Style Guide for Stimulus Articles

Contents

IMPORTANT NOTE: For those who have written Stimulus articles prior to 2018, we have shifted from Turabian style to the SBL Handbook of Style. We are also using endnotes rather than footnotes. Note too, that the online open source format enables the insertion of videos and urls with greater ease, so where appropriate, put in links to appropriate websites and/or video material.

Introduction

The Style Guide for *Stimulus* is:
The SBL Handbook of Style, Second Edition. Atlanta, Georgia: SBL Press, 2014*.*
This includes abbreviations of the titles of ancient literature including biblical references.
Those contributors who use *Endnote* or *Zotero* should convert their file to *plain text* before submission so that endnotes formatting can be edited if necessary.

These pages describe the variations and emphases against these standards in terms of:
the most common style issues for *Stimulus* authors;
citations;
endnotes and bibliographies.

Most common issues

The most common style issues/requirements noted by *Stimulus* editors are as follows:

- All quotes should be double quotes ["…"]. Quotes within quotes should be single quotes, e.g. "Jesus' message, 'Repent and believe the good news' describes Mark's understanding of the right response to the message of the reign of God."
- Consistently punctuate *inside* the double quote mark, e.g. Jones writes, "To be or not to be."
- Footnote markers *outside* the punctuation without a space between, e.g. "To be or not to be."[1]
- A full stop should be followed by a *single space* (not a double space).
- Dashes within a sentence denoting a break in thought should be en dashes [–]. MSWord will select the correct dash when a space is left after the word and again after the hyphen. Em dashes (longer than an en dash) are not used. For example: Felicity was lost in a sea of doubt – hardly surprising considering her state of mind!
- Please use en dashes between numerics, as in dates and biblical and other references (e.g. 1 John 2:15–16), with no space before or after the en dash. See below for further examples of biblical references.
- Humanities style referencing with endnotes is used. Use the standard endnote numbering feature of the word processor you are using. Please do not use "manual" footnoting and manual numbering.
- When referencing books, use the following format: Fred Jones, *Lost in a Sea of Style Guides* (Wellington: Stimulus, 2002), 26. Page numbers do not have a "p" or "pp" in front of them. (See footnote style below).
- Abbreviations for books of the English Bible do not have full stops after them. They are: Gen, Exod, Lev, Num, Deut, Josh, Judg, Ruth, 1 Sam, 2 Sam, 1 Kgs, 2 Kgs, 1 Chr, 2 Chr, Ezra, Neh, Esth, Job, Ps (Pss, when more than one psalm is cited), Prov, Eccl (do not use Qoh), Song (do not use Cant), Isa, Jer, Lam, Ezek, Dan, Hos, Joel, Amos, Obad, Jonah, Mic, Nah, Hab, Zeph, Hag, Zech, Mal, Matt, Mark, Luke, John, Acts, Rom, 1 Cor, 2 Cor, Gal, Eph, Phil, Col, 1 Thess, 2 Thess, 1 Tim, 2 Tim, Titus, Phlm, Heb, Jas, 1-2 Peter, 1-2-3 John, Jude, Rev.
- Use 1 Kgdms, 2 Kgdms, 3 Kgdms, 4 Kgdms for LXX references when citing 1 Sam – 2 Kings. For those unfamiliar with the LXX referencing add a bracket with the English, e.g. 1 Kgdms (1 Sam) 3:9. If it is a Psalm from the LXX, e.g. Ps 119:1, you may need to add the English/Hebrew, i.e. Ps 119:1 (Ps 118, Eng).

- For this list and for standard abbreviations for other ancient texts see *The SBL Handbook of Style*, Chapter 8. Spell out biblical book in full when it is not followed by chapter and/or verse numbers. If you begin a sentence with a reference, use the full title, e.g. "1 Corinthians 12:1 introduces Paul's discussion of spiritual gifts."
- For chapter and verse references use the following format: John 3:16–21. Multiple references should be separated by semicolons between chapter numbers and commas between verse numbers, e.g. John 3:16, 19; 4:12. For ranges use the following format, John 3:16–19; 4:1, 5-6; 10–12 (where 5-6 refers to vv. 5-6).
- Abbreviate verse with v. and verses with vv.—e.g. v. 9, or vv. 9–12.
- If the references crosses chapters, insert a space either side of the en dash, e.g. 1 Cor 5 – 6, or, Genesis 1 – 11, or, Phil 2:5 – 3:21.

