



Style Guide

for Research Papers in the Departments of Bible and Theology, Church Ministries, & Intercultural Studies

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Introduction

The departments of Bible and Theology, Church Ministries, and Intercultural Studies all use the latest edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian, (notes-bibliography format), as the governing style guide. This applies to both undergraduate and graduate courses.

As a general rule, professors in these departments grade papers in conformity to the latest edition of Turabian. Students are still responsible to confirm with the professor whether s/he has any special requirements. Always review the course syllabus and other guidelines provided by the professor. Students are encouraged to ask the professor for a grading rubric, if one is available, to help inform the editing of their papers.

Style and Format

This style guide focuses on commonly-used resources to our programs. For sources not covered in this style guide, use the latest edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian, (notes-bibliography format) for further clarification.

Components of the Paper

The typical research paper includes a title page, table of contents, body of the paper, and a bibliography. A table of contents is not the same as an outline. For an example, see the table of contents used in this style guide.

Font Style and Size

The required font for papers is Times New Roman, size 12-point font. Footnotes are the same font style but use 10-point font. For biblical languages, use a True Type font. The Society of Biblical Literature provides “SBL BibLit” font that includes both Greek and Hebrew (www.sbl-site.org).

Margins, Spacing, and Indentations

All margins on top, bottom, and right will be one inch. Do not justify the right margin. Double-space all text except items such as block quotations, footnotes, table of contents, and the bibliography. Some types of software (e.g., MS Word, Google docs) put an extra space between paragraphs as a default setting. Turn off this setting as there should be no extra space between paragraphs. Indent the first line of all paragraphs ½ inch, except for block quotes, which have all lines in the paragraph indented by ½ inch (see *Block Quotations* subheading, below).

Page Numbering

Traditionally, papers, theses, and dissertations have different page formatting depending upon the part of the paper. Today many departments and universities eliminated these distinctions and require consistent placement of page numbers throughout a thesis or dissertation.

Number all the pages of the paper in the upper right corner of the page in the header at least ½ inch from the edge of the paper. Use Arabic numerals in sequential order (2, 3, 4, 5, etc...). The Title Page counts as page one, but do not put a page number on it.

Subheadings

Subheadings are an effective tool to help the reader follow the paper. Use headline-style capitalization for all headings. Subheadings should have three spaces before the header and two following. Do not have a header at the bottom of the page without text following the header (i.e., a dangling header). Any subdivision must have at least two parts (for example, if there is a subheading A, there must be a subheading B; if a 1, at least a 2). Turabian does not require one style, but the department requires the following format:

Level 1 Is Centered and Bold

Level 2 Is Centered and Regular

Level 3 Is Italicized and Bold at the left margin

Block Quotations

Block quotations are required for quotations of five lines or more. Use single-spacing within a block quotation and leave a blank line before and after it. Indent the entire quotation ½ inch and do not use quotation marks to begin or end the quote. For example:

Paul Achtemeier identifies four major interpretive options for “love covers a multitude of sins” in 1 Peter 4:7b:

What is not clear is whose sins are covered. There are four possibilities: (1) the sins of the one who loves the other are covered by that love; (2) the sins of the one loved are covered by the one who loves; (3) the sins of both the one loving and the loved are covered; (4) the sins of the one loved, which causes that person to repent, are thereby covered. While some have argued for (3) and some for (4), the first two possibilities have claimed the widest support.¹

¹ Paul J. Achtemeier, *1 Peter: A Commentary on First Peter*. Hermeneia (Minneapolis: Fortress Press), 295.

Biblical Citations

Parenthetical Citation of Bible References

It is common for papers in the fields of Bible and theology to cite or reference the Bible throughout the paper. This is particularly true for exegetical papers that interact extensively with the biblical text. Rather than placing references to the Bible in footnotes, the department requires students to employ parenthetical, in-text citation of the Bible, following the quotation or reference. For example:

Jesus made clear the necessity of spiritual rebirth when he told Nicodemus “unless one is born again he cannot see the kingdom of God” (John 3:3).

If the reference appears in the sentence, no parenthetical citation is necessary. If the context of the discussion makes clear the larger context of the book, the parenthetical citation can include just the chapter and verse(s). For example:

In the Gospel of John, Jesus tells Nicodemus you must be “born again” (3:3). Nicodemus responds with a sense of bewilderment and Jesus declares that he must “be born of water and the Spirit” (3:5).

Identification of the Version of the Bible

References to Bible versions should not include the publisher’s information in either the footnotes or bibliography. Instead, refer to bible versions by their standard abbreviations in the body of the paper (e.g., NIV, ESV, NASB, NRSV; see “Abbreviations of Bible Versions” at the end of this guide, also *SBLHS2* 8.3.1-3).

If one version of the Bible is used throughout the paper, identify the version in a footnote. After the first time the Bible is used in the paper, a footnote with a phrase such as “All references are from the NASB and for all future references unless noted” will suffice. If, on the other hand, various versions are used, these must be identified with each reference otherwise the reader will not know the version. This should be done in the parenthetical citation, e.g., (John 3:3 NASB). For example:

In the Gospel of John, Jesus tells Nicodemus you must be “born again” (3:3 NASB). Nicodemus responds with a sense of bewilderment and Jesus declares that he must be “born of water and the Spirit” (3:5 NIV).

How to Indicate Chapter and Verse in Biblical References

References to Biblical passages should not use the word “chapter” or “verse” between the chapter or verse numbers. Instead, the chapter should be represented by an Arabic numeral, followed by a colon, followed by the Arabic numeral for the verse or verse range. For example,

the sixteenth verse of the third chapter of the Gospel of John would be referred to as “John 3:16,” not “John chapter 3 verse 16.”

How to List Multiple Biblical References

If multiple biblical passages are in a list, separate verses by a comma, and separate chapters and other books of the Bible by a semicolon. Use an en dash to show a range of verses. For example:

Matthew 6:16, 18; 17:21; 20:16; Mark 7:8; 16:9–20; Luke 11:2–4, 6; John 7:53–8:11.

No Bibles in the Bibliography

Do not put Bible translations in a bibliography. The standard abbreviation of the Bible translation in the body of the paper is sufficient to indicate the source. The Bible is the one exception to the "sources-referenced-in-the-paper-must-be-in-the-bibliography" rule.

