

# ST MARK'S REVIEW

A JOURNAL OF CHRISTIAN THOUGHT & OPINION



**St Mark's**  
NATIONAL THEOLOGICAL CENTRE

## Style guide for writers





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# Style guide for writers and authors

This guide has been prepared to assist authors to present manuscripts in the most appropriate form for type-setting and layout. This is our in-house style. Citation styles are based on the Chicago (Notes) style guide. This style guide has four sections:

- I. Preparation and formatting of text for electronic submission
- II. Matters of style
- III. Notes and references: sample citations
- IV. Citing the Bible

<b>Keyboard shortcuts for inserting special characters in Microsoft Word</b>		
<b>To insert special characters in MS Word</b>	<b>Win</b>	<b>Mac</b>
An em dash —	CTRL +ALT+minus sign	⌘+OPTION+minus sign
An en dash –	CTRL+minus sign	OPTION+minus sign
An optional hyphen	CTRL+hyphen	⌘+hyphen
A nonbreaking hyphen	CTRL+SHIFT+hyphen	⌘+SHIFT+hyphen
A nonbreaking space	CTRL+SHIFT+SPACEBAR	CTRL+SHIFT+SPACEBAR
The copyright symbol ©	CTRL+ALT+C	OPTION+G
The registered trademark symbol ®	CTRL+ALT+R	OPTION+R
The trademark symbol ™	CTRL+ALT+T	OPTION+2

## I. Preparation and formatting of text for electronic submission

Supply the manuscript as a Microsoft Word document or you can export it as an .rtf (rich text format) document if you use another word processor. Manuscripts should be emailed to the editor (editor@stmarks.edu.au).

### Formatting text—fonts

---

Use Times New Roman or a similar serif font.

Use minimal formatting.

DO NOT use decorative or elaborate fonts except for foreign languages or the International Phonetic Alphabet. We use SBL fonts for Greek and Hebrew. Academics and students can obtain these fonts free from:

<https://www.sbl-site.org/educational/biblicalfonts.aspx>

If your language font or layout space is special, discuss it beforehand with the editor by appointment through St Mark's administration (email [stmarksadmin@csu.edu.au](mailto:stmarksadmin@csu.edu.au) or phone +61 (0)2 6272 6252).

### Formatting text—headings

---

If you use paragraph headings, we use a simple system of three (3) levels of heading. The font used should be the same as the body text; our typesetter can make the necessary adjustments. We take a minimalist approach to capitalisation in headings. All book and article headings are formatted as “sentence case”, so only proper names in headings are capitalised.

### Formatting text—tables

---

Create a table or use lists, if necessary. [Chicagomanualofstyle.org](http://Chicagomanualofstyle.org) has a tutorial on preparing tables.

The space available for text, tables or diagrams on each page of *St Mark's Review* is 113 mm wide by 183 mm tall.

## Formatting text—paragraphs

---

To make it clear to our typesetter, please use a double return after each paragraph.

Do not use tabs or manual indents at the beginning of paragraphs.

For block quotes (long quotes > 30 words) you can use MS Word's inbuilt style sheet or you can simply put [lq] at the beginning of the block quote and [endlq] at the end.

## II. Matters of style

The following is adapted from the previous *St Mark's Review* style guide and from a supplement to the house style provided in the Wipf and Stock Publishers Author Guide, which also defers to the *Chicago Manual of Style* (CMOS) as its style authority. This list is not meant to be exhaustive. However, what follows is a list of the most common issues we see within manuscripts we receive. Use of this supplement should be in conjunction with the *Chicago Manual of Style*.

The *Oxford English Dictionary* is the primary reference for spelling and usage. For spelling and usage of specifically Australian words, refer to the *Macquarie Dictionary* (<https://www.macquariedictionary.com.au/>).

### Apostrophe

The apostrophe ( ' ) has three uses: contractions, plurals, and possessives.

#### CONTRACTIONS

Contractions (e.g., let's, don't, couldn't, it's, she's) have a bad reputation. Many argue that they have no place at all in formal writing. You should, of course, observe your publisher's or instructor's requirements. An absolute avoidance of contractions, however, is likely to make your writing appear stilted and unwelcoming.

If you are unsure where to insert the apostrophe when forming a contraction, consult a good dictionary. Avoid the most common contraction–apostrophe error: the contraction of *it is* is *it's*; without the apostrophe, *its* is the possessive form of *it*.

#### EXAMPLE

It's often said that every dog has its day.

In informal writing, it is acceptable to indicate a year with only the last two digits preceded by an apostrophe (e.g., the class of '85, pop music from the '80s).

#### PLURALS

The apostrophe is seldom used to form a plural noun.

**WRONG** Since the 1980's, the Thomas's, both of whom have multiple PhD's, sell old book's and magazine's at the fair on Saturday's and Sunday's.

**CORRECT** Since the 1980s, the Thomases, both of whom have multiple PhDs, sell old books and magazines at the fair on Saturdays and Sundays.

