



TRINITY THEOLOGICAL SEMINARY
LEGON GHANA

A GUIDE TO ACADEMIC WRITING

A GUIDE TO ACADEMIC WRITING

**Trinity Theological Seminary, Legon, Ghana
2019**

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INTRODUCTION

The Trinity Theological Seminary Legon, Ghana, is an institution for Christian training and higher education in theology. The Seminary is fully accredited by the National Accreditation Board (NAB) of the Ministry of Education and has a Presidential Charter to award its own degrees. The Seminary therefore strives to maintain high standards in teaching and research.

The purpose of this manual is to provide students in particular with a document that will guide them in preparing and producing acceptable academic work. It is also for the guidance of all others connected with the academic work of the Seminary to ensure acceptable standards of research and writing. As a guide, it does not include detailed provisions but contains the most essential basics of the Seminary's requirements in the area of research and writing. Users of the manual are therefore advised to consult faculty members and the Office of Research and Publications for any further details or explanations that may be required.

As a theological institution, Trinity focuses primarily on theological studies although religious studies are included in the curriculum. Research undertakings in the Seminary are therefore theological in nature but may be restructured, when necessary, to accommodate a multi-disciplinary approach to research. Since this manual has been prepared with a primary focus on theological research, the researcher is advised to seek necessary guidance on elected disciplines in such matters to ensure a smooth progress of work.

In academic writing, there are a number of different styles to choose from depending, in large measure, on the respective discipline and field of study. As indicated elsewhere in this manual, Trinity has adapted portions of the Chicago Manual of Style (CMS) to suit the seminary's needs. The student is therefore advised to get acquainted with this document in order to obtain maximum benefit.

CHAPTER ONE

GENERAL FORMAT

(ASSIGNMENTS, TERM PAPERS, PROJECT WORK, THESIS, DISSERTATION)

Formatting is an important aspect of academic writing. It involves the organisation of information according to indicated specifications in order to ensure some amount of uniformity in works presented. The researcher is expected to exhibit carefulness and allow adequate time for formatting, general checking, correction, and everything else required to produce an acceptable work. Among other things, the following practical and technical points are helpful in formatting:

1. Paper

Only white A4 size paper may be used in all official writing.

2. Typeface & Spacing

- The researcher must use only one side of the paper.
- Use double-space throughout the main text except for block quotations, captions, etc.
- All long quotations (>50 words or five lines or more) should be single-spaced, indented 0.5 inches or 1.25cm on both sides, and set off from the main text by a double space.
- Do not enclose a block quotation with quotation marks.

Pay attention also to the following usages:

- Double-spacing before subheadings.
- Single-spacing between the header indicating the CHAPTER

TITLE of the chapter.

- Double space after the TITLE of the chapter and the SUBHEADING.
- Double-spacing between the subheading level 1 and 2 and first line of text but single-spacing between Level 3 and 4 subheadings and the text.
- Single-spacing for the bibliography and allow one space between entries.

3. Font and Point Size

- Use TIMES NEW ROMAN throughout.
- A 12-point font size is recommended for the text.
- Chapter titles should be 14-point font size and Subheadings should be 12-point font size.
- Do not use block letters for subheadings.
- Block quotations are set in a 11-point typeface.
- Footnotes are set in a 10-point typeface.

4. Margins and Pagination

- Page numbers should be placed at the bottom right hand of the page.
- Assign each page a number.
- Arabic numbers are used for the main text and Roman numerals are used for the preliminary pages.
- Page numbers should appear without any embellishments and should match the font used for the work.
- The left-hand margin must be at least 3.cm or 1.2 inch to create room for binding.
- When photographs are mounted, the left-hand margin must be increased to 3.5cm.
- Justify the right margin when typing.
- It is desirable to leave 2.5cm or 1 inch at the top, right and bottom margins of the page.

5. Language

Use British English. Pay attention to spellings such as following

	<i>British</i>	<i>American</i>
-u	colour, armour, humour	Color, armor, humor
-re / -er	Threatre, centre	Theatre, center
-mme / -m	programme	program
-ize/ -ise	Familiarise, organise	Familiarise, organise
-ae	Anaemia, Encyclopaedia	Anemia, encyclopedia
-ce / -ze	Defence, offence, licence	defense, offense, license
-11 /-1	Counselling	counseling

6. Quotation marks

Use double quotation marks for quotes and single marks within a quotation.

All quotations should otherwise be consistent in spelling and capitalization with source.

Omit ellipses at the beginning and end of quotations, unless the sentence is deliberately incomplete. Use ellipses to indicate that material is missing within the quotation. Use three points only.

Example: Casca said: "There was more foolery yet ... in the play the lessons were good."

Do not write - Casca said: "... There was more foolery."

7. Foreign Languages and Transliteration

Candidates are expected to use standard fonts when referring to foreign words in Hebrew, Greek, French, Latin, etc. Transliterations must be of standard form and must be consistent throughout the research.

Ghanaian languages will require italics.

Use italic for all words or phrases given in a foreign language with its English translation in parentheses. Do not use quotation marks for the translation. Rather put the translation into parentheses or round bracket.

Example: *ʼm(gadol)*

ayam] (love) *doppelganger* (double) *komfo* (traditional priest)

8. Use of Italics

Italics must be used for the following:

1. Title of published book. This does not include the Bible or the books of the Bible, the Koran, long poems, plays, films, operas and oratorios, television and radio programmes (except individual episodes, which should be in quotation marks).

2. Names of ships but not the prefix (Example: *HMS Valiant*, *SS Oriana*).

3. Foreign words or phrases in an English sentence

4. When one wants to identify individual letters (Example: the letter /).

5. The title of a foreign-language work should be in italics, i.e. in the language in which it was written followed with an English translation of the title in parentheses.

6. Use italics for emphasis sparingly. It is usually possible to make your point without special emphasis.

Italics must **not** be used for the following:

1. Quotes that were originally not in italics.
2. Bible passages (that are not original in italics).
3. Names of institutions, organizations, proper nouns, title of articles; title of main chapters; title of short stories;
4. Apostrophes; possessives following an italicized word (Example: *akwaaba's*).
5. When a subheading is written in italic, it is not necessary to distinguish foreign words or phrases by the use of quotes. Instead, the foreign word or phrase should be the normal font. That is to say, if there is a foreign word in a subheading which is in italic, the foreign word should appear as a normal font.

9. Photocopies or Copied Material

1. Ensure that all photocopies attached to the document are clear and of high quality. It is important that the photocopies are set on each page with approximately equal margins all round. If this is not done it may be impossible to trim the pages properly.
2. Submit images as .tif or high-resolution .jpg files. Ensure that images meet the following minimum resolution guidelines:
 - Halftone/ colour images that are 300 dpi at print size.
 - Line diagrams/maps should be 600 dpi at print size.
 - Images should be cropped to remove any extraneous detail and should be free of watennarks, colour bars etc.

10. Photographs

1. The “use of photographic stamps” is a good method but not easy to attach to the work. Some photographs may also be mounted with PVA (polyvinyl acetate) based glue.
2. Photo glues should be “spot mounted” at the comers and middle, and not all over. Use adhesives sparingly to avoid transfer to other pages. Photographs attached with paste based adhesives (“Pritt sticks”) tend to dry out and become detached after a while.

11. Graphs and diagrams

Pages-size graph should be treated in the same way as plates with regard to numbering, caption and margins.

BINDING OF WORK

Temporary Binding

One copy of the completed and approved assignments and research must be submitted in comb-binding for examination.

Final Binding of Project Works /Theses /Dissertations

After examination, a corrected copy certified by the supervisor must be hardbound in the appropriate colour, with gold lettering on the spine giving the name of the candidate, the degree for which it is

presented, and the year in which the work was given final approval by the Seminary.

Colour of Binding

Programme

1. Master of Arts in Ministry (MAM):
2. Master of Divinity (MDiv):
3. Master of Arts in Theological Studies (MATS)
4. Master of Theology (MTh):
5. Doctor of Ministry (DMin):
6. Doctor of Philosophy (PhD):

Colour

Wine
Sea Blue
Brown
Dark-Army Green
Black
Red

Word Count

The approved number of words for the final research work for each programme is as follows:

In all cases, the number of words excludes table of content, bibliography, footnotes, and appendices.

1. MAM (Project Work) 15,000- 18,000 words
2. MDiv (Project work) 15,000- 18,000 words
3. MATS (Dissertation) 30,000 - 40,000 words
- 3 • MTh (Thesis) 40,000 - 45,000 words
4. DMin (Dissertation) 55,000 - 60,000 words
5. PhD (Thesis) 100,000-110,000 words

Submission of work

- 1 ■ The Candidate must sign the work followed by the signature of the supervisor (Please note that the supervisor's signature is an indication that the work is satisfactory and follows the approved guidelines and that he/she approves submission).
2. The work must also be signed by the Director of the particular programme as further approval that the work has been produced in accordance with the Seminary's guidelines.
3. Two signed copies of the hardbound work must be submitted to Office of the Academic Dean.

