

GENERAL GUIDELINES FOR WRITING
MASTER AND PH.D. THESES

SCHOOL OF MISSION AND THEOLOGY
STAVANGER

APPROVED BY
THE BOARD OF RESEARCH
APRIL 2009

English Version 1.1

TABLE OF CONTENTS

Chapter One

INTRODUCTION.....	3
1.1 GENERAL INFORMATION ON DOCUMENTATION	3

Chapter Two

FORMATTING GUIDELINES	5
2.1 HEADINGS AND SUBHEADINGS.....	5
2.2 PARAGRAPH INDENTATIONS.....	6
2.3 FONT	6
2.4 SPACING.....	7
2.5 THE USE OF GREEK AND HEBREW	7
2.6 SCRIPTURAL REFERENCES.....	7
2.7 FRONT PAGE	8

Chapter Three

DOCUMENTATION.....	10
3.1 BIBLIOGRAPHY AND LIST OF REFERENCES.....	10
3.2 EXAMPLES WITH FOOTNOTES AND BIBLIOGRAPHY	10
3.2.1 <i>Books</i>	11
3.2.2 <i>An Article in an Edited Volume</i>	11
3.2.3 <i>An Article in a Reference Work or an Encyclopaedia</i>	12
3.2.4 <i>Entry in a Lexicon</i>	12
3.2.5 <i>Journal Articles</i>	13
3.2.6 <i>A Journal Article Republished in a Collected Volume</i>	13
3.2.7 <i>An Article Published on the Internet</i>	13
3.2.8 <i>An Article Published in a Magazine</i>	14
3.2.9 <i>An Article Published in a Newspaper</i>	14
3.3 AUTHOR-DATE SYSTEM.....	14
3.4 BLOCK QUOTATIONS.....	16
3.5 QUOTATION MARKS.....	16
3.6 ELLIPSES	17
3.7 CAPITALIZATION OF FIRST WORD.....	17
3.8 INTERPOLATION	18
3.9 EMPHASIS	18
3.10 USES OF NOTES	18
3.11 NUMBERS AND DATES.....	19
3.12 GENERAL ADVICE	19

Chapter One

INTRODUCTION

The following style sheet is based upon *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*, 15th edition, Chicago, Ill.: University of Chicago Press, 2003 (abbreviated *CMS*). A condensed version of the *CMS* is found in Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th edition, revised by John Grossman and Alice Bennett, Chicago, Ill.: The University of Chicago Press 1996. Students working in Biblical studies are further referred to Patrick H. Alexander et al., eds., *The SBL Handbook of Style for Ancient Near Eastern, Biblical, and Early Christian Studies*, Peabody, Mass.: Hendrickson, 1999.

1.1 General information on documentation

An important part of any academic paper is the handling of source material and scholarly literature. Sloppy and inaccurate information on this point can make it difficult, if not impossible, to retrieve the relevant literature, and it also makes a bad impression on the reader. Documentation should aim at providing all the relevant information needed for finding the books and articles on which the author bases her/his paper or thesis.

Students should develop good documentation habits as early as possible. Leading principles are completeness, accuracy, and consistency.

- Completeness means including information on author, title of work, subtitle, page numbers, title of publication, editor, volume, edition, series, volume in series, city, publisher, date.
- Accuracy means that the student should use the information provided in the publication itself, not in secondary sources.
- Consistency applies to bibliographical information, abbreviations used etc.

Already when the work is started all the necessary bibliographical information should be recorded and kept for later use. This documentation forms the basis for references and bibliography. The information should be kept in electronic format (we recommend the use of

EndNotes), and it will be practical also to have it printed. Information which has not been used in the final paper or thesis can be left out, unless a bibliography for further reading is considered convenient. The two sets of information should in any case be kept separated.

Even if we strongly recommend using the style 'Times New Roman,' as in this text, for all scholarly works, the examples in this text are typed in the font 'Courier New' in order to clearly distinguish the examples from the written text.

Chapter Two

FORMATTING GUIDELINES

Any academic text should contain some or all of the following elements in addition to the main text:

- Table of contents (the table can be generated by the computer if the headings are formatted).
- Preface/acknowledgements (optional).
- List of abbreviations (optional).
- Appendix (optional).
- Bibliography (if you use EndNotes, the bibliography will be generated automatically).

2.1 Headings and Subheadings

We recommend three levels of subheadings in the text. The student should use the system described below in conjunction with the help offered in MS Word. MS Word has a special tool for headings and subheadings which enables the writer to make document maps. We highly encourage the student to benefit from this tool. The headings do not have to be numbered, but if numbered, the sub-headings should be numbered according to the following system: 1, 1.1, and 1.1.1. A page should never end with a heading.