The rare exception to the rule is when certain abbreviations, letters, or words are used as nouns, as in the following examples. Unless the apostrophe is needed to avoid misreading or confusion, omit it.

### Examples

He received four A's and two B's.

We hired three M.D.'s and two D.O.'s.

Be sure to cross your t's and dot your i's.

Do we have more yes's than no's?

For this last example, the trend is to instead write *yeses* and *noes*.

## POSSESSIVES

The formation of possessives is treated in different ways by different authorities. The rules below are based on *The Chicago Manual of Style*, 16th edition, and are appropriate for most writing.

The general rule for forming possessives is that the possessive of a singular noun is formed by adding an apostrophe and *s*, whether the singular noun ends in *s* or not.

### Examples

the lawyer's fee

the child's toy

Xerox's sales manager

Tom Jones's first album

Jesus's disciples

Aeschylus's finest drama

anyone's guess

a week's vacation

The possessive of a plural noun is formed by adding only an apostrophe when the noun ends in *s*, and by adding both an apostrophe and *s* when it ends in a letter other than *s*.

**Examples**

excessive lawyers' fees  
children's toys  
the twins' parents  
the student teachers' supervisor  
the Smiths' vacation house  
the boys' baseball team  
the alumni's fundraising  
someone with twelve years' experience

**Exceptions**

Use only an apostrophe for places or names that are singular but have a final word in plural form and ending with an *s*.

**Examples**

Beverly Hills' current mayor  
the United States' lingering debt problem  
Cisco Systems' CEO

Nouns that end in an *s* sound take only an apostrophe when they are followed by *sake*.

**Examples**

for goodness' sake  
for conscience' sake

A proper noun that is already in possessive form is left as is.

**Example**

T.G.I. Friday's menu was recently changed.

## SHARED OR INDIVIDUAL POSSESSIVES

Joint possession is indicated by a single apostrophe.

### Examples

Robert Smith and Rebecca Green's psychology textbook. (they coauthored the book)

Stanley and Scarlett's house. (they share the house)

Individual possession is indicated by apostrophes for each possessor.

### Examples

France's and Italy's domestic policies are diverging.

Chris's and John's houses were designed by the same architect.

## AVOID AWKWARD POSSESSIVES

**CORRECT:** but awkward: St. Patrick's Cathedral's Fifth Avenue entrance.

**BETTER:** The Fifth Avenue entrance for St. Patrick's Cathedral.

## THE APOSTROPHE WITH OTHER PUNCTUATION

The apostrophe should never be separated from the word to which it attaches by adjacent punctuation.

**WRONG:** The house on the left is the Smiths', but the house at the end of the street is the Whites.'

**CORRECT:** The house on the left is the Smiths', but the house at the end of the street is the Whites'.

Information on apostrophes obtained from <http://www.thepunctuationguide.com/apostrophe.htm>

## Serial or Oxford comma

---

**WRONG** "She stood, looked and listened."

**CORRECT** "She stood, looked, and listened."

## Ellipses

---

An ellipsis should have three periods beginning, followed by, and separated by **single, non-breaking spaces**. Do not use auto-formatted ellipses.

**WRONG**            period-period-period (...)

**CORRECT**        space-period-space-period-space-period (. . .)

## Em dash (—)

---

Em dashes are used singularly or in pairs (1) to set off “an amplifying or explanatory element”; (2) “to separate a subject or subjects from a pronoun that introduces the main clause”; (3) to set off a sudden break; (4) before a closing quotation mark to indicate interrupted speech (see *CMOS* 6.87–92). This convention is also important for phrases inserted parenthetically.

An em dash should be inserted between words or phrases and before the source of an epigraph, rather than using single or double hyphens. There should be no spaces separating the em dash from the words or phrases on either side of it (see *CMOS* 6.87–6.94).

**WRONG**            My friends--that is, my former friends – ganged up on me.

**CORRECT**        My friends—that is, my former friends—ganged up on me.

**AND**                —Herman Melville, *Moby Dick*

(see keyboard shortcuts on page iv)

## En dash (–)

---

Use an en dash between numbers, not a hyphen (see *CMOS* 6.83–6.85).

**WRONG**            Johnson, *She Who Is*, 123-30; John 6:35-51

**CORRECT**        Johnson, *She Who Is*, 123–30; John 6:35–51

(see keyboard shortcuts on page iv)

## Use of colons and semicolons

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- A. Colons are used (1) to set off an element or set of elements that illustrates or amplifies what precedes it (unless the series is introduced by a verb or preposition); (2) at the end of a sentence that introduces a series of related sentences (replacing the period); (3) to set off speech when it comprises an independent clause or clauses (see *CMOS* 6.63–69).
- B. Semicolons are “stronger than a comma but weaker than a period,” but can be used in place of either where appropriate. They are mainly used (1) before an adverb (such as “however,” “therefore,” and “indeed”) that separates independent clauses; (2) sometimes before a conjunction (usually “but,” “yet,” “although,” and similar) or formula (such as “that is”) that introduces an independent clause; (3) to separate elements in a series when one or more elements contains internal punctuation (see *CMOS* 6.57–62).

