



L-Università ta' Malta
Faculty of Arts

Department of Middle Eastern &
Asian Languages & Cultures

Stylesheet

B.A., B.A. (Hons), M.A., PhD

(Arabic / Chinese / Hebrew / Near Eastern Studies)

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This stylesheet is intended for undergraduate and postgraduate essays, long essays, and dissertations presented to the Department of Middle Eastern & Asian Languages & Cultures (Arabic/Chinese/Hebrew/Near Eastern Studies). Adherence to the department's citation styles and format is **mandatory** and is taken into consideration when assessing any submitted work.

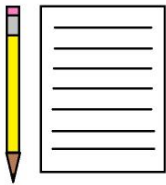
All essays and dissertations submitted ought to follow the conventions detailed here. Students are therefore urged to familiarize themselves with this stylesheet early in the course and to follow it closely when writing essays, dissertations, and other assignments.

No stylesheet can answer every query that might arise when writing an essay or dissertation. Where the stylesheet fails to offer guidance, consult the respective lecturer or supervisor. The most fundamental rule to keep in mind is **consistency** of style.

1. Research Ethics



University of Malta staff, students, or anyone else planning to carry out research under the auspices of the University must complete the [Research Ethics & Data Protection \(REPD\) online form \(URECA\)](#).



Before completing the REDP form, staff and students are urged to familiarise themselves with the UM Research Code of Practice and the UM Research Ethics Review Procedures found on the University Research Ethics Committee's (UREC) [website](#). Refer to the relevant [procedures and guidelines](#).

In the case of research that is carried out by **involving human subjects** (be it through surveys, interviews, oral testimonies, etc.), permission should be sought from the Faculty of Arts Research Ethics Committee (FREC-Arts).

2. Dissertation Research Proposal

A research proposal is markedly different from other written assignments, given that its main function is to provide your supervisor and yourself with an **outline** of your intended research activity. You can also put yourself in the first person as you discuss your research aims and methodologies.

2.1 Undergraduate Research Proposal



The [B.A. dissertation proposal form](#) for the Department will be emailed to the students by the departmental secretary close to the time of application during the second year of studies.

In the B.A. dissertation proposal form students are required to include:

- the **Title** (the proposed title of your dissertation)
- the **Proposal**, where the student can break down their intended research into a pattern similar to the following:

Aims

- what your research question/s is/are
- why you have chosen this research activity and field
- the subject of your research activity

Methodology

- how you intend to undertake the research activity
- why you have chosen these methods
- consult your supervisor to check whether your research work requires any clearance from the University Research Ethics Committee (see [section 1](#) on the REDP Form); if it is the case, you are required to indicate clearly the ethical issues at play

Bibliography

- a sample of at least five main key readings related to your proposed study

2.2 Postgraduate Research Proposal

2.2.1 MA (*Research*)



The departmental **MA (Research)** dissertation proposal form is available [online](#).

In the MA (Research) dissertation proposal form students are required to include:

- the **Proposed Title**
- the **Context of Proposed Research**
 - you can state here whether this research builds on any previous work (essays, seminar presentations, directed study) delivered as part of your undergraduate degree or MA Preparatory course or is inspired by current employment and/or research interests
- the **Scope and Aims of the Research**
- the **Method of Research**

- consult your supervisor (and co-supervisor) to check whether your research work requires any clearance from the University Research Ethics Committee (see [section 1](#)); if it is the case, you are required to indicate clearly the ethical issues at play
- the **Sources needed to pursue the research** (at least five main key references)

2.2.2 PhD



For **PhD dissertations**, prospective applicants have to fill in the online proposal form. More information is provided online by the [Doctoral School](#).

In the PhD dissertation proposal form students are required to include:

- the proposed **Title**
- the **Introduction**
- provide an **overview** and the **essential background** to your proposed research (around 700 words)
- the **Research Issues in your Area of Study**
 - discuss the context of your research as well as existing gaps in knowledge (around 700 words)
- the **Aims, Research Questions and Hypotheses**
 - give a concise, clear - cut and unambiguous outline (around 250 words)
- the **Significance of your Research**
 - describe the value of your research project to academia, to specific communities and to other fields (around 500 words)
- the **Plan Over time and Ethical Considerations**
 - outline your project schedule
 - consult your supervisor (and co-supervisor) to check whether your research work requires any clearance from the University Research Ethics Committee (see [section 1](#)); if it is the case, you are required to indicate clearly the ethical issues at play (around 500 words)
- **Key References** (at least five main key references)
- any **Publications and Presentations at Conferences** (if applicable)



3. Dissertation Guidelines

3.1 Structure

The following outline is indicative of the overall structure of a typical dissertation:

SECTIONS

Title Page
Declaration
Acknowledgements
Abstract
Table of Contents

CHAPTER LIST

Chapter 1 - Introduction
Chapter 2
...
Final Chapter – Conclusion
Bibliography
Appendices

3.2 Length

B.A. Hons	15,000 – 18,000 words
M.A. (by research)	35,000 – 50,000
M.A. (taught)	15,000 – 25,000
M.Phil.	50,000
Ph.D.	100,000



Excluding Abstract, References, Appendices and Bibliography, but inclusive of Tables and Figures.

3.3 Format



The layout should strictly follow the guidelines available from the *Step-by-Step Guide to Create a User-Friendly Electronic Dissertation* accessible [online](#). For any other queries, students ought to consult the departmental stylesheet and their tutor/supervisor.

3.4 Submission of Electronic Thesis/Dissertation (ETD)

As per UM General Regulations, students are required to submit an electronic copy of their dissertation for the Library. The Electronic Thesis/Dissertation (ETD) is to be submitted to the department.



The library has prepared a set of online [guidelines](#) for the students to follow.

4. VLE¹

The UM VLE (Virtual Learning Environment) is a web-based learning environment which provides tutors with a range of tools to support students with their studies. Tutors use the VLE to post teaching materials and resources such as course notes, reading lists, online articles, audio and video-clips, etc. The VLE supports communication and collaboration between tutors and students through the use of discussion boards and chat rooms, and enables students to submit coursework online. The study-unit areas on the VLE are only accessible to students who are registered to the respective study-units on SIMS (Student Information Management System).

By September, the study-unit areas for the upcoming academic year are added to the UM VLE (which contains the study-unit areas for past academic years).

The plagiarism detection software (Turnitin) is available through the UM VLE. Tutors may request that besides hard copies, students submit an electronic version of their work through the UM VLE to be scanned by Turnitin. More information about Turnitin is available [online](#) and in **section 5**.



5. Plagiarism and Turnitin

Plagiarism is a term used when an author either purposely or unintentionally presents someone else's work as his/her own, without citing the sources. Plagiarism is thus equal to academic dishonesty and fraud. Always remember that if you are quoting, paraphrasing, or summarising someone else's work, **you always need to acknowledge the source**. Be careful also of self-plagiarism. Using your previously submitted work without acknowledging it is also considered as a form of plagiarism.



Plagiarism is treated very seriously and results in disciplinary action. Please consult the [UM guidelines on plagiarism and collusion](#).

Turnitin (plagiarism detection software)² compares work against electronic sources including the Internet, books, journals and other students' work, and generates an originality report indicating which parts of the work are unoriginal. Students are allowed to submit a draft version of their work and view the Turnitin originality reports for this, before they submit the final version for assessment purposes. The originality report for the draft work should draw the students' attention to important features of academic writing such as referencing, paraphrasing, etc.

¹ Reproduced from <https://www.um.edu.mt/itservices/vle/students/faqs>

² Reproduced from <https://www.um.edu.mt/itservices/vle/pds/students/faqs#q1>

The tutor sets up Turnitin Assignment activities (Draft & Final) in the relevant UM VLE areas, for work to be submitted by the students themselves.



Students submit their work (e.g., MS Word documents) through the UM VLE. [Step-by-step instructions](#) are available to guide students through the process of making submissions via Turnitin for:

- Taught Study-unit Assignments
- UG Dissertations/FYP
- PG Dissertations

For each submission, Turnitin compares the students' work against electronic sources including the Internet, books, journals, and other students' work. An originality report is generated indicating which parts of their work are unoriginal, together with a list of sources. The student will be able to view the originality report for the draft submission for his/her perusal prior to making the final submission. The originality report for the final submission is viewable only by the respective tutor.

6. Artificial Intelligence (AI)

The Department recognizes that AI can be a useful academic tool, but it **must support—not replace—your own thinking, analysis, and writing**. You are responsible for the originality, accuracy, and integrity of all work submitted.

Acceptable Use

You may use AI to assist with:

- Grammar, spelling, translation, and language improvement.
- Creating tables, graphs, or figures from genuine data.
- Summarizing academic sources (provided you check the original source for accuracy).
- Organizing ideas, outlines, and document structure.
- Managing and formatting references.
- Identifying patterns or organizing data (but **you** must carry out the interpretation and analysis).



Unacceptable Use

You **must not** use AI to:

- Write your analysis, interpretation, or conclusions.

- Generate your main argument or thesis.
- Produce text that you submit as your own work.
- Fabricate, manipulate, or invent data.
- Generate fake or unverifiable references.
- Use AI without declaring it.



AI **cannot** be credited as an author or co-author under any circumstances.

Declaring AI Use

If you use AI, you must be transparent about how it was used by including a brief statement in your acknowledgements (in a dissertation) or at the end of an essay or written assignment. Some examples are provided below.

If you used AI in preparing your work:

Gemini (OpenAI) was used to assist with grammar and language editing, improve clarity of expression, and develop an initial outline for this assignment. All research, analysis, interpretation, and final writing are the author's own, and all AI-generated suggestions were reviewed and verified before inclusion.

If AI was used only for a specific task:

DeepL was used for translation of selected foreign-language sources. All translations were checked against the original texts by the author.

or

ChatGPT (OpenAI) was used to summarise selected academic articles during the literature review. All summaries were verified against the original publications, and all interpretation and analysis are the author's own.

If no AI tools were used, include:

No artificial intelligence tools were used in the research, writing, or editing of this submission.