First level: centred heading, capital letters, 14-point font, followed by double space, for instance:

Chapter One

THE BOOK OF ZECHARIAH AND ITS INFLUENCE

Second level: sideheaded in bold, capitalized headline style, 12-point font, followed by single space (no space when marked as heading by the computer):

1.1 The Provenance of LXX-Zechariah

Third level: sideheaded in text type, italicized, capitalized headline style, 12-point font, followed by single space (no space when marked as heading by the computer):

1.1.1 Comparing the Texts

2.2 Paragraph Indentations

The first paragraph of a new section or a subsection should start at the left margin. The following paragraphs should be indented one tabulator (1,25 inches). Blank line between paragraphs may be used, but only to ease the reading of longer text units:

1.1 The Provenance of LXX-Zechariah

To trace the provenance of the Septuagint translations is a difficult matter. For the Torah it is generally agreed that the work of the translation was carried out in Alexandria. The external evidence we have for this setting in the "Letter of Aristeas" seems to be confirmed by detailed studies of the translations themselves. The dating of the translation to the reign of Ptolemy Philadelphus (285-246 B.C.E) has also been made likely through textual studies.

When it comes to the other translations into Greek, the evidence is more scanty. The brief mentioning in the prologue of Ben Sira offers a valuable *terminus ante quem* for the prophetic books and the Psalms, but it does not provide a specific dating nor a place of origin for any of them.

2.3 Font

Use a 12-point font. Subheadings should be the same size and type as the text font. For chapter headings (first level) use 14-point font. Use the Times New Roman style.

2.4 Spacing

All main text should be 1, 5-spaced except for block quotations, which should be single-spaced (see 3.4).

2.5 The Use of Greek and Hebrew

The student should use a Greek or Hebrew font when referring to a specific word if the student has training in these languages.

Transliterations should be made according to the *The SBL Handbook of Style* available in the Library.

Fonts for working with Greek and Hebrew are available for download from several web sites.

We recommend <http://www.sbl-site.org/> (under resources) or

<http://www.tyndalehouse.com/Fonts.htm>

Longer quotations from the Bible should be inserted from *BibleWorks* or one of the following web sites:

<http://www.mechon-mamre.org/p/pt/pt0.htm>

<http://www.bibelwissenschaft.de/online-bibeln/biblia-hebraica-stuttgartensia-bhs/lesen-im-bibeltext/>

<http://www.bibelwissenschaft.de/online-bibeln/novum-testamentum-graece-na-27/lesen-im-bibeltext/>

<http://www.bibelwissenschaft.de/online-bibeln/septuaginta-lxx/lesen-im-bibeltext/>

There are several other web sites offering Biblical texts. Professor Torrey Seland has collected a number of useful links: <http://torreys.org/bible/>

2.6 Scriptural References

References to the Bible should be made in the following manner: Matt 26:1. If the student wishes to make several references either to the same or to a different book, these should be separated by a semi colon: Matt 26:1; Joh 1:3; 21:4. If more than one verse in the same chapter is referred to, this should be done by separating the verses by a comma: Matt 26:1, 9, 11. It is not necessary to repeat the chapter number for each verse.

When the student discusses a Biblical book in the text, the whole name should be used. The short titles are used for references. Every book has a specific short title which is to be found *The SBL Handbook of Style*:

Genesis 1 belongs to the priestly layer of the Pentateuch.

We find the story of Jesus' cleansing of the temple in all the canonical gospels (Matt 21:12-13; Mark 11:15-17; Luke 19:45-46; John 2:13-22).

2.7 Front Page

The front page must include the following information:

Name of the college

The full title of the paper

The course (including the course number)

The name of the writer

The front page should be in capital letters in the same style as the text, but the scale should be 14-point. All elements should be centred and the margins should be two inches at the top and bottom. An example will follow on the next page.

UNIVERSITY OF STAVANGER

THE SEPTUAGINT AND HERMENEUTICS:
SOME THOUGHTS ON THE DEBATE CONCERNING
THE THEOLOGY OF THE TRANSLATORS

ESSAY SUBMITTED FOR THE COURSE:
PHILOSOPHY OF SCIENCE WITH ETHICS (PSE 1089)

BY
GUNNAR MAGNUS EIDSVÅG

STAVANGER
SEPTEMBER 2007

Chapter Three

DOCUMENTATION

In the humanities a system for documentation with footnotes and bibliography is common. In the natural and social sciences the author-date style is preferred, where a bibliography or a list of references follows the body of the work. Most theological disciplines are considered inside the humanities, and document the information by the help of footnotes, followed by a full bibliography. After the fuller set of information is given in the first footnote an abbreviated form of reference is used in the following footnotes. Here, only family names are used for authors, and titles omit initial articles and prepositions, unless these are case determining, as in some languages.

