

Bibliography

Scholars in different disciplines use different forms for footnotes and bibliographies, which can confuse students taking classes in a variety of disciplines. You will learn several forms during your academic career. *Do not use the notation form found in many articles in Wikipedia.*

For Bible classes, you will learn the most recognized bibliographic form in the field of Biblical Studies. In the examples below you will see how to write each entry for your bibliography. Notice carefully the following details:

- Alphabetically arrange your resources according to the last names of their authors.
- Do not number bibliography entries.
- The first line of the entry begins at the left margin; the following lines are indented. This form helps people reading the bibliography to identify authors easily. Use the “hanging indent” function on your word processor.
- If you list more than one book or article by an individual author, you may begin the second entry with an underline for five spaces instead of repeating the author’s name.
- The abbreviation for one page is “p.” The abbreviation for two or more pages is “pp.”
- Look in our course textbook for examples of bibliographies at the ends of the chapters.

For Commentaries in Commentary Series: Italicize the book title, **not** the series title. In the first book below, for example, *The Epistle to the Romans* is the book title, whereas International Critical Commentary is the name of the commentary series.

Fee, Gordon D. *The First Epistle to the Corinthians*. New International Commentary on the New Testament. Grand Rapids: Eerdmans, 1987.

Hays, Richard B. *First Corinthians*. Interpretation. Louisville, KY: John Knox, 1997.

For Books about Biblical Materials:

Cosby, Michael R. *Apostle on the Edge: An Inductive Guide to Paul*. Louisville, KY: Westminster John Knox, 2009.

_____. *Interpreting Biblical Literature: An Introduction to Biblical Studies*. Grantham, PA: Stony Run Publishing, 2009.

_____. *Portraits of Jesus: An Inductive Approach to the Gospels*. Louisville, KY: Westminster John Knox Press, 1999.

_____. *Sex in the Bible: An Introduction to What the Scriptures Teach Us About Sexuality*. Englewood Cliffs, NJ: Prentice-Hall, 1984.

_____. *The Rhetorical Composition and Function of Hebrews 11 in Light of Example Lists in Antiquity*. Macon, GA: Mercer University Press, 1988.

For a Book with one Editor: List alphabetically beginning with the editor's name.

Throckmorton, Burton H. Jr., ed. *Gospel Parallels: A Comparison of the Synoptic Gospels, 5th Edition*. Nashville, TN: Thomas Nelson, 1992.

For a Book with two or more Editors: List alphabetically beginning with the main editor's name.

Moulton, W. F. and A. S. Geden, eds. *A Concordance to the Greek Testament, 5th Edition*. Edinburgh: Scotland: T. & T. Clark, 1978.

For a Journal Article: Italicize the title of the journal as you would a book title. Put quotation marks around the article title.

Cosby, Michael R. "Hellenistic Formal Receptions and Paul's Use of ΑΠΑΝΘΗΣΙΣ in 1 Thessalonians 4:17." *Bulletin for Biblical Research* 4 (1994): 1–19.

_____. "The Rhetorical Composition of Hebrews 11." *Journal of Biblical Literature* 107 (1988): 257–273.

For an Article in a Book of Collected Essays:

Cosby, Michael R. "Paul's Persuasive Language in Romans 5." Pages 209–226 in *Persuasive Artistry: Studies in New Testament Rhetoric in Honor of George A. Kennedy*. JSNT Supplement Series #50. Edited by Duane F. Watson. Sheffield: Sheffield Academic Press, 1991.

_____. "Galatians: Red Hot Rhetoric." Pages 296–309 in *Rhetorical Argumentation in Biblical Texts*. Edited by Anders Eriksson, Thomas Olbricht, and Walter Übelacker. Harrisburg, PA: Trinity Press, 2002.

For a Dictionary Article: Place the name of the author of the article first and put the name of the main editor of the dictionary after the book title. To find the name of the author of the article, look at the end of the dictionary article. Often you will find only his or her initials and will then have to turn to the list of contributors in the front of the dictionary to find the person's full name.

Baab, O. J. "Divorce." Page 859 in vol. 1 of *Interpreter's Dictionary of the Bible*. Edited by G. A. Buttrick. Nashville, TN: Abingdon, 1962.

For a Web Page: Use the same general form as with books, but give the web address where you would otherwise list information about a publication.

Seid, Timothy W. "Manuscript Transmission." No pages. Posted June 26, 2004. Online: http://www.earlham.edu/~seidti/iam/interp_mss.html.

Citing Primary and Secondary Sources

In Biblical Studies, a **primary source** is an ancient text such as one of the biblical books (for example, Job, Genesis or 1 Corinthians) or another text written by an ancient author but not included in the Bible (for example, 1 Enoch or Enuma Elish). A **secondary source** is a book or article written about a primary source. Commentaries, Bible dictionaries, and journal articles are secondary sources. Secondary sources comment on the meaning of primary sources—their authors attempt to explain the meaning of ancient texts. Because these are interpretations, they will differ from each other, offering a variety of opinions. In your research project, you should study both primary and secondary sources. You need to document where you get your information, so note carefully the following directions.