General

- Spelling should conform to New Zealand conventions. The final arbiter of spelling will be the Oxford dictionary. So, choose as proofing language English (New Zealand).
- Possessives should follow New Zealand English rules, e.g. Jesus' not Jesus's; Caiaphas' not Caiaphas's.
- Only proper names are capitalised. See the *SBL Handbook, 4.3.6 "Capitalization and Spelling Examples* on capitalisation questions. In particular "church" is only capitalised if it is part of the name of a church (e.g. St Matthew's Church). Where religious terms are being used in the generic sense they should not be capitalized (e.g. "the Gospel of John"). Adjectives are less likely to be capitalised than nouns (e.g. "biblical" but "Bible", "christological" but "Christology").
- For numbers under 100, use *words* not numerals. E.g. "there were three men at the well," rather than, "there were 3 men at the well." Use numerals for over 100, e.g. "200 years." Similarly, use second and third rather than ordinal numbers under 100, e.g. third, fourth.
- The style of dates in *SBL* 4.3.7 should be used, that is a day, month, year format, with no intervening punctuation, e.g. 24 April 1975. Month names may be abbreviated (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sept, Oct, Nov, Dec)
- Writers can choose whether to use CE and BCE (both of which follow the date), or, BC and AD, with BC following the date, and AD before the date. Please include an endnote explaining the reason for your choice at the first use of one or other.
- Biblical and other languages should be transliterated. See the *SBL Manual*, Chapter 5 for the standard transliteration equivalents. For Hebrew, use the General Purpose Style, para. 5.1.2)
- Quotations of four or more lines of text should be indented on the right and the left, with no quotation marks.
- Use a colon for the lead-in to an indented quote and a comma for the lead in to shorter quotes.
- Use the Oxford Comma; a comma used after the penultimate item in a list of three or more items, before 'and' or 'or'. So rather than "an Italian painter, sculptor and architect" this should read, "an Italian painter, sculptor, and architect.
- Ellipses are formatted as three (or four) adjacent periods. No additional spaces are inserted between the periods, e.g. ... rather than . . . Always place a space before and after the ellipses.
- In general, citations should be placed in endnotes. The most common exception will be brief scriptural references (e.g. Gen 3:1) or other ancient texts (e.g. Irenaeus, *Haer.* 3.24.1). More than two references at the same time should be endnoted (e.g. Gen 1:3; Exod 4:3; Num 6:1). In the expanded discussion of a book that has been cited (particularly in a review), page numbers may be cited in the text line.

- When citing page numbers in a book being reviewed these will normally be in line as follows: (p. 23) i.e. a "p." is included in front of the page number with the entire reference in brackets.
- It is the author's responsibility to obtain any necessary permission for illustrative material. The publisher accepts no responsibility in this respect.
- Leave a space between the initials of individuals, e.g. A. N. Other. Similarly, John A. Kitchen.
- Periods are not used after titles, e.g. Mr Brown, Dr Foster.
- Limited is always spelt out for New Zealand companies.
- Saint should be used sparingly, but we recognise authors' denominational usages.
- Time should follow British usage, that is, the 12-hour clock, with lower case a.m. and p.m. following. (e.g. 11 a.m., 12:10 p.m.).
- If referencing distances, use metric, e.g. 8 km.
- The humanities style of referencing is used. See in particular SBL Handbook Ch. 6. Examples of endnotes used follow below. Endnotes are used in *Stimulus*. There is no need to include a bibliography, although you can include up to three suggested readings.
- Endnotes are referenced inline by superscripted numbers. Please use the features of the word processor to do this automatically. "Manual" endnotes are difficult for the author and editor alike.
- Subsequent citations of the same work should use a short title with only sufficient information as is needed to unambiguously identify the source. Op. cit., loc. cit., and idem are not favoured, but ibid. may be used.
- While it is important to ensure that you support your writing with primary and secondary sources, please seek to minimise endnotes. Point people to places where they can find more detail.
- If the translation used for a scriptural citation is important, it should be noted but may be abbreviated unless obscure. The Authorised Version may also be cited as KJV.
- As a general rule, *Stimulus* will follow the author's use for names, such as Aotearoa/New Zealand. Similarly, Māori words will only have macrons on vowels where the author follows this convention.
- Although in NZ, Māori terms should not be transliterated as it is an official NZ language, as Stimulus has an international readership please italicize and give bracketed meaning (or footnote if more explanation is required).
- To abbreviate circa use ca.
- Use a period after cf. Use periods with i.e. and e.g.
- Where additional references are used which carry the sense "see also," use sa. Followed by a space for example (sa. 1 Cor 9:15). When a comparison is in implied, use cf. e.g. (cf. 1 Cor 8:1).
- Unless writing a piece with substantial percentage usage, use percent not %, e.g. eighty-five percent, not 85%.