Remember: Using AI does **not** transfer responsibility. You remain fully accountable for the quality, accuracy, originality, and academic integrity of your work.



7. Marking Criteria and Grade Descriptors

As of October 2019, the grade descriptors for all study-units, including the dissertation, are as follows:

Descriptor	Mark Range	Grade
Work displaying exceptional quality Exceptional performance showing comprehensive and critical understanding, and application of the subject matter. Evidence of extensive additional reading/research/work.	90%-100%	A+
Work displaying comprehensive and critical understanding Superior performance showing a comprehensive and critical understanding of the subject matter. Evidence of considerable additional reading/research/work.	80% - 89%	A
Work displaying comprehensive understanding Performance showing a very good working knowledge of the subject matter. Evidence of a moderate amount of additional reading/research/work.	75% - 79%	B+
Work displaying substantial understanding Above-average performance, with a working knowledge of the subject matter. Evidence of some additional reading / research / work.	70% - 74%	B
Work displaying sound understanding Average performance. Evidence of little additional reading/research/work.	60% - 69%	C+
Work displaying satisfactory understanding Adequate performance. No evidence of additional reading/research/work.	55% - 59%	C
Work displaying satisfactory understanding with shortcomings Adequate but inconsistent performance. No evidence of additional reading/research/work.	50% - 54%	D+
Work displaying basic understanding Marginal performance, satisfying minimum criteria.	45% - 49%	D
Work displaying inadequate understanding to varying degrees.	0% - 44%	F ^{1,2}
¹ If mark obtained is between 35% and 44% in Compensatable Study-Units, and is compensated by good performance in other study-units, a Compensated Pass (CP) shall be awarded (vide regulation 38). ² Unjustified absence for an assessment when a valid reason for absence is required, or failure to hand in assigned work on time, or ineligibility to take assessment due to unapproved absence from lectures shall be assigned an F with 0 marks in the calculation of the year average mark.		

The following grades when assigned to study-units shall not be taken into consideration for computation purposes but form part of the student's academic record:

Grade	Descriptor
P	Pass - when assessment is based on a Pass/Fail basis only. Such a result is not taken in consideration for calculating the Final Weighted Average Mark and for award classification purposes.
I	Temporary grade for (a) when the assessment date has been postponed or deadline for submission of work has been extended or (b) when absence in an assessment is being considered by the board appointed by Senate (c) work which is being considered in terms of the disciplinary procedures stipulated in the University Assessment Regulations.

8. RefWorks

The bibliographic management software, RefWorks, allows students to collect, store, organise, add notes, link (to full-text, web pages and documents), cite and create bibliographies in their preferred citation style.



[Sign in to New RefWorks:](#)

To create an account on New RefWorks, select University of Malta from the institution list, sign in using your UM IT Account, if not already signed in, and follow the steps on the screen.

For more information visit:

<https://www.um.edu.mt/library/refworks>

<https://www.um.edu.mt/library/guidelinespolicies>

9. Format and Style

The following set of guidelines applies for essays, dissertations, and other written types of assignments.

9.1 Font and Font Size

The font throughout the text (including footnotes and bibliography) should be Times New Roman. The font size should be set to 12 throughout the main text. A larger size can be used for headings and sub-headings – the most important thing is that there is **consistency** throughout the text. Footnotes are to be set to font size 10.

Long direct quotations (of four lines or more) should not be set within quotation marks, but rather indented on the left margin in justified text and single spacing.

9.2 Quotations and Quotations Marks

Direct quotations are to be placed within double quotation marks. Single quotation marks are to be used for a quote within a quote. No quotation marks are to be used with long direct quotations (of 40 words or more). Single quotation marks are used also for terms/labels:

e.g., a papyrus deemed ‘authentic’ was discussed at the seminar



Remember that all quotations, no matter how small, must be acknowledged.

9.3 Page Layout and Page Numbers

The main text should be typed either in 1.5 or double line spacing (as long as you are **consistent**) in 12 pt font on one side of the paper only and justified on both margins. Paragraphs should be justified at the left and right margins. Fresh paragraphs are indented on the left margin on their first line only. On the other hand, the first line of any paragraph that follows a break in the text, such as a table or figure, should not be indented.

For dissertations, students are advised to set the left-hand margin to at least 3.2 cm (but not more than 4 cm) to allow enough room for binding. The right margin can be set to 2 cm, while the top and bottom margins can be left in their default 2.54-cm setting.

All pages of an essay/dissertation should be numbered in the bottom right-hand corner.

For the dissertation especially, Roman numerals are to be used from the Preface (or initial Sections following the title page) up until the last page before the Introduction. From the Introduction onwards, pagination should be in are to be numbered with Arabic numerals. Page numbers are to be continuous from the Introduction up until the end of the dissertation.

9.4 Headings

Use of headings, be it in essays/assignments or dissertations should be limited to two levels only (where applicable) and should be typed on a separate line.

Primary headings should be in **bold** font, secondary headings should be in *italic* font. Numbering and different font sizes of headings and sub-headings are optional, depending on personal preference, the nature of the write-up, and your tutor’s instructions – the main principle to always keep in mind is **consistency**. For example:

Primary Heading

1. Primary Heading

or

Subheading

1.1 Secondary Heading

9.5 Italics

Italics are reserved only for: secondary headings; book, journal, and newspaper titles; words in a different language than the rest of the text (where applicable); and (very sparingly) to emphasize a word or phrase, including in direct quotations, after which the words “emphasis mine” should be included in parentheses, e.g.:

Smith remarks that this 12th-century CE poem “underwent *contradictory* interpretations” (emphasis mine).

9.6 Abbreviations

Abbreviations should be punctuated: ca., ed., e.g., etc., Fig./Figs., i.e., no., Pl./Pls., p. 45.

For the Chicago citation style (see [section 10.3.1](#)), multiple-page abbreviations or page ranges should be punctuated with a double ‘p’: pp. 24–26.

However, contractions (Dr, Mr, Mrs, St), series of initials (MA, MSt, PhD, DPhil, UK), dates denotations (BCE, CE, BC, AD, AH, AM) and measuring units (mm, cm, m, g, kg, ha, ft, in, l or ltr) should omit full-stops.

9.7 Punctuation

Quotes should be placed within double quotation marks. Short quotes should be placed within the text, longer quotes of four lines or more should be indented on the left margin (see [section 9.2](#)).



Compass points, when written in full, should be as follows:

- for the four cardinal directions: north, east, south, west;
- for the eight half-winds: north-northeast, east-northeast, east-southeast, south-southeast, south-southwest, west-southwest, west-northwest, north-northwest;
- for the sixteen quarter-winds: north by east, northeast by north, northeast by east, east by north, east by south, southeast by east, southeast by south, south by east, south by west, southwest by south, southwest by west, west by south, west by north, northwest by west, northwest by north, north by west.

En-dashes (–) should be used to:

- represent a range, e.g., 1800–1200 BCE;
- in page/numerical spans, e.g., pp. 5–13; 12–38;
- when from–to is implied, e.g., “The street runs north–south.”

Em-dashes (—) may be used to separate a nested clause or phrase.

For further detail on spelling, see [section 9.15](#).

9.8 Numbers

Numbers between one and hundred should be spelled out, except when in sequences/lists or as measurements. Numbers over a hundred are to be printed as numerals except at the beginning of sentences.

Examples:

This study discusses three literary sources.

The dagger’s iron blade measures 10 cm in length.

The archaeologists discovered 4 jars, 12 loom weights, and 2 seals inside the burial chamber.

The poem comprises 112 lines.

A hundred and twelve lines are legible in the text.

Ordinal numbers are to be spelled out in text:

during the first millennium BCE

the fourth phase of occupation

the seventh line

9.9 Measurements

Measurements should be in metric units: 3 mm, 5 cm, 1.7 m, 4 km, 12 ha, 360 g, 20 kg, all abbreviated without full-stops. Where it is necessary to preserve imperial measurements (feet, pounds, ounces, yards, miles), then metric equivalents ideally should be provided in parentheses: 55 inches (ca. 1.4 m), or 55 in (ca. 1.4 m).



The format should be length x width (e.g., 5 cm x 3.2 cm). If needed, the depth/thickness can be added after the width (e.g., 5 cm x 3.2 cm x 0.7 cm, or else 5 x 3.2 x 0.7 cm).

9.10 Dates

Full dates are expressed in the following format: day month year, e.g., 29 January 1935.

The Department of Middle Eastern & Asian Languages & Cultures makes use of the Before Common Era (BCE) and Common Era (CE) dates, yet students are advised to be familiar with other denotations encountered in literature (as well as other departments) and how to write them when necessity dictates. Examples of varied formats are the following:

620 BCE
300–350 CE
3200 BC
AD 1340
AH 620
AM 5780

Approximate years should be expressed as ca. 1140. Decades should be written as 1200s, 1820s, 1990s, and year ranges as 1200–1150 BCE or 1816–19.

Centuries and millennia are to be written in full form, e.g., the tenth century CE, the second millennium BCE. Remember to hyphenate accordingly when the century or millennium is used as a descriptive adjective, e.g., a first-millennium BCE dwelling; a seventh-century CE document.

9.11 Sequences

In a numerical sequence, including page ranges, the last two digits only should be given in the second element, except when the first of the two digits is a zero, e.g., 3–27, 55–75, 177–91, but 101–5, 200–201, 508–9.

9.12 Illustrations

Figures comprise photographs, maps, plans, and illustrations/line drawings, and these should be numbered in consecutive order and each accompanied by a caption. A single system of numbering is used for all figures.



Captions should clearly identify and acknowledge the source of a figure. Failure to do so is considered plagiarism. If the figure (be it a photograph, a drawn map or plan, or a line drawing) is produced by the author of the essay/dissertation (i.e., the student), sourcing of ownership, though optional, is still recommended.

Examples of captions are as follows:

Fig. 1 A fourth-century CE inscription at Jerusalem (Smith 1999, Fig. 17).

Fig. 2 The north–south alignment of ashlar blocks in Area A, looking north (drawing by the author).