3.1 Bibliography and List of References

A thesis must include a bibliography which lists all the sources used in the thesis in alphabetical order according to the last name of the author. We recommend that only one bibliography is used, with all the sources appearing together. The information to be included is the same as in the footnotes, but no abbreviations are used. Alphabetization in cases with von, van, de etc., with Mac and Mc, with Spanish names, and in other special cases, is decided according to the rules in the handbooks. For details and in difficult cases, consult the handbooks.

In case the author-date system is used, the term ‘List of References’ is accepted as an alternative term to ‘Bibliography.’ This list includes the same type of information, but the year of the publication is normally put after the name of the author.

Jones, Sían. 1997. *The Archaeology of Ethnicity: Constructing Identities in the Past and Present*. London and New York: Routledge.

3.2 Examples with Footnotes and Bibliography

The following examples first provide the form of the initial footnote, then of following footnotes, and finally the entry in the bibliography. The difference in format is mainly that

footnoting uses commas and parenthesis, whereas a bibliography employs full stops and no parenthesis. Footnotes have abbreviated forms of publication names. Alphabetization according to family names is used in bibliographies. In the following examples no 'p.' or 'pp.' are used, as the manuals consider these abbreviations superfluous.

In case the original publication is unavailable, the source where the information is found should be cited preceded by *apud*, which is Latin, meaning "at, with":

M. D. Johnson, *The Purpose of the Biblical Genealogies*, *apud* Hugh G. M. Williamson, *Israel in the Books of Chronicles*, Cambridge: Cambridge University Press 1977, 82.

3.2.1 Books

¹ Sían Jones, *The Archaeology of Ethnicity: Constructing Identities in the Past and Present* (London and New York: Routledge, 1997), 84.

¹ Jones, *Archaeology of Ethnicity*, 141.

Jones, Sían. *The Archaeology of Ethnicity: Constructing Identities in the Past and Present*. London and New York: Routledge, 1997.

3.2.2 An Article in an Edited Volume

¹ Magnar Kartveit, "Die älteste samaritanische Kanonauffassung," in "Und das Leben ist siegreich!" "And Life is Victorious!" *Mandäische und samaritanische Literatur / Mandaean and Samaritan Literatures: Im Gedenken an Rudolph Macuch / In Memory of Rudolph Macuch (1919-1993)* (ed. R. Voigt; Mandäistische Forschungen 1; Wiesbaden: Harrassowitz, 2008), 219-26.

¹ Kartveit, "Kanonauffassung," 222.

Kartveit, Magnar. "Die älteste samaritanische Kanonauffassung." Pages 219-26 in *"Und das Leben ist siegreich!" "And Life is Victorious!" Mandäische und samaritanische Literatur / Mandaean and Samaritan Literatures: Im Gedenken an Rudolph Macuch / In Memory of Rudolph Macuch (1919-1993)*. Edited by R. Voigt. Mandäistische Forschungen 1. Wiesbaden: Harrassowitz, 2008.

3.2.3 An Article in a Reference Work or an Encyclopaedia

¹ Shani L. Berrin, "Peshar Nahum," *EDSS* 2:653-655.

(In this case a list of abbreviations in the beginning of the thesis is necessary).

¹ Berrin, "Peshar Nahum," 2:653-655.

Schiffman, Lawrence H. and James VanderKam, editors in chief. *Encyclopedia of the Dead Sea Scrolls*. 2 vols. Oxford: Oxford University Press, 2000.

3.2.4 Entry in a Lexicon

¹ Francis Brown, S. R. Driver, and Charles Briggs, *A Hebrew and English Lexicon of the Old Testament*, s.v. vđq.

¹ Brown, Driver, and Briggs, *Hebrew and English Lexicon*, s.v. hnb.

Brown, Francis, S. R. Driver, and Charles Briggs. *A Hebrew and English Lexicon of the Old Testament*. Oxford: Clarendon, 1979.

3.2.5 Journal Articles

¹ John J. Collins, "The Epic of Theodotus and the Hellenism of the Hasmoneans," *HTR* 73 (1980): 100.