Abbreviations for Books of the Bible

When referring to a passage from the Bible, only spell out the entire name of the biblical book when it is the first word in a sentence. Otherwise, use the standard abbreviations that are recommended by the Society of Biblical Literature that are included towards the end of this guide. Do not use a period with the abbreviation, and do not put the abbreviation in italics.

Documentation of Sources

Footnotes

Footnotes are the required form of documentation (i.e., *Bibliographic Method, Notes and Bibliography*, or *Full Citation/Note*). For resources that are not included in this style guide, use the guidance from the latest edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian (16.3) or the latest edition of *The SBL Handbook of Style* (SBLHS). For resources not covered in this style guide, in Turabian, or in SBLHS, use the *Chicago Manual of Style*.

Use your word-processing program’s “footnotes” feature to create footnotes, numbering the footnotes consecutively beginning with 1. Superscript the numbers in the main body of the paper. For the footnote at the bottom of the page, use either full-sized numbers followed by a period, or superscripted numbers with no period, whichever is the default of your word-processing program. Set your footnotes to appear at “beneath the text” in the setup options.

In the footer, indent the first line of footnotes by ½ inch (i.e., “paragraph indent”). Use Times New Roman, 10 point font for the footnoted text. Footnotes are single-spaced within each footnote entry with a double-space between entries. Use the shortened form of *author-title* notes

for repeat entries [last name, abbreviated title, page number]. It is no longer encouraged to use *Ibid*. Examples of both the full footnote (N) and the shortened footnote (SN) of various resources are provided elsewhere in this style guide.

When to Use Footnotes

Always use quotations marks *and* a footnote with words that are not your own, including words generated by including words generated by ChatGPT or other generative AI tools. Quotation marks without a footnote or a footnote without quotation marks still count as plagiarism. Paraphrasing a source with sentences so similar to the original that they are virtually quotations but with light thesaurus work, or are simply rearranged clauses from the original, still counts as plagiarism.

Ideas that are common knowledge do not need to be cited. The challenge is in knowing what *is* and *is not* common knowledge. When in doubt, cite it. It is better to have too many citations than too few. The Purdue OWL's *Plagiarism* page reflects the standard guideline of repetition in five or more sources as a baseline for something being in common knowledge.

Footnotes are not just a place to provide the source of a quotation. Footnotes can refer to the source of information even what that source is not quoted in the body of the paper. Footnotes can also provide extra data that would be cumbersome in the body of the paper, such as listing other sources that agree or disagree with the point being made, or annotating the resources with information that would detract from the main point in the body of the paper.

Bibliography

A bibliography is required for every research paper and must include all the sources used for the paper. If a source is referenced in the paper, it must appear in the bibliography. If a source is not referenced in a paper, it may not appear in the bibliography. This is functionally synonymous with a "Works Cited," but in our discipline it is called a "Bibliography."

A bibliographic entry is similar in content to a footnote, but different in form. The citation examples in this style guide provide guidance for how to cite sources in footnotes (N), in shortened footnotes (SN), and in the bibliography (B).

Within a bibliography, entries are alphabetized by last name. Use a hanging indent for each entry: the first line is flush to the left margin, the second line (or other subsequent lines) is indented ½ inch. Use a single-space within each entry but a double-space between each entry. As with the body of the paper, bibliographies use Times New Roman, 12 point font. Other form features are noted in the examples provided in this style guide. A sample bibliography has been provided towards the end of this guide.

Documentation and Abbreviations

The SBL Handbook of Style offers two extensive lists of abbreviations for journals, series, and other standard reference works. The first abbreviation list is alphabetized by source (*SBLHS* 8.4.1) and the second by abbreviation (*SBLHS* 8.4.2). If the work cited is in these lists, you may use the standard abbreviation provided.

Note that both lists italicize abbreviations of journal titles and abbreviations based on book titles (e.g., *JBL*, *COS*), but do not italicize the abbreviations of book series (e.g., WGRW, JSOTSup) or abbreviations based on personal names (e.g., BAGD, BDB). If a work is not included in the abbreviation lists of *SBLHS* or some other authoritative resource (e.g., *IATG*, *CAD*), use complete titles throughout or include a list of additional abbreviations on a separate page at the beginning of the paper (after the title page and before the main text). A partial list of abbreviations is included at the end of this style guide.

In order to use an abbreviation, spell the name in full the first time a source is cited and follow the name with the abbreviation in parenthesis. For example, "*Zondervan Exegetical Commentary on the New Testament (ZECNT)*." After the first citation you may use just the abbreviation to refer to that work. If working on a master's thesis or doctoral dissertation or project, include a "List of Abbreviations" page at the beginning of the paper (after the title page and before the main text).

Documentation of Resources

The citation of resources follows the basic format of: author, title, city, publisher, date of publication, and page(s) cited. Citations can vary, however, due to the wide variety of types of books and information needed to properly identify the source. In the following examples, the footnote number may be different than the number in your paper. If you are using a program or website to help format your citations, set it to "Turabian" or "Chicago," "notes-bibliography," and then correct the result so that it follows the requirements of this guide.

For the examples below, "N" is for footnote, "SN" is for shortened footnote, and "B" for Bibliography.

The citation of books (17.1) varies due to the wide variety of types of books, and to the information needed to properly identify each source. For example, the style changes if a book has one author, multiple authors, or an editor. It changes if the book is part of a series or is a single chapter in a compiled work, (see the "Commentaries" section for guidance on books in a series or essay collection).

The citation of books follows the basic format of: author, *italicized title*, city of publication, publisher, date of publication, and page(s) cited. In the following examples, the footnote number may be different than the number in your paper.

Book with One Author

- N: 1. Michael F. Bird, *What Christians Ought to Believe: An Introduction to Christian Doctrine through the Apostles' Creed* (Grand Rapids: Zondervan, 2016), 179.
- SN: 2. Bird, *Believe*, 179.
- B: Bird, Michael F. *What Christians Ought to Believe: An Introduction to Christian Doctrine through the Apostles' Creed*. Grand Rapids: Zondervan, 2016.

