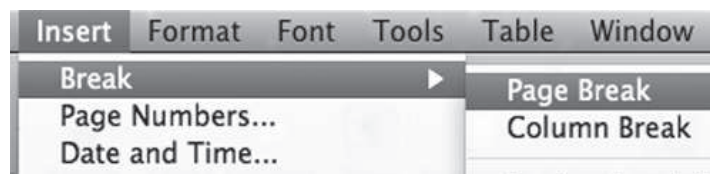


Step #1: Basic Formatting of Your Manuscript

Because the typesetter needs to extract the raw, unformatted text from your manuscript files and place it within a typesetting program, the following steps will ensure that all unnecessary formatting will be removed. If there are specific formatting elements you want to appear in your book (numbered lists, block quotations, images, etc.) these should be communicated to the typesetter through the insertion of typesetting tags, which is explained in Step #3: Inserting Typesetting Tags.

1. **DELETE PAGE NUMBERS, HEADERS, AND FOOTERS.**
2. **MANUSCRIPT FILE STRUCTURE:**
 - **Create one file for the front matter.**
 - **Compile all chapters into one file.**
 - a. You must insert a *Page Break* between chapters. (Please note: do not be concerned with your footnote numbering and whether it restarts at each chapter or is continuous; this will be corrected during typesetting.) To do this, please use the following steps:
 - i. Insert page breaks between chapters by using the drop-down menu **insert > break > page break.**



- **One file for the bibliography.**
 - **One file for all of the BACK MATTER (appendixes, indexes, etc.)**
3. **FONTS:**
 - Use Times New Roman or Times (12 pt for main body text and 10 pt for footnotes).
 - For Greek or Hebrew please use the SBL Greek or SBL Hebrew fonts provided by the Society of Biblical Literature. These are available online and may be downloaded for free (<http://www.sbl-site.org/educational/biblicalfonts.aspx>).
 - If the book is intended for general readership, transliterate Hebrew, Greek, and other alphabets.

NOTE: Currently SBL Greek and SBL Hebrew are the only fonts that can be converted consistently into the Amazon Kindle eBook format. Other acceptable foreign language fonts that can be used in your manuscript for the printed book, but which may not work for certain eBook formats, are: BibleWorks Greek and Hebrew, and the SP Legacy fonts which can be downloaded at http://www.sbl-site.org/educational/BiblicalFonts_SPLegacyFonts.aspx.

4. **SPACING:**

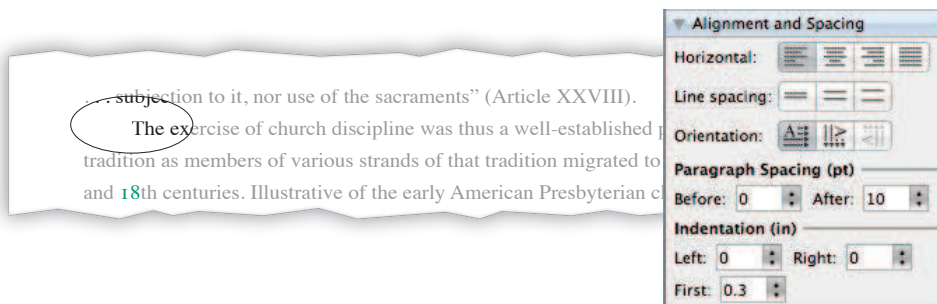
- The main text should be double spaced; footnotes should be single spaced.
- A single character space, not two, should follow after periods and colons.
- Do not leave extra space (blank lines) between paragraphs unless a break must appear in the printed version.

5. **SPECIAL FORMATTING:**

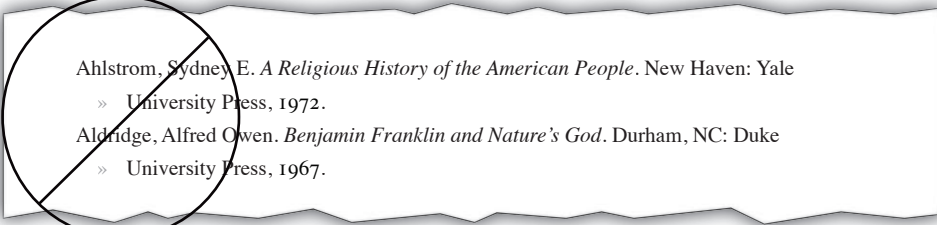
- If you have used underlining or **boldface** for emphasis or to set apart foreign words, change all these to *italics*.
- Do not use ALL CAPS in the text for emphasis or to format your chapters titles, headings, or elements of your front matter. ALL CAPS or SMALL CAPS are only to be used for certain words that require this format (e.g., LORD, AM, PM, YHWH, etc.)