In the case of published maps, plans, diagrams, or images which have been edited by the student for specific details required by his/her research (e.g., adding arrows and/or labels onto a plan or photograph to indicate something specific), then the words “after” or “adapted from” need to be included in the acknowledgement in the caption, e.g.:

Fig. 1 A fourth-century CE inscription at Jerusalem, with the arrow indicating the breakage that occurred during removal from the wall (after Smith 1999, Fig. 17).

Fig. 3 Topographic map of the Sinai Peninsula (adapted from Jones 1923, Fig. 2).

If size reduction is required, then line thickness and text labels should remain legible. It is important that maps and plans include **an accurate scale** and **north point**.

When producing photographs and line drawings, especially when these are indispensable to your analysis and descriptions, it is imperative to present sharp and legible images.

For dissertations especially, it is normally easier to include all illustrations at the end of the text, although students may opt to embed illustrations within the main text. When in doubt, seek advice from your tutor/supervisor. Note that the insertion of figures at the end of or within the text should be restricted to essential comparative works that illustrate the text/argument and should not disrupt its flow. It is advisable to leave the insertion of figures in the text until the text content is (nearly) complete and revised, so as to avoid unnecessary frustrations to reposition the figures while formatting and adjusting the text.

9.13 Tables

Any tables included in the essay/dissertation should be numbered separately to figures, in consecutive order, and be accompanied by a caption and sourcing (same regulations for Illustrations apply – see [section 9.12](#)).

9.14 Appendices

Appendices are to be captioned accordingly (as tables if they are tables, and so on.)

For dissertations especially, appendices are not just addenda to the text. The insertion of tables, transcripts, statistical checks, and other types of documents should be useful supplementary tools through which the student presents data essential to the context and content of the dissertation. Therefore, students should not use the Appendices as an excuse to add on information or figures.

9.15 Spelling

9.15.1 General Spelling

Both British English and American English are accepted, provided the student is consistent. Always double-check your spellchecker for consistency!

There are, of course, exceptions.

When citing information from non-English sources, the original spelling of the title or text should be respected and left in the original language (e.g., French, Italian, Latin, German, etc.). Maltese fonts should be used for Maltese place names.

Note also that titles and headings/sub-headings normally have all their words capitalised except for prepositions and conjunctions. This is a practice common for the English language, but not for Romance languages (Italian, French, Spanish), where only names of places and people are capitalised. In German, proper nouns are always capitalised. When in doubt, students are advised to quote the title as it appears in the source.

In general, spelling of names should be standardised within each contribution, but when in doubt about the correct spelling, the following guides are recommended:

Ritter, R.M. 2000. *The Oxford Dictionary for Writers and Editors. The Essential Guide for Anyone for works with Words*. 2nd edition. Oxford: Oxford University Press.

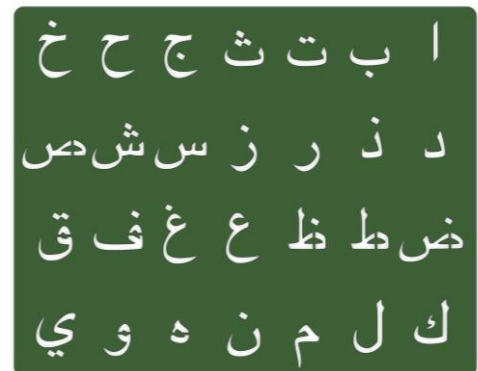
Ritter, R.M. 2002. *The Oxford Guide to Style. The Style Bible for all Writers, Editors, and Publishers*. 2nd edition. Oxford: Oxford University Press.

9.15.2 Arabic Spelling

Arabic transliteration: There is no universally accepted form for transliterating Arabic.

For study-units dealing with the Arabic language and dialectology, students should follow the transliteration system of the Journal of Arabic Linguistics (Heidelberg), available [online](#).

For study-units dealing with Arabic literature, the Qur'an, Arabic history and civilisation, students should follow the detailed system developed by the International Journal of Middle East Studies (IJMES), available [online](#).



The hamza (') and the 'ayn (‘) frequently appear in transliterated Arabic words and names.

The hamza is sometimes represented—especially in non-specialised works—by an apostrophe ('), as in *Qur'an*. The hamza is dropped when it occurs at the beginning of a word (*anzala* not *'anzala*).

The 'ayn is often represented by a single opening quotation mark (‘), and it often occurs at the beginning of a word, so a quotation mark must be used with caution.

Ideally, and to avoid the use of normal (non-specialised) quotation marks and any unnecessary confusion in the text, the following specialised Unicode characters for the respective signs should be used. Either character can be accessed in the Symbols tab (for MS Word) or in Special Characters (for Google Docs), and each should be typed in Times New Roman, font size 12 in the main text and 10 in the footnotes:

’ Modifier Letter Right Half Ring (U+02BE) (used to transliterate the Arabic letter hamza)

‘ Modifier Letter Left Half Ring (U+02BF) (used to transliterate the 'ayn)

Hence (in Times New Roman and font size 12 for the main text), the respective symbols would appear thus:

Qur’an
‘ayn

Arabic word division: Breaking transliterated Arabic words or names at the ends of lines should be avoided wherever possible. If necessary, a break may be made after *al* or *Ibn*. A break may be made after two letters if the second has an underdot (diacritic) (e.g., *it-baq*). Breaks must never be made between the digraphs *dh*, *gh*, *kh*, *sh*, or *th* unless both letters have underdots, nor should breaks be made before or after a hamza.

Arabic spelling: Isolated references in text to well-known persons or places should employ the forms familiar to English-speaking readers. Thus:

Avicenna (*not* Ibn Sina)
Damascus (*not* Dimashq)
Mecca (*not* Makkah)

Arabic names: Surnames of Arabic origin (which are strictly surnames rather than family names) are often prefixed by such elements as *Abu*, *Abd*, *Ibn*, *al*, or *el*. Since these are integral parts of a name, just as *Mc* or *Fitz* are parts of certain names, they should not be dropped when the surname is used alone. Capitalization of such elements varies widely, but terms joined with a hyphen may usually be lowercased:

Syed Abu Zafar Nadvi; Abu Zafar Nadvi
Abdul Aziz Ibn Saud; Ibn Saud
Tawfiq al-Hakim; al-Hakim

Names of rulers of older times, however, are often shortened to the first part of the name rather than the second:

Harun al-Rashid; Harun (al-Rashid, “Rightly Guided,” was Harun’s *laqab*, a descriptive name he took on his accession to the caliphate)

Indexing Arabic names: Arabic surnames prefixed by *al* or *el* (the) are alphabetized under the element following the particle, so the article is treated like *de* in French names:

Hakim, Tawfiq al-
Jamal, Muhammad Hamid al-

Names beginning with *Abu*, *Abd*, and *Ibn*, elements as integral to the names as *Mc* or *Fitz*, are alphabetized under those elements:

Abu Zafar Nadvi, Syed
Ibn Saud, Abdul Aziz

The Arabic definite article: The Arabic definite article *al* should be joined to a noun with a hyphen:

al-Islam
al-Nafud
Bahr al-Safi
al-Qaeda (*or* al-Qaida)

In speech, the sound of the *l* in *al* is assimilated into the sounds /d/, /n/, /r/, /s/, /sh/, /t/, and /z/. Where rendering the *sound* of the Arabic is important (for example, when transliterating poetry), the assimilations are often shown, as in the examples below. In most other situations, the article–noun combination is written without indication of the elision:

an-Nafud
Bahr as-Safi

9.15.3 Chinese spelling

中国

Chinese terms should be presented using the *pinyin* in italics, followed by the corresponding Chinese characters and the English translation in parentheses, with the English translation enclosed in single quotation marks. Chinese characters should

only be used upon first appearance. When the term is mentioned again, only the pinyin should be used:

The concept of *tianming* (天命, ‘Mandate of Heaven’) was first used to support the rule of the kings of the Zhou dynasty. *Tianming* was subsequently adopted by...

Proper names of people should always be written in *pinyin*. The characters are added only the first time the name appears:

Lu Xun 鲁迅 (1881–1936) became China’s foremost modern writer.

Note:

If your research concerns phonology, phonetics, or any other area that requires tone marks, write the *pinyin* with tone marks:

Mā (妈, ‘mother’), therefore, is different from *mǎ* (马, ‘horse’).

All *pinyin* transcription should follow the orthographic conventions established in [Basic Rules of the Chinese Phonetic Alphabet Orthography](#) (Ministry of Education of the People's Republic of China, 2012). Tone marks should be omitted except in the case described above.

9.15.4 Hebrew Spelling³



The aleph (') and the 'ayin (') frequently appear in transliterated Hebrew words and names.



Like the Arabic hamza, the Hebrew aleph is sometimes represented—especially in non-specialised works—by an apostrophe ('), and it often occurs at the beginning of a word, so a quotation mark must be used with caution.

The 'ayin is often represented by a single opening quotation mark ('), and it also often occurs at the beginning of a word, so a quotation mark must be used with caution.

Ideally, and to avoid the use of normal (non-specialised) quotation marks and any unnecessary confusion in the text, the following specialised Unicode characters for the respective signs should be used. Either character can be accessed in the Symbols tab (for MS Word) or in Special Characters (for Google Docs), and each should be typed in Times New Roman, font size 12 in the main text and 10 in the footnotes:

,

Modifier Letter Right Half Ring (U+02BE) (used to transliterate the aleph)

³ Some sections have been reproduced from R. M. Ritter, *The Oxford Guide to Style: The Style Bible for all Writers, Editors, and Publishers*, 2nd ed., (Oxford: Oxford University Press, 2002), 110–11, 301–10; [Student Supplement for the SBL Handbook of Style, 2nd edition, SBL Press \(2015\)](#), 6–7.

Modifier Letter Left Half Ring (U+02BF) (used to transliterate the 'ayin)

The alphabet: Hebrew characters should be used with caution in any essay or written assignment, as they are written from right to left. This can create problems with typesetting and page make-up.