Book with Two Authors

- N: 1. James M. Robinson and Helmut Koester, *Trajectories through Early Christianity* (Philadelphia: Fortress, 1971), 237.
- SN: 2. Robinson and Koester, *Trajectories*, 237.
- B: Robinson, James M. and Helmut Koester. *Trajectories through Early Christianity*. Philadelphia: Fortress, 1971.

Book with an Editor

- N: 1. Mark W. Chavalas, ed. *Women in the Ancient Near East* (New York: Routledge, 2014), 70.
- SN: 2. Chavalas, ed. *Women*, 70.
- B: Chavalas, Mark W., ed. *Women in the Ancient Near East*. New York: Routledge, 2014.

Electronic Books (eBooks)

Electronic Books (eBooks) are digital versions of books that are read in a browser or in an app. Cite electronic books just like their printed counterparts. The publication information should be for the original book publisher and not for the software that has provided access to it. If you read the book in on a library or commercial database, give the name of the database but not the URL (AdobePDF eBook, Proquest Ebrary, Google Books). If read in an app, specify the app (Kindle, iBooks, Logos, Accordance).

If no page number is available, then find and cite the corresponding page number in a hardcopy of the book. If that is not forthcoming, do not cite an app-specific location number or designation but instead cite the chapter and nearest section number, or the chapter and nearest section title.

- N: 1. Joseph P. Quinlan, *Last Economic Superpower: The Retreat of Globalization, the End of American Dominance, and What We Can Do About It* (New York: McGraw-Hill, 2010), 211. ProQuest Ebrary.
- SN: 2. Quinlan, *Last Economic Superpower*, 211.
- B: Quinlan, Joseph P. *Last Economic Superpower: The Retreat of Globalization, the End of American Dominance, and What We Can Do About It*. New York: McGraw-Hill, 2010. ProQuest Ebrary.
- N: 1. Thomas Schreiner, *Forty Questions About Christians and Biblical Law*, ed. Benjamin L. Merkle (Grand Rapids: Kregel Academic, 2010), 33. Logos.
- SN: 2. Schreiner, *Forty Questions*, 33.
- B: Schreiner, Thomas. *Forty Questions About Christians and Biblical Law*. Edited by Benjamin L. Merkle. Grand Rapids: Kregel Academic, 2010. Logos.
- N: 1. Bruce W. Winter, *Roman Wives, Roman Widows: The Appearance of New Women and the Pauline Communities* (Grand Rapids: Eerdmans, 2003), "Chapter 5: What was Proper in Roman Corinth?" Kindle.
- SN: 2. Winter, *Roman Wives*, "Chapter 5: What was Proper in Roman Corinth?" Kindle.
- B: Winter, Bruce W. *Roman Wives, Roman Widows: The Appearance of New Women and the Pauline Communities*. Grand Rapids: Eerdmans, 2003. Kindle.

Commentaries

Commentary series names should be spelled out in full the first time they are cited. If you want to use their official abbreviations, put the abbreviation in parentheses following the spelled-out title in its first citation. Then you may use just the abbreviation afterwards. For example, "*New International Commentary on the New Testament (NICOT)*." Spell the full series name in the bibliography.

Commentaries that are not published as part of a series are cited just like a typical book: author, commentary title, city of publication, publisher, year. Commentaries that are part of a series require the author's name, commentary title, volume number (if applicable), commentary series name, editor (if there is one), page range (if applicable), city of publication, publisher's name, and year of publication.

If there is a volume number associated with a commentary, include it after the series name but do not include the words “volume” or “number.” If the series divides the number further, e.g., 33A, 33B, include the subdivision.

Some commentaries combine treatment of multiple books of the Bible into a single volume. Each chapter is usually written by a different author, so cite the author of the individual chapter that you are citing. The editor will be noted in the middle of your citation, as follows: author's name, chapter title, *italicized volume title*, editor, publishing company, publisher, year of publication, page number. Note that the bibliography includes the whole page range for the chapter.

Some commentaries combine treatment of multiple books of the Bible into more than one volume. Each chapter is usually written by a different author, so cite the author of the individual chapter that informs your writing. The editor has her or his own place in the middle of your citation. For multi-volume works, include the volume number in addition to the page number, separating them by a colon (Vol #:Page #). See "A Commentary Chapter within a Volume within a Multivolume Work" for an example.

Independent Commentary

- N: 1. Harold Hoehner, *Ephesians: An Exegetical Commentary* (Grand Rapids: Baker Academic, 2002), 12.
- SN: 2. Hoehner, *Ephesians*, 29.
- B: Hoehner, Harold. *Ephesians: An Exegetical Commentary*. Grand Rapids: Baker Academic, 2002.

Commentary that is Part of a Series

- N: 1. Lynn H. Cohick, *The Letter to the Ephesians*, New International Commentary on the New Testament (NICNT) (Grand Rapids: Eerdmans, 2020), 73.
- SN: 2. Cohick, *Ephesians*, NICNT, 73.
- B: Cohick, Lynn H. *The Letter to the Ephesians*. New International Commentary on the New Testament. Grand Rapids: Eerdmans, 2020.

Numbered Commentary as Part of a Series

If there is a volume number associated with a commentary, include it after the series name but do not include the words “volume” or “number.” If the series divides the number further as in the second example, include the subdivisions.

- N: 1. Gerald L. Keown, Pamela J. Scalise, and Thomas G. Smothers, *Jeremiah 26-52*, Word 27. (Grand Rapids: Zondervan, 1995), 82.
- SN: 2. Keown, Scalise, and Smothers, *Jeremiah*, 96.
- B: Keown, Gerald L., Pamela J. Scalise, and Thomas G. Smothers. *Jeremiah 26-52*. Word 27. Grand Rapids: Zondervan, 1995.
- N: 1. Donald A. Hagner, *Matthew 1-13*, Word 33A. (Grand Rapids: Zondervan, 2000), 12.
- SN: 2. Hagner, *Matthew 1-13*, 26.
- B: Hagner, Donald A. *Matthew 1-13*. Word 33A. Grand Rapids: Zondervan, 2000.

