PAPER GUIDELINES

A paper needs to begin with a clear thesis statement which the entire paper supports with academic argument based on evidence and research using academic level resources. Cite every source and avoid plagiarism. For help see http://scriptureworkshop.com/researchandwriting/sbl/.

Write clearly, precisely, and succinctly. Use formal academic language in the third person (do not use second person pronouns, slang, contractions, colloquialisms, sarcasm, ridicule, and so forth). Use active voice not passive voice. Avoid excessive direct quotation.

Correct format is required to earn full credit; see "Student Supplement for *SBL Handbook*" http://scriptureworkshop.com/researchandwriting/sbl/SBL_student_supplement.pdf, and see *SBL Handbook of Style* 2d ed. (available in library or amazon).

What are characteristics of correct format?
- one inch margins
- twelve point Times New Roman font
- double space
- indent new paragraphs one half an inch
- no extra space between paragraphs
- do not "justify" margins; use left-flush format
- title page like 3.1 Sample Title Page in "Student Supplement" (see above)
- no table of contents for papers (only for thesis)
- use footnotes and bibliography (SBL style unless otherwise permitted)
- cite scripture parenthetically and use SBL abbreviations for scripture
- page numbers bottom center for first page and first page of bibliography, upper right for other pages; title page is not numbered; first page of text is page one
- for other details see "Student Supplement for *The SBL Handbook of Style*"

While paper format needs to conform to "Student Supplement for *The SBL Handbook of Style*" and *SBL Handbook of Style* 2d ed. there are a few exceptions.

- When the same source is cited in consecutive footnotes the second, third, and so on, should use "ibid." (from the Latin term *ibidem* meaning "in the same place"). Example:
  [1] Smith, *Selected Discourses*, 333.
  [2] Ibid., 363.
  [3] See ibid., 365-370.

- Students who have studied biblical languages should use SBL Hebrew or Greek font when citing scripture in original language (use link above for free fonts); other students should use "general purpose style" transliteration in *SBL Handbook of Style* 2d ed.

Cite scripture parenthetically. Include abbreviation of translation in first use only, e.g., (Gen 1:1 ESV). Use full name of biblical books in text and SBL abbreviations in citations, e.g., Exodus 1:1 (Exod 1:1). Biblical chapters and verses are separated by colons, chapters by semicolons, and verses by commas, e.g., (Lev 1:1, 2; 16:1; Num 5; 12). When citing same book as previous citation do not repeat book name, e.g., (2:1). Do not cite Bible in bibliography.