In the case of an essay/dissertation, Hebrew characters are only recommended for specialist research, textual reproductions, appendices, and so forth. If a student has training in biblical languages, it is recommended to use a Greek or Hebrew font when discussing particular words.

When inserting Hebrew characters (in block ['square'] letters), these should be typed in Times New Roman. When citing Hebrew, use only the consonantal text unless the vowel pointing is necessary for the argument.

When discussing specific Hebrew letters, these should be preferably spelled out, since some letters look very similar, e.g., *dalet* and *resh*, *waw/vav* and *yod*.

Transliteration: There is no fixed way to transliterate Hebrew, so 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. Whatever system of transliteration is used, maintain **consistency** in spelling individual words.

The following are common alternative representations of individual Hebrew letters; if more than one variant in any of the following groups occurs, the transliteration may not be following a consistent system:

b/v
ts/tz/z
t/ṭ
w/v
h/ḥ/ch
k/kh
sh/s/sz
q/k
f/ph

Similarly, a transliteration should use either all the diacritics (i.e., the signs written above or below a letter to aid pronunciation) from that system or none.

The best way to achieve consistency is to maintain an alphabetical stylesheet at hand.

Hebrew personal names: Given the range of transliterations, it is not surprising that a Hebrew name may be rendered in English in a variety of ways: *Jacob*, for example, may also be *Ya'acov* or *Ya'akov* or *Yaakov*; similarly, *Haim*, *Hayyim*, *Chaim*, and *Chayim* are all variants. Beyond ensuring that the same person is always referred to in the same way, one cannot standardize automatically throughout a text because any variant may represent the personal preference of the individual concerned or an established convention regarding how his or her name is spelled.

Texts relating to earlier periods may refer to the same people in a variety of forms: *Judah the Prince*, *Yehudah Hanassi*, and *Judah the Nassi* are all known variants for the same name, but only one form should be used within a single text. Ensuring this consistency is a particular problem with multi-author works.

The *ben* that occurs in many Hebrew names means 'son of'; this is the traditional Jewish way of naming Jewish males. The Aramaic form of 'son of' is *bar*. The Hebrew female form is *bat* 'daughter of'. In pre-modern times a man would usually be known simply as the son of his father:

Avraham ben David (Avraham the son of David); in scholarly works this is often abbreviated to Avraham b. David.

The abbreviation is satisfactory, providing it is used consistently for all *ben* names. For works aimed at a more general readership, the full form is probably clearer. The *Ben* that often figures in modern Israeli names represents a different usage: now part of the surname, it should be hyphenated to it and capitalized, as in *David Ben-Gurion*. The unhyphenated *David Ben Gurion* is wrong, as it suggests that *Ben* is a middle name.

Israeli Place Names: The English spelling of most Israeli place names today reflects modern Hebrew pronunciation, but prefer established English spellings for locations that were well known before the establishment of the State of Israel, such as Acre, Beersheba, Caesarea, Capernaum, Haifa, Jerusalem, Nazareth, Safed, and Tiberias. (The index to the *Encyclopaedia Judaica* contains an 'Israel Place List,' but the system of transliteration used is quite scientific and therefore unsuitable for more general works.)

Where there is a well-established English convention, references to major regions and geographical features within Israel should be in English rather than Hebrew:

the Jordan Valley *not* Emek Hayarden
the Golan Heights *not* Ramat Hagolan
Gethsemane *not* Gat Shemanim

For lesser-known places, there may be no alternative to the Hebrew name, but try to maintain consistency in the style of transliteration.

Capitalisation: Following the principle of retaining conventions that are familiar to the English-speaking reader—names of people, places, institutions, study programmes, religious holidays, etc.—are capitalised in the normal way, but as proper nouns they are not italicised:

Benjamin Netanyahu
Lachish
Kibbutz Ulpan
Hanukkah

Place names consisting of two words are generally hyphenated in Hebrew, but there is no need to do this in English:

Ramat Gan
Tel Aviv

Italicisation (or lack thereof): Do not italicize names of people and places, of the deity, of religious festivals, of political and other organizations, of cultural movements, and of wars and other key events for which Hebrew names are used.

Shoah, when used to denote the Holocaust, is a proper noun and therefore not italicised.

When regular religious services are referred to by their Hebrew names—*shacharit*, *minchan*, and so on—these terms are italicized and in lower case, as any Hebrew common noun would be.

Except in the titles of sources cited in transliteration, transliterated words that are italicized are in general not capitalized, and vice versa.

Religious names and terms: The various names of God in Hebrew (Adonai, Ein Sof, Elohim, etc.) are capitalised but not italicised, as other names.

In works on *kabbalah* the same system can be followed for the Shekhinah (the Divine Presence) and the names of the heavenly spheres or sefirot—Da‘at (Knowledge), Binah (Understanding), Tiferet (Glory), and so on. This reflects the fact that these represent God in his different aspects—different names of God—rather than the mere qualities ascribed to him.

Since the Hebrew names of God are holy, some Orthodox Jewish writers prefer not to spell them out even in English, and will use, for example, G-d, Elokim (for Elohim), or Hashem (Hebrew for 'the Name'), and similar variants. The Tetragrammaton YHWH and its variants is best set thus, in capitals (YHWH) or small capitals (YHWH).

The names of everyday Jewish ritual—Torah, mezuzah, tefillin, menorah, and so on—have today entered the English language and are therefore not italicised. Since they are so basic to Jewish life, they remain untranslatable.

On **references and citations relating to biblical sources**, see [section 10.6](#) below.

10. References

Your research is supported by footnotes and bibliographic sources, and thus these constitute a very crucial part of any essay/dissertation.

Students are advised to take detailed note of each source and not to leave the inclusion of references till the last minute.

The following are general remarks about the layouts of footnotes and bibliographic lists, but students are advised to adhere to the regulations stipulated by the citation style of their choice (see **Citation Styles** below for more detail).

10.1 Footnotes

The references are to be added at the bottom of the page as footnotes and not at the end of the essay/dissertation chapter as endnotes. They are to be in a continuous numerical sequence throughout the essay/chapter of the dissertation.

Footnotes are normally placed at the end of a sentence, with some exceptions, especially when footnoting a list, and so on. For the dissertation, footnote numbers have to start from 1 at the beginning of each chapter.

Footnotes use Arabic numerals and are single-spaced and set to Times New Roman, font size 10. Latin terms such as 'op. cit.' and 'ibid.' are to be avoided completely.

For any information not directly related to the student's area of research or for any data that are beyond the scope of the essay/dissertation, it is advisable to make use of phrases such as "For further information, see...", "For a comparative analysis, see...", "For an in-depth discussion on the subject, see..." and so on, in the footnotes.

Footnote citations are to follow the format of the citation style of choice (see **Citation Styles** below).

The use of *ibid.* (short for Latin *ibidem*, ‘in the same place’) is to be avoided!

10.2 Bibliography

A bibliography is a list of works of quoted sources that is included in a separate section right after the Conclusion in a dissertation. Any sources not quoted in the essay/dissertation are not to be included in the bibliography. Each source is to be cited according to the citation style of choice.

10.3 Citation Styles



The Department encourages students to use either of the following citation styles, provided they are consistent:

- **Chicago**
- **Harvard (author/date system)**

Requirement	Expectation
Choose one style	Use either Chicago or Harvard consistently. Do not mix citation styles.
Academic integrity	Every quotation, idea, argument, dataset, figure, image or table taken from another source must be appropriately cited.
Bibliography/ Reference List	Every cited source should appear in the bibliography/reference list (except personal communications).
Primary sources	Wherever possible, consult and cite the original source rather than relying on a secondary citation.
Accuracy	Check author names, publication dates, titles, page numbers, DOIs, and URLs before submission.

10.3.1 Chicago (Footnotes & Bibliography)

For more detailed information, [The Chicago Manual of Style](#) is recommended.

Feature	BA Expectation	MA Expectation	PhD Expectation	Example
In-text citation	Cite every source using superscript numbers linked to footnotes.	Same; footnotes should be	Same; formatting should fully comply with	The pyramids were royal monuments. ¹

		accurate and consistently formatted.	Chicago style.	
First citation	Give the full bibliographic details the first time a source is cited.	Required consistently.	Required consistently.	¹ Michael Pollan, <i>The Omnivore's Dilemma</i> (New York: Penguin, 2006), 99–100.
Subsequent citations	Use the shortened citation format after the first citation.	Required consistently.	Required consistently.	⁵ Pollan, <i>Omnivore's Dilemma</i> , 105.
Books (Footnote & Bibliography)	Format books correctly in both footnotes and bibliography.	Same.	Same.	Footnote: Michael Pollan, <i>The Omnivore's Dilemma</i> (New York: Penguin, 2006), 99–100. Bibliography: Pollan, Michael. <i>The Omnivore's Dilemma: A Natural History of Four Meals</i> . New York: Penguin, 2006.
Book chapters	Cite the chapter author, chapter title, book title, editor (if applicable), and page number.	Same.	Same.	Brown, Stephen. "Easy Referencing." In <i>How to Write a Dissertation?</i> , edited by Thomas Parker, 32–35. Manchester: FP Publishing, 2008.
Journal articles	Cite the article title, journal title, volume, issue and page numbers.	Include DOI where available.	DOI or stable identifier expected whenever available.	Iannuzzi, Patricia. "Information Literacy Competency Standards." <i>Community & Junior College Libraries</i> 9, no. 4 (2000): 63–69. https://doi.org/...
Websites	Include webpage title, website name, access date (where appropriate) and URL.	Same.	Prefer publication/update dates and stable URLs where available.	"Hoax – Definition of Hoax." <i>Oxford Dictionaries</i> . Accessed 30 April 2018.
Direct quotations	Always include the page number(s) in the footnote.	Required throughout.	Precise page references expected throughout.	Pollan, <i>Omnivore's Dilemma</i> , 99.
Multiple authors	Follow Chicago rules (up to three authors listed; four or more authors use <i>et al.</i> in footnotes).	Same.	Same.	Ward <i>et al.</i> , <i>The War</i> , 52.
Secondary	Use only when the	Expected to	Secondary	Smith, <i>Sleeping</i>

referencing	original source cannot reasonably be consulted.	consult original sources wherever possible.	references should be rare and used only where the original source is genuinely inaccessible.	<i>Patterns</i> (2000), quoted in Borg, <i>Analysing Sleep</i> (2007), 29.
Personal communications	Cite letters, emails, interviews and conversations in footnotes only. Do not include them in the bibliography.	Same.	Same.	Mark Zammit, letter to Francesca Abela, 19 April 2009.
Bibliography	Include every source cited in your work, arranged alphabetically by author.	Ensure entries are complete and consistently formatted.	Bibliography should be complete, accurate and fully compliant with Chicago style.	Pollan, Michael. <i>The Omnivore's Dilemma...</i>