A Commentary Chapter within a Single Volume

Some commentaries combine treatment of multiple books of the Bible into a single printed volume. Each chapter is usually written by a different author, so begin the citation by citing the author of the individual chapter and not the editor of the volume. The editor is cited after the volume title, as in the following examples.

- N: 1. Paul John Isaak, "Luke," in *Africa Bible Commentary*, ed. Tokunboh Adeyemo (Grand Rapids: Zondervan, 2006), 1210.
- SN: 2. Isaak, "Luke," 1215.
- B: Isaak, Paul John. "Luke." In *Africa Bible Commentary*, edited by Tokunboh Adeyemo, 1203-1250. Grand Rapids: Zondervan, 2006.

A Commentary Chapter within a Volume within a Multivolume Work

Some commentaries combine treatment of multiple books of the Bible into more than one volume. Each chapter is usually written by a different author, so begin the citation by citing the author of the individual chapter and not the editor of the volume. The editor has her or his own place later on in the bibliography. If there is a volume number, clarify the volume number in addition to the page number by separating them with a colon (:). In the first example, below, the Judith commentary is in volume three of the *New Interpreter's Bible*.

- N: 1. Laurence M. Wills, *New Interpreter's Bible (NIB)* 3:1154.

- SN: 2. Wills, *NIB* 3:1154.
- B: Wills, Lawrence M. "Judith." In *1 & 2 Kings; 1 & 2 Chronicles, Ezra, Nehemiah, Esther, Tobit, Judith*. Vol. 3 of *New Interpreter's Bible*, edited by Leander E. Keck, 1074-183. Nashville: Abingdon, 1999.
- N: 1. Walter L. Liefeld and David W. Pao, *Expositor's Bible Commentary, Revised (REBC)* 10:25.
- SN: 2. Liefeld and Pao, *REBC* 10:33.
- B: Liefeld, Walter L. and David W. Pao. "Luke." In *Luke-Acts*. Vol. 10 of *The Expositor's Bible Commentary*. Rev. ed. (REBC). Edited by Tremper Longman III and David E. Garland, 19-356. Grand Rapids: Zondervan, 2005.

Article/Chapter in an Edited Volume

Edited volumes such as essay collections usually have a different author for each chapter in the book. Begin by citing the author of the chapter and not the editor of the book. The editor has his or her own space later on in the citation.

- N: 1. Richard Bauckham, "Relevance of Extra-canonical Jewish Texts to New Testament Study," in *Hearing the New Testament: Strategies for Interpretation*, ed. Joel B. Green, 2nd ed. (Grand Rapids: Eerdmans, 2010), 68.
- SN: 2. Bauckham, "Relevance," 68.
- B: Bauckham, Richard. "Relevance of Extra-canonical Jewish Texts to New Testament Study." In *Hearing the New Testament: Strategies for Interpretation*, 2nd ed. Edited by Joel B. Green, 65–84. Grand Rapids: Eerdmans, 2010.

Article in a Dictionary or Encyclopedia

In our discipline, *dictionaries* are encyclopedias with short articles. A word-dictionary is called a *lexicon* and has its own entry elsewhere in this guide.

Dictionary names can be spelled-out or abbreviated using their official abbreviation. For multi-volume dictionaries, include the volume number as well as the page number (e.g., 3:359).

Since the author of each article is usually different than the editor, cite each entry by author. Include the following information: author, article title in quotation marks, *italicized dictionary name/abbreviation*, publisher's location, publisher's name, year, volume number,

page number. Include the editor only in the bibliography. The first example is from a one-volume Bible dictionary. The second example is from a multivolume Bible dictionary.

- N: 1. Holly Beers, “Servant of Yahweh,” *Dictionary of Jesus and the Gospels*, 2nd ed. (DJG2) (Downers Grove: InterVarsity Press, 2013), 856.
- SN: 2. Beers, “Servant,” 726.
- B: Beers, Holly. “Servant of Yahweh.” In *Dictionary of Jesus and the Gospels*. 2nd ed. Edited by Joel B. Green, 855-859. Downers Grove: InterVarsity Press, 2013.
- N: 1. Stanley d. Walters, “Jacob Narrative” *Anchor Bible Dictionary (ABD)* 3:599.
- SN: 2. Walters, “Jacob Narrative” *ABD* 3:599.
- B: Walters, Stanley D. “Jacob Narrative.” In vol. 3 of *Anchor Bible Dictionary*. Edited by David Noel Freedman, 359–609. 6 vols. New York, Doubleday, 1992.

Article in a Lexicon

A *lexicon* is a dictionary of words and their meaning, arranged alphabetically. In our context, lexicons often give brief translation of words from one language to another, as in Louw and Nida’s Greek-English lexicon. The distinction between lexicons and dictionaries can be blurry, so it is recommended that when citing an article from a lexicon or dictionary that provides brief definitions of words, use the following format:

Lexicons with Unsigned Articles

- N: 1. BDAG, “θαυμάζω.”
- SN: 3. BDAG, “θαυμάζω.”
- B: Bauer, Walter. *A Greek-English Lexicon of the New Testament and Other Early Christian Literature*. 3rd ed. Edited and revised by F.W. Danker. Translated and adapted by W.F. Arndt, F.T. Gingrich, and F.W. Danker. Chicago: University of Chicago Press, 2000.
- N: 1. *EDNT*, “θαῦμα.”
- SN: 3. *EDNT*, “θαῦμα.”
- B: Balz, Horst and Gerhard Schneider, eds. *Exegetical Dictionary of the New Testament*. 3 vols. Grand Rapids: Eerdmans, 1990–93.

Lexicons with Signed Articles

- N: 1. Wilhelm Mundle, Colin Brown, and Otfried Hofus, "Miracle, Wonder, Sign," *NIDNTT* 2:634.
- SN: 2. Mundle, Brown, Hofus, "Miracle," *NIDNTT* 2:634.
- B: Brown, Colin, ed. *New International Dictionary of New Testament Theology*. 4 vols. Grand Rapids: Zondervan, 1975–85.

Moisés Silva's revision to Colin Brown's *NIDNTT* is so thorough that the original article authors' names were removed. Though the articles are now unsigned, it makes Silva the author and therefore treats his articles as if they were signed articles.