CHAPTER TWO

WRITING A PROPOSAL

Academic research always begins with a working title/topic and a proposal which is meant to justify your choice of the topic and to show its importance and significance. A proposal also describes the research you intend to undertake, how you intend to conduct the research as well as its scope and limitations. In addition, it formulates a specific research question that the researcher intends to answer, and sets out the appropriateness of methodology.

The proposal is intended to serve as a guide to the whole thesis. The proposal must be written such that it could form the basis of an introduction to the study. It is like a “summary” to the thesis. That means, when the proposal is properly developed, the candidate can have a clear guide on how to proceed with writing.

Language for Proposals

Proposals are normally to be written in the future tense. The future perfect progressive tense is used to talk about an action that would already have started and will still be happening by a certain time in the future.

General Notes

There are a number of things to keep in mind before writing a proposal. They include the following:

1. It is necessary to have a general “working topic” to begin the research. Once the work is underway, the topic could then be amended to suit what is in the material.
2. The Method/Approach to the Study.
Method/approach is the way the candidate goes about (or will go about) achieving the purpose of the study. Generally, approaches of study may involve the use of archives, secondary material, and interviews. It is not necessary to 11

state the names of libraries unless those libraries are noted for “particular” archival resources. If particular people have to be interviewed, state why their ideas are important to the study and how the interview was conducted.

3. The proposal must list bibliography/references in the following order:
 - a) Books (without pages) and chapters from books (with pages)
 - b) Journal Articles (with pages)
 - c) Thesis; Long Essays; and other Unpublished Sources
 - d) Media Resources: Television; Radio; Internet; CD; DVD; etc.

The Seminary accepts only the use of footnotes in the main body of the work and a bibliography at the end.

Elements of a Proposal

A proposal is an outline of the research work the student plans to do in the project work, thesis or dissertation. It is like a roadmap.

It is important that the proposal to the thesis, dissertation or project work provides a clear picture and understanding of what the work is about. To that end a good proposal must have the following important items:

[Note: A proposal for a PlID work may include some variations and additions. Refer to the Doctor of Philosophy Handbook)

1.0 Introduction

In no more than a paragraph or two, the introduction would need to place the topic of the thesis within its proper context in relation to the field of study. This introductory statement usually explains what the topic is about and, if not self-explanatory, what it means.

2.0 Research Background/Thesis Statement

The research background indicates the thesis statement. Every research work should have a main point, a main idea, or central message. The thesis statement is the sentence that states the main idea of a work that establishes the position of the researcher and gives the reader a sense of

direction. It often reflects an opinion or judgment that a writer wants to make.

A strong thesis statement gives direction to the paper and functions to inform readers of what will be discussed in the work. It is important to bring the thesis statement at the beginning of the work and not in the middle or at the end. Therefore, all chapters of the work should aim at explaining, supporting, and reflecting on the thesis statement.

3.0 Statement of the problem

Every research deals with a specific problem out of which a series of related questions may emerge. The central question of the thesis therefore needs to be stated very clearly and if necessary, any other subsidiary or related questions that will be addressed in the research. [The series of related questions to it must be explained]. These questions usually serve to guide the collection of data.

4.0 Objective/Purpose of the Study

The objective/purpose is a statement of what the research is aiming to achieve? It is a brief statement meant to explain the rationale or the function of the research. The aims and objectives of the study may be stated together with the purpose although the researcher may also choose to separate aims and objectives from the purpose and put them under separate headings.

5.0 Methodology

The method(s) or approach(es) used in the research must be clearly stated. This includes an indication and explanation of both primary and secondary sources and how data was collected and analysed. It is important also to state whether one embarked on the study as an “insider” or “outsider,” and what positive and negative effects the researcher’s position had on the gathering and interpretation of data.

Note: In Theological research, the methodology must be part of Chapter One and not a separate Chapter in the work.

6.0 Scope/Limitation of the Study:

This refers to the areas that the study covered within the broad field of

the topic of research. The scope of a research may also be called Limitation /Delimitation / Constraints: It outlines the areas that the research would focus on as well as the areas that would be left out. The limitation is not necessarily about the time and other constraints or the number of words or pages.

7.0 Significance/Relevance of the Study

The researcher must indicate the use and benefits to be derived from the completed work. It goes beyond the purpose of the work to indicate the specific new contribution the study will make to academia, Christian ministry and society generally.

8.0 Review of Relevant Literature

The literature review helps the candidate to read the works and critical voices of other scholars or writers on the field or subject of study. A literature review is different from a summary because the researcher engages critically with the material and makes independent views on it. The following questions are useful in the literature review exercise:

- Who are the major critical voices in the field of study?
- In what forms are the works of these major voices [and where can they be found?] (Books, presentations, papers, articles, and essays, journals, periodicals, volumes, etc).

Once these sources have been studied, the researcher proceeds to:

- Make a summary of what the writers have said on the subject of the study
- Offer a critique of the views summarized indicating strengths and weaknesses of the material
- Make an assessment of the material with regard to agreements, disagreements, and relevance to the research question. It may also include a comparative analysis between scholars or engagement with the ideas of the authors.

At the end of the review the researcher must give an indication of the progression of intellectual debate in the field of study and what his/her specific addition would be.

9.0 Definition of Terms and Expressions

A working definition of some key words and terms used in the work is sometimes necessary. The researcher must decide whether to include this or not.

10.0 Organization of the chapters

The work must be structured in chapters. Chapter One is usually made up of the introductory pages i.e. the contents of the proposal modified to suit the essay after completion of the project. The last chapter will be the concluding part.

11.0 Conclusion

The conclusion which is the last section of the work, restates the key ideas and findings in the work.

12.0 Proposed Bibliography

The student must show evidence of adequate knowledge of books, articles or other publications in the chosen area. This is to indicate that the student is aware of what others have written or said on the chosen subject. [The proposal must list bibliography/readings according to the following order:

- a) Books; chapters from books (with pages); Journal Articles (with pages)
- b) Thesis; Long Essays; and other Unpublished Sources
- c) Media Resources: Television; Radio; Internet; CD; DVD; etc.]

Length of a Proposal

It is however suggested that the length of the Proposal must be guided by the following:

- a) MAM: 2500-3000 words
- b) MDiv: 2500 - 3000 words
- c) MATS 3000-3500 words
- d) MTh: 3000-3500 words
- e) DMin: 4500 - 5000 words
- f) PhD: 4500 - 5000 words

The supervisor may in some circumstances advise the student or candidate on the approximate length of the Proposal.

Plagiarism

It is common knowledge that there is nothing new under the sun and knowledge is built upon from those who have gone ahead. The student who reads and gathers information can build upon them and come up with some new conclusions or some personal ideas. The researcher, however, must distinguish between the ideas borrowed from other people and one's own conclusions. It is unacceptable to represent someone's thoughts as one's own. Citing the sources where the ideas were taken from brings out such distinctions.

A researcher is guilty of plagiarism if s/he uses another author's research, idea, phrase, or sentence without proper acknowledgement or attribution, whether deliberate or not. Paraphrasing someone's sentence and failing to acknowledge it also amounts to near-complete plagiarism. Self-plagiarism is where a researcher uses one's own work submitted for another purpose in a new research work without duly acknowledging the source. The researcher is responsible for checking plagiarism to enhance the quality of the work.

Plagiarism is a serious offence and considered as intellectual theft and is abhorred by the Seminary and every other self-respecting academic institution. Any student guilty of plagiarism will face disciplinary action from the Seminary and this may result in the candidate's work being rejected or even dismissal from the Seminary.

CHAPTER THREE

PROJECT WORK / THESIS / DISSERTATION - MAJOR FORMATTING COMPONENTS

Chapter Headings and Sub-Headings

A new chapter should always commence on a fresh page. Titles should be in **capitals** (upper case) and centered. Sub-headings within chapters should be left-justified and in small letters (lower case).

General Content

A project work/thesis/dissertation normally consists of the following elements:

- Preliminaries
 - Title page
 - Abstract
 - Declaration
 - Dedication
 - Acknowledgements
 - Contents listings
 - table of chapters
 - list of illustrations
 - list of tables
 - list of abbreviations
- Main Text
- End Pages
 - list of references/bibliography
 - appendices

Detailed Content

The Title Page

1. the name of the institution is at the top of the page. Allow 1 inch or 2.5 cm from the name of the institution to the title. The title of the project work/ thesis/ dissertation followed by the name of the author. Allow 1.5 inches or 4cm from the title to the name, and about 1 inch or 3cm space to the statement of the degree for which it is submitted. The date comes at the bottom right corner.

