

**Student Supplement for**  
**The *SBL Handbook of Style*, **Second Edition****  
**Adapted for Graduate Papers, The Prospectus, and Dissertations**  
**at Southeastern Baptist Theological Seminary**

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Note: The outline of this Supplement does NOT correspond to the *SBLH2* outline except where cited.

**PART 1**  
**AVOIDING COMMON MISTAKES**

**1.1 GETTING STARTED**

- 1.1.1. Become familiar with the styles for notes and bibliographies illustrated in *The SBL Handbook of Style*, Second Edition (abbreviated throughout as *SBLH2*). These general examples (for Books, use *SBLH2* 6.2; for Journal Articles, Reviews and Dissertations, use *SBLH2* 7.3) have been chosen with care to cover the broadest array of resources. The handbook provides sample entries for the initial citation of a work in a footnote, subsequent citations of that work, and an example of the bibliographic entry.
- 1.1.2. When conducting research, check the title page of a source and carefully record all pertinent bibliographic information. Frustrations arise when students are preparing a manuscript and realize they are missing key pieces of information. In addition to the author and title of the work, students should record the editor, translator, number of volumes, edition, series, city, publisher, and date.
- 1.1.3. The following material will address problems students typically encounter when working with biblical texts and secondary literature. These illustrations will help one avoid problems, but they do not replace the need to become familiar with the examples provided in *SBLH2*.

**1.2 BIBLICAL CITATIONS (SBLH2 8.3)**

- 1.2.1. Citations of modern Bible versions do not require publisher's information in either footnotes or bibliography; instead, use standard abbreviations for the Bible version (e.g., ESV, RSV, NIV, NASB; see *SBLH2* 8.2.1). If citing scripture from a single version, include the abbreviation of the version following the chapter and verse on the first scripture reference only. When citing more than one version in a paper, include the version after each citation. "Now Ahab had seventy sons in Samaria" (2 Kgs 10:1 NRSV).

- 1.2.2. Spell out Bible books when cited without chapter and verse, but when citing specific chapters and verses, use the standard abbreviated titles of biblical books provided in *SBLH2* 8.3.1–3. If a biblical book is the first word of the sentence, do not abbreviate the title. Also, when referring to the book as a whole or a person with the same name as a biblical book, do not abbreviate.

Right: Revelation 3 begins with the letter to the church in Sardis.  
We know little about the historical Habakkuk.

Wrong: Rev 3 begins with the letter to the church in Sardis.  
We know little about the historical Hab.

- 1.2.3. Cite Bible verses with book, chapter and verse(s) using Arabic numerals separated by a colon. Do not write out the numbers. **Follow carefully *SBLH2* 4.2 on use of numbers.**

Right: John 5:8–9

Wrong: John chapter five verses eight and nine.  
(5:8–9). [Don't assume your reader knows which book you intend.]

- 1.2.4. When citing multiple passages, list the abbreviated title of each new biblical book followed by the chapter number and colon, with all verses in that chapter separated by a comma and space. A semicolon should separate references to subsequent chapters or books. Do not include the conjunction "and" or an ampersand before the last citation. List the passages in canonical and numerical order.

Right: Matt 2:3; 3:4–6; 4:3, 7; Luke 3:6, 8; 12:2, 5; Acts 15:1–5; Rom 1:8–12

Wrong: Luke 3:6, 8; Luke 12:2  
Matt 2:3, 3:4–6; 4:3; Luke 3:6, 8 and 12:2  
Rom 1:8–12; Matt 2:3; 4:3, 7; & 3:4–6

1.2.5. In study Bibles such as *The HarperCollins Study Bible* or *The New Oxford Annotated Bible*, special articles and the notes (usually at the bottom of the page) are not part of the biblical text. Study notes are written by authors or editors whose names are included in the front matter of the study Bible. If these notes are cited, all the relevant information from the specific study Bible should be included.

<sup>3</sup> Sophie Laws, “The Letter of James,” in *The HarperCollins Study Bible: New Revised Standard Version, with the Apocryphal/Deuterocanonical Books*, eds. Wayne A. Meeks et al. (New York, NY: HarperCollins, 1993), 2269–70.

<sup>5</sup> Laws, “James,” 2270.

Laws, Sophie. “The Letter of James.” Pages 2269–70 in *The HarperCollins Study Bible: New Revised Standard Version, with the Apocryphal/Deuterocanonical Books*. Edited by Wayne A. Meeks et al. New York, NY: HarperCollins, 1993.

1.2.6. Note in *SBLH2* 8.3,1–5, 8–13 that titles of Ancient Primary Sources are not in italics.

### 1.3 WORKING WITH BIBLICAL COMMENTARIES

#### 1.3.1 SERIES TITLE AND VOLUME TITLE

1.3.1.1. Most biblical commentaries appear as part of a commentary series, the purpose of which is to comment upon the biblical text using the same general format. When working with a single volume in a commentary series, follow the citation guidelines for “A Work in a Series” (*SBLH2* 6.2.24). Many commentary series are listed in the abbreviations found in *SBLH2* 8.4.1–2.3.

1.3.1.2. When collecting bibliographic information, distinguish carefully between the volume title and the series title. Whether abbreviated or written in full, volume titles are italicized, but series titles are not. Examples:

<sup>18</sup> Claus Westermann, *Genesis 12–36*, trans. John J. Scullion; CC (Minneapolis: Fortress, 1995), 25.

<sup>27</sup> Westermann, *Genesis 12–36*, 44.

[In Bibliography:

Westermann, Claus. *Genesis 12–36*. Translated by John J. Scullion. Continental Commentaries. Minneapolis, MN: Fortress, 1995.

#### 1.3.2 NUMBERED SERIES OR NON-NUMBERED SERIES (*SBLH2* 6.2.24)

1.3.2.1. The publishers of some biblical commentaries number each volume in the series, while others do not. If the series uses numbers (e.g., Anchor Bible and Word Biblical Commentary), the number goes immediately after the name of the series but does not include the word “volume” or its abbreviations.