- N: 1. Moisés Silva, "ληστής," *NIDNTTE* 3:114-116.
- SN: 3. Moisés Silva, "ληστής," *NIDNTTE* 3:114-116.
- B: Silva, Moisés, *New International Dictionary of New Testament Theology and Exegesis*. 5 vols. Grand Rapids: Zondervan, 2014.

Article in a Journal

Journal names can be spelled out in full the first time they are cited. If you want to use their official abbreviations, (See the "Journal Abbreviations" list in this guide for examples of common journals in our discipline), put the abbreviation in parentheses following the title spelled out in full. You may use just the abbreviation after this first citation. For example, "*Journal of Biblical Literature* (*JBL*)".

Since some journals continue to paginate in sequence across issues in a volume while others do not, include the issue number in your citation when possible. For example, *JBL* volume 109 issue 1 should be cited as *JBL* 109.1 or *JBL* 109 no. 1. Do not include the month or season unless that is the only way the publisher distinguishes issues from each other.

Cite journal articles by including the author, article title in quotation marks, *italicized journal name*, volume number, issue number, year in parentheses, and page number.

- N: 1. Paul Achtemeier, "Omne Verbum Sonat: The New Testament and the Oral Environment of Late Western Antiquity," *JBL* 109.1 (1990): 16.
- SN: 2. Achtemeier, "Omne Verbum," 16.

- B: Achtemeier, Paul. "Omne Verbum Sonat: The New Testament and the Oral Environment of Late Western Antiquity." *Journal of Biblical Literature* 109.1 (1990): 3–27.
- N: 1. Steven M. Fettke and Michael L. Dusing, "A Practical Pentecostal Theodicy?" *Pneuma* 38.2 (2016): 169.
- SN: 2. Fettke and Dusing, "Practical Pentecostal," 169.
- B: Fettke, Steven M. and Michael L. Dusing. "A Practical Pentecostal Theodicy?" *Pneuma* 38.2 (2016): 160–179.

Electronic Journals (eJournals)

For our purposes, *electronic journals* are journals that are read online in a browser or app, whether or not there is a print counterpart to that journal. Cite electronic journals like a print counterpart by including the author, article title, *italicized journal name*, volume, issue, year, and page number. The only difference from citing a print journal and an eJournal is the inclusion of a DOI or URL. If the article has a DOI or URL, do *not* include it in the footnotes but *do* include the DOI (preferred) or URL in the bibliography.

- N: 1. Beverly Roberts Gaventa, "Places of Power in Paul's Letter to the Romans," *Interpretation* 76.4 (2022): 294.
- SN: 2. Gaventa, "Power," 300.
- B: Gaventa, Beverly Roberts. "Places of Power in Paul's Letter to the Romans." *Interpretation* 76.4 (2022): 293-302. doi:10.1177/00209643221108179.
- N: 1. H. Wayne Johnson, "Practicing Theology on a Sunday Morning: Corporate Worship as Spiritual Formation, *TrinJ* 31.1 (2010): 28, Academia.
- SN: 2. Johnson, "Practicing Theology," 28.
- B: Johnson, H. Wayne. "Practicing Theology on a Sunday Morning: Corporate Worship as Spiritual Formation." *Trinity Journal* 31.1 (2010): 27–44. <http://www.academia.edu/7444520>.

Documentation of Websites

Include as much identifying information as possible when citing something from a website. This includes the author of the content or the owner/sponsor of the website, the title of

the webpage, and the name of the website as a whole. Do not include the date you accessed the website, but do include the latest date that the content was published or revised, if possible. Include the URL in the footnote and in the bibliography. Remove the hyperlink to the URL.

N: 1. “Statement of Faith,” *Society of Evangelical Arminians*,
<http://www.evangelicalarminians.org/statement-of-faith>.

SN: 2. “Statement of Faith,” *Evangelical Arminians*.

B: “Statement of Faith.” *Society of Evangelical Arminians*.
<http://www.evangelicalarminians.org/statement-of-faith>.

N: 1. Ben Witherington III, “N. T. Wright on Post-Modernity and the Enlightenment,” *Ben Witherington*, May 4, 2009.
<https://benwitherington.blogspot.com/2009/05/nt-wright-on-post-modernity-and.html>.

SN: 2. Witherington, “N. T. Wright on Post-Modernity.”

B: Witherington, Ben III. “N. T. Wright on Post-Modernity and the Enlightenment.” *Ben Witherington*. May 4, 2009. <https://benwitherington.blogspot.com/2009/05/nt-wright-on-post-modernity-and.html>.

Online Videos

Videos hosting sites such as YouTube and Vimeo do not create most of the content on their sites so you may need to do additional research in order to provide as many details as possible about the video and content creator. Include the content creator, video title, *channel name in italics* (if different than the content creator), date of publication, the word “video,” and then the URL. For YouTube click “share” and use the shortened URL provided by YouTube itself.

N: 1. Dr. Dan Langston, “Bible Background: Cultures” *Bible on the Go! with Dr. Dan*, February 26, 2023, video, <https://youtu.be/Zpwo65Ti16M>.

SN: 2. Langston, “Cultures,” video.

B: Langston, Dan. “Bible Background: Cultures.” *Bible on the Go! with Dr. Dan*. February 26, 2023. Video. <https://youtu.be/Zpwo65Ti16M>

N: 1. The Foursquare Church, “Who is Aimee Semple McPherson?,” July 10, 2020, video, <https://youtu.be/ilH0xX3ZYD4>.

SN: 2. Foursquare, “McPherson,” video.

- B: The Foursquare Church. "Who is Aimee Semple McPherson?" July 10, 2020. Video.
<https://youtu.be/iIH0xX3ZYD4>.
- N: 1. Elizabeth Groves, "Dramatic Recitation: The Book of Jonah (with English subtitles)," *Westminster Theological Seminary*, May 3, 2013, video,
<https://vimeo.com/65396076>
- SN: 2. Grove, "Jonah," video.
- B: Groves, Elizabeth. "Dramatic Recitation: The Book of Jonah (with English subtitles)." *Westminster Theological Seminary*. May 3, 2013. Video.
<https://vimeo.com/65396076>.