Here is an example:

<p>TRINITY THEOLOGICAL SEMINARY, LEGON</p> <p>CHRISTIANITY AND GENDER: A HISTORICAL STUDY OF WOMEN'S ORDINATION IN THE ANGLICAN CHURCH IN GHANA</p>
<p>(Single spacing; font 18)</p>

<p>By</p>
<p>Mercy Araba Kinsford</p>
<p>(font 16)</p>

<p>A Project Work submitted to the Trinity Theological Seminary, Legon In partial fulfillment for the degree of MASTER OF ARTS IN MINISTRY</p> <p>(font 14)</p>

June 2011
(font 14)

2. Centre all other elements, except the date. The title should be designed in a “V-Shape”. The title should be capitals with font size 18. The student’s name is written with font size 16. The note of submission should have a 14-point font size in lower cases while the name of programme remains capitals. The date is right aligned and remains at 14-point font size. The bottom right-hand corner should state department (if any), and year of submission, with each element being given on a separate line.
3. Give full name on the title page, as it will appear on the certificate. This also facilitates tracing the dissertation if someone wishes to consult it at a later date.

Abstract

- An abstract is a succinct summary of the work containing all of the important concepts and conclusions of the work.
- It must include the focus of study, methodology and key findings.
- It should immediately follow the title page.
- The Abstract should be about 200-250 words and singlespaced.
- The title of the dissertation, thesis or project essay should appear in bold face, centered, and lower case with each key word starting in capitals.
- The name of the student must be normal face (not bold) and centered. The first line of the text should not be indented.
- Do not provide paragraphs in the Abstract.

See the next page for an example:

**Christianity and Gender: A Historical Study of Women’s Ordination in
the Anglican Church in Ghana**

By

Mercy Araba Kinsford

Abstract

The ordination of women has been a topical issue in world Christianity since the era of the early church. Biblical and cultural arguments have both been invoked to either support or deny women the ordination in the church. In Ghana the historic mission churches inherited the tradition of not ordaining women from their missionary forbears. The older African Independent Churches (AICs) broke with that tradition as many women became founders, leaders, and prophetesses of AICs. This study looks at the historical developments leading up to the ordination of women in the Anglican Church on May 1, 2010. Personal interviews, Accra Diocesan Church records, and interactions with the new ordained women reveal that the journey has been arduous and full of uncertainties. Our findings reveal that although the ordination of the first three women has not gained unqualified acceptance, a majority of people have come to understand there is no biblical teaching that strictly forbids women from being ordained in the church as ministers of the gospel. Indeed the ordination of women is one way by which the church is able to justify her theological position that the Kingdom of God is gender inclusive and that God can use anyone—male or female to accomplish his tasks of ministry for the growth of the church.

Declaration

The declaration page should attest that the work has not been submitted to any other institution and must indicate the candidate's responsibility for the final work.

The Declaration page should provide a space for the supervisor(s) and programme Director's signatures.

Example:

DECLARATION
<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;">I do hereby declare that except for references to other secondary materials, which have been duly acknowledged, this project work is the result of my personal research and it has not been previously presented either in whole or in part to any other institution for the award of another degree.</div> <div style="border: 1px solid black; padding: 10px;"><p>Signed:</p><p>.....</p><p>..... Write Name of Candidate Date.....</p> <p>.....</p><p>..... Write Name of Supervisor Date.....</p> <p>.....</p><p>Write Name of Director of Programme Date.....</p> <p>.....</p><p>..... Write Name of Academic Dean Date.....</p></div>

Dedication

A dedication is entirely optional. If one is provided, the Dedication page should follow the Declaration page.

Acknowledgements

You may wish to acknowledge any substantial assistance that you may have received in the course of your research. Inclusion of acknowledgments - to whom, and the precise wording - is a matter for the researcher's own discretion, and should follow the Dedication page.

Content Listings

1. Table of Contents

A table of contents, and if needed a list of illustrations and a list of tables, should always be included and should follow the acknowledgements. These are the last of the Roman numeral numbered preliminary pages. Content listings are extremely important. Unlike a book, a dissertation has no index. The table of contents should show chapter and section titles (if any), demonstrating the relationship of the parts to each other by (if appropriate) indentation and numbering.

Show Chapter titles, headings and subheadings only up to Level 2 (ie exclude Level 3 and Level subheadings in the Table of Contents). All should be in font 12-point. Subheadings should correspond precisely with those used in the body of the work.

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2. *List of Tables*

If appropriate a list of tables should follow the list of illustration on a separate unnumbered page.

3. *Other Preliminary listing*

It may be advisable to include the pages where other lists can be found at this point. For example, Abbreviations, Definition of terms, Symbols, Pictures. By placing them at the front, readers are alerted to their existence and can return to them when they need to be reminded of their meaning.

The Main Body

The main body of the text follows the preliminaries. As has been indicated earlier, this guide is not concerned with the content and standard requirements of a dissertation. Within the text, however, it may be necessary to indicate additional information or acknowledge other sources.

Candidates must note, however, that the proposal can be reworked to be the Introduction of the main work. In this light, the introduction and conclusion of the proposal would not feature in the main work.

Headings and Sub-Headings

Headings must be differentiated to indicate their order of importance. Make sure the various categories of heading (chapter headings, subheadings and sub-subheadings) are clearly indicated and consistent.

Primary heading'. Centered; capitals; single-spaced. This is not numbered.

Level 1 subheading'. left align, boldface, lower case —headline style, numbered in Arabic numerals. For example - 1.0; 1.1; 1,2; 1,3; 2.0; 2.1; etc.

Level 2 subheading', left align, lower case —headline style and normal face, numbered in Arabic numerals - For example:

1.1.1; 1.1.2; 1.1.3;2.1.1

Level 3 subheading: left align, lower case, italics — numbered in Arabic numerals. This numbering is put in half bracket. For example 1); 2); 3); etc

Level 4 subheading: left align, lower case, italics, indented like a paragraph, Arabic numerals in full bracket. For example (1); (2); (3).

The Chapter titles should be CAPITALS with BOLD cases. Do not underline titles or subheadings. The text for the sub-headings should be font 12. Do not use bold styling or italics in the main text except for emphasis or when it appears so from a source text. The first fine after a subheading should not be indented but subsequent paragraphs should be indented.

References and Referencing Systems

The acceptable referencing style of the Seminary is the Chicago Manual of Style. The use of any other style, if necessary, must be approved by the Seminary.

Referencing is an essential of academic scholarship. Intellectual honesty demands that authors identify their sources. Referencing has three main functions

- (a) to acknowledge an intellectual debt to another author from whose work the researcher has cited, either explicitly or implicitly;
- (b) to support specific facts or claims which the researcher has made in The text;
- (c) to enable the reader to find sources to which the researcher has referred.

Failure to identity sources upon which you draw is plagiarism, the most serious of academic offences, and a breach of copyright law. A dissertation that embodies plagiarism will almost certainly be rejected.

The essential elements of a reference always include an author statement and the title of the book or periodical/article. For a book this is followed by an edition statement, the place of publication, the publisher and the date of publication. For a periodical you should cite the title, publication year, volume, issue number and page numbers.

Footnotes

Footnotes are generally indicated by small inset numbers above the line placed at the end of a sentence. The numbering is often sequential. Footnotes in 10-point font are acceptable for dissertations, thesis, and project essays. Use TIMES NEW ROMAN fonts for the footnotes (ie the font type should be consistent with the normal text of the paper).

There should be one space between the number and the footnote text. Use single spacing for footnote entries. Do not separate one entry from the next number with a space.

Numbering for footnotes may continue into each new chapter or numbering can begin anew for each chapter.

The researcher must note the difference between *reference* notes and *content* notes. In a footnote, the source of material included in a content note may be worked into a sentence or may follow as *a* separate item. Content notes, however, provide information that could disrupt or unnecessarily complicate the text. They may point out a contrast or discrepancy, give further explanations, or indicate sources for further study.

Do not use **ibid** and **on cit** anywhere in the work. Although it is not out of place to use them elsewhere, they are virtually going out of fashion and some institutions and publishers discourage authors from using them. (See Chapter Four for further directions)

Bibliography

Except the first line, indent subsequent lines of bibliographical entries. See next page for an example:

BIBLIOGRAPHY

Adutwum, Ofbsu. "The Old Testament and Witnessing to Jesus Christ."
Trinity Journal of Church and Theology 1.1 (June 1991): 1-7.

Alien, Leslie C. *Psalms 101-150*, Word Biblical Commentary 21. Texas:
Word Books, Publisher, 1983.

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Concerns" in *The Bible in Africa: Transactions, Trajectories and*

Trends. Edited by Gerald O. West and Musa W. Dube. 457-473. Boston, Leiden: Brill Academic Publishers, 2001.

Asamoah-Gyadu, J. Kwabena. "Broken Calabashes and Covenants of Fruitfulness: Cursing Barrenness in Contemporary African Christianity." *Journal of Religion in Africa* 37.4 (2007): 437- 460.

