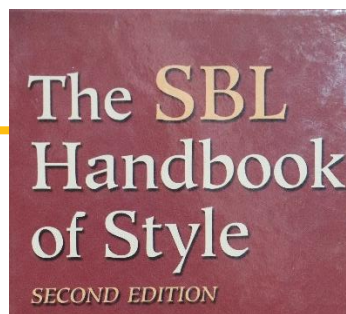


DOCUMENTING SBL STYLE



Overview of SBL style

Where is it used? – The SBL Handbook of Style is used by scholars and students of ancient Near Eastern studies, biblical studies, early Christianity, and rabbinic studies to supplement the Chicago Manual of Style (CMS). **SBL only departs from CMS when these fields very consciously and authoritatively adopt a different standard.**

Should I include a title page? – SBL papers require title pages, which are not included in your page count. Use all capital letters for the title page and centre all parts. Title pages should include the name of the institution, the title of your paper (with subsequent lines double spaced), your professor’s name, your course code and title, your name, and the due date. Leave approximately two inches between each of these elements, as well as two-inch margins on the top and bottom of the page.

Can I use headings in SBL? – Yes! As pictured below, primary headings are used for largescale divisions like chapter titles and should be fully capitalized and single spaced. Primary headings should start on a new page and have a two-inch margin at the top. Leave two blank lines between primary headings and the beginning of your text.

Additional subheadings (the main ones you’ll be using) should use Title-Style capitalization. Keep two blank lines between the preceding section and the subheading. While SBL offers up to four levels of headings, it is recommended not to go beyond level three as this may confuse the reader.

Is the SBL Manual of Style online? – Yes, here is a link to Tyndale’s subscription:
<https://www.sbl-site.org>

NAME OF INSTITUTION
TITLE OF PAPER (DOUBLE-SPACE ANY SUBSEQUENT LINES)
SUBMITTED TO [NAME OF PROFESSOR] IN PARTIAL FULFILLMENT OF [COURSE NUMBER AND TITLE]
BY YOUR NAME DUE DATE [MONTH DAY, YEAR]

Other Formatting Tips

- Double-space all paragraphs and indent the first line of each paragraph by one-half inch.
- On the first page of your paper / a new chapter, include a page number centred at the bottom of your page. For subsequent pages, place the page number in the top right corner. Do not include page numbers on your title page.

PRIMARY HEADING USED FOR CHAPTER TITLES AND SUBTITLES
Level 1: Centred and Bold
Level 2: Centred but Regular Font
Level 3: Flush Left and Bold
Level 4: Flush Left but Regular Font

Footnotes or Endnotes

Each time you use a source, whether as a direct quotation (enclosed in quotation marks), a paraphrase, or a summary, you must include an endnote or footnote in your paper. (Use the “Insert Footnote/Endnote” function under the *References* tab in Word).

This is a paraphrased sentence that contains ideas or facts that you want to cite, and you construct its footnote by starting with the author’s first name, followed by last name, the title of the work, and its publication information.¹

1. John Doe, *Why Pizza is Amazing* (Toronto: A Publishing Company, 2018), 42.

NOTE: For a long quotation of five lines or more, you need to use block quote formatting. First, introduce the quotation with a signal phrase and colon. Forgo quotation marks (except to note quotations within the quotation) and set off the quoted material with an indentation of 1 half-inch from the left margin. Remember to insert a footnote/endnote, single-space the quotation, and leave a blank line both before and after it. For an example, please see our Chicago tip sheet.

Bibliography

- On a new page, make a two-inch margin at the top of your page and centre the capitalized title BIBLIOGRAPHY. Leave two blank single-spaced lines between the title and the first entry. Alphabetize entries by authors’ surnames. Start each entry at the left margin, leaving a blank line between each one. For entries that spill onto two or more lines, keep them single spaced and use a hanging indent of one-half inch.
- To cite more than one work by the same author(s), arrange entries alphabetically by title. Mention the names of the author(s) in the first entry, but in subsequent entries, replace the name(s) with three hyphens and a period (---). Proceed with the standard format for that entry.

Sample Footnotes or Endnotes and Bibliography Entries

For each of the entries below, the numbered entry shows how the source should be cited in the footnote. The entry beneath is how the same source should be cited in the Bibliography.