## Hyphen

---

For most writers, the hyphen’s primary function is the formation of certain compound terms. The hyphen is also used for word division, which is briefly explained here.

Never use a hyphen in place of an en dash or an em dash.

### COMPOUND TERMS

Compound terms are those that consist of more than one word but represent a single item or idea. They come in three styles.

**Open (or spaced) compounds are written as separate words.**

#### Examples

printing press

car wash

chief of staff

**Hyphenated compounds use hyphens between the words.**

**Examples**

eye-opener  
check-in  
free-for-all

**Closed (or solid) compounds are written as a single word.**

**Examples**

lifestyle  
bookstore  
whodunit

**Compound nouns**

Compound nouns are the easiest to deal with: most of them can be looked up in a good dictionary. Keep in mind, though, that many compound nouns start out spaced or hyphenated before eventually becoming solid, with dictionaries often lagging behind current usage.

**Compound verbs**

Compound verbs (e.g., waterproof, highlight, rubber-stamp, nickel-and-dime) also are typically included in a good dictionary.

**Compound adjectives**

The most difficult compound terms to deal with are the compound adjectives. For one thing, most of them will not be found in any dictionary. For another, whether they are hyphenated or not depends on their position within a sentence. Whether to hyphenate or not is often a matter of style. Some basic guidance is offered below. For more detailed guidance, the current (17th) edition of *The Chicago Manual of Style* includes a useful table of rules for all manner of compounds.

Two or more words that collectively act as an adjective should be hyphenated when they appear immediately before the noun they modify. This helps prevent misreading.

### Examples

Voters are fed up with this do-nothing congress.

The victim is being described only as a twenty-five-year-old man.

Does this come with a money-back guarantee?

The house comes with a state-of-the-art security system.

Though the one-bedroom condos are sold out, we still have several two-, three-, and four-bedroom units available.

### Exception

The major exception is when the compound adjective begins with an adverb ending in *-ly*. In that case, since a misreading is unlikely, the hyphen is unnecessary. If the *-ly* adverb is part of a larger compound adjective, use a hyphen.

#### Examples

This is a poorly produced movie.

He followed up with a not-so-poorly-produced sequel.

### Forming compounds with an en dash

Certain particularly complex compounds can be formed with an en dash rather than a hyphen, as explained here.

### Word division

In professionally printed material (particularly books, magazines, and newspapers), the hyphen is used to divide words between the end of one line and the beginning of the next. This allows for an evenly aligned right margin without highly variable (and distracting) word spacing. The rules for such word division are beyond the scope of this guide; they are also beyond the needs of most writers. If you are writing for a publication that requires it, the word division will be handled by the typesetter. Your word processor's default setting, which is to avoid word division at the end of each line, is appropriate for nearly all of your writing—academic, business, or personal.

## Quotation marks with other punctuation

---

When used with quotation marks at the ends of clauses or sentences, periods and commas fall inside the quotation marks (before the closing quotation marks). However, unless it is part of the quoted material, other punctuation, such as colons and semicolons, follow the quotation marks.

**WRONG**            “When Christ calls a man, he bids him come and die.”

**CORRECT**        “When Christ calls a man, he bids him come and die.”

**WRONG**            “When Christ calls a man, he bids him come and die;” a truth Bonhoeffer confirmed in his martyrdom.

**CORRECT**        “When Christ calls a man, he bids him come and die”; a truth Bonhoeffer confirmed in his martyrdom.

## Scare quotes

---

Use double quotation marks, not single, for “scare quotes”—but this device should be used sparingly (see *CMOS* 7.58).

**WRONG**            Radical Orthodoxy is attempting to go beyond ‘secular reason.’

**CORRECT**        Radical Orthodoxy is attempting to go beyond “secular reason.”

## Slash (forward slash)

---

A slash signifying an alternative or replacing the word “and” should have no space on either side of the slash unless the slash is separating one or more open compounds or is being used to separate lines of a poem (see *CMOS* 6.112–6.113; 6.118).

**WRONG**            he / she; knowledge / power; human / divine

**CORRECT**        he/she; knowledge/power; human/divine

**BUT** World War I / First World War; so much depends /  
upon / a red wheel / barrow

## Numbers

---

Numbers one to one hundred, all round numbers, and numbers that begin a sentence should be in written form. Here are two common exceptions. For an exhaustive discussion of the treatment of numbers see *CMOS* chapter 9.

## Percentages

---

**WRONG** ten%; 50%; 100%  
**CORRECT** 10 per cent; 50 per cent; 100 per cent.

## Chapter numbers

---

**WRONG** Chapter One; Ch. Five; chapter nine  
**CORRECT** chapter 1; chapter 5; chapter 9.

## Number ranges

---

When a number range is introduced with the word “from” or the like, do not use a dash in place of the word “to” except in the case of page numbers.