Formatting

- Manuscripts should be formatted for A4 paper with 2.54 cm margins top and bottom and 3.17 cm margins right and left.
- The main body of all manuscripts should be 1½ spaced in Times New Roman 12 point font, left justified only.
- Endnotes rather than footnotes should be used. Endnotes should be single spaced in Times New Roman 10 point font, left justified only. The formatting of endnotes should conform to *SBL Handbook of Style*.
- Do not use f. and ff. unless it is in a quote. Rather, the full page range of a reference should be given, omitting a specified number of digits in the closing number in a range where appropriate, e.g. 35–38, 200–52, 309–56, 294–307. Please use en dashes

between page references (not hyphens). Also, if the number falls between 100 and 110, 200 and 210, 300 and 310, etc., use the full numeric, e.g. 101–102, or, 304–306.

- Authors are encouraged to use headings. These should be centred in **bold** with a line space above and below the heading, also in Times New Roman 12 point font.
- The first paragraph in an article and the first paragraph under a heading should not be indented. Subsequent new paragraphs should be indicated by an indent of one tab stroke *rather than by a line gap*.
- Writing should be free of gender bias. When other writers are quoted, however, attention should not be drawn to the bias of the quoted writer.
- Contributors should note the statement in each issue of *Stimulus* to the effect that copyright of all material published in *Stimulus* resides with *Stimulus.* Submission of manuscripts implies consent to that by the authors. It is not normally acceptable to publish the same article in another journal. Re-use with acknowledgement in a different kind of publication or medium (e.g. website or book chapter) is normally permissible. Any use on a website requires a link through to the *Stimulus* website. The editors should be consulted on any matters relating to copyright.
- Stimulus Articles can be published by the author on Academia.com without permission.

Citations

- *Stimulus* uses the *SBL Handbook of Style* for citations of publications. The key aspects of this are as follows:
- Put the date of publication at the end of the citation for books and after the volume number for periodicals.
- Use capitals for each word, except for articles (such as "a" and "the"), prepositions ("of", "with"), and conjunctions ("and", "or") (unless the title begins with one of these words).
- Use quotation marks around the title of a periodical article or book chapter.
- Place biblical references in brackets following the text where there is a direct quotation or reference e.g. (1 John 5:11-12).

Footnote Styles

See the examples in Chapter 6 of the *SBL Handbook of Style.* More common examples are:

Books

[1] Joseph Fitzmyer, *Essays on The Semitic Background of the New Testament* (Grand Rapids: Eerdmans, 1997), 82.
[1] Kurt Aland and Barbara Aland, *The Text of the New Testament: An Introduction to the Critical Editions and to the Theory and Practice of Modern Textual Criticism*, 2nd ed., (Grand Rapids: Eerdmans, 1989), 25.
[1] Martin G. Abegg, et al., *The Dead Sea Scrolls Bible: The Oldest Known Bible Translated for the First Time into English* (New York: HarperOne, 1999), 25.

Chapters in books

[1] George J. Brooke, "The Ten Temples in the Dead Sea Scrolls," in *Temple and Worship in Biblical Israel*, ed. John Day (London: T&T Clark, 2007), 426.

Periodical articles

[1] J. M. Allegro, "Further Messianic References in Qumran Literature," *JBL* 75 (1956): 332.
[1] R. H. Charles and A. Cowley. "An Early Source of the Testaments of the Patriarchs." *JQR* 19 (1907): 566-83.

Online articles

General Rule: Descriptive phrase or title, author if known, owner or sponsor of site, and URL. There is no need to include the access date.

[1] "Hebrews, Supersessionism and Jewish-Christian Relations." Pamela Michelle Eisenbaum).Universität Basel Hebrews Group. http://www.hebrews.unibas.ch/documents/2005Eisenbaum.pdf.

Articles in electronic journals

[1] Carl P. E. Springer, "Of Roosters and Repetitio: Ambrose's Aeterne rerum conditor," VC 68 (2014): 155–77, doi:10.1163/15700720-12341158.

Information on computer disks

[1] Chris Szekely, "Maori in the Library Profession – Some Issues," in He Waka eke noa Embarking Together: Papers Presented at the NZLIA/ALIA Joint Conference 26-30 September 1994 Wellington, New Zealand [computer disk] (Wellington: NZLIA, 1995).

Repeated citations

Give full bibliographic details the first time an item is cited. Thereafter, a short title, e.g.

Brooke, "Ten Temples," 427.
Johnson, *Galatians*, 54.
Ibid. may be used, but only when it is referring to the same item in the immediately preceding note.
[1] George J. Brooke, "The Ten Temples in the Dead Sea Scrolls," in *Temple and Worship in Biblical Israel* ed. John Day (London: T&T Clark, 2007), 426.
[2] Ibid., 428.

Bibliographies

Stimulus does not publish bibliographies. However, if the author wishes to give a short list of suggested readings, use the SBL Handbook of Style Format.