- " 'On the Mountain' of the Lord' - Healing pilgrimages in Ghanaian Christianity." *Exchange* 36.1 (2007): 65-86.

. " 'To Drum or not to Drum': Traditional Festivals, Christianity and Clashes over Religious Silence in Ghana." *Trinity Journal of Church and Theology* 15.2 (July 2005): 106-116.

Atkinson, David J., David F. Field, Arthur Holmes, Oliver O'Donovan. *New Dictionary of Christian Ethics and Pastoral Theology*. Illinois: Inter Varsity Press, 1995.

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_. *Notes on the Old Testament - Explanatory and Practical Commentary: Psalms*, 3. Grand Rapids: Baker Books, 1974.

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Briggs, Charles A. and E. G. Briggs. *A Critical and Exegetical Commentary -The Book of Psalms* 1, ICI. Edinburg: T & T Clark, 1906.

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Commentary. General Editor Tokunboh Adeyemo, 851. Kenya: WordAlive Publishers, 2006.

Chisholm, Robert Jr. "A Theology of the Psalms." In *A Biblical Theology of the Old Testament*. Edited by Roy B. Zuck, 257- 304. Chicago: Moody Press, 1991.

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Jawett, Sarah Ome. "The Country of the Pointed First." Kindle Edition, 1999. Accessed 15 August 2000. <http://www.bartleby.com/l 25>.

Nydam, Roland J. "Adoptees Come of Age: Living Within Two Families." Louisville: Westminster John Knox Press, 1999. Accessed 8 July 2005. <http://www.netlibrai.com>.

UNPUBLISHED SOURCES

Asamoah-Gyadu, J Kwabena. " 'The Promise is for You and Your Children': Pentecostal Spirituality, Mission and Discipleship in Africa." Paper presented at the West Africa Consultation of Edinburgh 2010 at Akrofi-Christaller Institute of Theology, Mission and Culture, March 23, 2009.

Paragraphs

Do not leave spaces between paragraphs. Indent the first line of a new paragraph consistently (except immediately after a heading, or after an extract if the sense of the paragraph continues from the extract, when the paragraph should start flush with the left-hand margin). Avoid too many short paragraphs. Where there is a new paragraph after the quote, the first line should be indented.

Use block paragraph in the text only when it is a quotation ie when it is 5 lines or more and should be indented. (A block paragraph is where a space is left between one paragraph and another). This means that all quotations that are more than four lines should be indented right, and the font size should be reduced from 12 to 11. The indented text must not be set within quotation marks.

For example:

24 Covenant between God/Human

A covenant is normally understood as "a binding and solemn agreement made by two or more

individuals or parties to do or keep from doing a specified thing; a compact." It is similar to a pledge. The term derives from the Latin *covenire*, meaning "to convene, meet together, to assemble for a common purpose."

The Hebrew transliteration *berit* is not easy to define and is more comprehensive than what the English Dictionary presents. The root *brt* suggests several meanings. According to John Goldingay,

A covenant is a solemn formal commitment made by one party to another party, or by two parties to one another; its seriousness is normally undergirded by an oath and/or rite undertaken before God and/or before other people. A covenant is thus a little like a contract, but the commitment is moral, not legal. It lacks the legal framework and protection of a contract; we do not usually think of suing someone for failing to keep a covenant.⁵

This means that the moral element of a covenant makes it binding although it is not put in the form of a legal contract.

Do not *italicize* or bold quotations if that is not how they appear in the original work. If the candidate decides to emphasize a point in a quotation by putting a particular word or phrase in *italics*, it must be made clear in the footnotes that the italics are not original. If the italics are in the original quotation, the candidate should indicate it in the footnote that the italics are original.

Tables and Graphs

Tables may be placed at the appendix on separate sheets. Some tables, however, may be integrated with the text if directed by the supervisor. Where a table is used, the text should make reference to the particular table under discussion. ■

Tables should be referred to by number and not as “the table above”, “the following table” etc. All explanatory notes should appear beneath the table (denoted as a, b, c etc.) rather than being styled as footnotes or endnotes.

Table headings should use headline capitalization with no full stop at the end. The source of the table should go beneath the notes, with the

word ‘Source’ followed by a colon. For example:

Smith lists four levels of English (see Table 1) and suggests that academic writing belongs to the category labelled ‘standard’.

Scholarly Writing

<i>Formal</i>	<i>Standard</i>	<i>Colloquial</i>	<i>Slang</i>
superlative	excellent	first-rate	cool
exacerbating	irritating		bums me up
deranged	irrational	crazy	nuts

Table 1: From formal to slang style

Source: KV Smith, *Academic Writing and Theological Research: A Student Guide* (Johannesburg: SATS Press, 2008), 36.

Figure 6

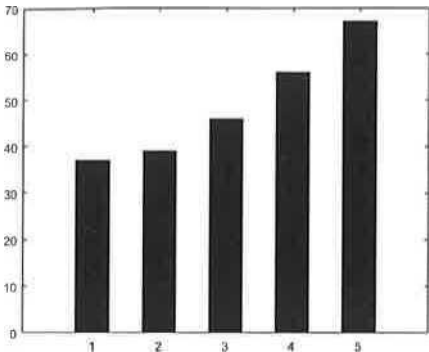


Figure 6: Showing increases in church membership growth for 5 years

Appendices

Appendices and Special Notes may in effect be interchangeable. Appendices are often used for information which is supportive in nature and will impede the progress of the reader in the main text. They are especially useful for

readers who require greater clarification. Therefore, they can be used as follows:

- (a) for explanations and elaborations which are too long for footnotes, but are not essentially parts of the text;
- (b) texts of documents, laws etc. which illustrate the text;
- (c) long charts or tables of test-data, specifications for equipment and materials used, etc.

Transforming a proposal to chapter one

TTS normally prefers that the proposal be transformed into chapter one of the main work. Since a proposal is a blueprint or a plan for a study that has not yet been conducted, any reference to your study needs to be in the *future* tense. The main work cannot be in the future because it is displaying the actual work. Hence, the present perfect is

desirable.

However, reporting on some work that has been published can be in the *past* tense. Notwithstanding, any statement regarding a theory, programme, concept, or policy that is still in effect, should be in the *present* tense.

Proposal have an introduction and a conclusion. When reshaped into chapter one, the introduction and conclusion goes off. The entire proposal becomes an introduction to the main work.

CHAPTER FOUR

FOOTNOTES & BIBLIOGRAPHY

This chapter features examples of the use of footnotes when a source is cited initially and its subsequent citation. It also shows how bibliographical entries are made.

A Book

Footnote

¹ J. O. Y. Mante, *Essays on Philosophical Theology* (Accra: SonLife Press, 2011), 15.

² John D.K. Ekem, *Priesthood in Context* (Hamburg: Lottbeck, 1994), 14.

Subsequent citation

³ Mante, *Essays on Philosophical Theology*, 33.

⁴ Ekem, *Priesthood in Context*, 161.

litblio^raphy

Ekem, John D.K. *Priesthood in Context*. Hamburg: Lottbeck, 1994.

Mante, J. O. Y. *Essays on Philosophical Theology*. Accra: SonLife Press, 2011.

Two to Three Authors of the Same Work

Footnote

¹ Yaw Attah Edu-Bekoe and Enoch Wan, *Scattered African Keep Coming: A Case Study of Diaspora Missiology on Ghanaian Diaspora and Congregations in the United States of America* (Portland, OR: Institute of Diaspora Studies, 2013), 20.

² John D. Kwamena Ekem and Seth Kissi, *Essentials of Biblical Greek Morphology - With cm Introductory Syntax* (Accra: SonLife Press, 2015), 33.

Subsequent citation

³ Edu-Bekoe and Wan, *Scattered African Keep Coming*, 31.

⁴ Ekem and Kissi, *Essentials of Biblical Greek Morphology*, 34.

Bib/io^rudy

Edu-Bekoe, Yaw Attah, and Enoch Wan. *Scattered African Keep Coming: A Case Study of Diaspora Missiology on Ghanaian Diaspora and Congregations in the United States of America*. Portland, OR: Institute of Diaspora Studies, 2013.

Ekem, John D. Kwamena, and Seth Kissi. *Essentials of Biblical Greek Morphology - With an Introductory Syntax*. Accra: SonLife Press, 2015.

Four or more Authors of the Same Work

For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by *et al.* (“and others”):

Footnote

¹ Barbara Aland et al., *The Greek New Testament*, 4th Edition (New York: United Bible Society, 1994), 6.

Bib/io^rap/y

Aland, Barbara, Kurt Aland, Johannes Karavidopoulos, Carlo M. Martini, and Bruce M. Metzger. *The Greek New Testament*, 4th Edition. New York: United Bible Society, 1994.

Editor or Compiler

Footnote

¹ Richmond Lattimore (trans.), *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91-92.