When quoting or referring to a biblical passage, there is no need to use a footnote. Merely place the needed information in parenthesis: “Moses allowed you to divorce your wives because of your hard heart” (Matt. 19:8). Notice that you place the period for the end of the sentence *after* the citation contained in the parenthesis. The parenthesis is part of the sentence. After your first quotation of a biblical passage, you should say in a footnote something like the following: “Unless otherwise noted, all quotations of the Bible in this document are taken from the New Revised Standard Version of the Bible.”

When quoting or providing information taken from a secondary source, you need to indicate where you obtained the material. When relying on the work of another, even if you do not quote his or her words exactly, you should give credit to that person. If you fail to do so, you are committing **plagiarism**. For example, if you were studying Mark 10:2–12 on divorce, you could take my book *Sex in the Bible*, note in the index where I address this passage, and then read that material. If you decided to use some of my information in your paper, you would indicate this in a note either at the bottom of the page (footnote) or at the end of your paper (endnote).

Don’t limit your use of footnotes merely to providing information about the book or article from which you took the material. Footnotes allow you to give important information that you don’t need to place in the body of your paper—things that are beneficial for your readers to know, but that slow down your development of your thesis.

Make it your habit when citing the explanation of the author of a commentary, journal article or other publication to include in your footnote or endnote a listing of any primary sources he or she used to argue for a particular viewpoint. This helps the reader to evaluate the strength of the viewpoint without having to locate and read the book cited.

Footnotes or Endnotes

Footnotes provide the same information found in bibliography entries, plus the page numbers where you get information from a source. Indent the first line of a note and then let the second and following lines begin at the left margin. Most word processors will accomplish this form automatically when you click on “Insert” on your task bar and then click on “Footnote” or on “Reference” and then “Footnote.” Note that indenting the first line and not the rest is opposite of the form used for bibliographies. Also note the use of parenthesis around the information about the location of the publishing house—as well as the absence of a comma or period just prior to

the parenthesis. Unlike entries in a bibliography, footnotes are numbered consecutively throughout the paper. After the first use of a source, you do not need to give all the bibliographic data in the second and following uses. Merely give the author's last name, a shortened title of the work, and the page number(s). *Do not use the notation form found in many articles in Wikipedia.* Use the following examples as guides.

For Commentaries that are part of a commentary series: Italicize the book title, **not** the series title. In the first note below, for example, *The Epistle to the Romans* is the book title, whereas International Critical Commentary is the name of the commentary series.

¹ C. E. B. Cranfield, *The Epistle to the Romans*, vol. 1, International Critical Commentary (Edinburgh: T. & T. Clark, 1975), p. 104.

² Michael G. Reddish, *Revelation*, Smyth & Helwys Bible Commentary (Macon, GA: Smyth & Helwys, 2001), pp. 149–150.

For a Book:

³ Michael R. Cosby, *Interpreting Biblical Literature: An Introduction to Biblical Studies* (Grantham, PA: Stony Run Publishing, 2009), pp. 58–80.

⁴ Michael R. Cosby, *Sex in the Bible: An Introduction to What the Scriptures teach us about Sexuality* (Englewood Cliffs, NJ: Prentice-Hall, 1984), pp. 17–20.

⁵ Michael R. Cosby, *Portraits of Jesus: An Inductive Approach to the Gospels* (Louisville, KY: Westminster John Knox Press, 1999), p. 94.

⁶ Michael R. Cosby, *The Rhetorical Composition and Function of Hebrews 11 in Light of Example Lists in Antiquity* (Macon, GA: Mercer University Press, 1988), p. 57.

⁷ Michael R. Cosby, *Apostle on the Edge: An Inductive Guide to Paul* (Louisville, KY: Westminster John Knox, 2009), p. 158.

For a Dictionary Article:

⁸ O. J. Baab, "Divorce," *Interpreter's Dictionary of the Bible*, vol. 1, ed. G. A. Buttrick (Nashville: Abingdon, 1962), p. 859.

For a Journal Article:

⁹ Michael R. Cosby, "Using the Wesleyan Quadrilateral to Teach Biblical Studies in Christian Liberal Arts Colleges," *Teaching Theology and Religion* 4 (June 2001): 71–80.

¹⁰ Michael R. Cosby, "The Rhetorical Composition of Hebrews 11," *Journal of Biblical Literature* 107 (1988): 257–273.

For an Article in a Collection of Essays:

¹¹ Michael R. Cosby, “Galatians: Red Hot Rhetoric,” in *Rhetorical Argumentation in Biblical Texts*, edited by Anders Eriksson, Thomas Olbricht, and Walter Übelacker (Harrisburg, PA: Trinity Press, 2002), pp. 296–309.

Other Things to Note:

- Block Quotations: Indent and single space any quotation of five or more lines. Do not put quotation marks around block quotations.
- When quoting a source, be careful to reproduce the exact wording.
- Italicize or underline all foreign words (for example, *Heilsgeschichte*) and terms transliterated into English (for example, *agape*).
- Raise (superscript) footnote numbers both in the text of your paper and in the actual footnotes (word processors do this automatically when you click on the footnote icon).