Right: WBC 12, or, Word Biblical Commentary 12

Wrong: WBC, vol. 12. Or Word Biblical Commentary, vol. 12

#### 1.3.3 MULTI-VOLUME COMMENTARIES BY ONE AUTHOR

1.3.3.1. Usually, each volume has a separate title for the books and chapters treated in a given volume: for example, Wenham’s two-volume commentary on Genesis in the Word Biblical Commentary. The title of one volume is *Genesis 1–15* and the other is *Genesis 16–50*. In other cases, each volume uses the same title and is distinguished only by volume number, using either roman or Arabic numerals. The following are examples using Dahood’s three-volume Psalms commentary:

1.3.3.2. If the paper references all three volumes, cite the entire multi-volume work:

<sup>4</sup> Mitchell Dahood, *Psalms*, 3 vols., AB 16–17A (Garden City, NY: Doubleday, 1965–1970), 3:127.

<sup>7</sup> Dahood, *Psalms*, 2:121.

Dahood, Mitchell. *Psalms*. 3 vols. Anchor Bible 16–17A. Garden City, NY: Doubleday, 1965–1970.

1.3.3.3. If the paper uses only one or two of the three volumes, cite each volume individually.

<sup>74</sup> Mitchell Dahood, *Psalms I, 1–50*, AB 16 (Garden City, NY: Doubleday, 1965), 44.

<sup>79</sup> Dahood, *Psalms I, 1–50*, 78.

<sup>82</sup> Mitchell Dahood, *Psalms II, 51–100*, AB 17 (Garden City, NY: Doubleday, 1968), 347.

<sup>86</sup> Dahood, *Psalms II, 51–100*, 351.

Dahood, Mitchell. *Psalms I, 1–50*. Vol. 1 of *Psalms*. Anchor Bible 16. Garden City, NY: Doubleday, 1965.

———. *Psalms II, 51–100*. Vol. 2 of *Psalms*. Anchor Bible 17. Garden City, NY: Doubleday, 1968.

#### 1.3.4. MULTI-VOLUME COMMENTARIES BY MULTIPLE AUTHORS

1.3.4.1. To save space, multi-volume commentaries often combine treatments of multiple biblical books in a single volume. A different author usually writes the commentary on each biblical book. In this case, treat each author's commentary like a chapter in a book written by several authors (*SBLH2* 6.2.21).

1.3.4.2. Multi-volume commentaries cited in a footnote should use the abbreviated title listed in *SBLH2* 8.4.1–2. The author of the section should still be cited. Example:

<sup>1</sup> Patrick D. Miller, *NIB* 6:577.

Miller, Patrick D. "The Book of Jeremiah: Introduction, Commentary, and Reflections." Pages 553–926 in *Introduction to Prophetic Literature, Isaiah, Jeremiah, Baruch, Letter of Jeremiah, Lamentations, Ezekiel*. Vol. 6 of *New Interpreter's Bible*. Edited by Leander E. Keck. Nashville, TN: Abingdon, 2001.

#### 1.3.5. SINGLE-VOLUME COMMENTARIES ON THE ENTIRE BIBLE

1.3.5.1. Check the resource carefully. Some single-volume commentaries are written by a single person and are thus cited like any other monograph. Others are edited volumes where more than one person has written the commentary on individual books. In these cases, cite the author of that section of the commentary as you would the chapter or article in an edited book (*SBLH2* 6.2.12). Example:

<sup>5</sup> Jack G. Partain, "Numbers," in *Mercer Commentary on the Bible*, ed. Watson E. Mills et al. (Macon, GA: Mercer University Press, 1995), 175–79.

<sup>8</sup> Partain, "Numbers," 175.

Partain, Jack G. "Numbers." Pages 175–79 in *Mercer Commentary on the Bible*. Edited by Watson E. Mills et al. Macon, GA: Mercer University Press, 1995.

### 1.3.6. SERIES WITH NEW NUMBERS

1.3.6.1. Occasionally a publisher will restart the numbering of a journal or a series for a variety of reasons. When this happens, include the number of the new series, separated from the volume number by a forward slash as illustrated in *SBLH2* 6.2.22.

## 1.4. BIBLE DICTIONARIES AND ENCYCLOPEDIAS

1.4.1. Cite the author of the article, not the editor of the work as a whole (*SBLH2* 6.3.6). Most Bible dictionaries and encyclopedias put the author's name at the end of the article that he or she wrote. If multiple articles from the same source are used, cite the author and article individually in the footnotes.

<sup>1</sup> Stanley D. Walters, "Jacob Narrative," *ABD* 3:599–609.

Walters, Stanley D. "Jacob Narrative." Pages 359–609 in vol. 3 of *The Anchor Bible Dictionary*. Edited by David Noel Freedman. 6 vols. New York, NY: Doubleday, 1992.

1.4.2. When multiple articles from the same dictionary or encyclopedia have been used, list the work as a whole under the editor in the bibliography, as well as the separate articles.

Freedman, David Noel, ed. *The Anchor Bible Dictionary*. 6 vols. New York, NY: Doubleday, 1992.

## 1.5. ABBREVIATIONS

1.5.1. Abbreviate titles of standard works in footnotes after the first reference in each chapter, but cite the complete titles in the bibliography. Use the *SBLH2* 8.1.1 for State Abbreviations.

1.5.2. 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 the source (*SBLH2* 8.4.1) and the second by the abbreviation (*SBLH2* 8.4.2). If the work you are citing is in these lists, use the standard abbreviation listed. Note that both lists italicize abbreviations of journal titles (e.g., *JBL*) but do not italicize the abbreviations of series (e.g., JSOTSup) or titles that use the editor's names (e.g., BAGD).

Footnotes: *JBL*, JSOTSup, BAGD

Bibliography: *Journal of Biblical Literature*

Journal for the Study of the Old Testament Supplement Series

Bauer, W., W. F. Arndt, F. W. Gingrich, and F. W. Danker. *Greek-English Lexicon of the New Testament and Other Early Christian Literature*. 2nd ed. Chicago, IL.: University of Chicago Press, 1979.