**WRONG** From 1920–1940; from 1996–1999  
**CORRECT** From 1920 to 1940; from 1996 to 1999

## Centuries spelled out

---

Centuries should be spelled out.

**WRONG** 21st century; 8th century, 1st century  
**CORRECT** twenty-first century; eighth century; first century

## Centuries spelled out as adjectives

---

When used as an adjective, there should be a hyphen between the last number and the word century.

<b>WRONG</b>	Twenty-first century design; eighth century manuscript
<b>CORRECT</b>	Twenty-first-century design; eighth-century manuscript

### Centuries numerical

---

Centuries should not include an apostrophe.

<b>WRONG</b>	1900's, 1990's
<b>CORRECT</b>	1900s, 1990s

### Decades numerical

---

Decades should be spelled out.

<b>WRONG</b>	50's, 80's
<b>CORRECT</b>	fifties, eighties

### Era abbreviations

---

Era abbreviations should not have periods.

<b>WRONG</b>	B.C. & A.D.; B.C.E. & C.E.
<b>CORRECT</b>	BC & AD; BCE & CE

### Abbreviations: states and provinces

---

Except for in bibliographic citations, do not use abbreviations for the names of states and provinces.

<b>WRONG</b>	Eugene, OR; Chicago, IL; Vancouver, BC
<b>CORRECT</b>	Eugene, Oregon; Chicago, Illinois; Vancouver, British Columbia
<b>EXCEPTION</b>	Washington, DC

## Abbreviations: degrees

---

Abbreviations for degrees should not have periods.

**WRONG**            Ph.D., D.Min., M.Div., M.A., B.A., M.D.

**CORRECT**         PhD, DMin, MDiv, MA, BA, MD

## Abbreviations: Religious orders

---

Abbreviations for religious orders do not need periods, but should be set off with a comma.

**WRONG**            Henri de Lubac S.J., Herbert McCabe O.P.

**CORRECT**         Henri de Lubac, SJ, Herbert McCabe, OP

## Suffixes

---

Suffixes such as Jr. should have a period, but should not be set off with a comma.

**WRONG**            Martin Luther King, Jr.

**CORRECT**         Martin Luther King Jr.

## Possessives ending in “s”

---

Possessive forms for names ending in “s” should include an apostrophe plus another “s.”

**WRONG**            Davis’; Williams’; Myers’

**CORRECT**         Davis’s; Williams’s; Myers’s

## Possessive: Jesus, Moses, and Aquinas.

---

The possessive forms for Jesus, Moses and Aquinas can either include or not include a second “s.”

**EITHER**            Jesus’; Moses’ or Jesus’s; Moses’s

*CMOS* prefers to include the ending “s,” but we allow for either so long as the author is consistent throughout the manuscript.

## Common capitalised words

---

Do not capitalise the adjectival forms of capitalised terms, except in the case of proper names.

**CORRECT** "Scripture," "scriptural"; "Bible," "biblical";  
"Christology," "christological"; Trinity," "trinitarian."

**EXCEPTION** "Augustine," "Augustinian"; "Yoder," "Yoderian"

## Capitalising "Church"

---

The word "church" should be in lowercase unless referring to a particular local church or is in the title of a denomination.

**WRONG** The purpose of the Church is to be the Church.

**CORRECT** The purpose of the church is to be the church.

**EXCEPTION** The United Methodist Church; The Evangelical Church.

## Pronouns for the Godhead

---

Avoid, where possible and appropriate, the use of gender-specific pronouns in reference to the Godhead. If they must be used, they should not be capitalised (see SBL 4.4.8).

**WRONG** God sent His son into the world; Jesus calls us to Himself

**CORRECT** God sent his son into the world; Jesus calls us to himself

## i.e., e.g., viz.

---

The abbreviations "i.e.," "e.g.," and "viz.," are preceded by a punctuation mark (e.g., commas, semicolons, dashes, or parentheses) and are always followed by commas (see *CMOS* 6.44).

**WRONG** . . . biblical "hermeneutics" i.e. interpretation, . . .

**CORRECT** . . . biblical "hermeneutics," i.e., interpretation, . . .

## cf.

The abbreviation “cf.” should be used only where “see, by way of comparison” is meant, not where “see” suffices.

It is not followed by a comma (see *CMOS* 16.58).

**WRONG** For further discussion of the issue, cf., Spinks,  
*Meaning*, 61.

**CORRECT** Others disagree with my position; cf. Spinks,  
*Meaning*, 61.

## Et al.

The abbreviation “et al.” is not preceded by a comma except in bibliographies when it immediately follows a name in last, first order. Note that “et” is not an abbreviated word and so is not followed by a period (see *CMOS* 5.202; 16.44).

**WRONG** Robert N. Bellah, et. al. *Habits of the Heart*

**CORRECT** Robert N. Bellah et al., *Habits of the Heart*

## Ibid. (footnotes only)

The abbreviation “ibid.” is followed by a comma (after, not in place of, the period) when it does not stand alone.