10.3.2 Harvard (Author–Date)⁴

Feature	BA Expectation	MA Expectation	PhD Expectation	Quick Example
Citations (choose one method)	Use either parenthetical in-text citations or author–date footnotes consistently throughout your work. Do not mix the two methods.	Same.	Same.	In-text: (Vella 2000) or Footnote: ¹ Vella 2000.
Direct quotations	Include page number(s) after the year when quoting directly.	Required throughout.	Precise page references expected throughout.	In-text: (Vella 2000: 12) or Footnote: ¹ Vella 2000: 12.
Books (Reference List)	Include author, year, title, place of publication and publisher.	Same.	Same.	GODWIN, P. and PARKER, J., 2012. <i>Information Literacy Beyond Library 2.0</i> . London: Facet Publishing.
Book chapters	Include chapter author, chapter title, editor, book title and page range.	Same.	Same.	GODWIN, P. and PARKER, J., 2012. In: M. CAMILLERI (ed.), <i>Handbook of Education</i> , pp. 12–20.
Journal articles	Include article title, journal title, volume,	Include DOI where available.	DOI or stable identifier expected	BURHENN, P.S. and SMUDDE, J., 2015.

⁴ The examples presented in this section have been adapted from [Harvard \(author/date system\)](#).

	issue and page numbers.		whenever available.	<i>Clinical Journal of Oncology Nursing</i> , 19(3), pp. 53–59.
Websites	Include author (if known), year or last update, webpage title, URL and access date.	Same.	Prefer publication/update dates and stable URLs where available.	ZARB, M., 2013. <i>Referencing Guides</i> . Available at: www.um.edu.mt/library [Accessed 9 January 2019].
Works with multiple authors	Cite two or three authors in full; use <i>et al.</i> for four or more authors.	Same.	Same.	In-text: (Smith and Brown 2014); (Borg <i>et al.</i> 2004) or Footnote: ¹ Smith and Brown 2014. ² Borg <i>et al.</i> 2004.
Same author, same year	Distinguish works using lowercase letters (a, b, c).	Required consistently.	Required consistently.	(Smith 2006a); (Smith 2006b) or Smith 2006a; Smith 2006b.
Secondary referencing	Use only when the original source cannot reasonably be consulted.	Expected to consult original sources wherever possible.	Secondary references should be rare and used only where the original source is genuinely inaccessible.	In-text: Smith (2004 cited in Borg 2007: 4) or Footnote: ¹ Smith 2004 cited in Borg 2007: 4.
Personal communications	Cite in the text or footnotes only. Do not include personal communications in the reference list.	Same.	Same.	In-text: (B. Martin 1999, pers. comm. 3 May) or Footnote: ¹ B. Martin 1999, pers. comm. 3 May.
Reference List	Include every source cited, arranged alphabetically by author.	Ensure entries are complete and consistently formatted.	Reference list should be complete, accurate and fully compliant with Harvard style.	GODWIN, P. and PARKER, J., 2012...

10.4 Reference Books⁵

Works of reference namely constitute corpora, dictionaries, and encyclopaedias that are either well known or else specialised. These should be included in the

⁵ Reproduced after R. M. Ritter, *The Oxford Guide to Style: The Style Bible for all Writers, Editors, and Publishers*, 2nd ed., (Oxford: Oxford University Press, 2002), 524; Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*. 8th ed. (Chicago: The University of Chicago Press, 2013), 119; [Student Supplement for the SBL Handbook of Style, 2nd edition, SBL Press \(2015\)](#), 5.

bibliography with all their publication details. They are more likely to be known by their title, which should come first. In the absence of any general editor's name, those reference works produced by a publisher's staff sometime have the publisher's name as 'editor'.

Examples:

American Heritage College Dictionary, ed. Houghton Mifflin (Boston, 1993).

The Chicago Manual of Style, 17th ed. (Chicago: University of Chicago Press, 2017).

Oxford History of the Classical World, ed. John Boardman, Jasper Griffin, and Oswyn Murray (Oxford, 1986).

However, some reference works are more likely to be remembered by their author's or editor's name:

H. W. Fowler, *A Dictionary of Modern English Usage* (Oxford: Clarendon Press, 1926).

R. M. Ritter, *The Oxford Dictionary for Writers and Editors*, 2nd ed. (Oxford: Oxford University Press, 2000).

For entries in specialized dictionaries and encyclopedias, cite the author of the article, not the editor of the work as a whole. Most 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. The bibliographical entry may provide the complete title and publication information of the larger work or use the abbreviated title, as in the example below.

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

Walters, Stanley D. "Jacob Narrative." In *The Anchor Bible Dictionary*, Vol. 3, 359–609, ed. David Noel Freedman. 6 vols. (New York: Doubleday, 1992).

When multiple articles from the same dictionary or encyclopedia have been used, list the work as a whole under the editor in the bibliography, but cite the individual authors and articles in the footnote as above.

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

Any type of reference works consulted **online** will require an **access date** and a **URL**:

Encyclopaedia Britannica, s.v. "Sibelius, Jean," accessed April 13, 2011,
<http://www.britannica.com/EBchecked/topic/542563/Jean-Sibelius>.

10.5 Translations⁶

The original author's name comes first, the translator's name after the title:

Bernhard Bischoff, *Latin Palaeography: Antiquity and the Middle Ages*, trans. [ortr.] Dáibhí Ó Cróinín and David Ganz (Cambridge: Cambridge University Press, 1990).

If important, the date of original publication may be added in parentheses at the end:
(first pub. 1979).

or

Both the original edition and the translation may be cited:

Bernhard Bischoff, *Paléographie des römischen Altertums und des abendländischen Mittelalters* (Berlin: Erich Schmidt Verlag, 1979); trans. Dáibhí Ó Cróinín and David Ganz as *Latin Palaeography: Antiquity and the Middle Ages* (Cambridge: Cambridge University Press, 1990).

Note, however, that a translation with the same or similar title may have different contents:

Edgar Wind, *The Eloquence of Symbols: Studies in Humanist Art*, ed. Jaynie Anderson, with a Biographical Memoir by Hugh Lloyd-Jones (Oxford, 1993) (first pub. 1983).

Edgar Wind, *L'eloquenza dei simboli. La Tempesta: Commento sulle allegorie poetiche di Giorgione*, ed. Jaynie Anderson, trans. Enrico Colli (Milan, 1992).

The latter contains an additional essay, 'L'eloquenza dei simboli' (which gave the title to the first book but was not reprinted there), and comprises two separate publications by Wind; hence the full point rather than a colon after the first part of the title.

10.6 Biblical sources⁷

When **citing Biblical verses or passages**, the format comprises the biblical book followed by the chapter and verse(s). Biblical books can be written either in full or in commonly accepted abbreviations, which can be found at the beginning of every modern Bible version. Note that such abbreviations are written without full-stops except for the plural of Psalms (Pss.) (used when more than one psalm is cited).

Cite biblical passages with chapter and verse(s) using Arabic numerals separated by a colon, and insert an en-dash (–) (*not* a hyphen) for verse ranges:

⁶ Reproduced after R. M. Ritter, *The Oxford Guide to Style: The Style Bible for all Writers, Editors, and Publishers*, 2nd ed., (Oxford: Oxford University Press, 2002), 524–25.

⁷ Reproduced after [Student Supplement for the SBL Handbook of Style, 2nd edition, SBL Press \(2015\)](#), pp.1–5.

Genesis 1:1	Numbers 30:9–11	Joshua 3:13	2 Kings 10:1–2	Psalm 4:1–5
		or		
Gen 1:1	Num 30:9–11	Josh 3:13	2 Kgs 10:1–2	Ps 4:1–5

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 passages in canonical and numerical order.

Gen 1:1; Num 30:9–11; Josh 3:13; 2 Kgs 10:1–2; Ps 4:1–5

Citations of modern Bible versions do not require publishers’ information in either footnotes or bibliography; instead, use the standard abbreviation for the Bible version (e.g., NRSV, RSV, NIV, NASB).

When citing biblical passages from a single version, include the abbreviation of the version following the chapter and verse on the first biblical reference only. When citing more than one version in the essay/dissertation, include the version after each citation.

“Now Ahab had seventy sons in Samaria” (2 Kgs 10:1 NRSV).

If, however, a biblical book is the first word of the sentence, do not abbreviate it. In addition, when referring to the book as a whole or a person with the same name as a biblical book, do *not* abbreviate it.

“Genesis 1 begins with the story of Creation.”
NOT “Gen 1 begins with the story of Creation.”

“We know little about the historical Habakkuk.”
NOT “We know little about the historical Hab.”

Commentaries, Bible dictionaries, and other works are to be treated as standard reference books and included in the footnotes and bibliography.

In study Bibles, such as *The HarperCollins Study Bible* or *The New Oxford Annotated Bible*, special articles and 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.

e.g., in footnotes:

¹ David L. Petersen, “Ezekiel,” in *The HarperCollins Study Bible Fully Revised and Updated: New Revised Standard Version, with the Apocryphal/Deuterocanonical Books*, ed. Harold W. Attridge et al. (San Francisco: HarperSanFrancisco, 2006), 1096.

² Petersen, “Ezekiel,” 1096.

When making references to **the Greek and Latin versions of the Bible** (i.e. the Septuagint [LXX] and the Vulgate [Vulg.] respectively), the corresponding abbreviation is used.