1.5.3. If a work is not included in *SBLH2* abbreviation lists, 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).

## 1.6. CITATIONS OF ELECTRONIC SOURCES

1.6.1. Students should consult the detailed instructions for documenting CD-ROM and Internet resources in *SBLH2* 6.1.6; 6.2.25; 6.3.10; 6.4.13–15.

1.6.2. List electronic sources by the author's name, and enclose the title of the WebPage in quotation marks, as you would a journal article. Since pagination will change from printer to printer, do not cite page numbers for online resources; instead, include "n.p." in footnotes and "No pages" in the bibliography. Many WebSites change their content frequently, so SBL recommends including a release date, if one can be located.

<sup>7</sup> Joel Green, “Bible, Theology and Theological Interpretation,” *SBL Forum*.  
<http://www.sbl-site.org/Article.aspx?ArticleId=308>.

<sup>9</sup> Green, “Bible, Theology.”

Green, Joel B. “Bible, Theology and Theological Interpretation.” *SBL Forum*.  
<http://www.sbl-site.org/Article.aspx?ArticleId=308>.

1.6.3. Choose and evaluate web resources carefully. Generally, WebSites hosted by educational institutions (.edu) are more reliable than sites hosted by companies (.com) that are trying to sell products or organizations (.org) that may aggressively promote ideological agendas.

## **1.7. GREEK AND HEBREW FONTS AND TRANSLITERATIONS**

1.7.1. If the student has training in biblical languages, it is preferable to use Greek or Hebrew fonts when discussing particular words, especially in the Dissertation (*SBLH2* 5). Your professor may require full vowel pointing for Hebrew words and accents for Greek words, so it is best to use them consistently.

1.7.2. The *SBL Handbook of Style* provides two different transliteration options for Hebrew: the “academic style” (*SBLH2* 5.1.1), which makes extensive use of diacritical markings to distinguish subtle differences in sounds, and the “general-purpose style” (*SBLH2* 5.1.2).

1.7.3. Unless stated otherwise, the general-purpose style (*SBLH2* 5.1.2) is usually adequate for term papers. For transliteration in theses and dissertations, consult specific departmental guidelines. Only one transliteration system is provided for Greek (*SBLH2* 5.3).

1.7.4. Students should be careful to use the same transliteration style for all words cited, especially when these words have been found in secondary literature from different publishers. Transliteration styles vary widely among publishers.

1.7.5. Word-processing software such as Microsoft Word and WordPerfect can insert most diacritical characters. To add diacritical characters in Word, for example, select the “Insert” menu, then click on “Symbol” and choose the appropriate character from the list.

1.7.6. **SBL recommends Unicode fonts (*SBLH2* 2.1.2.1) for Greek and Hebrew.** They can be downloaded from the SBLWebSite (<http://www.sbl-site.org/educational/biblicalfonts.aspx>). Also, you can cut and paste the Greek text from <http://www.bibelwissenschaft.de/online-bibeln/novum-testamentum-graeca-na-28/lesen-im-bibeltxt/bibel/text/lesen/stelle/50/50001/59999/ch/a2c1f3b78c3fda3eca05baf22fbc2504/>

1.7.7. Italicize all transliterated and foreign words (*SBLH2* 4.3.2.5.5).

## **1.8. DASHES (*SBLH2* 2.1.3.4; Turabian 21.7.2 & 3)**

1.8.1. Distinguish between hyphens used between words (“first-century”);

1.8.2. En-dashes are used between all numbers and in Biblical references (John 3:16–17). An en dash is produced when one or two hyphens surrounded by spaces are entered: (“word – word”) or (“word – word”); or hold *alt* down and type 0150 on key pad with *Num lock* on).

1.8.3. Em-dashes are used as a break in thought (“I know who you are—the Holy One of God!”)—and they are produced when two unspaced hyphens are entered between words (“word—word”) or hold *alt* down and type 1051).

1.8.4. Delete spaces on both sides of all dashes.

## **1.9. ELLIPSIS (*SBLH2* 4.1.3)**

1.9.1. An ellipsis ... is a three-dot interruption to the text, **preceded and followed** by a space.

1.9.2. If the break occurs at a punctuation, the punctuation is printed normally, like this....

1.9.3. However, if the punctuation occurs after the ellipsis, it should be printed like this ..., or like this ...; or like this .... (The final dot is the period of the sentence).

1.9.4. Generally, lead into a partial quotation longer than a clause or phrase with an ellipsis. If you change a word or letter in the original quotation, mark the change with a [B]racket.

**1.10. GENERAL PUNCTUATION:** Study *SBLH2* 4.1 for general guidelines on punctuation, especially proper placement of commas and quotation marks. Change all straight or "sticky" quotation marks and apostrophes to curved ones, like “this” (Use Find “ and Replace all “).

## PART 2 FORMATTING GUIDELINES FOR SEBTS SEMINAR PAPERS AND DISSERTATIONS

### 2.1.

- 2.1.1. For class papers, default Page Set Up for a **one-inch** setting all around. For the Dissertation, use 1” for heading and footer, but use 1.25” for left and right margins and default “from edge” to 1. Set tabs at one-half inch throughout. Do not justify the right margin.
- 2.1.2. The text of this document has a justified left margin to match the style of *SBLH2*, i.e., book style. All the samples in Part 3 of this “Student Supplement” follow the term paper style and are set with a ragged right margin.

### 2.2. SPACING

- 2.2.1. Double-space all main text **except for block quotations**. These long quotations (five lines or more) should be single-spaced, indented one-half inch **on the left**, and set off from the main text by a double space (see *SBLH2* 2.1.3.3). Do not enclose a block quotation with quotation marks. See Sample 3.4 and *SBLH2* 4.1.5.
- 2.2.2. For spacing in footnotes, see section 2.8 below.
- 2.2.3. Insert only one space between the end of a sentence and beginning of the next sentence.

