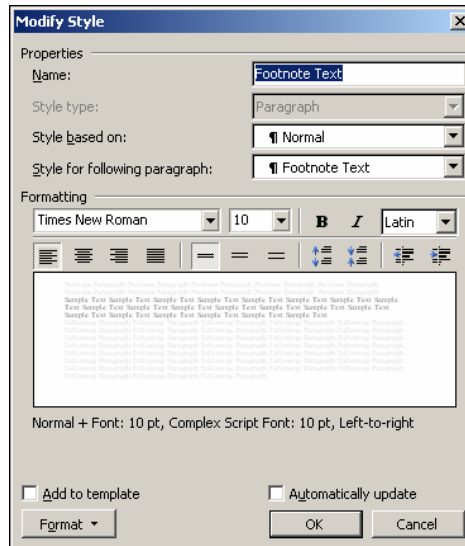
Place your cursor in the footnote text

*On the **Format** menu, click **Style**.*

*In the styles list, **Footnote Text** should be visible*



*As you move your cursor over that area
a dropdown menu arrow will appear on the right side.
Click the dropdown menu arrow and select **Modify***



Click on Format >>

A dropdown menu will appear, including the normal formatting selections:

Font... Paragraph... Tabs... Border... etc.

*Change the formatting to specify **Paragraph Indentation as Left, .5"**, **First Line**, and **Spacing, After: 12 pt**, then click **OK**.*

E. Footnote continuation notice:

*On the **View** menu, click **Normal**.*

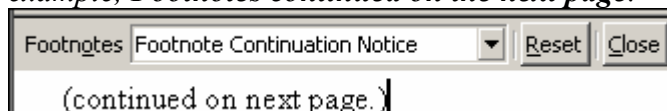
*Again on the **View** menu, click **Footnotes**. (one footnote must already be entered.)*

If your document contains both footnotes and endnotes, a message appears.

*Click **View footnote area** or **View endnote area**, and then click **OK**.*

*In the footnote pane, click **Footnote Continuation Notice** or **Endnote Continuation Notice**.*

*In the note pane, type the text for the notice, for example, **Footnotes continued on the next page**.*



You must click **Print Layout** on the **View** menu to see the continuation notice as it will appear in the printed document.

SETTING UP YOUR BIBLIOGRAPHY

Set up your margins and page numbering as you have done for your chapters.

For bibliography entries formatting, click on **Format**, then **Paragraph**. Under **Indentation** look for the box marked **Special** and set to **Hanging**. Close the box.

Begin typing a bibliographic entry. The second and subsequent lines will automatically indent when the lines wrap.

If you try to set up your bibliography by manually tabbing in the second and subsequent lines, you will have formatting problems whenever you have to edit an entry.

SETTING UP YOUR TABLE OF CONTENTS

On the **Format** menu, click **Tabs**. If the **Tab Stop Position** list at the left of the dialogue box shows any existing tab settings, click the **Clear All** button. Set a 0.3" left tab by typing the measurement in the box above the **Tab Stop Position** list and clicking **Left** under **Alignment**, **None** under **Leader**, and the **Set** button. Proceed in the same way to set a 0.6" left tab. Now enter a 6" tab and click **Right** under **Alignment** and **2** under **Leader**.

The tabs are now set. To list a chapter in the Table of Contents, type the chapter number, [Tab], the chapter name, [Tab], and the appropriate page number.

ADDITIONAL RESOURCES

Microsoft Office Word Help:

Often, one can find the help you need from the built in help topics provided with Word.

*From the **Help** menu click "Microsoft Office Word Help"*

Type in the topic you need help with in the "Search for" and press enter

The help function will bring up a series of items that make reference to your topic.

The following links were accessed on October 6, 2005:

Microsoft provides online training for setting up headers and footers. This tutorial includes sound, so you need to be seated at a computer with speakers or a headset.

<http://office.microsoft.com/training/training.aspx?AssetID=RC010216611033>

Creating a macro to meet specific requirements for document settings. These instructions are set up for court requirements, but could be easily used for course settings as well.

<http://office.microsoft.com/en-us/assistance/HA010744091033.aspx>

Demo: Delete the first-page header/footer or make them unique.

<http://office.microsoft.com/en-us/assistance/HA011542131033.aspx>

You will find other helpful demos and tutorials at the Microsoft web site.