It is only capitalised if it begins a sentence.

**WRONG** Ibid. 56.; She makes this explicit, Ibid. 49.

**CORRECT** Ibid., 56.; She makes this explicit, *ibid.*, 49.

Note that there is an emerging preference in theological literature for the use of the author’s surname and the short title of the work. Long chains of ‘ibid.’ or short title should be avoided. If engaging at length with a text, it is permissible to include bracketed pagination in your main text ‘(p. 162)’ after the first footnoted reference.

### f., ff., passim

---

Do not use the abbreviations “f.” or “ff.” or the term *passim*. If possible, always specify the ending page or section number of citations.

**WRONG** Rom 12:1f; Reed, *Active Faith*, 78ff.

**CORRECT** Rom 12:1–2; Reed, *Active Faith*, 78–102.

### Footnote markers

---

Footnote numbers follow all punctuation marks, including closing quotation marks. The only exception is the em dash, which a footnote number can precede. Footnote numbers also generally fall outside parentheses, except if, say, a single sentence including a footnote falls within parentheses.

**WRONG** . . . which is in agreement with Moltmann<sup>23</sup>.

**CORRECT** . . . which is in agreement with Moltmann.<sup>23</sup>

**EXCEPTION** . . . which is in agreement with Moltmann<sup>23</sup>—a position gaining traction in North America.

### III. Notes and references: sample citations

The editorial board of *St Mark's Review* has recently changed its citation and reference system to Chicago style. *The Chicago Manual of Style* presents two basic documentation systems: (1) Notes and Bibliography and (2) Author-date. *St Mark's Review* uses only the 'Notes' style which presents reference/bibliographic information in **endnotes**. It accommodates a variety of sources, including esoteric ones less appropriate to the author-date system. **We present these as endnotes, so please convert all footnotes to endnotes** before forwarding your manuscript to us.

The following examples illustrate citations using the notes and bibliography system, taken from the the Chicago Style Citation Quick Guide, which can be found online at: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html). Examples of notes are followed by shortened versions of citations to the same source. For more details and many more examples, see chapter 14 of *The Chicago Manual of Style*, 17th edn, 2016.

#### Book

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##### NOTES

1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
2. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

##### SHORTENED NOTES

3. Smith, *Swing Time*, 320.
4. Grazer and Fishman, *Curious Mind*, 37.

##### BIBLIOGRAPHY ENTRIES (IN ALPHABETICAL ORDER)

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

For many more examples, covering virtually every type of book, see 14.100–163 in *The Chicago Manual of Style*.

## Chapter or other part of an edited book

---

In a note, cite specific pages. In the bibliography, include the page range for the chapter or part.

### NOTE

1. Henry David Thoreau, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177–78.

### SHORTENED NOTE

2. Thoreau, "Walking," 182.

### BIBLIOGRAPHY ENTRY

Thoreau, Henry David. "Walking." In *The Making of the American Essay*, edited by John D'Agata, 167–95. Minneapolis: Graywolf Press, 2016.

In some cases, you may want to cite the collection as a whole instead.

### NOTE

3. John D'Agata, ed., *The Making of the American Essay* (Minneapolis: Graywolf Press, 2016), 177–78.

### SHORTENED NOTE

4. D'Agata, *American Essay*, 182.

### BIBLIOGRAPHY ENTRY

D'Agata, John, ed. *The Making of the American Essay*. Minneapolis: Graywolf Press, 2016.

For more examples, see 14.103–5 and 14.106–12 in *The Chicago Manual of Style*.

## Translated book

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### NOTE

1. Jhumpa Lahiri, *In Other Words*, trans. Ann Goldstein (New York: Alfred A. Knopf, 2016), 146.

## SHORTENED NOTE

2. Lahiri, *In Other Words*, 184.

## BIBLIOGRAPHY ENTRY

Lahiri, Jhumpa. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf, 2016.

## E-book

For books consulted online, include a URL or the name of the database. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the notes, if any (or simply omit).

## NOTES

1. Herman Melville, *Moby-Dick; or, The Whale* (New York: Harper & Brothers, 1851), 627, <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.
2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), chap. 10, doc. 19, <http://press-pubs.uchicago.edu/founders/>.
3. Brooke Borel, *The Chicago Guide to Fact-Checking* (Chicago: University of Chicago Press, 2016), 92, ProQuest Ebrary.
4. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), chap. 3, Kindle.

## SHORTENED NOTES

5. Melville, *Moby-Dick*, 722–23.
6. Kurland and Lerner, *Founders' Constitution*, chap. 4, doc. 29.
7. Borel, *Fact-Checking*, 104–5.
8. Austen, *Pride and Prejudice*, chap. 14.

## BIBLIOGRAPHY ENTRIES (IN ALPHABETICAL ORDER)

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle.

Borel, Brooke. *The Chicago Guide to Fact-Checking*. Chicago: University of Chicago Press, 2016. ProQuest Ebrary.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <http://press-pubs.uchicago.edu/founders/>.