### 2.3. PAGINATION

- 2.3.1. All page numbers should be 12-pt TNR font centered in the **footer**, as allowed by Turabian A.1.4. Under Format→Document→From Edge → Default footer to 1” for binding purposes.
- 2.3.2. Page numbers should appear without any punctuation marks such as periods or parentheses.
- 2.3.3. Assign each page a number. Arabic numbers are used for the main text of the paper.
- 2.3.4. Roman numerals are used for material prior to the body of the text (i.e., the front matter: title page, contents, abbreviations page, etc.). The title page is counted, but not numbered. The blank page (copyright page) is counted but not numbered. The approval page prepared by the school office is iii. Then the pagination continues in order with vi.
- 2.3.5. The dedication page is counted but has no number on it.

### 2.4. FONT SIZES

- 2.4.1. Use 12-point Times New Roman font. Chapter titles and title page should be the same size and type as the text font. Do not use bold styling except for certain levels of subheadings.
- 2.4.2. You may use 10-point Times New Roman font in footnotes.
- 2.4.2. For Hebrew/Aramaic text, use at least 14-pt. font in main body and 12-pt. in footnotes.

### 2.5. PARAGRAPH INDENTATION

- 2.5.1. The first paragraph of a new section or subsection (after a heading) should be justified to the left margin.
- 2.5.2. Indent the first line of subsequent paragraphs one-half inch. **Note what *SBLH2* 2.1.3.2 warns about using the tab button—use the slider on the ruler line instead.**



## 2.6. SEBTS HEADINGS AND SUBHEADINGS (See Part 3 below for examples).

- 2.6.1. Chapter heading: Centered, ALL CAPITAL LETTERS; long titles are single-spaced.  
1<sup>st</sup> -level subheading: **Centered, Bold, Capitalized Headline Style**  
2<sup>nd</sup> -level subheading: Centered, Capitalized Headline Style (no bold)  
3<sup>rd</sup> -level subheading: On the left margin, ***Bold, Italics, Capitalized Headline Style***  
4<sup>th</sup> -level subheading: On the left margin, Capitalized Headline Style (no bold or italics)
- 2.6.2. Don't "orphan" a heading at the page bottom: it must be followed by at least one line of text; if not, push the heading to the next page.

## 2.7. TITLE PAGE

- 2.7.1. Use all capital letters on the title page. Center all elements, allowing two inches at the top and bottom margins, giving approximately two inches between each element. See Part 3 for content format.

## 2.8. CONTENTS PAGE

- 2.8.1. Use contents page only for theses and dissertations. See Part 3 below for an example.

## 2.9. FOOTNOTES (See *Samples 3.4, Headings, Page Numbers and Footnotes*)

- 2.9.1. For most word processing software, **10-point font** is the default setting for footnotes in SEBTS Dissertations. Footnotes in 10-point font are acceptable for most term papers, provided that the font type is consistent with the normal text of the paper. Some professors, however, may require 12-point font throughout (including footnotes). Especially for theses and dissertations, inquire with your advisor regarding the proper footnote style.
- 2.9.2. Begin subsequent footnote numbering anew with each chapter.
- 2.9.3. Type the Footnote reference number after the sentence punctuation, "like this."<sup>34</sup>
- 2.9.4. Default footnotes to print immediately "beneath text" so there are no big gaps of empty space. It can be defaulted under Insert: Footnotes: Options: Under Text.
- 2.9.5. Separate text and footnotes with a 2" separator line. A full-length separator line should appear only when a footnote carries over to the next page.
- 2.9.6. The footnote should begin on the same page where it is numbered in the main body of text; if not, push the last line (or two) of text on the previous page to the next page, and this action should free up room for the footnote to begin on the correct page.
- 2.9.7. Indent the superscripted number in the footnote one-half inch, with subsequent lines of the citation justified to the left margin.
- 2.9.8. Insert one space between the number and the footnote text.
- 2.9.9. Single space footnotes, with no lines skipped between each entry or below the separator line.
- 2.9.10. Students should cite all publishing information available for the first entry of each source in each chapter. According to *SBLH2* 6.1.1., the sequence for listing information in footnotes is: Author/ or ed(s), *Title*, other ed(s), trans., edition; number of volumes; series (City, **postal codes for States**: abbreviated Publisher, date), pages, **electronic information (if any)**.
- 2.9.11. Conclude each footnote with a period.
- 2.9.12. When you quote the same source in the next footnote (even if on the next page), use *Ibid.* with the page number(s) if different from the previous citation. If you quote the same source several times in the same footnote, cite the subsequent references this way: (p. 67).
- 2.9.13. Subsequent footnotes should include the author's family name and a shortened title of each work:

<sup>7</sup> John Van Seters, *Prologue to History: The Yahwist as Historian in Genesis* (Louisville, Ky.: Westminster John Knox, 1992), 115.

<sup>14</sup> Van Seters, *Prologue*, 150.

## 2.10. BIBLIOGRAPHY

- 2.10.1 Include all your sources in one unified Bibliography, unless your advisor **requires or** approves various specialized bibliographies.
- 2.10. 2. The first page of the Bibliography uses a two-inch top margin. List all sources consulted in alphabetical order, with a blank line between single-spaced entries. The bibliography follows the appendix(es) and is page-numbered consecutively. The page number goes at the bottom center of all pages. See sample Bibliography in Part 3.

## PART 3 SAMPLES

### Sample 3.0. Overview

3.0.1. The following pages provide further aids for paper formatting and style. The scope of examples, however, is far from exhaustive. If a particular issue is not covered in this “Student Supplement for the *SBLH2*,” students should then consult the *SBL Handbook* 2<sup>nd</sup> Edition itself, *The Chicago Manual of Style*, latest edition, and *Turabian’s Manual for Writers of Term Papers, Theses and Dissertations*, latest edition, **in this order**.