² Lattimore, *Iliad*, 24.

bibliography

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

Introduction, Preface, or Postscript as part of a Book Footnote

¹ David NA Kpobi, Foreword to *Thesis Writing: Addressing some Common Challenges of Students* by Seth Kissi (Accra: Paper and Ink Media, 2014),

23.

² Kwesi A. Dickson, *Postscript to New Testament Concepts of Atonement in an African Pluralistic Setting*, By John D.K. Ekem (Accra: SonLife Press, 2005), 127.

Subsequent citation

³ Kpobi, "Foreword," 23.

⁴ Dickson, "Postscript," 128.

Bib/ioffnpfy

Dickson, Kwesi A. *Postscript to New Testament Concepts of Atonement in an African Pluralistic Setting*, By John D.K. Ekem. 127-128 Accra: SonLife Press, 2005.

Kpobi, David N.A. *Foreword to Thesis Writing: Addressing some Common Challenges of Student*, By Seth Kissi. 23-24 Accra: Paper and Ink Media, 2014.

Book Review in a Journal

Footnote

¹ David N.A. Kpobi, book review on *Scattered African Keep Coming: A Case Study of Diaspora Missiology on Ghanaian Diaspora and Congregations in the United States of America*, by Yaw Attab Edu- Bekoe and Enoch Wan in *Trinity Journal of Church and Theology* 18.4 (2015): 138.

Bib/io^raphy

David N.A. Kpobi. Book review on *Scattered African Keep Coming: A Case Study of Diaspora Missiology on Ghanaian Diaspora and Congregations in the United States of America*. By Yaw Attah Edu-Bekoe and Enoch Wan. *Trinity Journal of Church and Theology* 18.4 (2015): 138.

Translated Work originally written in another Language Footnote

¹ Hermann Gunkel and Joachim Begrich, *Introduction to Psalms*, trans. James D. Nogalski (Macon, Georgia: Mercer University Press, 1998), 20.

² Nelson Glueck, *Hesed in the Bible*, trans. A Gottschalk (Cincinnati: Hebrew Union College Press, 1967), 25.

Subsequent citation

³ Gunkel and Begrich, *Introduction to Psalms*, 44.

⁴ Glueck, *Hesed in the Bible*, 36.

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Gtinkel, Hermann, and Joachim Begrich. *Introduction to Psalms*. Translated by James D. Nogalski. Macon, Georgia: Mercer University Press, 1998.

Chapter in an Edited Book

Footnote

¹ Musa W. Dube, “Grant Me Justice: Towards Gender- Sensitive Multi-sectoral HIV/AIDS Readings of the Bible” in *Grant Me Justice- HIV/AIDS and Gender Readings of the Bible*, eds. Musa W. Dube and Musimbi R.A. Kayanro (Geneva: Cluster Publications, 2000), 7-8.

² Trnyiko S. Maluleke, “The Bible among African Christians: A Missiological Perspective,” in *To Cast Fire upon the Earth: Bible and Mission Collaborating in Today’s Multicultural Global Context*, ed. Teresa Okure (Pietermaritzburg: Cluster Publications, 2000), 87-112.

³ John DK Ekem, “Developing an Akan Study Bible Material on 1 Corinthians 11:2-16,” in *Interacting with Scriptures in Africa*, eds. Jean-Claude Loba-Mkole and Ernst Wendland (Nairobi: Acton, 2005), 102-122.

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Dube, Musa W. “Grant Me Justice: Towards Gender- Sensitive Multisectoral HIV/AIDS Readings of the Bible.” In *Grant Me Justice: HIV/ AIDS and Gender Readings of the Bible*. Edited by Musa W. Dube and Musimbi R.A. Kayanro. 3-24, Geneva: Cluster Publications, 2000.

Ekem, John D.K. "Developing an Akan Study Bible Material on 1 Corinthians 11:2-16." *Interacting with Scriptures in Africa*. Edited by Jean-Claude Loba-Mkole and Ernst Wendland. 102- 122. Nairobi: Acton, 2005.

Maluleke, Tinyiko S. "The Bible among African Christians: A Missiological Perspective." In *To Cast Fire upon the Earth: Bible and Mission Collaborating in Today's Multicultural Global Context*. Edited by Teresa Okure. 87-112. Pietermaritzburg: Cluster Publications, 2000. <•

Article in a Journal

Footnote

¹ John Abedu Quashie, "Imposters in the Pulpit: A Critique of Preaching in Contemporary Ghanaian Christianity," *Orita: Ibadan Journal of Religious Studies* 46.1&2 (2014):33-49.

² Seth Kissi, "The Relevance of 1 Corinthians 7 for Sex in Marriage and Christian Spirituality in Africa," *Journal of Applied Thought* 3 (2013):43.

³ Mark S. Aidoo, "When the Celebrity is without a Friend: Expanding the Tensions of Social Justice in Job 29-31" *Touch Trinity Journal* 16.1 (2013): 31.

⁴ Frederick Mawusi Amevenku, "Faith Healing in Ghanaian Christianity: An Examination of Attitudes and Practices based on an Exegesis of James 5:13-18," *Trinity Journal of Church and Theology* 18.4 (2015): 89.

⁴ Aidoo, "When the Celebrity is without a Friend," 40.

⁵ Kissi, "The Relevance of 1 Corinthians 7 for Sex in Marriage," 46.

⁶ Amevenku, "Faith Healing in Ghanaian Christianity," 90.

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Aidoo, Mark S. "When the Celebrity is without a Friend: Expanding the Tensions of Social Justice in Job 29-31" *Touch Trinity Journal* 16.1 (2013): 16-33.

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Kissi, Seth. "The Relevance of 1 Corinthians 7 for Sex in Marriage and Christian Spirituality in Africa." *Journal of Applied Thought* 3 (2013):43-63.

Article in an Online Journal

Include a DOI (Digital Object Identifier) or URL if the journal provides one. A DOI or URL is a permanent ID that, when written in the address bar of an Internet browser will lead to the source. Include the date you access the material.

Footnote

¹ Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," *American Journal of Sociology* 115 (2009): 411, accessed February 28, 2010, doi: 10.1086/599247.

² Kossinets and Watts, "Origins of Homophily," 439.

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Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115 (2009): 405-50. Accessed February 28, 2010. doi:10.1086/599247.

From a Dictionary

Footnote

¹T. Swart and C. Van Dam, "hamas," in *New International Dictionary of Old Testament Theology and Exegesis*, 2, gen. ed. Willem A. VanGemenren (Carlisle, UK: Paternoster, 1997), 177.

² Stanley D. Walters, "Jacob Narrative," *Anchor Bible Dictionary*, 3 ed. David Noel Freedman (New York: Doubleday, 1992), 599.

³ Henry W. Holloman, *Kregel Dictionary of Bible and Theology* (Grand Rapids: Kregel Publications, 2005). s.v. "shame."

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From an Anonymous Work (or Without Author's Name) Footnote

"Job 19:23-24," *The Geneva Bible: A Facsimile of the 1560 Edition* (Madison: University of Wisconsin Press, 1969), 33.

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¹ *The American Heritage English as a Second Language Dictionary* (Boston: Houghton Mifflin Company, 1998), s.v. "prayer."

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¹ John Abedu Quashie, "Caring for Akan Marriages: A Critique of the Approach to Pastoral Care of Marriages by Selected Christian Organisations in Ghana" (PhD Dissertation; University of Birmingham, UK, 2002), 56.

² Mark S. Aidoo, "The Imprecations of the Psalmist: An Exegetical Study of some Selected Psalms and its Cultural Implications for some Mfantse Communities in Ghana" (MTh Thesis; Trinity Theological Seminary, Legon- Ghana, 2009), 37.

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Aidoo, Mark S. "The Imprecations of the Psalmist: An Exegetical Study of some Selected Psalms and its Cultural Implications for some Mfantse Communities in Ghana." Master of Theology Thesis.

Trinity Theological Seminary, Legon- Ghana, 2009.

Quashie, John Abedu. “Caring for Akan Marriages: A Critique of the Approach to Pastoral Care of Marriages by Selected Christian Organisations in Ghana.” Doctor of Philosophy Dissertation. University of Birmingham, UK, 2002.

From an Unpublished Work

Footnote

¹ J. Kwabena Asamoah-Gyadu, “‘The Promise is for You and Your Children’: Pentecostal Spirituality, Mission and Discipleship in Africa” (Paper Presented at the West Africa Consultation of Edinburgh 2010 at the Akrofi-Christaller Institute of Theology, Mission and Culture, March 23-23, 2009), 12.