6. **PARAGRAPH INDENTATION, TABS, AND HARD RETURNS:**

- Please remove all tabs from your manuscript except in the following cases:
 - a. Poetry that requires offset indentation for stylized affect;
 - b. Ciasms;
 - c. Numbered or lettered lists. To properly indent paragraphs, do not use tabs or character spaces; instead, use the formatting palette in Word to set a first line indentation value.



- Do not use tabs to indent runover lines in flush-and-hang (hanging indentation) style; instead use the paragraph formatting tool.



Ahlstrom, Sydney E. *A Religious History of the American People*. New Haven: Yale
» University Press, 1972.
Aldridge, Alfred Owen. *Benjamin Franklin and Nature's God*. Durham, NC: Duke
» University Press, 1967.

- Use hard returns only when the following line must appear as a new line in the printed version, as in a new paragraph, a subhead, or an extract.

Step #2: House Style Guidelines

1. Serial comma or Oxford comma:

Items in a series are normally separated by commas. When a conjunction joins the last two elements in a series, a comma—known as the serial comma or Oxford comma—should appear before the conjunction. Note that if the last element in the series consists of a pair joined by *and*, the pair should still be preceded by a serial comma. See the following examples:

I had lunch with my parents, my sister, and my niece.

The meal consisted of soup, salad, and macaroni and cheese.

2. Use en-dashes (–) between page numbers (146–56), verses (vv. 13–26), and dates (1938–1945). Mac keystroke: option + hyphen.

Use em-dashes (—) rather than two hyphens between phrases where appropriate. Mac keystroke: shift + option + hyphen.

Examples (note size differences): Hyphen - | En dash – | Em dash —

NOTE: PC users should consult their version of MS Word Help, or word processor manual for instructions on creating en- and em-dashes.

3. If there are any ellipses in your manuscript, please use three periods with one space before and after each period (. . .) rather than the ellipsis character or three unspaced periods.
4. Please abbreviate inclusive numbers according to the conventions outlined in *CMOS* 9.64 (p. 396) and *SBLHS* 4.2.3 (p. 16). The following scheme, borrowed from *SBLHS*, illustrates the preferred way to abbreviate inclusive numbers:

10–11, 35–38, 98–99	1000–1004
100–102, 200–252	1002–8
101–2, 204–11, 309–56	1002–16
(but 294–307)	1003–1135

5. Whole numbers from one through one hundred, round numbers, and any number beginning a sentence should be spelled out with the following two exceptions:
 - a. Percentages, which should be written as “10 percent.”
 - b. Chapter numbers, which should be written as “chapter 1.”
6. British vs. U.S. spelling:

Please use American spelling rather than British spelling (e.g., *colour* should be changed to *color*, *analyse* to *analyze*; visit the website <http://oxforddictionaries.com/words/british-and-american-spelling> for more examples). In quoted material, however, spelling should be left unchanged.

7. British vs. U.S. punctuation:

Use the American standard for punctuation as explained in *CMOS* rather than the British standard (e.g., periods and commas should precede closing quotation marks, quotations should be enclosed in double quotation marks, single quotation marks should enclose quotations within quotations).

8. Quotation marks with other punctuation:

Periods and commas precede closing quotation marks, whether double or single. Colons, semicolons, question marks, and exclamation points, however, all follow closing quotation marks unless they are part of the quoted material.

9. It is the author's responsibility to check all quotations and references for accuracy.

10. It is the author's responsibility to eliminate hate speech of any kind: language that is meant to denigrate, defame, or injure others. While some language may not constitute libel or slander in a technical sense, the publisher reserves the right to determine what is unacceptable.