3.0.2. The order of **Front Matter** for SEBTS Dissertations is:

- Title Page (Sample 3.1; page counted but not numbered)
- Copyright (Sample 3.2; page counted as ii but not numbered)
- Blank Page (page counted as iii but not numbered; it is replaced by the Approval page supplied by the Ph.D office.)
- Acknowledgements, if any (Epigraphs are not used)
- Preface (if desired; may include Acknowledgements)
- Table Of Contents (see Sample 3.3)
- Illustrations (if any)
- Tables (if any)
- Abbreviations (if any)
- Abstract
- Dedication Page (no page #)
- Blank Page (no page #)

3.0.3. The Order of Main Text (see Sample 3.4) is:

- Introduction (may include Editorial Method)
- Part (if needed; usually not)
- Chapters (Endnotes are not used)
- Sections and Subsections
- Excursus (if needed and appropriate; place at the end of Chapters)

3.0.4. The Order Of Back Matter For SEBTS Dissertations Is:

- Glossary (if any)
- Appendices (if any) (see Sample 3.5)
- Bibliography (see Sample 3.6)

**(Sample 3.1. Title Page)**  
(allow 2" top; 1.25 left & right margin for dissertations)

[NAME OF INSTITUTION]

(allow two inches between elements)

TITLE OF PAPER  
(DOUBLE-SPACE SUBSEQUENT LINES)

(allow two inches between elements)

SUBMITTED TO [NAME OF PROFESSOR (for papers)/ FACULTY (for Dissertations)]  
IN PARTIAL FULFILLMENT OF  
[COURSE NUMBER AND TITLE]

(allow two inches between elements)

BY  
[YOUR NAME]  
[MONTH DAY, YEAR]

(allow two-inch bottom margin, if possible)  
(there is no page # on the title page)

*(Sample 3.2. Copyright Page)*  
*(counted as ii but no page number printed)*

©  
[Year]  
[Author's Name]

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*[There is no page number on the copyright page]*

*(Sample 3.3. Contents Page for Theses and Dissertations; your page numbers will vary)  
(2" top on first page, 1" thereafter; remember to format left/right margins 1.25)*

## TABLE OF CONTENTS

*[skip 3 lines after a primary heading:]*

ACKNOWLEDGEMENTS .....	iii
TABLE OF CONTENTS .....	v
ABBREVIATIONS .....	xi
ABSTRACT .....	xiii
DEDICATION	
CHAPTER 1: ASSUMPTIONS AND STATEMENT OF THESIS .....	1
<i>(Titles that exceed one line must also be indented 3 spaces for subsequent lines.)</i>	
CHAPTER 2: THE “MAN CHRIST JESUS” IN 1 TIMOTHY 2:3–6 .....	17
1 Timothy 2:5–6 – A Creedal Formula? .....	17
<i>(First-level subheading are included, headline-style; indent three spaces, no dots)</i>	
The First Stanza: .....	23
<i>(Include at least 2<sup>nd</sup> level headings (indented 6 spaces, no dots) in Chapter Listing; you may add additional headings if desired. Hereafter, follow order listed above in PART 3, SAMPLES)</i>	
CONCLUSION .....	225
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<i>(list each appendix)</i>	
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*Note: The Table of Content lists every element of the paper that follows the contents pages. Use Arabic numerals for the main text and Roman numerals for the front matter. See Figure A.4 in Turabian 7<sup>th</sup> Edition (p. 381), but use SEBTS spacing and dots.*

**(Sample 3.4. Headings and Subheadings)**

*(2" top margin for the first page only; 1" thereafter)*

*(Chapter Headings are in LARGE CAPS. For the chapter title, use the "Chapter Heading" under "Styles" in Word. In order to enter your chapter's title name, use Shift+Return after the chapter number. Use Shift+Return for any subsequent chapter lines. Click return after you've finished entering your title, and your style should change to "Paragraph after Heading or Blockquote" style.*

PRIMARY HEADING: CHAPTER NUMBER AND TITLE:  
LONG TITLES ARE SINGLE-SPACED ON SUBSEQUENT LINES

Start the text on the 3<sup>rd</sup> single line from the title or use the "Paragraph after Heading or Blockquote" Style for any paragraphs that occur after headings or block quotes. When you hit return, your style should automatically change to "Paragraph" style. Flush left the first paragraph after each heading. The left, right, top, and bottom margins are one inch for papers; **1.25" for left and right margins on theses and dissertations.** The first pages of chapters are formatted like the primary heading.

Indent each first line of subsequent paragraphs. All main text should be set in a standard 12-point font, such as Times New Roman. There should be 3 single lines to the next heading:

**First-Level Subheading**

A first level subheading is centered, bold, and capitalized headline style. Click on "First-level Subheading" whenever you need to format a first level subheading, or begin each subheading on the third line after the text of the preceding section regardless of the level, then use normal double-spacing after the subheading.

Second-Level Subheading

A second-level subheading is centered and capitalized headline style. Click on "Second-level Subheading" whenever you need to format a second level subheading.

*[The page number should be 12 pt Times New Roman, centered in the footer, and 1" from bottom edge]*

**Third-Level Subheading**

A third level subheading is on the left margin, in bold, italics, and capitalized headline style.

(Sample 3.4. continued, Headings, Page Numbers and Footnotes)

Click on “Third-level Subheading” whenever you need to format a third-level subheading. A

heading should never be the last line in the text: it should be followed by at least one line of text; otherwise, begin the heading on the following page.

#### Fourth-Level Subheading

A fourth-level subheading is on the left margin, capitalized headline style. Click on “Fourth-level Subheading” whenever you need to format a fourth-level subheading. The text of the body of the paper is always double-spaced except for blocked quotations, as follows,

A blocked quotation consists of five or more lines of text and is indented one-half inch on the left margin. To format a block quote, select the “Block quote” style. Block quotations should be single-spaced. No quotation marks are used at the beginning or the end of the quote. Double quotation marks within the original matter are retained. The blocked quote is set off by regular double line-spacing before and after the quote. Note that regular double spacing resumes after the end of the quotation.<sup>1</sup> See *SBLH2* 4.1.5 for how to end a block quote of Scripture. [After a block quote, use the “Paragraph after Headings and Block Quotes” style, and return to double spacing]

Writing tips: always introduce a quotation (Dodd writes,) but do not end a paragraph with a quotation. Use the last sentence in the paragraph to make your final point, to summarize the paragraph, or to transition into the next paragraph.