¹ Collins, "Epic of Theodotus," 102.

Collins, John J. "The Epic of Theodotus and the Hellenism of the Hasmoneans." *Harvard Theological Review* 73 (1980): 91-104.

3.2.6 A Journal Article Republished in a Collected Volume

¹ Albrecht Alt, "Die Rolle Samarias bei der Entstehung des Judentums," in *Festschrift Otto Procksch zum sechzigsten Geburtstag am 9. August 1943* (ed. A. Alt et al.; Leipzig: A. Deichert'sche Verlagsbuchhandlung, 1934), 5-28; repr. in *Kleine Schriften zur Geschichte des Volkes Israel*, vol. II, (München: C. H. Beck) 316-337.

¹ Alt, "Rolle Samarias," 26; repr. 335.

Alt, Albrecht. "Die Rolle Samarias bei der Entstehung des Judentums." Pages 5-28 in *Festschrift Otto Procksch zum sechzigsten Geburtstag am 9. August 1943*. Edited by A. Alt et al. Leipzig: A. Deichert'sche Verlagsbuchhandlung, 1934. Repr. pages 316-37 in *idem, Kleine Schriften zur Geschichte des Volkes Israel*, vol. 2. München: C. H. Beck, 1959.

3.2.7 An Article Published on the Internet

¹ Federal Election Commission, "Receipts of 1996 Presidential Pre-Nomination Campaigns"; available from <http://www.fec.gov/pres96/pres1b.jpg>; Internet; accessed 13 May 1996.

¹ Federal Election Commission, "Receipts of 1996."

Federal Election Commission. "Receipts of 1996 Presidential Pre-Nomination Campaigns." Available from <http://www.fec.gov.pres96/pres1b.jpg>. Internet; accessed 13 May 1996.

3.2.8 An Article Published in a Magazine

Magazines are best identified by date alone. The date then takes the place of the volume number.

¹ Michael Rogers, "Software for War, or Peace: All the World's Game," *Newsweek*, 9 December 1985, 82.

¹ Rogers, "Software for War," 83.

Rogers, Michael. "Software for War, or Peace: All the World's Game," *Newsweek*, 9 December 1985, 82-86.

3.2.9 An Article Published in a Newspaper

For reference to a newspaper article, the title of the article, the name of the paper, and the date should be cited. News items from daily papers do not have to be listed separately in a bibliography. It is sufficient if a newspaper article is cited in a note.

¹ "The Wrong Issue in Bosnia," *New York Times*, 22 March 1996.

3.3 Author-Date System

In the parenthetical, or author-date, system, citations in running text consist of two elements – author's names and dates of publication – in parenthesis. The full biographical details for these cited works are given in the list of references/bibliography.

There is no punctuation between author and date: (Holter 1991).

If there is no date for the work, use *n.d.*: (Seland n.d.).

If there are two or three authors, give all names: (Holter and Seland 2002) or (Holter, Seland, and Kartveit 1999).

If two authors have the same family name, the name is repeated: (Comaroff and Comaroff 1991).

If there are more than three authors, use *et al.*: (Mæland et al. 1995).

When a document carries no individual author's name on the title page and is published or sponsored by a group or an institution, or is an internet publication without author, use the name of the institution: (FN sambandet 1989).

Use an abbreviation if the name is long: Universitetet i Oslo, humanistisk fakultet, institutt for futuristisk lingvistik 2008 should read (Universitetet i Oslo 2008).

If one author has several publications in the same year, distinguish with letters 'a,' 'b,' 'c,' etc.: (Strandenæs 2001a). This must be repeated in the list of references/bibliography.

Page numbers are separated from the year by a comma: (Haug 1999, 21) or (Haug 1999, 21-23).

Several page references are separated by semicolon: (Haug 1999, 32; 45), as is the case with several references (Haug 1999, 32; Alfsvåg 2003, 45).

Volumes are indicated by a colon, followed by page number (Ådna 1987, 2: 21).

3.4 Block Quotations

A quotation of four lines of text or more is considered a 'long quotation.' These should be single-spaced, indented one tabulator from the left margin, and set off from the main text by a blank line. Quotation marks are not needed. Block quotations are directly followed by reference and no punctuation after parenthesis:

Today few young Dii are familiar with details of their own tradition. On the road towards 'modernity', the interaction with independent Cameroon, Islam and Christianity, certain rites have been abandoned. These rites were either banned by the government through campaigns of islamisation in the late 1960's and early 1970's or by the influence of Christian missionaries that judged certain practices as 'evil and sinful'. (Drønen 2007, 45)

Quoting from sources requires accuracy and several proof-readings may be necessary.