Also note certain corresponding works across multiple versions:

1 Samuel	1 Sam	(LXX1 Kingdoms, Vulg. 1 Kings)
2 Samuel	2 Sam	(LXX2 Kingdoms, Vulg. 2 Kings)
1 Kings	1Kgs	(LXX 3 Kingdoms, Vulg. 3 Kings)
2 Kings	2Kgs	(LXX 4 Kingdoms, Vulg. 4 Kings)
Ezra	Ezra	(LXX 2 Esdras 1-10, Vulg. 1 Esdras)
Nehemiah	Neh	(LXX2 Esdras 11-23, Vulg. 2 Esdras)

Abbreviate Kingdoms as Kgdms; in Vulgate references Reg. may be accepted instead of Kgs; 3 Kgdms is appreciably shorter than 1 Kgs/3 Reg.⁸

Note that **abbreviations** for the Hebrew Bible/Old Testament, New Testament, Apocrypha, and Septuagint titles *do not* require a period and *are not* italicized.⁹

Hebrew Bible/Old Testament

Gen	Genesis	Eccl (or Qoh)	Ecclesiastes (or Qoheleth)
Exod	Exodus	Song (or) Cant	Song of Songs (Song of Solomon) (or) Canticles
Lev	Leviticus	Isa	Isaiah
Num	Numbers	Jer	Jeremiah
Deut	Deuteronomy	Lam	Lamentations
Josh	Joshua	Ezek	Ezekiel
Judg	Judges	Dan	Daniel
Ruth	Ruth	Hos	Hosea
1–2 Sam	1–2 Samuel	Joel	Joel
1–2 Kgdms	1–2 Kingdoms (LXX)	Amos	Amos
		Obad	Obadiah
1–2 Kgs	1–2 Kings	Jonah	Jonah

⁸ Reproduced after R. M. Ritter, *The Oxford Guide to Style: The Style Bible for all Writers, Editors, and Publishers*, 2nd ed., (Oxford: Oxford University Press, 2002), 449–50.

⁹ This section is reproduced after P. H. Alexander, J. F. Kutsko, J. D. Ernest, S. Decker-Lucke, and D. L. Petersen, ed., *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies*, (Peabody, Massachusetts: Hendrickson Publishers, 1999), 73–74.

3–4 Kgdms	3–4 Kingdoms (LXX)	Mic Nah	Micah Nahum
1–2 Chr	1–2 Chronicles	Hab	Habakkuk
Ezra	Ezra	Zeph	Zephaniah
Neh	Nehemiah	Hag	Haggai
Esth	Esther	Zech	Zechariah
Job	Job		
Ps/Pss	Psalms		

New Testament

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

Apocrypha and Septuagint

Bar	Baruch	Jdt	Judith
Add Dan	Additions to Daniel	1–2 Macc	1–2 Maccabees
Pr Azar	Prayer of Azariah	3–4 Macc	3–4 Maccabees
Bel	Bel and the Dragon	Pr Man	Prayer of Manasseh
Sg Three	Song of the Three Young Men	Ps 151	Psalm 151
Sus	Susanna	Sir	Sirach/Ecclesiasticus
1–2 Esd	1–2 Esdras	Tob	Tobit
Add Esth	Additions to Esther	Wis	Wisdom of Solomon
Ep Jer	Epistle of Jeremiah		

Old Testament Pseudepigrapha

Ahiqar	Ahiqar
Ant. bib.	Use L.A.B.
Apoc. Ab.	Apocalypse of Abraham
Apoc. Adam	Apocalypse of Adam
Apoc. Dan.	Apocalypse of Daniel
Apoc. El. (H)	Hebrew Apocalypse of Elijah
Apoc. El. (C)	Coptic Apocalypse of Elijah
Apoc. Ezek.	Use Apocr. Ezek.
Apoc. Mos.	Apocalypse of Moses
Apoc. Sedr.	Apocalypse of Sedrach
Apoc. Zeph.	Apocalypse of Zephaniah
Apoc. Zos.	Use Hist. Rech.

Apocr. Ezek.	Apocryphon of Ezekiel
Aris. Ex.	Aristeas the Exegete
Aristob.	Aristobulus
Artap.	Artapanus
Ascen. Isa.	Mart. Ascen. Isa. 6–11
As. Mos.	Assumption of Moses
2 Bar.	2 Baruch (Syriac Apocalypse)
3 Bar.	3 Baruch (Greek Apocalypse)
4 Bar.	4 Baruch (Paraleipomena Jeremiou)
Bib. Ant.	Use L.A.B.
Bk. Noah	Book of Noah
Cav. Tr.	Cave of Treasures
Cl. Mal.	Cleodemus Malchus
Dem.	Demetrius (the Chronographer)
El. Mod.	Eldad and Modad
1 En.	1 Enoch (Ethiopic Apocalypse)
2 En.	2 Enoch (Slavonic Apocalypse)
3 En.	3 Enoch (Hebrew Apocalypse)
Eup.	Eupolemus
Ezek. Trag.	Ezekiel the Tragedian
4 Ezra	4 Ezra
5 Apoc. Syr. Pss.	Five Apocryphal Syriac Psalms

10.7 Chinese Sources

For in-text citations or footnotes, write the *pinyin* of the surnames of the authors. The full names are added only the first time the names appear. The rest should be kept in line with the departmental stylesheet.

When **referring to published works** in Chinese, the footnote or bibliography must contain the title of the work in *pinyin* followed by the Chinese characters and an English translation in square brackets. For titles in *pinyin*, capitalization is reserved only for the first word of the title and proper names. Book titles in *pinyin* are written in italics whereas articles or essay titles are placed in inverted commas. Publishers' names must be translated into English. Tone marks are not required:

Wang Kaijie 王开节, *Wo guo dianxin fazhan jianshi* 我国电信发展简史 [*Brief History of the Development of Telephony in China*]. Taipei: China Communications Construction Association, 1954.

10.8 Classical Sources, Josephus, and Philo¹⁰

Like biblical sources, literary works produced in classical Greece and Rome are cited differently from modern literary works. These sources are often organized into

¹⁰ Reproduced after Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*. 8th ed. (Chicago: The University of Chicago Press, 2013), 117–18.

numbered sections (books, lines, stanzas, and so forth) that are generally cited in place of page numbers.

Because such works have been published in so many versions and translations over the centuries, the facts of publication for modern editions are generally less important than in other types of citations. For this reason, classical literary works should usually be cited only in footnotes or, for frequently cited works, in parenthetical notes, as in the first example below. Include the author's name, the title of the work (in italics), and the section number (given in Arabic numerals).

e.g., in text:

The eighty days of inactivity reported by Thucydides (8.44.4) for the Peloponnesian fleet at Rhodes, terminating before the end of winter (8.60.2–3), suggests...

e.g., in footnote:

¹ Ovid, *Amores* 1.7.27.

² Josephus, *Vita* 16–18.

As listed above, use no punctuation between the title of a work and a line or section number. Numerical divisions are separated by full-stops without spaces. Use Arabic numerals (and lowercase letters, if needed) for section numbers. Insert an en-dash (–) (*not* a hyphen) for verse ranges.

Put commas between two or more citations of the same source and semi-colons between citations of different sources.

e.g., in footnotes:

² Cicero, *In Verrem* 2.1.21, 2.3.120; Tacitus, *Germania* 10.2–3.

³ Aristotle, *Metaphysics* 3.2.996b5–8; Plato, *Republic* 360e–361b.

You can abbreviate the names of authors, works, collections, and so forth. The most widely accepted abbreviations appear in the Oxford Classical Dictionary.

In the following example, the author (Thucydides) stands in for the title so no comma is needed:

Thuc. 2.40.40–3.

When using modern translations of Greek and Latin classical sources verbatim, the version used should be included in the footnote/text, with the surname of the translator or editor in square brackets, and listed under the editor's or translator's

name in the bibliography, inclusive of all details (publisher, place of publication, and date) and following the citation style of choice.

In footnote:

Tacitus, *Germania* 10.2–3 [Rives].

In bibliography:

Rives, J. B., ed. *Tacitus: Germania*, Oxford: Oxford University Press, 1999.

Abbreviations for the works of **Philo** and **Josephus** are as follows:¹¹

Josephus

<i>Vita</i>	<i>Vita</i>
<i>Life</i>	<i>The Life</i>
<i>C. Ap.</i>	<i>Contra Apionem</i>
<i>Ag. Ap.</i>	<i>Against Apion</i>
<i>A.J.</i>	<i>Antiquitates judaicae</i>
<i>Ant.</i>	<i>Jewish Antiquities</i>
<i>B.J.</i>	<i>Bellum judaicum</i>
<i>J.W.</i>	<i>Jewish War</i>

Philo

<i>Abr.</i>	<i>De Abrahamo</i>
<i>Abraham</i>	<i>On the Life of Abraham</i>
<i>Aet.</i>	<i>De aeternitate mundi</i>
<i>Eternity</i>	<i>On the Eternity of the World</i>
<i>Agr.</i>	<i>De agricultura</i>
<i>Agriculture</i>	<i>On Agriculture</i>
<i>Anim.</i>	<i>De animalibus</i>
<i>Animals</i>	<i>Whether Animals Have Reason (= Alexander)</i>
<i>Cher.</i>	<i>De cherubim</i>
<i>Cherubim</i>	<i>On the Cherubim</i>
<i>Conf.</i>	<i>De confusione linguarum</i>
<i>Confusion</i>	<i>On the Confusion of Tongues</i>
<i>Contempl.</i>	<i>De vita contemplativa</i>
<i>Contempl. Life</i>	<i>On the Contemplative Life</i>
<i>Congr.</i>	<i>De congressu eruditionis gratia</i>
<i>Prelim. Studies</i>	<i>On the Preliminary Studies</i>
<i>Decal.</i>	<i>De decalogo</i>
<i>Decalogue</i>	<i>On the Decalogue</i>
<i>Deo</i>	<i>De Deo</i>
<i>God</i>	<i>On God</i>

¹¹ Reproduced after P. H. Alexander, J. F. Kutsko, J. D. Ernest, S. Decker-Lucke, and D. L. Petersen, ed., *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies*, (Peabody, Massachusetts: Hendrickson Publishers, 1999), 78–79.