**Footnotes** at the bottom of the page are separated from the text by a two-inch ruled line.<sup>2</sup> Maintain subsequent numbering in notes and begin numbering anew in each chapter.<sup>3</sup> Indent the first line of the footnote with a superscripted number. If you quote more than a paragraph, show the paragraphing in your footnote. Make sure a footnote begins on the same page as the text to which it refers (the footnote may carry over to the next page). When a word processor does not accomplish this spacing automatically, adjust the line spacing to “exactly” on the “paragraph” window. If there is more than 1 inch of space between the last line and a footnote, **print the**

---

<sup>1</sup> The first line of a footnote is indented one-half inch. 10-point font is acceptable. Footnotes—unlike the main text of the paper—should be **single-spaced**. There should be no extra lines skipped between footnotes.

<sup>2</sup> In the past, a full Separator Line appeared when a footnote carried over from the previous page, because a footnote must *begin* on the same page as it is numbered in the body of the text. However, newer versions of Word have eliminated the full Separator line entirely, so you will need to be on watch that each footnote begins on the correct page. Do so by forcing the last line (or two) of text on the target page to the next page.

<sup>3</sup> There needs to be a blank space between the number and the first word of the footnote.

**footnote immediately below the text.**<sup>4</sup> There should not be a skipped line between each footnote, because submission for publication no longer makes this requirement.

---

<sup>4</sup> “Beneath text” option in Word is under: Insert → Footnotes → Options / Location: Place at: Beneath text. Default this option at the first footnote of each Chapter.



*(Sample 3.5. Appendixes and/or Tables)*

*(Use 2" top margin on first page; 1" thereafter)*

*(Use the "Chapter Heading" style for the headings of any appendixes or a glossary.)*

APPENDIX / TABLE  
APPENDIX / TABLE [TITLE IS SINGLE-SPACED ON SUBSEQUENT LINES]

Start the text on the 3<sup>rd</sup> line from the Title.

Each Appendix and/ or Table should have a number and a title, unless there is only one Appendix or Table, in which case the Appendix or Table Heading would not need a number. Every Appendix and/or Table requires a heading, so if you are including a preexisting document you will need to type a heading (i.e., the Appendix or Table number and title) on that document so that it conforms to your numbered Appendixes or Tables.

An Appendix and/or Table is formatted like the first page of a chapter, using a two-inch top margin. Locate page numbers at the bottom center of the first page of each Appendix or Table and all subsequent pages. [Since Tables are included in the Front Matter, they use Roman numbering.] If the Appendix or Table is already numbered, put those page numbers in square brackets. Page numbering for Tables is consecutive with the rest of the Front Matter and consecutive with the rest of the Back Matter for Appendixes.

Margins for the Appendixes or Tables should be the same as the rest of the paper. You may need to reduce the content of the Appendix or Table to fit the margins.

**(Sample 3.6. Bibliography)**

(Use 2" top margin on first page; 1" thereafter)

(Use the "Bibliography Heading" style to format your bibliography title.)

## BIBLIOGRAPHY

- 3.6.1. The first entry should begin on the third line after the Title. The first line of each entry is justified to the left margin; subsequent lines are indented one-half inch. See the *SBLH2* 6.2–4 for examples of the correct format.
- 3.6.2. A Bibliography consists of one list of the sources—alphabetical, by author—you consulted or cited in the paper. Put a space between author's initials: Dodd, C. H. (not Dodd, C.H.)
- 3.6.3. Separate the entries with one blank line. The entries themselves are single-spaced.
- 3.6.4. The Bibliography goes after the Appendixes (if any) and is page-numbered consecutively.
- 3.6.5. Use a 3-em dash (6 hyphens) for repeated name of an author or editor (*Turabian* 21.7.3) ———. Copy this entire line and paste it when needed.
- 3.6.6. The page number goes in the footer center of each page 1" from bottom edge.
- 3.6.7. Do not use abbreviations for titles of books, journals, or series in the Bibliography. **Note:** this requirement differs from *SBLH2* 6.3.1.
- 3.6.8. Bibliographical Entries for Journal articles in *SBLH2* 6.3.1 are the same as *Turabian*: Author. "Title." **The full** *Journal Name* and number (date): pages.
- 3.6.9. Bibliographical information for Books in *SBLH2* follows the same sequence as *Turabian*: Author/eds. *Title*. Edited by \_\_\_\_\_. Translated by \_\_\_\_\_. # of volumes. Edition. Series. City, Place (see *SBLH2* 8.1.1): abbreviated Publisher, date. Repr. from \_\_\_\_\_(place & date).
- 3.6.10. A significant difference between *SBL* and *Turabian* concerns placement of Pages Numbers of Festschrift articles (see examples in *SBLH2* 6.2.12, 13, 22, 23, 25): Author/eds. "Article Title." Pages #### in *Book Title*. Edited by \_\_\_\_\_. Translated by \_\_\_\_\_. # of volumes. Edition. Series Title and #. City, Place (see *SBLH2* 8.1.1): abbreviated Publisher, date. Repr. from \_\_\_\_\_(date). **Electronic source, if applicable.**

## POSTSCRIPT

Please feel free to email your questions on form to the current SBL Reader: [sostout@juno.com](mailto:sostout@juno.com). Please email the first draft of your seminar paper or the first chapter of your Thesis / Dissertation to the SBL Reader when you complete it. This way, repeated mistakes of form in the body, footnotes, and bibliography can be identified and corrected before submitting your final copy.