Melville, Herman. *Moby-Dick; or, The Whale*. New York: Harper & Brothers, 1851. <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

For more examples, see 14.159–63 in *The Chicago Manual of Style*.

## Journal article

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In a note, cite specific page numbers. In the bibliography, include the page range for the whole article. For articles consulted online, include a URL or the name of the database. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser's address bar.

### NOTES

1. Susan Satterfield, "Livy and the *Pax Deum*," *Classical Philology* 111, no. 2 (April 2016): 170.
2. Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, <https://doi.org/10.1086/690235>.
3. Peter LaSalle, "Conundrum: A Story about Reading," *New England Review* 38, no. 1 (2017): 95, Project MUSE.

### SHORTENED NOTES

4. Satterfield, "Livy," 172–73.
5. Keng, Lin, and Orazem, "Expanding College Access," 23.
6. LaSalle, "Conundrum," 101.

### BIBLIOGRAPHY ENTRIES (IN ALPHABETICAL ORDER)

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income

Inequality.” *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34. <https://doi.org/10.1086/690235>.

LaSalle, Peter. “Conundrum: A Story about Reading.” *New England Review* 38, no. 1 (2017): 95–109. Project MUSE.

Satterfield, Susan. “Livy and the *Pax Deum*.” *Classical Philology* 111, no. 2 (April 2016): 165–76.

Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the bibliography; in a note, list only the first, followed by *et al.* (“and others”). For more than ten authors (not shown here), list the first seven in the bibliography, followed by *et al.*

#### NOTE

1. Rachel A. Bay et al., “Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures,” *American Naturalist* 189, no. 5 (May 2017): 465, <https://doi.org/10.1086/691233>.

#### SHORTENED NOTE

2. Bay et al., “Predicting Responses,” 466.

#### BIBLIOGRAPHY ENTRY

Bay, Rachael A., Noah Rose, Rowan Barrett, Louis Bernatchez, Cameron K. Ghalambor, Jesse R. Lasky, Rachel B. Brem, Stephen R. Palumbi, and Peter Ralph. “Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures,” *American Naturalist* 189, no. 5 (May 2017): 463–73. <https://doi.org/10.1086/691233>.

For more examples, see 14.168–87 in *The Chicago Manual of Style*.

### News or magazine article

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. Page numbers, if any, can be cited in a note but are omitted from a bibliography entry. If you consulted the article online, include a URL or the name of the database.

## NOTES

1. Rebecca Mead, "The Prophet of Dystopia," *New Yorker*, April 17, 2017, 43.
2. Farhad Manjoo, "Snap Makes a Bet on the Cultural Supremacy of the Camera," *New York Times*, March 8, 2017, <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.
3. Rob Pegoraro, "Apple's iPhone Is Sleek, Smart and Simple," *Washington Post*, July 5, 2007, LexisNexis Academic.
4. Tanya Pai, "The Squishy, Sugary History of Peeps," *Vox*, April 11, 2017, <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

## SHORTENED NOTES

5. Mead, "Dystopia," 47.
6. Manjoo, "Snap."
7. Pegoraro, "Apple's iPhone."
8. Pai, "History of Peeps."

## BIBLIOGRAPHY ENTRIES (IN ALPHABETICAL ORDER)

Manjoo, Farhad. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Mead, Rebecca. "The Prophet of Dystopia." *New Yorker*, April 17, 2017.

Pai, Tanya. "The Squishy, Sugary History of Peeps." *Vox*, April 11, 2017. <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

Pegoraro, Rob. "Apple's iPhone Is Sleek, Smart and Simple." *Washington Post*, July 5, 2007. LexisNexis Academic.

Readers' comments are cited in the text or in a note but omitted from a bibliography.

## NOTE

9. Eduardo B (Los Angeles), March 9, 2017, comment on Manjoo, "Snap." For more examples, see 14.188–90 (magazines), 14.191–200 (newspapers), and 14.208 (blogs) in *The Chicago Manual of Style*.

## Book review

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### NOTE

1. Michiko Kakutani, “Friendship Takes a Path That Diverges,” review of *Swing Time*, by Zadie Smith, *New York Times*, November 7, 2016.

### SHORTENED NOTE

2. Kakutani, “Friendship.”

### BIBLIOGRAPHY ENTRY

Kakutani, Michiko. “Friendship Takes a Path That Diverges.” Review of *Swing Time*, by Zadie Smith. *New York Times*, November 7, 2016.