<i>Det.</i>	<i>Quod deterius potiori insidari soleat</i>
<i>Worse</i>	<i>That the Worse Attacks the Better</i>
<i>Deus</i>	<i>Quod Deus sit immutabilis</i>
<i>Unchangeable</i>	<i>That God Is Unchangeable</i>
<i>Ebr.</i>	<i>De ebrietate</i>
<i>Drunkenness</i>	<i>On Drunkenness</i>
<i>Exsecr.</i>	<i>De execrationibus</i>
<i>Curses</i>	<i>On Curses (= Rewards 127–72)</i>
<i>Flacc.</i>	<i>In Flaccum</i>
<i>Flaccus</i>	<i>Against Flaccus</i>
<i>Fug.</i>	<i>De fuga et invectione</i>
<i>Flight</i>	<i>On Flight and Finding</i>
<i>Gig.</i>	<i>De gigantibus</i>
<i>Giants</i>	<i>On Giants</i>
<i>Her.</i>	<i>Quis rerum divinarum heres sit</i>
<i>Heir</i>	<i>Who Is the Heir?</i>
<i>Hypoth.</i>	<i>Hypothetica</i>
<i>Hypothetica</i>	<i>Hypothetica</i>
<i>Ios.</i>	<i>De Iosepho</i>
<i>Joseph</i>	<i>On the Life of Joseph</i>
<i>Leg. 1, 2, 3</i>	<i>Legum allegoriae I, II, III</i>
<i>Alleg. Interp. 1, 2, 3</i>	<i>Allegorical Interpretation 1, 2, 3</i>
<i>Legat.</i>	<i>Legatio ad Gaium</i>
<i>Embassy</i>	<i>On the Embassy to Gaius</i>
<i>Migr.</i>	<i>De migratione Abrahami</i>
<i>Migration</i>	<i>On the Migration of Abraham</i>
<i>Mos. 1, 2</i>	<i>De vita Mosis I, II</i>
<i>Moses 1, 2</i>	<i>On the Life of Moses 1, 2</i>
<i>Mut.</i>	<i>De mutatione nominum</i>
<i>Names</i>	<i>On the Change of Names</i>
<i>Opif.</i>	<i>De opificio mundi</i>
<i>Creation</i>	<i>On the Creation of the World</i>
<i>Plant.</i>	<i>De plantatione</i>
<i>Planting</i>	<i>On Planting</i>
<i>Post.</i>	<i>De posteritate Caini</i>
<i>Posterity</i>	<i>On the Posterity of Cain</i>
<i>Praem.</i>	<i>De praemiis et poenis</i>
<i>Rewards</i>	<i>On Rewards and Punishments</i>
<i>Prob.</i>	<i>Quod omnis probus liber sit</i>
<i>Good Person</i>	<i>That Every Good Person Is Free</i>
<i>Prov. 1, 2</i>	<i>De providentia I, II</i>
<i>Providence 1, 2</i>	<i>On Providence 1, 2</i>
<i>QE 1, 2</i>	<i>Quaestiones et solutiones in Exodum I, II</i>
<i>QE 1, 2</i>	<i>Questions and Answers on Exodus 1, 2</i>
<i>QG 1, 2, 3, 4</i>	<i>Quaestiones et solutiones in Genesin I, II, III, IV</i>
<i>QG 1, 2, 3, 4</i>	<i>Questions and Answers on Genesis 1, 2, 3, 4</i>
<i>Sacr.</i>	<i>De sacrificiis Abelis et Caini</i>

<i>Sacrifices</i>	<i>On the Sacrifices of Cain and Abel</i>
<i>Sobr.</i>	<i>De sobrietate</i>
<i>Sobriety</i>	<i>On Sobriety</i>
<i>Somn.</i> 1, 2	<i>De somniis</i> I, II
<i>Dreams</i> 1, 2	<i>On Dreams</i> 1, 2
<i>Spec.</i> 1, 2, 3, 4	<i>De specialibus legibus</i> I, II, III, IV
<i>Spec. Laws</i> 1, 2, 3, 4	<i>On the Special Laws</i>
<i>Virt.</i>	<i>De virtutibus</i>
<i>Virtues</i>	<i>On the Virtues</i>

10.9 The Dead Sea Scrolls and Related Texts¹²

Certain conventions are used to cite texts from Qumran and the surrounding area. The name of the site is given, abbreviated according to the list below.

Q	Qumran
Ḥev	Naḥal Ḥever
Ḥev/Se	Used for documents earlier attributed to Seiyal
Mas	Masada
Mird	Khirbet Mird
Mur	Murabba'at

The different caves at each site are denoted with sequential numbers, for example, 1Q, 2Q, and so on. Different copies of the same composition from the same cave are indicated by the use of raised lowercase letters, e.g., 1QIsa^a, 1QIsa^b.

There is considerable diversity in nomenclature in actual use for individual documents. In most cases, it is helpful to give the number of the document to avoid confusion. In addition to the number, the descriptive name should be given in the initial citation to permit ease of identification. The number of the text should not be put in italics or bold type, e.g., 4Q520, Mur16.

The first seven scrolls removed from Cave 1, as well as the Cairo Genizah copy of the *Damascus Document*, are referred to customarily by name (not by number).

The standard names and abbreviations are as follows:

1Qap Genar	<i>Genesis Apocryphon</i>
1QH ^a	<i>Hodayot^a or Thanksgiving Hymns^a</i>
1QpHab	<i>Pesher Habakkuk</i>
1QM	<i>Milḡamah or War Scroll</i>
1QS	<i>Serek Hayayad or Rule of the Community</i>
1QIsa ^a	Isaiah ^a
1QIsa ^b	Isaiah ^b

¹² Reproduced after P. H. Alexander, J. F. Kutsko, J. D. Ernest, S. Decker-Lucke, and D. L. Petersen, ed., *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies*, (Peabody, Massachusetts: Hendrickson Publishers, 1999), 75–76.

Common abbreviations for the classification of the scrolls are as follows:

apocr	Apocryphon (e.g., 1Qap Gen)
ar	Aramaic (e.g., 4QMess ar)
gr	Greek (e.g., 4QpapParaExod gr)
hebr	Hebrew (e.g., 4QTobe hebr)
p	Pesher (e.g., 1QpHab)
paleo	Paleo-Hebrew (e.g., 11QpaleoLev)
pap	papyrus (e.g., 4QpapParaExod gr)
tg	Targum (e.g., 11QtgJob)

When a manuscript is referred to by column and line number, Roman numerals are used for the column number, followed by a space, with the line number set as Arabic numerals: 1QS III, 12;
1QpHab I, 2.

Manuscripts of biblical texts can include the biblical citation of chapter and verse in parentheses: 4QpaleoExodm V, 4 (9:7).

When there are several fragments and they are numbered separately within a work, the fragments should be in Arabic numerals. Thus:

- 1Q27 1 II, 25 means text 27 from Qumran Cave 1, fragment 1, column II, line 25;
- 4Qplsac 4–7 II, 2–4 means the third copy (copy c) of a pesher on Isaiah from Qumran Cave 4, joined fragments 4 to 7, column II, lines 2 to 4.

Fragments are also identified by uppercase letters, e.g., 11Q1 A [Lev 4:24–26].

Some of the most frequently cited texts are given below, with the number abbreviation name (and alternative names):

1Q28 ^a	1QS ^a	<i>Rule of the Congregation</i> (Appendix ^a to 1QS)
1Q28 ^b	1QS ^b	<i>Rule of the Blessings</i> (Appendix ^b to 1QS)
3Q15		<i>Copper Scroll</i>
4Q17	4QExod-Levf	
4Q22	4QpaleoExodm	
4Q82	4QXIIg	<i>The Greek Minor Prophets Scroll</i>
4Q120	4QpapLXXLevb	
4Q127	4QpapParaExod gr	<i>ParaExodus</i>
4Q174	4QFlor (MidrEschat ^a)	<i>Florilegium</i> , also <i>Midrash on Eschatology</i> ^a
4Q175	4QTest	<i>Testimonia</i>
4Q177	4QCatena ^a (MidrEschat ^b)	<i>Catena</i> ^a , also <i>Midrash on Eschatology</i> ^b
4Q180	4QAgasCreat	<i>Ages of Creation</i>
4Q182	4QCatena ^b (MidrEschat ^c)	<i>Catena</i> ^b , also <i>Midrash on Eschatology</i> ^c

4Q242	4QPrNab ar	<i>Prayer of Nabonidus</i>
4Q246	4QapocrDan ar	<i>Apocryphon of Daniel</i>
4Q252	4QCommGen A	<i>Commentary on Genesis A</i> , formerly <i>Patriarchal Blessings</i> or <i>Pesher Genesis</i>
4Q265	4QSD	<i>Serek Damascus</i>
4Q266	4QD ^a	<i>Damascus Document^a</i>
4Q274	4QTohorot A	<i>Tohorot A</i>
4Q285		<i>Sefer Hamilhamah</i>
4Q299	4QMyst ^a	<i>Mysteries^a</i>
4Q320	4QCalDoc A	<i>Calendrical Document A</i> , formerly <i>Mishmarot A</i>
4Q365	4QRP ^c	<i>Reworked Pentateuch^c</i>
4Q378	4QapocrJosh ^a	<i>Apocryphon of Joshua^a</i> , formerly <i>Psalms of Joshua^a</i>
4Q394	4QMMT ^a	<i>Miqsat Ma'asê ha-Torah^a</i>
4Q400	4QShirShabb ^a	<i>Songs of the Sabbath Sacrifice^a</i>
4Q414	4QRitPur A	<i>Ritual Purity A</i> , formerly <i>Baptismal Liturgy</i>
4Q418	4QInstruction ^a	<i>Instruction^a</i> , formerly <i>Sapiental Work A^a</i>
4Q434	4QBarki Nafshi ^a	<i>BarkhiNafshi^a</i>
4Q502	4QpapRitMar	<i>Ritual of Marriage</i>
4Q503	4QpapPrQuot	<i>Prières quotidiennes</i> or <i>Daily Prayers</i>
4Q504	4QDibHam ^a	<i>Dibre HameAorota</i> or <i>Words of the Luminaries^a</i>
4Q507	4QPrFêtes ^a	<i>Prières pour les fêtes</i> or <i>Festival Prayers^a</i>
4Q510	4QShir ^a	<i>Shirot</i> or <i>Songs of the Sage^a</i>
4Q512	4QpapRitPur B	<i>Ritual Purity B</i>
4Q521	4QMessAp	<i>Messianic Apocalypse</i>
4Q525	4QBeat	<i>Beatitudes</i>
11Q5	11QPs ^a	<i>Psalms Scroll^a</i>
11Q10	11QtgJob	<i>Targum of Job</i>
11Q11	11QApPs ^a	<i>Apocryphal Psalms^a</i>
11Q13	11QMelch	<i>Melchizedek</i>
11Q18	11QNJ ar	<i>New Jerusalem</i>
11Q19	11QT ^a	<i>Temple Scroll^a</i>