## A LIST OF SBL ISSUES COMMON TO MOST SEBTS DISSERTATION WRITERS

Steve Stout, SBL Reader

1. Make sure you get all pertinent bibliographic information correctly the instant you open the work—especially page numbers, as this effort prevents spending hours tracking down a remote reference or a missing page number.
2. When you type in a new bibliographic entry, don't use any hard returns—type in all the information, then block the entry and move the lower tab on the ruler line 1/2"—that action will correctly format the entry, indenting the second line from left indentation to right margin. If you use the hard return or tab button, you will inevitably have spacing problems when you copy the entry and paste it into your master Bibliography, which will have a 1.25 left margin.
3. Use a unified bibliography—if you have several bibliographies, you will find yourself wondering which Bibliography contains that elusive reference. Besides, a future publisher will probably require a single Bibliography anyway.
4. When starting a new chapter, the first task is to default margins on Page Set Up to 1.25 left and right and 1" "From edge" in footer.
5. When you enter the first footnote in each chapter, default Insert (or Reference) →Footnote→ Options (or little arrow) → Place at/ Position →Beneath text, so you don't have massive amounts of wasted space between the last line of copy and the separator line. Remember that footnotes begin with 1 in each new chapter.
6. The Separator line should always be 2" in length unless a footnote carries over to the next page; so, wherever you see a full separator line, make sure it's a spill over and not a new numbered footnote that should start on the previous page where it is numbered in the main body. If the footnote begins on the wrong page, force the bottom line (or 2) of the previous page so Word can free up space on the proper page to insert it there. See helpful article on footnote spacing at <http://word.mvps.org/FAQs/Formatting/FootnoteOnDiffPage.htm>, but remember you may allow footnotes to carry over to the next page. Also, if you need help adjusting the separator line, see [http://wordribbon.tips.net/T012312\\_Positioning\\_the\\_Footer\\_Separator.html](http://wordribbon.tips.net/T012312_Positioning_the_Footer_Separator.html)
7. Other recurring miscellaneous problems seen in most dissertation drafts include:
  - a. proper use of "that" and "which"—review an English grammar;
  - b. proper uses of the comma, such as before participles, etc. Again, review an English Grammar;
  - c. always identify "this" by asking, "this what?" and then supplying your noun of choice;
  - d. use of an ellipsis to indicate omitted text (3 dots with a space on each side ... , with a 4<sup>th</sup> dot as the period of a sentence, if required)
    - [1] Whenever you quote a partial sentence, you do not need to lead in with an ellipsis if you include it in the flow of your own sentence.
    - [2] Remember the general rule that every complete English sentence must begin with a capped word. So, if the interrupted quotation begins a new sentence in your document but not in the original, you should cap the first word, and you should place the first letter in a bracket to show that you made a change to the original;
    - [3] However, if you have inserted the quotation as a continuous flow of thought (such as, Carson suggests that "the study of hermeneutics etc.") where the first word of the quotation is the first word in the original sentence but not in yours, then you do not need to bracket the first word in the lower case to show you changed it from upper case.
  - e. use an en dash between all numbers;
  - f. remove all spaces on both sides of all dashes;
  - g. use a 3-em dash in Bibliography for a repeated author's name (copy it from Supplement 3.6.5);
  - h. Use the correct level of headings (Supplement 2.6). There are always 3 single lines skipped before each heading, then resume double-spacing, except after a Primary Heading (a Title)—then it's 3 lines to the text.
  - i. Make sure page numbers are centered in footer and that they are 12 pt Times New Roman;
  - j. Word alerts you with green and red underlining that it doesn't like something, especially extra spaces that need deleting. You may not agree (Word detests the passive voice but Paul does not), but at least pay attention to these alerts.

- k. Run SpellCheck often—and read each page out loud when you finish it. You will be amazed how often your eyes will trick you with what you wrote but then your ears will tell you something is amiss. Follow the example of the Eunuch (Acts 8:30).
  - l. Put all transliterated and foreign words in *italics*—except when you quote complete sentences in another language.
  - m. For Hebrew, use 14-point type in main body and 12-pt in footnotes; for Greek, use 12 & 10.
  - n. First reference in each chapter contains full publishing information; afterwards, abbreviate.
  - o. Writers often leave “this/these” unspecified. Always ask, This what? and supply your answer.
  - p. Note *SBLH2* 4.1.6 directions on possessives.
  - q. Note *SBLH2* 8.1.2 for proper entry of eras (586 BC, AD 30) and 8.1.3 for technical abbreviations.
  - r. Keep your Supplement on the desktop for handy reference. When in doubt, don’t guess: look it up.
8. Make sure you present seminar papers in one document: profs don't like getting separate files for the same paper; however, you will send in copies for SBL review one chapter at a time. To get the proper pagination, go to Insert: Page numbers: Format: Start at: zero. There is no page # on the Title Page, Copyright Page or Blank (Approval) Page, meaning that the first numbered page in the Front Matter will be iv. After the Front Matter, regular Roman numeral pagination begins with 1. For your presentation copy of the Dissertation, use Adobe Pro to compile chapters into a PDF file with proper pagination and renumbering of ftns to 1 in each chapter.
  9. When you begin to print out your Dissertation, run one page, proof-read it, make corrections, and then print out your examination pages—You will find errors on the printed copy that your eyes don't catch on a screen—especially spacing issues. This process may seem to be terribly tedious way to print, but it beats having to go back and print out an entire section when you find an orphaned heading or a mis-placed footnote that changes your pagination.

When you begin to write your Dissertation, please send me your first chapter as it nears completion, as I've found writers tend to make the same formatting mistakes throughout. If I can catch errors at the beginning, that will save you buckets of time at the other end. Also, email me ([sostout@juno.com](mailto:sostout@juno.com)) any SBL questions during the process, but do try to find the answers first in the Supplement or Handbook. Remember, he who perseveres to the end shall be graduated.

**[CUT OUT THESE PAGES AND PASTE ABOVE YOUR PROCESSOR—YOU WILL NEED THEM]**

## **2.6 SEBTS HEADINGS AND SUBHEADINGS**

Primary heading:

Centered, ALL CAPITAL LETTERS, long titles single-spaced

First-level subheading:

**Centered, Bold, Capitalized Headline Style**

Second-level subheading:

Centered, Capitalized Headline Style (no bold)

Third-level subheading:

on the left margin, ***Bold, Italics, Capitalized Headline Style***

Fourth-level subheading:

on the left margin, Capitalized Headline Style (no bold or italics)

5<sup>th</sup> Level:

Indented, run-in, ***bold italics***, sentence style, end with a period.