11. Footnote and Bibliography Style:

Our house style is to use short-form footnote citations with a comprehensive bibliography. Notes should be reduced to: author's last name, short title, and page numbers.

Example: Smith, *Smith's Book of Reverent Reflections*, 113.

The various forms of documentation are covered in *The Chicago Manual of Style* (15th ed.), but the basic forms to note are included in Appendix B.

NOTE: Use the **Insert Footnote** function in your word processor to create footnotes.

NOTE: The use of endnotes or in-text citations must be approved by your editor.

12. Citations of Scripture and Other Ancient Sources

If your book includes biblical citations they should be cited by book, chapter, and verse. The words "First" and "Second" should be spelled out when the first word of a sentence. Spell out the name of the book when the whole book is cited. Use an en-dash (–) between verses and between whole chapters; use an em-dash (—) between chapter + verse citations.

Examples: a. Matt 13:3b–8; Mark 4:3–8; Luke 8:5–8a; *Gos. Thom.* 9 (en-dashes)

b. 1 Kgs 17:1—18:35 (em-dash)

c. Neh 7–9 (en-dash)

d. First Samuel 10 narrates the anointing of Saul.

e. The book of Acts manifests a complex literary structure.

NOTE: See Appendix C for a list of Scripture abbreviations and more examples.

Appendix B

Footnote and Bibliography Style

One Author or Editor

Footnote

1. Spinks, *Bible and Crisis*, 5–7.

Bibliography

- Spinks, D. Christopher. *The Bible and the Crisis of Meaning: Debates on the Theological Interpretation of Scripture*. London: T. & T. Clark, 2007.

Two Authors or Editors

Footnote

14. Hanson and Oakman, *Palestine*, 131–59.

Bibliography

- Hanson, K. C., and Douglas E. Oakman. *Palestine in the Time of Jesus: Social Structures and Social Conflicts*. 2nd ed. Minneapolis: Fortress, 2008.

Three or More Authors

Footnote

17. Pelikan et al., *Religion and the University*, 175–85.

Bibliography

- Pelikan, Jaroslav, et al. *Religion and the University*. York University Invitation Lecture Series. Toronto: University of Toronto Press, 1964.

Book with Translator

Footnote

22. Nöldeke, *Compendius*, 307.

Bibliography

- Nöldeke, Theodor. *Compendius Syriac Grammar*. Translated by James A. Crichton. 1904. Reprint, Ancient Language Resources. Eugene, OR: Wipf & Stock, 2003.

Chapter or Titled Part of a Book

Footnote

21. Tannehill, “Magnificat,” 31–47.

Bibliography

- Tannehill, Robert C. “The Magnificat as Poem.” In *The Shape of Luke’s Story: Essays on Luke–Acts*, 31–47. Eugene, OR: Cascade, 2005.

Essay in a Multi-Authored Work

Footnote

54. Rummel, “Ninth Day,” 313–14.

Bibliography

Rummel, Stan. "The Ninth Day of Creation." In *Problems in Biblical Theology: Essays in Honor of Rolf Knierim*, edited by Henry T. C. Sun et al., 295–314. Grand Rapids: Eerdmans, 1997.

Book in a Series

Footnote

32. Oakman, *Jesus and the Peasants*, 123–25.

Bibliography

Oakman, Douglas E. *Jesus and the Peasants*. Matrix: The Bible in Mediterranean Context 4. Eugene, OR: Cascade, 2006.

Article in a Periodical

Footnote

43. Ellul, "Technology," 116–17.

Bibliography

Ellul, Jacques. "Technology and the Gospel." *IRM* 66 (1977) 116–17.

Article in an Encyclopedia or Dictionary

(when the reference work is fully listed in the List of Abbreviations)

Footnote

62. Bassler, "God," 1054–55.

Bibliography

Bassler, Jouette M. "God in the New Testament." In *ABD* 2:1054–55.

Unpublished Dissertation

Footnote

65. Collier, "Nonviolent Augustinianism?," 22–26.

Bibliography

Collier, Charles M. "A Nonviolent Augustinianism?: History and Politics in the Theologies of St. Augustine and John Howard Yoder." PhD diss., Duke University, 2008.