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Where Multiple Works are Cited in a Text (If a sentence has several cited texts, it is acceptable to gather the citations in one note at the end of the sentence). In the text, it can be written, for example:

Scholars such as Alter, Grossberg, Petersen, Berlin, and Schokel have affirmed that Hebrew poetry takes full advantage of language, tightens and expands possibilities of feelings, and allows the expressions to speak for its self. ¹

Footnote

¹ Robert Alter, *The Art of Biblical Poetry* (New York: Basic Books, 2011), 3-4, 112; Daniel Grossberg, *Centripetal and Centrifugal Structures in Biblical Poetry*, SBLMS 39 (Atlanta: Scholars Press, 1989), 5; David L. Petersen and Kent Harold Richards, *Interpreting Hebrew Poetry* (Minneapolis: Fortress Press, 1992), 65; Adele Berlin, “Introduction to Hebrew Poetry,” in *NIB* 4 (eds. Leander E. Keck et al; Nashville:

Abingdon, 1996), 302; Luis Alonso Schokel, *A Manual of Hebrew Poetics*, Subsidia Biblica 11 (Rome: Editrice Pontificio Istituto Biblico, 2000), 19.

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Alter, Robert. *The Art of Biblical Poetry*. New York: Basic Books, 2011.

Berlin, Adele. "Introduction to Hebrew Poetry." In *New International Bible* 4. Edited by Leander E. Keck et al. Nashville: Abingdon, 1996.

Grossberg, Daniel. *Centripetal and Centrifugal Structures in Biblical Poetry*, SBLMS 39. Atlanta: Scholars Press, 1989.

Petersen, David L. and Kent Harold Richards. *Interpreting Hebrew Poetry*. Minneapolis: Fortress Press, 1992.

Schokel, Luis Alonso. *A Manual of Hebrew Poetics*, Subsidia Biblica 11. Rome: Editrice Pontificio Istituto Biblico, 2000.

From a Numbered Series in a Multi-volume Work

¹ Mitchell Dahood, *Psalms II, 51-100*, Anchor Bible 17 (Garden City, NY: Doubleday, 1965), 45.

² Dahood, *Psalms II, 1-50*, 71.

Dahood, Mitchell. *Psalms II, 51-100*, Anchor Bible 17. Garden City, NY: Doubleday, 1965.

From a Non-Numbered Series in a Multi-volume Work *Footnote*

¹ J. Gerald Janzen, *Job*, Interpretation (Atlanta: John Knox Press, 1985), 203.

² C. A. Briggs and E. G. Briggs, *A Critical and Exegetical Commentary on the Book of Psalms* 1, International Critical Commentary (Edinburgh: T&T Clark, 1976), 45.

³ Stephen M. Hooks, *Job*, College Press NIV Commentary (Joplin: College Press Publishing, 2006), 340.

Subsequent citation

⁵ Janzen, *Job*, 300.

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Briggs C. A., and E. G. Briggs. *A Critical and Exegetical Commentary on the Book of Psalms 1*, International Critical Commentary. Edinburgh: T&T Clark, 1976.

Hooks, Stephen M. *Job*, College Press NIV Commentary. Joplin: College Press Publishing, 2006.

Janzen, J. Gerald. *Job*, Interpretation. Atlanta: John Knox Press, 1985.

Book in a Series

Footnote

¹ J. Kwabena Asamoah-Gyadu, *Sighs and Signs of the Spirit: Ghanaian Perspectives on Pentecostalism and Renewal in Africa*, Regnum Studies in Mission and Trends in African Christianity (Oxford: Regnum Africa, 2015), 14.

Biography

Asamoah-Gyadu, J. Kwabena. *Sighs and Signs of the Spirit: Ghanaian Perspectives on Pentecostalism and Renewal in Africa*, Regnum Studies in Mission and Trends in African Christianity. Oxford: Regnum Africa, 2015.

Indirect Source

Footnote

¹ Jacob Burckhard, quoted in Hanna F. Pitkin, *Fortune is a Woman: Gender and Politics in the Thought of Niccolò Machiavelli* (Berkeley: University of California Press, 1984), 25.

Periodicals/Magazine

Footnote

D. Kpobi, "The PCG, A Church in Mission in the 21st Century: Renewal and Reformation," *Akrofi-Christaller Centre News*, 25 (1999): 8-12.

Newspaper

A Newspaper citation appears only in a footnote. Do not include the reference from the Newspaper in a Bibliographic list.

Footnote

Jim Hoagland, "The Concord and the Kursk," *Washington Post* (20 August 2000), 7.

An article from a Newspaper

Michael Norman, 'Ghana is 47 Today', *Daily Graphic*, 6 March 2004, 10.

From an Interview

Interview citation appears only in a footnote. Do not include the reference in a Bibliographic list.

Footnote

¹ Interview with Opanyin Kobena Nyarko, popularly known as "Okata" on 12 January 2009.

Coastitutional Document

A Constitution is not listed in the Bibliography

Footnote

¹ The Constitution of the Republic of Ghana, art. 1, sec 2.

² The Constitution and Standing Orders of the Methodist Church Ghana 2001, SO 54(1).

³ Constitution and Standing Orders SO 56 (1).

From the Internet

Footnote

¹ Sarah Ome Jawett, *The Country of the Pointed First*, Kindle edition, 1999, accessed 15 August 2000, <http://www.bartleby.co.in/125>.

² Ronald J. Nydam. *Adoptees Come of Age: Living Within Two Families* (Louisville, KY: Westminster John Knox Press, 1999), accessed July 8, 2005. <http://www.netlibrai.com>.

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Jawett, Sarah Ome. *The Country of the Pointed First*. Kindle Edition,

1999. Accessed 15 August 2000. <http://www.bartleby.com/125>. Nydam, Ronald J. *Adoptees Come of Age: Living Within Two*

Families. Louisville, KY: Westminster John Knox Press, 1999. Accessed July 8, 2005. <http://www.netlibrary.com>.

Private Website

Footnote

Abigail Barr, “Social Dimensions and Shame-based Sanctions: Experimental Results for Rural Zimbabwe,” modified on May 2001, accessed July 5, 2013, <http://www.csae.of.ac.uk/workingpapers/pdf72001-11text.pdf>.

Hibliography

Barr, Abigail. “Social Dimensions and Shame-based Sanctions: Experimental Results for Rural Zimbabwe.” Modified on May 2001. Accessed July 5, 2013. <http://www.csae.of.ac.uk/workingpapers/pdi72001-11text.pdf>.

A citation from a private website content can often be limited to a mention in the text or in a note (For example: “As of July 19,2008, the McDonald’s Corporation listed on its website titled “MacDonald’s Happy Meal Toy Safety Facts”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

¹ “McDonald’s Happy Meal Toy Safety Facts,” McDonald’s Corporation, accessed July 19, 2008, <http://www.mcdonalds.com/corp/about/factsheets.html>.

Hibliography

McDonald’s Corporation. “McDonald’s Happy Meal Toy Safety Facts.” Accessed July 19,2008. <http://www.mcdonalds.com/corp/about/factsheets.html>.

CHAPTER FIVE

BIBLE REFERENCING & ABBREVIATION

Bible citations are not required in footnotes and bibliographies. Bible references should be supplied in the main text after the quotation. Always use the abbreviated form (e.g., NRSV, NTV, NJPS) listed in *SBLHS* 8.2. If only one version is cited throughout the paper, include the version after the first quotation only. If more than one version is cited, identify the version after each quotation. Use abbreviated form of the names of the books of the Bible (e.g., Matt; Mk; Lk) if the reference is to be put in brackets.

Citing Scripture

The standard way is to indicate the book of the Bible followed by the chapter and verse like this: John 1:1. Do not write John chapter 1 verse 1. The chapter number and verse number are separated by a colon. Normally, the text is put in parentheses after the quotation. In such a case, abbreviate the book names. Names of biblical books must normally be spelled out in full, except when they are followed by a chapter and verse reference. (Note that “book” is never capitalized.)

Example:

In the book of Genesis we read...

Indicate the Bible translation you are using. Even where it is your own translation from the Hebrew or Greek, indicate it as such.

Where one particular translation is used throughout, you may put it in a footnote like this: “Unless otherwise indicated, all scripture quotations are from the New International Version.

Abbreviation of Biblical Books

(Example of Abbreviations from the Bible. In the list of Abbreviations, write only the books you used in the work and NOT all the biblical books).