3.5 Quotation Marks

Direct quotations other than block quotations require double quotation marks at beginning and end:

It is often said that, "Today few young Dii are familiar with details of their own tradition." (Drønen 2007, 45), but I find this a somewhat odd statement.

If the quoted passage itself contains a quotation that is set off with double quotation marks they must be changed to single quotation marks:

The following passage: "It is often said that, 'Today few young Dii are familiar with details of their own tradition.' (Drønen 2007, 45), but I find this a somewhat odd statement." (Hansen 2008, 22) is often used in order to question the established fact that tradition has left the African village.

It is accepted practice to use single quotation marks to set off words and concepts:

'Conversion' is an ambiguous and a difficult term.

3.6 Ellipses

Any omission of words, phrases, or paragraphs in quoted matter is shown by ellipsis points. There should be a space before and after the ellipses, unless the ellipses are preceded or followed by quotation marks:

"These rites were either banned by the government ... or by the influence of Christian missionaries who judged certain practices as 'evil and sinful.'"

"These rites were either banned by the government through campaigns of islamisation in the late 1960's and early 1970's or by the influence of Christian missionaries ..."

The ellipses may indicate the omission of (1) the last part of a quoted sentence, (2) the first part of a quoted sentence, (3) the last part of one sentence and the first part of the next sentence, (4) a whole sentence or more, or (5) a whole paragraph or more.

However, when a quotation consists of a few words or an incomplete sentence, no ellipsis points should be used either before or after it:

He wrote that the president had been "very much impressed" by the paper.

3.7 Capitalization of First Word

Exact quotations should follow precisely the wording, spelling, capitalization, and punctuation of the original. There are, however, two accepted exceptions:

1. If the quotation is set off syntactically from the context by a comma, period or colon, the first word is capitalized, even though it is lowercase in the original:

I once read the following statement: "Few young Dii are familiar with details of their own tradition." (Drønen 2007, 45).

2. If, however, the quotation is joined syntactically to the writer's introductory words, the first word of the quotation is begun with a small letter, even if it is capitalized in the original:

We might also note that "today few young Dii are familiar with details of their own tradition." (Drønen 2007, 45).

3.8 Interpolation

It is sometimes advisable to insert in a quotation a word or more of explanation, correction, or clarification. All such insertions must be enclosed in brackets []:

"But since these masters [Picasso and Matisse] appeared to be rebelling against academic training, art teaching has itself been discredited."

3.9 Emphasis

Words may be italicized for emphasis by the writer of the paper. Words in a quotation that are not italicized in the original may be italicized for emphasis by the writer of the paper, but the source of the change has to be shown by a notion in brackets placed immediately after the italicized words:

"But since these masters appeared to be rebelling against *academic training* [emphasis mine], art teaching has itself been discredited."

3.10 Uses of notes

Notes can be used either as footnotes or as endnotes, and have four main uses: (a) to cite the authority for statements/citations in the text; (b) to make cross-references; (c) to provide a place for material the writer deems worthwhile to include but that might interrupt the flow of

thought if introduced into the text; and (d) to make acknowledgements. Notes, then, are of two kinds: *reference* (a and b) and *content* (c and d). The second use is also applicable to the author-date system. Avoid too many and too long notes, if the text you are writing in the note is very important, consider including it in the text. Note references follow any punctuation mark.

"Note references follow any punctuation mark, and goes outside a closing parenthesis."¹

3. 11 Numbers and Dates

All numbers through one hundred and any of the whole numbers followed by *hundred*, *thousand*, *hundred thousand*, *million* and so on. For all other numbers, numerals are used.

At that time the combined population of the three districts was less than four million.

There are 514 seniors in the graduating class.

On June 28 1970 the convocation *Pacem in Maribus* was held.

3. 12 General Advice

The use of 'f.' or 'ff.' is common, but is discouraged. Instead, use precise information like 'pp. 3-4' or 'pp. 25-29.'

Instead of 'vid.' use 'see,' for 'vid. infra' use 'see below/later', for 'vid. supra' use 'see above/earlier.'

The use of 'idem' (masc.) and 'eadem' (fem.) is common, but can only be employed when the referent immediately precedes this entry. The same rule applies to 'ibidem' and 'ibid.'

Use the abbreviations of the manuals mentioned or similar, generally acknowledged reference works. If additional abbreviations are needed, a list of these should be included.