Book Review

Footnote

78. Bultmann, Review of *Gnosis*, 12–13.

Bibliography

Bultmann, Rudolf. Review of *Gnosis*, by Jacques Dupont. *JTS* 3 (1952) 10–26.

Multiple Works by the Same Author in a Bibliography

(alphabetical order)

- Hedrick, Charles W. *The Apocalypse of Adam: A Literary and Source Analysis*. 1980. Reprint, Ancient Texts and Translations. Eugene, OR: Cascade, 2005.
- . *Parables as Poetic Fictions: The Creative Voice of Jesus*. 1994. Reprint, Eugene, OR: Cascade, 2005.
- . “The Tyranny of the Synoptic Jesus.” *Semeia* 44 (1988) 1–8.

Book Online

Footnote

2. Sirosh et al., *Lateral Interactions*, §2.

Bibliography

- Sirosh, J. R., et al. *Lateral Interactions in the Cortex: Structure and Functions*. Austin, TX: UTCS Neural Networks Research Group, 1996. No pages. Online: <http://www.cs.utexas.edu/users/nn/web-pubs/htmlbook96/>.

Other Freestanding Source Online (website, webpage, online article)

Footnote

15. Hanson and Oakman, “Theodotus Inscription,” lines 1–3.

Bibliography

- Hanson, K. C., and Douglas E. Oakman, translators. “The Theodotus Inscription.” No pages. Online: <http://www.kchanson.com/ANCDOCS/greek/theodotus.htm>.

Periodical Article Online

Publication with a print counterpart:

Footnote

12. Dowd and Malbon, “Significance,” 274.

Bibliography

- Dowd, Sharyn, and Elizabeth Struthers Malbon. “The Significance of Jesus’ Death in Mark: Narrative Context and Authorial Audience.” *JBL* 125 (2006) 271–97. Online: http://www.sblsite.org/Publications_Journals_JBL.aspx.

Publication without a print counterpart:

Footnote

31. Avila, “Diary,” para. 6.

Bibliography

- Avila, Wanda. “The Diary of a Country Priest: The Transcendent on Film.” *Journal of Religion and Film* 10 (October 2006). No pages. Online: http://www.unomaha.edu/jrf/Vol10No2/Avila_CountryPriest.htm.

Appendix C

Abbreviations of Scripture and Other Ancient Sources

Scripture Abbreviations

Hebrew Bible / Old Testament:

Gen	Judg	Neh	Song	Hos	Nah
Exod	Ruth	Esth	Isa	Joel	Hab
Lev	1–2 Sam	Job	Jer	Amos	Zeph
Num	1–2 Kgs	Ps (<i>pl.</i> Pss)	Lam	Obad	Hag
Deut	1–2 Chr	Prov	Ezek	Jonah	Zech
Josh	Ezra	Eccl (or Qoh)	Dan	Mic	Mal

New Testament:

Matt	Acts	Eph	1–2 Tim	Heb	1–2–3 John
Mark	Rom	Phil	Titus	Jas	Jude
Luke	1–2 Cor	Col	Phlm	1–2 Pet	Rev
John	Gal	1–2 Thess			

Apocryphal / Deuterocanonical Books:

Tob	Wis	1–3 Esd	Sg Three	Bel	3–4 Macc
Jdt	Sir	Ep Jer	Sus	1–2 Macc	Pr Man
Add Esth	Bar				

Other Ancient Sources

Examples:

- a. Mishnah: *m. Ketub.* 3:6
- b. Babylonian Talmud: *b. B. Bat.* 24b
- c. Jerusalem Talmud: *y. Bik.* 17b
- d. J. W.: Josephus *War* 3:121–32; *Ant.* 19:12
- e. Philo: *Philo Spec. Laws* 2:1–2
- f. Dead Sea Scrolls: 1QS 9:17–19
- g. Nag Hammadi Codices: *Gos. Thom.* 68–69 (NHC II, 2)

For a more comprehensive list of abbreviations, please refer to *SBLHS*, pages 68–152 and 238–64. Be sure to include all abbreviations you use in a List of Abbreviations.