10.10 Rabbinic Literature¹³

Mishnah, Talmud, and related literature

Abbreviations distinguish the versions of the Talmudic tractates: *y.* for Jerusalem and *b.* for Babylonian. A prefixed *t.* denotes the tractates of the Tosefta and an *m.* those of the Mishnah. A prefixed *bar.* denotes a baraita (an authoritative Tannaitic rule external to the Mishnah).

¹³ Reproduced after P. H. Alexander, J. F. Kutsko, J. D. Ernest, S. Decker-Lucke, and D. L. Petersen, ed., *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies*, (Peabody, Massachusetts: Hendrickson Publishers, 1999), 79–81.

When citing the Mishnah, a colon separates the chapter from the paragraph (i.e., *mishnah*); thus, *m. Ber. 1:1*. The standard way to cite the Talmud is by folio and side (a or b); thus, *b. Ber. 2a*. The third column contains nontechnical transliterations following the general-purpose Hebrew transliteration style.

'Abod. Zar.	'Abodah Zarah	Avodah Zarah
'Abot	'Abot	Avot
'Arak.	'Arakin	Arakhin
B. Bat.	Baba Batra	Bava Batra
B. Meši'a	Baba Meši'a	Bava Metzi'a
B. Qam.	Baba Qamma	Bava Qamma
Bek.	Bekorot	Bekhorot
Ber.	Berakot	Berakhot
Beṣah	Beṣah (=Yom Ṭob)	Betzah (= Yom Tov)
Bik.	Bikkurim	Bikkurim
Demai	Demai	Demai
'Erub.	'Erubin	Eruvin
'Ed.	'Eduyyot	Eduyyot
Giṭ.	Giṭtin	Gittin
Ḥag.	Ḥagigah	Hagigah
Ḥal.	Ḥallah	Hallah
Hor.	Horayot	Horayot
Ḥul.	Ḥullin	Hullin
Kelim	Kelim	Kelim
Ker.	Kerithot	Keritot
Ketub.	Ketubbot	Ketubbot
Kil.	Kil'Āyim	Kil'ayim
Ma'aś. Š.	Ma'aśer Šeni	Ma'aser Sheni
Ma'aś.	Ma'aśerot	Ma'aserot
Mak.	Makkot	Makkot
Makš.	Makširin	Makhshirin
Meg.	Megillah	Megillah
Me'il.	Me'ilah	Me'ilah
Menaġ.	Menaġot	Menahot
Mid.	Middot	Middot
Miqw.	Miqwa'ot	Mikwa'ot
Mo'ed	Mo'ed	Mo'ed
Mo'ed Qaṭ.	Mo'ed Qaṭan	Mo'ed Qatan
Naś.	Naśim	Nashim
Naz.	Nazir	Nazir
Ned.	Nedarim	Nedarim
Neg.	Nega'Āim	Nega'im
Nez.	Neziqin	Neziqin
Nid.	Niddah	Niddah
'Ohal.	'Ohalot	Ohalot
'Or.	'Orlah	Orlah

Parah
Pe'ah
Pesah.
Qinnim
Qidd.
Qod.
Roš Haš.
Sanh.
Šabb.
Šeb.
Šebu.
Seder
Šeqal.
Soṭah
Sukkah
Ta'an.
Tamid
Tem.
Ter.
Ṭehar.
Ṭ. Yom
'Uq.
Yad.
Yebam.
Yoma
Zabim
Zebaḥ.
Zera.

Parah
Pe'ah
Pesahim
Qinnim
Qiddušin
Qodašim
Roš Haššanah
Sanhedrin
Šabbat
Šebi'it
Šebu'ot
Seder
Šeqalim
Soṭah
Sukkah
Ta'anit
Tamid
Temurah
Terumot
Ṭeharot
Ṭebul Yom
'Uqšin
Yadayim
Yebamot
Yoma (= Kippurim)
Zabim
Zebaḥim
Zera'im

Parah
Pe'ah
Pesahim
Qinnim
Qiddushin
Qodashim
Rosh HaShanah
Sanhedrin
Shabbat
Shevi'it
Shevu'ot
Seder
Sheqalim
Sotah
Sukkah
Ta'anit
Tamid
Temurah
Terumot
Teharot
Tevul Yom
Uqtzin
Yadayim
Yevamot
Yoma
Zavim
Zevahim
Zera'im

Targumic texts

Tg. Onq.
Tg. Neb.
Tg. Ket.
Frg. Tg.
Sam. Tg.
Tg. Isa.
Tg. Neof.
Tg. Ps.-J.
Tg. Yer. I
Tg. Yer. II
Yem. Tg.
Tg. Esth. I, II

Targum Onqelos
Targum of the Prophets
Targum of the Writings
Fragmentary Targum
Samaritan Targum
Targum Isaiah
Targum Neofiti
Targum Pseudo-Jonathan
Targum Yerušalmi
Targum Yerušalmi I
Yemenite Targum
First or Second Targum of Esther

Other Rabbinic works

'Abad.
'Abot R. Nat.

'Abadim
'Abot de Rabbi Nathan

Avadim
Avot of Rabbi Nathan

'Ag. Ber.	'Aggadat Berešit	Aggadat Bereshit
Bab.	Babylonian I(used alone)	Babylonian
Der. Er. Rab.	Derek Ereš Rabbah	Derekh Eretz Rabbah
Der. Er. Zuṭ.	Derek Ereš Zuṭa	Derekh Eretz Zuta
Gem.	Gemara	Gemara
Gerim	Gerim	Gerim
Kallah	Kallah	Kallah
Kallah Rab.	Kallah Rabbati	Kallah Rabbati
Kutim	Kutim	Kutim
Mas. Qet.	Massektot Qeṭannot	Massekhtot Qetannot
Mek.	Mekilta	Mekilta
Mez.	Mezuzah	Mezuzah
Midr.	Midrash I(+ biblical book)	Midrash
Pal.	Palestinian I(used alone)	Palestinian
Pesiq. Rab.	Pesiqta Rabbati	Pesiqta Rabbati
Pesiq. Rab Kah.	Pesiqta de Rab Kahana	Pesiqta of Rab Kahana
Pirqe R. El.	Pirqe Rabbi Eliezer	Pirqe Rabbi Eliezer
Rab. (e.g., Gen. Rab.=Genesis Rabbah)	Rabbah (+ biblical book)	Rabbah
S. Eli. Rab.	Seder EliyahuRabbah	Seder EliyahuRabbah
S. Eli. Zut.	Seder Eliyahu Zuta	Seder Eliyahu Zuta
Sem.	Semaḥot	Semahot
Sep. Torah	Seper Torah	Sefer Torah
Sipra	Sipra	Sifra
Sipre	Sipre	Sifre
Šiṣit	Šiṣit	Tzitzit
Sop.	Soperim	Soferim
S. 'Olam Rab.	Seder 'Olam Rabbah	Seder Olam Rabbah
Tanḥ.	Tanḥuma	Tanhuma
Tep.	Tepillin	Tefillin
Yal.	Yalqut	Yalqut

10.11 The Qur'an¹⁴

The Koran (in Arabic and specialist contexts Qur'an), the sacred book of Islam, is written in classical Arabic, and is divided into 114 unequal units. Each unit is called *sūra* (plural *suwar*) in Arabic. The conventional English rendering is 'sura' or 'surah' (plural 'suwar'), but 'chapter' is also found (though the standard Arabic term for a chapter is *bob*). In turn, each *sūra* is divided into verses.

The *suwar* or chapters are numbered consecutively throughout the Qur'an, and are thus cited by number and verse(s). Although there is no widely accepted method for abbreviating the the Qur'an or the names of its parts, you may punctuate citations

¹⁴ Reproduced after R. M. Ritter, *The Oxford Guide to Style: The Style Bible for all Writers, Editors, and Publishers*, 2nd ed., (Oxford: Oxford University Press, 2002), 458–62; Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*. 8th ed. (Chicago: The University of Chicago Press, 2013), 209.

from the Qur'an similarly to those from the Bible. Therefore, cite passages with chapter and verse(s) using Arabic numerals separated by a colon, and insert an endash (–) (*not* a hyphen) for verse ranges.

Qur'an 1:1–5

Every *sura* is known by an Arabic name; this is sometimes reproduced in English, sometimes translated, for example 'the Cow' for the second, *sūrat al-Baqarah*. Therefore, you may opt to include the names of the *surah* in parentheses between the chapter and the verse(s).

Qur'an 2:257

or

Qur'an 2 (al-Baqarah):257

When using modern translations of the Qur'an, the version used should be included in the bibliography, inclusive of all details (publisher, place of publication, and date) and following the citation style of choice.

Haleem, Abdel M. A. S. 2004. *The Qur'an: A New Translation by MAS Abdel Haleem*. Oxford: Oxford University Press.

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