Podcasts

The information required for citing a podcast include: the principle spokesperson for the podcast (usually the host), episode name in quotations marks, *podcast name in italics*, media type (podcast), the episode release date, website or DOI where the podcast can be found (this is different than the podcast player you used to listen to the episode).

- N: 1. George P. Wood, "Normalize Men and Women Working Together!" Influence Podcast, podcast audio, July 21, 2023,
<https://influencemagazine.com/en/podcast/normalize-men-and-women-working-together>.
- SN: 3. Wood, "Normalize," podcast.
- B: Wood, George P. "Normalize Men and Women Working Together!" *Influence Podcast*. Podcast audio. July 21, 2023.
<https://influencemagazine.com/en/podcast/normalize-men-and-women-working-together>.

Interviews

Check with your faculty member first to confirm whether interviews are allowed to be used in your paper. If they are used, interviews should include the name of the person interviewed (or a pseudonym if real names are withheld), name of the interviewer, place of interview, time of interview, and the location of transcripts or recording of the interview (if known).

- N: 1. John Wyckoff, interview by the author, Dallas, January 1, 2023.
- SN: 3. Wyckoff, interview.

B: Wyckoff, John. Interviewed by the author. Dallas. January 1, 2023.

N: 1. Martin Luther King Jr, interview by Robert Penn Warren. Atlanta. March 18, 1964, transcript, Louie B. Nunn Center for Oral History, University of Kentucky Libraries, <https://kentuckyoralhistory.org/ark:/16417/xt79kd1qgb1z>.

SN: 3. King Jr., interview.

B: King, Martin Luther, Jr. Interview by Robert Penn Warren. Atlanta. March 18, 1964. Transcript. Louie B. Nunn Center for Oral History, University of Kentucky Libraries, <https://kentuckyoralhistory.org/ark:/16417/xt79kd1qgb1z>.

Social Media

Citations of social media content should include the author and username, the title of the content, the platform, the date the content was posted, and the URL. If the content was viewed in an app, go and find the same content in a browser cite the URL. If there is no title to the content, quote up to the first 160 characters of the post.

N: 1. Gen Z Bible Stories (@gen.z.bible.stories), ““Blessed are those’....(new version)” TikTok, October 12, 2023, <https://www.tiktok.com/@gen.z.bible.stories/video/7289189746188799275?lang=en>

SN: 3. Gen Z, “Blessed,” TikTok.

B: Gen Z bible Stories (@gen.z.bible.stories). ““Blessed are those’...(new version).” TikTok. October 12, 2023. <https://www.tiktok.com/@gen.z.bible.stories/video/7289189746188799275?lang=en>

Bible Software

Resources in bible software such as Logos and Accordance should be cited as their print counterparts, with “Logos.” or “Accordance.” appended at the end of the citation. This is because Bible Software does not usually publish its own material but has digitized and integrated other people’s work so that it is searchable within their own proprietary software. When citing resources from bible sSoftware, cite the print counterpart and then indicate which software you used. See the eBook guidelines, above, for examples.

Accordance has its guidance on how to use the software to generate citations <https://www.accordancebible.com/accordance-citations/>. It also has guidance on how to export its bibliographic information into programs such as Zotero and EndNote: <https://www.accordancebible.com/reference-manager/>

Sometimes Logos or Accordance produces its own content within the software, such as with their atlas or word-count features. In those cases where the software is not simply providing a digital copy of an independent, physical resource, cite the module in the same way one would cite a webpage from a larger website, or provide a narrative explaining the module in the footnote.

Artificial Intelligence

AI may not be used for course work without the explicit permission from the professor.

If ChatGPT or other generative AI tools are used at any stage of the writing process, attribution to the tool and its role must be given. Treat the program as the author, the company who makes the program as the publisher, include the date that the tool was used and the URL where the tool can be found. Additionally, include a paragraph in the body of the assignment or in a footnote that explains exactly how AI was used.

In summary, *if* AI is used in any course work, 1) cite the AI as in the following examples, and 2) also include a paragraph in the body or in footnotes that explains exactly how AI was used.

Unattributed use of AI in any course work is considered plagiarism and is subject to the plagiarism policy of the class.

N: 1. ChatGPT, response to “Who is my neighbor?” OpenAI, February 29, 2024.
 <https://chat.openai.com/chat>.

SN: 3. ChatGPT, “Neighbor,” Feb 29, 2024.

B: ChatGPT. OpenAI. February 29. 2024.

Abbreviation Lists

Biblical Abbreviations

Abbreviations follow the format recommended by the Society of Biblical Literature.

Old Testament

Genesis.....Gen	Song of Songs.....Song/Cant
Exodus.....Exod	Isaiah.....Isa
Leviticus.....Lev	Jeremiah.....Jer
Numbers.....Num	Lamentations.....Lam
Deuteronomy.....Deut	Ezekiel.....Ezek
Joshua.....Josh	Daniel.....Dan
Judges.....Judg	Hosea.....Hos
Ruth.....Ruth	Joel.....Joel
1-2 Samuel.....1 Sam	Amos.....Amos
1-2 Kings.....1 Kgs	Obadiah.....Obad
1-2 Chronicles.....1 Chr	Jonah.....Jonah
Ezra.....Ezra	Micah.....Mic
Nehemiah.....Neh	Nahum.....Nah
Esther.....Esth	Habakkuk.....Hab
Job.....Job	Zephaniah.....Zeph
Psalms.....Ps/Pss	Haggai.....Hag
Proverbs.....Prov	Zechariah.....Zech
Ecclesiastes.....Eccl/Qoh	Malachi.....Mal

New Testament

Matthew.....Matt	1-2 Thessalonians.....1 Thess
Mark.....Mark	1-2 Timothy.....1 Tim
Luke.....Luke	Titus.....Titus
John.....John	Philemon.....Phlm
Acts.....Acts	Hebrews.....Heb
Romans.....Rom	James.....Jas
1-2 Corinthians.....1 Cor	1-2 Peter.....1 Pet
Galatians.....Gal	1-3 John.....1 John
Ephesians.....Eph	Jude.....Jude
Philippians.....Phil	Revelation.....Rev
Colossians.....Col	