## Interview

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### NOTE

1. Kory Stamper, “From ‘F-Bomb’ to ‘Photobomb,’ How the Dictionary Keeps Up with English,” interview by Terry Gross, *Fresh Air*, NPR, April 19, 2017, audio, 35:25, <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

### SHORTENED NOTE

2. Stamper, interview.

### BIBLIOGRAPHY ENTRY

Stamper, Kory. “From ‘F-Bomb’ to ‘Photobomb,’ How the Dictionary Keeps Up with English.” Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25. <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

## Thesis or dissertation

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### NOTE

1. Cynthia Lillian Rutz, “*King Lear* and Its Folktale Analogues” (PhD diss., University of Chicago, 2013), 99–100.

### SHORTENED NOTE

2. Rutz, “*King Lear*,” 158.

### BIBLIOGRAPHY ENTRY

Rutz, Cynthia Lillian. “*King Lear* and Its Folktale Analogues.” PhD diss., University of Chicago, 2013.

## Website content

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It is often sufficient simply to describe web pages and other website content in the text (“As of May 1, 2017, Yale’s home page listed . . .”). If a more formal citation is needed, it may be styled like the examples below. For a source that does not list a date of publication or revision, include an access date (as in example note 2).

### NOTES

1. “Privacy Policy,” Privacy & Terms, Google, last modified April 17, 2017, <https://www.google.com/policies/privacy/>.
2. “About Yale: Yale Facts,” Yale University, accessed May 1, 2017, <https://www.yale.edu/about-yale/yale-facts>.
3. Katie Bouman, “How to Take a Picture of a Black Hole,” filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 12:51, [https://www.ted.com/talks/katie\\_bouman\\_what\\_does\\_a\\_black\\_hole\\_look\\_like](https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like).

### SHORTENED NOTES

4. Google, “Privacy Policy.”
5. “Yale Facts.”
6. Bouman, “Black Hole.”

## BIBLIOGRAPHY ENTRIES (IN ALPHABETICAL ORDER)

Bouman, Katie. “How to Take a Picture of a Black Hole.” Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. [https://www.ted.com/talks/katie\\_bouman\\_what\\_does\\_a\\_black\\_hole\\_look\\_like](https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like).

Google. “Privacy Policy.” Privacy & Terms. Last modified April 17, 2017. <https://www.google.com/policies/privacy/>.

Yale University. “About Yale: Yale Facts.” Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.

For more examples, see 14.205–10 in *The Chicago Manual of Style*. For multimedia, including live performances, see 14.261–68.

## Social media content

Citations of content shared through social media can usually be limited to the text (as in the first example below). A note may be added if a more formal citation is needed. In rare cases, a bibliography entry may also be appropriate. In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post.

### TEXT

Conan O’Brien’s tweet was characteristically deadpan: “In honor of Earth Day, I’m recycling my tweets” (@ConanOBrien, April 22, 2015).

### NOTES

1. Pete Souza (@petesouza), “President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit,” Instagram photo, April 1, 2016, <https://www.instagram.com/p/BDrmfXTtNCt/>.
2. Chicago Manual of Style, “Is the world ready for singular they? We thought so back in 1993,” Facebook, April 17, 2015, <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

### SHORTENED NOTES

3. Souza, “President Obama.”

4. Michele Truty, April 17, 2015, 1:09 p.m., comment on Chicago Manual of Style, “singular they.”

#### **BIBLIOGRAPHY ENTRY**

Chicago Manual of Style. “Is the world ready for singular they? We thought so back in 1993.” Facebook, April 17, 2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

### **Personal communication**

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Personal communications, including email and text messages and direct messages sent through social media, are usually cited in the text or in a note only; they are rarely included in a bibliography.

#### **NOTE**

1. Sam Gomez, Facebook message to author, August 1, 2017.

#### **E-MAIL OR TEXT MESSAGE**

E-mail and text messages may be cited in running text (“In a text message to the author on March 1, 2010, John Doe revealed . . .”) instead of in a note, and they are rarely listed in a bibliography. The following example shows the more formal version of a note.

2. John Doe, e-mail message to author, February 28, 2010.

### **Item in a commercial database**

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For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest’s database for dissertations and theses.

Choi, Mihwa. “Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty.” PhD diss., University of Chicago, 2008. ProQuest (AAT 3300426).

## IV. Citing the Bible

### Books of the Bible in text

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You do not need to include the Bible in your bibliography. In running text, books of the Bible are generally spelled out and are **not** in italics.

#### Examples

The opening chapters of Ephesians constitute a sermon on love. Jeremiah, chapters 42–44, records the flight of the Jews to Egypt. According to Genesis 1:27, God created man in his own image.

### In parenthetical citations or in notes, or where many such references appear in the text.

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#### Example

My concordance lists five instances of the word nourish: Gen. 47:12, Ruth 4:15, Isa. 44:14, Acts 7:21, and 1 Tim. 4:6.

#### NOTE

When reference is made to a biblical idea, the book, chapter, verse, and version are abbreviated and cited in the main text not in footnotes. The first citation includes what version of the Bible being used e.g. (John 14:17, NRSV). For subsequent references, the version need not be cited unless different to the first.

If a biblical passage is cited in full, the reference is placed outside the quotation marks but inside the full stop following the quotation: “Render to Caesar the things that are Caesar’s and to God the things that are God’s” (Matt 22:21, NRSV).