One author (6.2.1)	2. Lynne Truss, <i>Eats, Shoots and Leaves</i> (New York: Gotham Books, 2003), 194. Truss, Lynne. <i>Eats, Shoots and Leaves</i> . New York: Gotham Books, 2003.
Two or Three authors (6.2.2)	3. James M. Robinson and Helmut Koester, <i>Trajectories through Early Christianity</i> (Philadelphia: Fortress, 1971), 237. Robinson, James M., and Helmut Koester. <i>Trajectories through Early Christianity</i> . Philadelphia: Fortress, 1971.
Four or more authors (6.2.3)	4. Eugene Toy et al., <i>Case Files: Pediatrics</i> , 3 rd ed. (New York: McGraw-Hill, 2009), 39. Toy, Eugene, Robert Yetman, Rebecca Girardet, Mark Hormann, Sheela Lahoti, Margaret McNeese, and Mark Jason Sanders. <i>Case Files: Pediatrics</i> . 3 rd ed. New York: McGraw-Hill, 2009.
Reference to a source cited earlier	5. Foisy, "Preparing the Quebec Church," 18. 6. Truss, <i>Eats, Shoots and Leaves</i> , 203. 7. Truss, 206. Note: Shorten titles longer than four words. Italicize titles for books and long works, and use quotation marks for articles or short works. Drop the shortened title for consecutive citations of the same source.
Work in an anthology or edited volume (6.2.12)	8. Mishra Pankaj, "The Train to Tibet," in <i>The Best American Travel Writing 2008</i> , ed. Anthony Bourdain (Boston: Houghton Mifflin, 2008), 173. Pankaj, Mishra. "The Train to Tibet." Pages 171-177 in <i>The Best American Travel Writing 2008</i> . Edited by Anthony Bourdain. Boston: Houghton Mifflin, 2008.
Edited work without an author (6.2.6-8)	9. Helen Christiansen and Sharon Ramadevi, eds., <i>Reeducating the Educator: Global Perspectives on Community Building</i> (Albany: State University of New York Press, 2002), 14. Christiansen, Helen and Sharon Ramadevi, eds. <i>Reeducating the Educator: Global Perspectives on Community Building</i> . Albany: State University of New York Press, 2002.
eBook (and a book with a translator) (6.2.25)	10. Henning Graf Reventlow, <i>From the Old Testament to Origen</i> . Vol. 1 of <i>History of Biblical Interpretation</i> , trans. Leo G. Perdue (Atlanta: Society of Biblical Literature, 2009), Nook edition, ch. 13. Note: When a source has no page numbers, use the clearest recognizable locator instead (e.g., paragraph number, chapter number, section name, etc.). Reventlow, Henning Graf. <i>From the Old Testament to Origen</i> . Volume 1 of <i>History of Biblical Interpretation</i> . Translated by Leo G. Perdue. Atlanta: Society of Biblical Literature, 2009. Nook edition. Note: Other source formats can include: Kindle, EPUB, Google Play Books, etc.
The Bible	Biblical references are placed as in-text parenthetical citations e.g., (Rom. 8:28). Include the translation in the <i>first</i> Scripture reference only e.g. (Rom. 8:28 English Standard Version). See sec. 8.3.1-2 in the SBL Handbook for a list of accepted abbreviations. The Bible and other sacred texts are not normally listed in bibliographies.
Biblical commentaries in a series (6.4.9)	11. Peter Enns, <i>Exodus</i> , The NIV Application Commentary Series (Grand Rapids: Zondervan, 2000), 126. Enns, Peter. <i>Exodus</i> . The NIV Application Commentary Series. Grand Rapids, Zondervan, 2000. Note: Do not include general editors when citing commentaries in a series. Note: If you are citing a commentary in an Edited/Multivolume work that is <i>NOT</i> part of a series, cite it like a work in an anthology (see above).
Entry from a theological dictionary (6.3.7)	12. Ceslas Spicq, "ἀμοιβή," <i>TLNT</i> 1:95-96. (NOTE : The name of the reference work is abbreviated in SBL.) Spicq, Ceslas. <i>Theological Lexicon of the New Testament</i> . Translated and edited by James D. Ernest. 3 vols. Peabody, MA: Hendrickson, 1994.
Short work from a website (6.4.15)	13. "Rules for Using Commas," Grammarly, https://www.grammarly.com/blog/comma/ . "Rules for Using Commas." Grammarly. https://www.grammarly.com/blog/comma/ . Include the following if possible: author/authoring organization (when provided), title of page, title of site, publishing or revision date (when available), and URL. Note: SBL discourages including an access date.
Journal article (electronic) (6.3.10)	14. Joshua Kingston, "Tsunami Reflections and Aftershocks," <i>Critical Asian Studies</i> 43 (2011): 468, doi:10.11/j.150-685.2011.95.x. Kingston, Joshua. "Tsunami Reflections and Aftershocks." <i>Critical Asian Studies</i> 43 (2011): 463-475. doi:10.11/j.150-685.2011.95.x. Note: The number after the Journal title is the volume number. If there is no DOI number, use the Permalink assigned to the article (if applicable) instead of the URL in the web address bar at the top of the page.
Lecture or public address (6.3.8)	15. Margaret Farrell, "Revising the Essay" (lecture, Queen's University, Kingston, ON, October 16, 2009). Farrell, Margaret. "Revising the Essay." Lecture presented at Queen's University, Kingston, ON, October 16, 2009.
Indirect source (adapted from Chicago)	16. Louis Zukofsky, "Sincerity and Objectification," <i>Poetry</i> 37 (February 1931): 269, quoted in Bonnie Costello, <i>Marianne Moore: Imaginary Possessions</i> (Cambridge, MA: Harvard University Press, 1981), 78. Note: Cite Costello only in the bibliography. However, it is preferred that you locate and cite the original source.

For more info on how to cite these or other kinds of sources, visit <https://www.sbl-site.org>, https://www.tyndale.ca/sites/default/files/2019-04/SBL_Handbook_Supplement_2.pdf, or drop by Writing and Tutoring Services.