Abbreviations for Bible Versions

Amplified Bible	AMP
American Standard Version	ASV
Biblia Hebraica Stuttgartensia (Hebrew Bible)	BHS
Common English Bible	CEB
Contemporary English Version	CEV
Christian Standard Bible	CSB
English Standard Version	ESV
Good News Bible	GNB
Holman Christian Standard Bible	HCSB
Jerusalem Bible	JB
King James Version	KJV
Living Bible	LB
Lexham English Bible	LEB
Septuagint (Greek translation of the Hebrew Bible)	LXX
Modern Language Bible	MLB
New Testament: A New Translation, James Moffatt	MOFFATT
Message	MSG
Masoretic Text	MT
Nestle-Aland Greek New Testament, 28 th Edition	NA28
New American Bible, Revised Edition	NASR
New American Standard Bible	NASB
New American Version	NAV
New Century Version	NCV
New English Bible	NEB
New English Translation	NET
New English Translation of the Septuagint	NETS
New International Reader's Version	NIRV
New International Version	NIV
New Jerusalem Bible	NJB
Tanakh: The Holy Scriptures: The New JPS Translation	NJPS
New King James Version	NKJV
New Living Translation	NLT
New Revised Standard Version	NRSV
New Testament in Modern English, J. B. Phillips	PHILLIPS
Revised English Bible	REB
Revised Standard Version	RSV
Today's English Version (also known as Good News Bible)	TEV
Today's Living Bible	TLB
Today's New International Version	TNIV
Vulgate	VUL
World English Bible	WEB
New Testament in Modern Speech, R. F. Weymouth	WEYMOUTH
Young's Literal Translation	YLT

Commentary Abbreviations

The following is only a partial list of abbreviations for commentaries. See the *SBL Handbook of Style* for a more complete list.

Abingdon New Testament Commentaries	ANTC
Abingdon Old Testament Commentaries.....	AOTC
Anchor Bible (or Anchor Yale Bible)	AB (or AYBC)
Ancient Christian Commentary on Scripture.....	ACCS
Apollos Old Testament Commentary	ApOTC
Augsburg Commentary on the New Testament	ACNT
Baker Exegetical Commentary on the NT	BECNT
Bible Knowledge Commentary	BKC
Bible Speaks Today	BST
Black's New Testament Commentaries	BNTC
Brazos Theological Commentary	BTC
Eerdmans Critical Commentary	ECC
Expositor's Bible Commentary (and revised version)	EBC (or REBC)
Hermeneia	Hermeneia
International Critical Commentary	ICC
Interpretation: A Bible Commentary for Preaching and Teaching	IBC
IVP New Testament Commentary.....	IVPNTC
Keil and Delitzsch Commentary	K&D
New American Commentary.....	NAC
New Cambridge Bible Commentary	NCBC
New Century Bible	NCB
New International Biblical Commentary on the NT	NIBCNT
New International Biblical Commentary on the OT	NIBCOT
New International Commentary on the NT.....	NICNT
New International Commentary on the OT.....	NICOT
New International Greek Testament Commentary.....	NIGTC
New Interpreter's Bible.....	NIB
New Jerome Bible Commentary	NJBC
New Testament Library	NTL
NIV Application Commentary	NIVAC
Old Testament Library.....	OTL
Paideia Commentaries on the New Testament.....	PCNT
Pillar New Testament Commentary	PNTC
Socio-Rhetorical Commentary	SRC
Tyndale New Testament Commentaries.....	TNTC
Tyndale Old Testament Commentaries	TOTC
Word Biblical Commentary	WBC
Zondervan Exegetical Commentary on the NT.....	ZECNT
Zondervan Exegetical Commentary on the OT.....	ZECOT
Zondervan Illustrated Bible Backgrounds Commentary	ZIBBC

Journal Abbreviations

The following is only a partial list of abbreviations for journals. See the *SBL Handbook of Style* for a more complete list.

African Journal of Evangelical Theology	AJET
Asbury Theological Journal	AsTJ
Asia Journal of Theology	AJT
Asian Journal of Pentecostal Studies	AJPS
Biblica	Bib
Biblical Archaeology Review	BAR
Biblical Theology Bulletin	BTB
Bibliotheca Sacra	BSac
Bulletin of the American Schools of Oriental Research	BASOR
Calvin Theological Journal	CTJ
Catholic Biblical Quarterly	CBQ
Church History	CH
European Journal of Theology	EuroJTh
Harvard Theological Review	HTR
Hebrew Bible and Ancient Israel	HeBAI
Horizons in Biblical Theology	HBT
Interpretation: A Journal of Bible and Theology	Int
Journal for the Study of the New Testament	JSNT
Journal for the Study of the Old Testament	JSOT
Journal of Biblical and Pneumatological Research	JBPR
Journal of Biblical Literature	JBL
Journal of Early Christian Studies	JECS
Journal of Pentecostal Theology	JPS
Journal of the Evangelical Theological Society	JETS
Journal of the Jesus Movement in Its Jewish Setting	JJMJS
Journal of Religious Ethics	JORE
Near Eastern Archaeology	NEA
New Testament Studies	NTS
Novum Testamentum	NovT
Pneuma: The Journal of the Society for Pentecostal Studies	Pneuma
Scottish Journal of Theology	SJT
Southern Baptist Journal of Theology	SBJT
Southwestern Journal of Theology	SWJT
Trinity Journal	TJ
Westminster Theological Journal	WTJ

Publisher Abbreviations

The following is only a partial list of abbreviations for publishing houses. For a full explanation of the proper way to cite publishers, see the SBLHS2 section 6.1.4.

The left column in the following list includes the full publishing house names, followed in parentheses by the main city or cities where they are located. Cities in the list that are followed by their state abbreviation will require that state abbreviation in the footnotes and bibliography of your papers.

The right column in the following list shows how the publishers should be cited in the footnotes and bibliography. The city is always required, followed by a colon, followed by the standardized name of the publishing company. When citing a publishing house, only use the first city that is listed in title page or copyright page of the actual book you used. Do not include terms such as "Press," "Publisher," or "Publishing House" in your citations unless that part of the publisher's name is required to avoid ambiguity from similarly-named publishing houses. Note that publishers such as *Eerdmans*, *InterVarsity*, and *de Gruyter* follow particular standardized rules.