#### Examples of parenthetical reference

(Gen. 12:1–3 Revised Standard Version)

(Jn 3:16–17 RSV)

### Example of in-text parenthetical reference

they were to be apostles bearing witness to him by life and word, conveying to others all that he had taught, baptising, and making them his disciples (Matthew 28:19, 20 NRSV).

### Examples of footnote or endnote

1. Ps. 139:13–16 NAB
2. Eph 6:10–17

## Abbreviations for Bible citations

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### Old Testament (OT)

<b>Traditional</b>	<b>Shorter</b>	<b>Full Name</b>
Amos	Am	Amos
1 Chron.	1 Chr	1 Chronicles
2 Chron.	2 Chr	2 Chronicles
Dan.	Dn	Daniel
Deut.	Dt	Deuteronomy
Eccles.	Eccl	Ecclesiastes
Esther	Est	Esther
Exod.	Ex	Exodus
Ezek.	Ez	Ezekiel
Ezra	Ezr	Ezra
Gen.	Gn	Genesis
Hab.	Hb	Habakkuk
Hag.	Hg	Haggai
Hosea	Hos	Hosea
Isa.	Is	Isaiah
Jer.	Jer	Jeremiah
Job	Jb	Job
Joel	Jl	Joel
Jon.	Jon	Jonah
Josh.	Jo	Joshua
Judg.	Jgs	Judges
1 Kings	1 Kgs	1 Kings
2 Kings	2 Kgs	2 Kings
Lam.	Lam	Lamentations
Lev.	Lv	Leviticus
Mal.	Mal	Malachi

<b>Traditional</b>	<b>Shorter</b>	<b>Full Name</b>
Mic.	Mi	Micah
Nah.	Na	Nahum
Neh.	Neh	Nehemiah
Num.	NM	Numbers
Obad	OB	Obadiah
Prov.	Prv	Proverbs
PS. (Plural PSS.)	PS / PSS	Psalms
Ruth	Ru	Ruth
1 Sam.	1 Sm	1 Samuel
2 Sam.	2 Sm	2 Samuel
Song of Sol.	SG	Song of Solomon (Song of Songs)
Zech.	Zec	Zechariah
Zeph.	Zep	Zephaniah

### New Testament (NT)

<b>Traditional</b>	<b>Shorter</b>	<b>Full Name</b>
Acts	----	Acts of the Apostles
Apoc.	----	Apocalypse (Revelation)
Col.	Col	Colossians
1 Cor.	1 Cor	1 Corinthians
2 Cor.	2 Cor	2 Corinthians
Eph.	Eph	Ephesians
Gal.	Gal	Galatians
Heb.	Heb	Hebrews
James	Jas	James
John	Jn	John (Gospel)
1 John	1 Jn	1 John (Epistle)
2 John	2 Jn	2 John (Epistle)
3 John	3 Jn	3 John (Epistle)
Jude	----	Jude
Luke	Lk	Luke
Mark	Mk	Mark
Matt.	Mt	Matthew
1 Pet.	1 Pt	1 Peter
2 Pet.	2 Pt	2 Peter
Philem.	Phlm	Philemon

Phil.	Phil	Philippians
Rev.	Rv	Revelation (Apocalypse)
Rom.	Rom	Romans
1 Thess.	1 Thes	1 Thessalonians
2 Thess.	2 Thes	2 Thessalonians
1 Tim.	1 Tm	1 Timothy
2 Tim.	2 Tm	2 Timothy
Titus	Ti	Titus

### Apocrypha (Apoc.)

<b>Traditional</b>	<b>Shorter</b>	<b>Full Name</b>
Bar.	Bar	Baruch
Ecclus.	----	Ecclesiasticus (Sirach)
1 Esd.	----	1 Esdras
2 Esd.	----	2 Esdras
Jth.	Jdt	Judith
1 Macc.	1 Mc	1 Maccabees
2 Macc.	2 Mc	2 Maccabees
Pr. of Man.	----	Prayer of Manasses (Manasseh)
Sir.	Sir	Sirach (Ecclesiasticus)
Sus.	----	Susanna
Tob.	Tb	Tobit
Ws	----	Wisdom (Wisdom of Solomon)
Wisd. of Sol.	----	Wisdom of Solomon (Wisdom)

## Versions and Sections of the Bible

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<b>Abbreviation</b>	<b>Version/Section</b>
Apoc.	Apocrypha
ARV	American Revised Version
ASV	American Standard Version
AT	American Translation
AV	Authorized (King James) Version
CEV	Contemporary English Version
DV	Douay Version
ERV	English Revised Version
EV	English version(s)
HB	Hebrew Bible
JB	Jerusalem Bible
LXX	Septuagint
MT	Masoretic Text
NAB	New American Bible
NEB	New English Bible
NJB	New Jerusalem Bible
NRSV	New Revised Standard Version
NT	New Testament
OT	Old Testament
RSV	Revised Standard Version
RV	Revised Version
Syr.	Syriac
Vulg.	Vulgate
WEB	World English Bible