6<sup>th</sup> level

Indented, run-in, *italics*, sentence style, end with a period.

Cut out this page and tape it where you can refer to it quickly:  
Note that not every item will be used for each entry,  
but do follow the use of punctuation carefully.

### **FOOTNOTE ORDER *SBLH2* 6.1.1**

Author /or ed(s).,  
*Title of Book or Journal article*,  
other ed(s). \_\_\_\_\_,  
trans. \_\_\_\_\_,  
edition number if not the first,  
number of volumes,  
series title and number  
(City: Postal-code State, abbreviated publisher, date),  
volume and/or page number(s),  
Electronic source, if applicable.

### **BIBLIOGRAPHY ORDER (Supplement 3.6.9)**

Author/eds.  
*Title*.  
Edited by \_\_\_\_\_.  
Translated by \_\_\_\_\_.  
Edition.  
# of volumes.  
Series title.  
City, Postal code State [*SBLH2* 8.1.1]: abbreviated Publisher, date.  
Repr. from \_\_\_\_\_(date).  
Electronic source, if applicable.

### **3.6.10. FESTSCHRIFT ARTICLES (*SBLH2* 6.2.12, 13, 21, 22, 23):**

#### **In a Footnote:**

Author/ed(s).,  
“Article Title,”  
in *Title of Book*,  
other ed(s). \_\_\_\_\_,  
trans. \_\_\_\_\_,  
edition number,  
number of volumes,  
series title & number  
(City: Postal code State [*SBLH2* 8.1.1]; abbreviated Publisher, date),  
page number(s),  
Electronic source, if applicable.

#### **In the Bibliography:**

Author/ed(s).  
“Article Title.”  
Pages ## in *Book Title*.  
Edited by \_\_\_\_\_.  
Translated by \_\_\_\_\_.  
Edition.  
# of volumes.  
Series title & number.  
City, Place [*SBLH2* 8.1.1]: abbreviated Publisher, date.  
Repr. from \_\_\_\_\_(date).  
Electronic source, if applicable.

## A CHECKLIST FOR DISSERTATION WRITING

### CHAPTER SET UP:

- Are margins properly defaulted (1" top & bottom; 1/25" left and right; 1" From Edge in footer)?
- Are footnotes defaulted to print "below text"?
- Is Font defaulted to 12 pt Times New Roman in main body and 10 pt TNR in footnotes?
- Is Hebrew font in 14 pt in the main body and 12 pt in the footnotes?
- Are Page Numbers defaulted to print centered in the footer in 12 pt TNR?
- Is the Chapter Title printed as a PRIMARY HEADING; centered 2" from top edge of page, single-spaced if there are subsequent lines?
- Is the spacing proper between the Primary heading and any immediate sub-heading?
- Is the spacing proper after each heading to the main text?

### ON EACH PAGE:

- Is the first line of each paragraph after a heading typed flush left to margin?
- Is the main body of text double-spaced with hyphenation turned off?
- Does the 1<sup>st</sup> line of text on each page (except the title page in each chapter) begin 1" from top edge?
- Are there three single lines at the end of a section and the next heading?
- Is there an en-dash between all numbers?
- Are spaces deleted on both sides of all dashes?
- Are extra spaces deleted, so there is only one space between sentences?
- Are the headings in proper level order (Supplement 2.6)?
- Is a header orphaned at the bottom of the page? If so, push it to the next page.

### GENERAL WRITING ISSUES:

- Have you properly used "which" and "that"?
- Have you defined each use of "this/these" by asking, "this/these" what?"
- Are quotation marks after periods and commas but before colons and semi-colons?
- Are ellipsis 3 dots ( ... ) with a 4<sup>th</sup> dot as the period (where needed)?
- Have you bracketed any letters or words you have changed from the original of a quotation?
- Is the first word of every complete sentence capped?
- Are all quotation marks curved?
- Are all quotations introduced, with something like, He wrote?
- Are block quotations indented 1/2" on left margin, single spaced and 12 pt TNR?
- Are all foreign or transliterated words in *italics* (except long quotations in original languages)?
- Are Hebrew words in 14 pt type in main body and 12 pt in footnotes?
- Are Bible book-names abbreviated in SBLH2 8.3.1 form?
- Are Bible book-names spelled out when begin a sentence or when they stand alone or with a chapter?
- Is the entire biblical address used in citations (Book Chapter: verse)?

### FOOTNOTES:

- Are Footnotes single-spaced; printed under the separator line; first line indented 1/2" with subsequent lines flush left?
- Do Footnotes renumber with 1 in each new chapter?
- Is each footnote reference in proper SBL form (review Supplement 2.9)?
- Does each Ibid. have a period and if necessary a comma, a space and page number?
- Is the full publishing information given in the first citation in each chapter?
- Are State abbreviations in SBLH2 8.1.1 form (two letter postal codes)?
- Do subsequent citations of the same work give the author's name, *abbreviated title*, and page?
- Does each footnote begin on the same page as its number in the main body of text?
- Do all footnotes end with punctuation?

### BIBLIOGRAPHY:

- Is the title for the Bibliography a PRIMARY HEADING (2" From top edge; 3 lines to first entry)?
- Is each entry in Bibliography single-spaced, with 1<sup>st</sup> line flush-left with subsequent lines 1/2" indented?
- Is each entry in proper SBL form (review Supplement 3.6)?
- Is a 3-em dash used for a repeated author's name (Supplement 3.6.5)?

### TITLE PAGE AND COPYRIGHT PAGES

- Does Title Page follow the order of Supplement 3.1?
- Does Copyright Page follow the order of Supplement 3.2?

### FRONT MATTER:

- Does Front Matter follow the order in Supplement 3.2?
- Does pagination begin with Arabic numeral iv. in 12 pt TNR font?

— Are the page numbers listed in the Table of Content aligned and agree with those in the main body?