Gen.	Genesis	Zech.	Zechariah
Exo.	Exodus	Mai.	Malachi
Lev.	Leviticus	Matt.	Matthew
Num.	Numbers	Mk.	Mark
Deut.	Deuteronomy	Lk.	Luke
Josh.	Joshua	Jn.	John
Judg.	Judges	Acts	Acts of the
2 Sam.	2 Samuel		Apostles
1Kgs.	1 Kings	Rom.	Romans
2 Kgs.	2 Kings	1 Cor.	1 Corinthians
1 Chr.	1 Chronicles	2 Cor.	2 Corinthians
Ezra	Ezra	Gal.	Galatians
Neh.	Nehemiah	Eph.	Ephesians
Esth.	Esther	Phil.	Phiiippians
Job	Job	Col.	Colossians
Ps(s).	Psalm(s)	1 Thess.	1 Thessalonians
Prov.	Proverbs	2 Thess.	2 Thessalonians
Eccl.	Ecclesiastes	1 Tim.	1 Timothy
Isa.	Isaiah	2 Tim.	2 Timothy
Jer.	Jeremiah	Titus	Titus
Lam.	Lamentations	Philem.	Philemon
Ezek.	Ezekiel	Heb.	Hebrews
Hos.	Hosea	Jas.	James
Joel	Joel	1 Pet.	1 Peter
Amos	Amos	2 Pet.	2 Peter
Jon.	Jonah	1 Jn.	1 John
Mic.	Micah	2 Jn.	2 John
Nah.	Nahum	3 Jn.	3 John

Jude	Jude	Rev	Revelat
Apocrypha or Deutero-Canonical Books			
1 Esd.	1 Esdras		
2Esd.	2 Esdras		
Tob.	Tobit		
Jdt.	Judith		
Add. Est.	Additions to Esther		
Wis. •	Wisdom of Solomon		
Sir. (or Ecclus)	Sirach		
Bar.	Baruch		
Ep. Jer.	Epilogue of Jeremiah		
Song 3 Childr.	Prayer of Azariah		
Sus.	Sussana		
Bel	Bel and the Dragon		
Manas.	Prayer of Manasseh		
1 Mace.	1 Maccabees		
2 Mace.	2 Maccabees		

Abbreviations for some Books and Journals

It is permissible to use the abbreviations of Journals and books in the footnotes but not in the Bibliography.

AASOR Annal of the American Schools of Oriental Research

AB Anchor Bible

ABD David Noel Freedman (ed.), *The Anchor Bible Dictionary* (New York: Doubleday, 1992)

ADAJ Annual of the Department of Antiquities of Jordan

AER American Ecclesiastical Review

AJA American Journal of Archaeology

AJBA Australian Journal of Biblical Archaeology

AJP American Journal of Philology

AJSL American Journal of Semitic Languages and Literatures

AJT American Journal of Theology

ALUOS Annual of Leeds University Oriental Society ANEP James B. Pritchard (ed.), *Ancient Near East in Pictures Relating to the Old Testament* (Princeton: Princeton University Press, 1954) ANET James B. Pritchard (ed.), *Ancient Near Eastern Texts Relating to the Old Testament* (Princeton: Princeton University Press, 1950)

ANF Anti-Nicene Fathers

Ang Angelicum

ANQ Andover Newton Quarterly

AOS American Oriental Series

APOT R.H. Charles (ed.), *Apocrypha and Pseudepigrapha of the Old Testament in English* (2 vols.; Oxford: Clarendon Press, 1913)

ASTI Annual of the Swedish Thieological Institute

ATD Das Alte Testament Deutsch

ATR Anglican Theological Review

AusBR Australian Biblical Review

AUSS Andrews University Seminary Studies

L	Authorized Version
	Biblical Archaeologist
	Walter Bauer, William F. Arndt, F. William Gingrich and Frederick W. Danker, <i>A Greek-English Lexicon of the New Testament and Other Early Christian Literature</i> (Chicago: University of Chicago Press, 2 nd edn, 1958)
BARev	Biblical Archaeology Review
BASOR	Bulletin of the American Schools of Oriental Research
BASORSup	Bulletin of the American Schools of Oriental Research, Supplements
BCSR	Bulletin of the Council on the Study of Religion
BDB	Francis Brown, S.R. Driver and Charles A. Briggs, <i>A Hebrew and English Lexicon of the Old Testament</i> (Oxford: Clarendon Press, 1907)
BDF	Friedrich Blass, A. Debrunner and Robert W. Funk, <i>A Greek Grammar of the New Testament and Other Early Christian Literature</i> (Cambridge: Cambridge University Press, 1961)
BHK	R. Kittel (ed.), <i>Biblia Hebraica</i> (Stuttgart: Württembergische Bibelanstalt, 1937)
BHS	<i>Biblia Hebraica Stuttgartensia</i>
Bib	Biblica
Bibint	Biblical Interpretation: A Journal of Contemporary Approaches
BibRes	Biblical Research
BIES	Bulletin of the Israel Exploration Society (= Yediot)
BIFAO	Bulletin de l'Institut français d'archéologie orientale
BIOSCS	Bulletin of the International Organization for Septuagint and Cognate Studies
BJPES	Bulletin of the Jewish Palestine Exploration Society
BJRL	Bulletin of the John Rylands University Library of Manchester

£	Brown Judaic Studies
E	Bibel und Kirche
BSO(A)S	Black's New Testament Commentaries
	Bibliotheca orientalis
	Bible Review
	Bibliotheca Sacra
	Bulletin of the School of Oriental (and African) Studies
BT	The Bible Translator
BTB	Biblical Theology Bulletin
:	Biblische Zeitschrift
	Ignace I. Gelb et al. (eds), The Assyrian Dictionary of the Oriental Institute of the University of Chicago (Chicago: Oriental Institute,! 964-)
CAH	Cambridge Ancient History
CAT	Commentaire de l'Ancien Testament
	Cultura biblica
CBQ	Catholic Biblical Quarterly
CBQMS	Catholic Biblical Quarterly, Monograph Series
	Cambridge Greek Testament Commentary
	Church History
	Catholic Historical Review
	Canadian Journal of Theology
	Classical Quarterly
	Commentaire du Nouveau Testament
	Church Quarterly
CGTC I	Church Quarterly Review
	Critical Review of Books in Religion
	Currents in Research: Biblical Studies
CTM	Council on the Study of Religion Bulletin
CurTM	Concordia Theological Monthly
	Currents in Theology and Mission
DACL	Dictionnaire d'archeologie chretienne et de liturgie
DBSup	Dictionnaire de la Bible, Supplement

DJD	Discoveries in the Judaean Desert
DOTT	D. Winton Thomas (ed.), Documents from Old Testament Times (London: Nelson, 1958)
iL	Evangelical Quarterly
	Evangelische Theologie
	Expository Times
	Feminist Theology
	Foundations and Facets: New Testament
FemTh	The Forms of the Old Testament Literature
FFNT	Forschungen zur Religion und Literatur des Alten und Neuen Testaments
FOTL	Ghana Bulletin of Theology
FRLANT	Wilhelm Gesenius, E. Kautzsch and Gotthelf Bergstrasser, Hebraische Grammatik (Hildesheim: G. Olms, 28th edn, 1962) Gesenius' Hebrew Grammar (ed. E. Kautzsch, revised and trans. A.E. Cowley; Oxford: Clarendon Press, 1910)
GBT	Greek, Roman, and Byzantine Studies
GKB	Grace Theological Journal
GKC	Gregorianum
GRBS	Eudwig Koehler et al. (eds), <i>Hebraisches und aramaisches Lexikon zum Alten Testament</i> (5 vols.; Eiden: E.J. Brill, 1967-95)
GTJ	Hebrew Annual Review
Greg	Handbuch zum Alten Testament
HALAT	Horizons in Biblical Theology
HAR	James Hastings (ed.), <i>A Dictionary of the Bible</i> (5 vols.; New York: Charles Scribner's Sons, 1898-1904)
HAT	Harvard Dissertations in Religion
TTRT	Heythrop Journal
HDR	Hibbert Journal
HeyJ	Harper's NT Commentaries
HibJ	History of Religions
HNTC	Harvard Semitic Monographs
	Herders theologischer Kommentar zum Neuen
HTKNT	

	Testament
	Harvard Theological Review
	Hebrew Union College Annual
HZ	Historische Zeitschrift
IB	Interpreter's Bible
IBS	Irish Biblical Studies
ICC	International Critical Commentary
IDB	George Arthur Buttrick (ed.), <i>The Interpreter's Dictionary of the Bible</i> (4 vols.; Nashville: Abingdon Press, 1962)
IDBSup	IDB, Supplementary Volume
IEJ	Israel Exploration Journal
Int	Interpretation
ISBE	Geoffrey Bromiley (ed.), <i>The International Standard Bible Encyclopedia</i> (4 vols.; Grand Rapids: Eerdmans, rev. edn, 1979- 88)
ITQ	Irish Theological Quarterly
	Journal asiatique
	Journal of the American Academy of Religion
TACT	Journal of African Christian Thought
JANESCU	Journal of the Ancient Near Eastern Society of Columbia University
JAOS	Journal of the American Oriental Society
JB JBL	Jerusalem Bible
JBR	Journal of Biblical Literature
JewEnc	Journal of Bible and Religion
JEA	The Jewish Encyclopedia
JEI{	Journal of Egyptian Archaeology
JES JETS	Journal of Ecclesiastical History
JFSR	Journal of Ecumenical Studies
JHS JJS	Journal of the Evangelical Theological Society
JMA	Journal of Feminist Studies in Religion
JNES	Journal of Hellenic Studies
JNSL	Journal of Jewish Studies
	Journal of Mediterranean Archaeology
	Journal of Near Eastern Studies
	Journal of Northwest Semitic Languages