Abingdon (Nashville; New York)	Nashville: Abingdon
Apollos (Leicester)	Leicester: Apollos
Augsburg (Minneapolis)	Minneapolis: Augsburg
Augsburg Fortress (Minneapolis).....	Minneapolis: Augsburg Fortress
Baker Academic (Grand Rapids)	Grand Rapids: Baker Academic
Baker Books (Grand Rapids).....	Grand Rapids: Baker Books
Baylor University Press (Waco, TX)	Waco, TX: Baylor University Press
Bloomsbury (London; New Delhi; New York; Sydney)	London: Bloomsbury
Brazos (Grand Rapids)	Grand Rapids: Brazos
Brill (Leiden; Boston)	Leiden: Brill
Cambridge University Press (Cambridge; New York).....	Cambridge: Cambridge University Press
Cascade (Eugene, OR)	Eugene, OR: Cascade
Crossway (Wheaton, IL)	Wheaton, IL: Crossway
de Gruyter (Berlin)	Berlin: de Gruyter
Deutsche Bibelgesellschaft (Stuttgart)	Stuttgart: Deutsche Bibelgesellschaft
Doubleday (Garden City, NY; New York)	New York: Doubleday
Eerdmans (Grand Rapids)	Grand Rapids: Eerdmans
E.J. Brill (see Brill, above)	
Fortress (Philadelphia)	Philadelphia: Fortress
Harper & Row (New York; San Francisco)	New York: Harper & Row
HarperCollins (New York; San Francisco)	New York: HarperCollins
HarperOne (San Francisco)	San Francisco: HarperOne
Harvard University Press (Cambridge)	Cambridge: Harvard University Press
Hendrickson (Peabody, MA)	Peabody, MA: Hendrickson
InterVarsity Press (Downers Grove, IL)	Downers Grove, IL: InterVarsity
Inter-Varsity Press (Leicester; London)	London: Inter-Varsity
John Knox (Atlanta; Richmond, VA).....	Atlanta: John Knox
Kregel (Grand Rapids)	Grand Rapids: Kregel
Mercer University Press (Macon, GA).....	Macon, GA: Mercer University Press
Mohr Siebeck (Tübingen).....	Tübingen: Mohr Siebeck
Nelson (Nashville; London)	Nashville: Nelson
Orbis Books (Maryknoll, NY)	Maryknoll, NY: Orbis Books

Oxford University Press (Oxford; London; New York)	Oxford: Oxford University Press
Paternoster (Exeter; Milton Keynes)	Exeter: Paternoster
Paulist (New York; Mahwah, NJ)	New York: Paulist
Peeters (Leuven)	Leuven: Peeters
Penguin Books (Harmondsworth; London)	London: Penguin Books
Pickwick (Pittsburgh; Eugene, OR)	Pittsburgh: Pickwick
Prentice Hall (Englewood Cliffs, NJ; Upper Saddle River, NJ)	Upper Saddle River, NJ: Prentice Hall
Princeton University Press (Princeton)	Princeton: Princeton University Press
Rowman & Littlefield (Lanham, MD)	Lanham, MD: Rowman & Littlefield
SBL Press (Atlanta)	Atlanta: SBL Press
Scholars Press (Missoula, MT; Chico, CA; Atlanta)	Atlanta: Scholars Press
SCM (London)	London: SCM
Scribner's Sons (New York)	New York: Scribner's Sons
Sheffield Academic (Sheffield)	Sheffield: Sheffield Academic
Sheffield Phoenix (Sheffield).....	Sheffield: Sheffield Phoenix
SIL International (Dallas)	Dallas: SIL International
Smyth & Helwys (Macon, GA)	Macon, GA: Smyth & Helwys
Society of Biblical Literature (Atlanta)	Atlanta: Society of Biblical Literature
Society for Promoting Christian Knowledge (see SPCK)	
SPCK (London).....	London: SPCK
T&T Clark (Edinburgh; London; New York)	New York: T&T Clark
Thomas Nelson (see Nelson, above)	
Tyndale House (Carol Stream, IL)	Carol Stream, IL: Tyndale House
Tyndale Press (London)	London: Tyndale Press
United Bible Societies (London; New York; Stuttgart)	New York: United Bible Societies
Walter de Gruyter (see de Gruyter)	
Westminster (Philadelphia).....	Philadelphia: Westminster
Westminster John Knox (Louisville).....	Louisville: Westminster John Knox
Wiley & Sons (New York)	New York: Wiley & Sons
Wiley-Blackwell (Malden, MA; Chichester)	Malden, MA: Wiley-Blackwell
William B. Eerdmans (see Eerdmans, above)	
Wm. B. Eerdmans (see Eerdmans, above)	
Wipf & Stock (Eugene, OR).....	Eugene, OR: Wipf & Stock
Word (Waco, TX; Dallas; Nashville)	Dallas: Word
Yale University Press (New Haven)	New Haven: Yale University Press
Zondervan (Grand Rapids)	Grand Rapids: Zondervan

Model Title Page

NELSON UNIVERSITY

Department of Bible and Theology

Give an Appropriate Title to Your Paper in Bold

Student Name

THE 3123.100: Systematic Theology I

Professor: Dan Langston, Ph.D.

April 3, 2024

Model Bibliography

- Barclay, John M. G. *Paul and the Gift*. Grand Rapids: Eerdmans, 2015: 177-210.
- Bowens, Lisa M. *African American Readings of Paul: Reception, Resistance, and Transformation*. Grand Rapids: Eerdmans, 2020.
- Brown, Jeannine K. *Philippians*. Tyndale New Testament Commentary 11. Downers Grove: InterVarsity, 2022.
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- , *Philippians*, 2nd ed. Baker Exegetical Commentary on the New Testament. Grand Rapids: Baker, 2005.
- Stowers, Stanley K. *Letter Writing in Greco-Roman Antiquity*. Philadelphia: Westminster Press, 1986.
- Tamez, Elsa. "Philippians," Pages 1-122 in *Philippians, Colossians, Philemon*. Wisdom Commentary 51. Edited by Mary Ann Beavis. Collegeville, Minnesota: Liturgical Press, 2017.