JPJ	Journal of Progressive Judaism
JPOS	Journal of the Palestine Oriental Society
JPSV	Jewish Publication Society Version Journal of
JPT	Pentecostal Theology
JPTSup	Journal of Pentecostal Theology, Supplement Series
JQR	Jewish Quarterly Review
JQRMS	Jewish Quarterly Review, Monograph Series
SAS JSS	Journal of Religion
	Journal of the Royal Asiatic Society
JRH	Journal of Religious Ethics
JRT	Journal of Religious Studies
JSJ	Journal of Religious History
	Journal of Religious Thought
JSNT	Journal for the Study of Judaism in the Persian,
JSNTSup	Hellenistic and Roman Period
	Journal for the Study of the New Testament
JSOT	Journal for the Study of the New Testament,
JSOTSup	Supplement Series
	Journal for the Study of the Old Testament
Zup	Journal for the Study of the Old Testament, Supplement Series
JSS JSSR	Journal for the Study of the Pseudepigrapha
JTC	Journal for the Study of the Pseudepigrapha,
JTS	Supplement Series
KD	Journal of Semitic Studies
KHAT	Journal for the Scientific Study of Religion
KJV	Journal for Theology and the Church
LB	Journal of Theological Studies
LCC	Kerygma und Dogma
LCL	Kurzer Hand-Kommentar zum Alten Testament
LD	King James Version
LPGL	Linguistica biblica
	Librai of Christian Classics
	Loeb Classical Library
	Lectio divina
	G.W.H. Lampe, <i>A Patristic Greek Lexicon</i>

	(Oxford: Clarendon Press, 1961)
LQ	Lutheran Quarterly
LSJ	H.G. Liddell, Robert Scott and H. Stuart Jones, Greek- English Lexicon (Oxford: Clarendon Press, 9th edn, 1968)
LW	Lutheran World
MMA	Monographs in Mediterranean Archaeology
MNTC	Moffatt NT Commentary
M-SAMS	Journal of the Southern African Missiological Society
NAB	New American Bible
NASB	New American Standard Bible
NCB	New Century Bible
NEB	New English Bible
NedTTs	Nederlands theologisch tijdschrift
Neot	Neotestamentica
NHS	Nag Hammadi Studies
NICNT	New International Commentary on the New Testament
NICOT	New International Commentary on the Old Testament
NIDOTE	Willem A. VanGemeren (ed.), New International Dictionary of Old Testament Theology and Exegesis (5 vols.; Grand Rapids: Zondervan, 1997) Colin Brown (ed.), The New International Dictionary of New Testament Theology (3 vols.;
NIDNTT	Exeter: Paternoster Press, 1975) The New International Greek Testament Commentary
NIGTC	New International Version
NIV	New Jerusalem Bible
NJB	Novum Testamentum
NovT	Novum Testamentum, Supplements
NovTSup	Nicene and Post-Nicene Fathers
NPNF '	New Revised Standard Version
NRSV	La nouvelle revue theologique
NRT	

NTA	New Testament Abstracts
NTG	New Testament Guides
NTL	New Testament Library
NTOA	Novum Testamentum et orbis antiquus
NTS	New Testament Studies
NTTS	New Testament Tools and Studies
Numen	Numen: International Review for the History of Religions
OBO	Orbis biblicus et orientalis
OCD	Oxford Classical Dictionary
OTA	Old Testament Abstracts
OTG	Old Testament Guides
OTL	Old Testament Library
OTP	James Charlesworth (ed.), Old Testament Pseudepigrapha
OTS	Oudtestamentische Studien
PAAJR	Proceedings of the American Academy of Jewish Research
PEFQS	Palestine Exploration Fund, Quarterly Statement
PEQ	Palestine Exploration Quarterly
PG	J.-P. Migne (ed.), <i>Patrologia cursus completa ... Series graeca</i> (166 vols.; Paris: Petit-Montrouge, 1857-83)
P(ST)	J Perkins (School of Theology) Journal
PTMS	Pittsburgh Theological Monograph Series
PVTG	Pseudepigrapha Veteris Testamenti graece
PW	August Friedrich von Pauly and Georg Wissowa (eds), <i>Real- Encyclopdie der classischen A llertumswissenschaft</i> (Stuttgart: Metzler, 1894-)
PWSup	Supplement to PW
QDAP	Quarterly of the Department of Antiquities in Palestine
Rel	Religion
RelS	Religious Studies
RelSRev	Religious Studies Review
ResQ	Restoration Quarterly
RevExp	Review and Expositor

RevistB	Revista biblica
RevQ	Revue de Qumran
RevScRel	Revue des sciences religieuses
RevSem	Revue semitique
RevThom	Revue thomiste
RGG	Religion in Geschichte und Gegenwart
RHE	Revue d'histoire ecclesiastique
RHPR	Revue d'histoire et de philosophic religieuses
RHR	Revue de l'histoire des religions
RivB	Rivista biblica
RSV	Revised Standard Version
	Revue theologique de Louvain
	Revue de theologie et de philosophic
RTR RV	Reformed Theological Review
SAM	Revised Version
SBL	Sheffield Archaeological Monographs
SBLASP	Society of Biblical Literature
SBLDS	SBL Abstracts and Seminar Papers
SBLMasS	SBL Dissertation Series
SBLMS	SBL Masoretic Studies
SBLRBS	SBL Monograph Series
SBLSBS	SBL Resources for Biblical Study
SBLSCS	SBL Sources for Biblical Study
SBLSP	SBL Septuagint and Cognate Studies
SBLSS	SBL Seminar Papers
SBLTT	SBL Semeia Studies
SBM	SBL Texts and Translations
SBS	Stuttgarter biblische Monographien
SBT	Stuttgarter Bibelstudien
!	Studies in Biblical Theology
■ ■	Sources chretiennes
	Scripture
SE	Scripture Bulletin
	Studia Evangelica I, II, HI (= TU 73 [1959], 87 [1964], 88 [1964] etc.)
SEARCH	Sheffield Environmental and Archaeological Research Campaign in the Hebrides

SecCent	Second Century
Sem	Semitica
SER	Sheffield Excavation Reports
SJ SJLA	Studiajudaica
SJOT	Studies in Judaism in Late Antiquity
	Scandinavian Journal of the Old Testament
	Scottish Journal of Theology
SNTSMS	Studien zum Neuen Testament
	Society for New Testament Studies Monograph Series
SNTU	Studien zum Neuen Testament und seiner Umwelt
SOTSMS	Society for Old Testament Study Monograph Series
	Studies in Religion/Sciences religieuses
	Studia theologica
	Studies on the Texts of the Desert of Judah
StudNeot	Studia neotestamentica
StudOr	Studia orientalia
TAPA	Transactions of the American Philological Association
	The Bible Today
	Theology Digest
	Gerhard Kittel and Gerhard Friedrich (eds), Theological Dictionary of the New Testament (trans. Geoffrey W. Bromiley; 10 vols.; Grand Rapids: Eerdmans, 1964-)
TDOT	G.J. Botterweck and H. Ringgren (eds), Theological Dictionary of the Old Testament
TEV	Today's English Version
TF	Theologische Forschung
TGI	Theologie und Glaube
TheolSex	Theology and Sexuality
TJCT	Trinity Journal of Church and Theology Tyndale
TNTC	New Testament Commentaries
TOTC	Tyndale Old Testament Commentaries
TP	Theologie und Philosophic

TPQ	
TQ	Theologisch-praktische Quartalschrift
TS	Theologische Quartalschrift
TTod	Theological Studies
TWOT	Theology Today
	R. Laird Harris, Gleason L. Archer, Jr and Bruce K. Waltke (eds), <i>Theological Wordbook of the Old Testament</i> (2 vols.; Chicago: Moody Press, 1980)
TynBul	Tyndale Bulletin
	Theologische Zeitschrift
UBSGNT	United Bible Societies' Greek New Testament
UF	Ugarit-Forschungen
UNT	Untersuchungen zum Neuen Testament
US USQR	Una Sancta
UT	Union Seminary Quarterly Review
	Cyrus H. Gordon, <i>Ugaritic Textbook</i> (Analecta orientalia, 38; Rome: Pontifical Biblical Institute Press, 1965)
	Vetus Testamentum
	Vetus Testamentum, Supplements
WBC	Word Biblical Commentary
WMANT	Wissenschaftliche Monographien zum Alten und Neuen Testament
WTJ	Westminster Theological Journal
WW	Word and World
ZAH	Zeitschrift für Althebraistik
ZAW	Zeitschrift für die alttestamentliche Wissenschaft
ZWT	Zeitschrift für wissenschaftliche Theologie

Other theological academic journals and periodicals may be cited. Where other abbreviations are used from non-theological sources, it must be written in a consistent and acceptable manner.