**THE CONCISE HAM AND SNYDER GUIDE**

**Quick Reference for MLA Style, 8th ed.**

Use parenthetical documentation, not footnotes, to cite your sources.

Double-space everything (even each long quotation, footnote,[[1]](#footnote-1) and entry in the bibliography).

Use one-inch margins all around (except for the page numbering; see next item).

In the upper right corner of each page, half an inch from the top, put your last name followed by a space and then the page number. Use the header function in your word processor to create this pagination header.

Use left justification only.

Use italics, not underlining, and only for titles, not for emphasis.

Spell out Bible books in your sentences; abbreviate Bible books in parenthetical notes, footnotes, or endnotes only.

Indent long quotations (four lines or more) one inch (two tabs) from left margin.

**Basics of MLA Parenthetical Documentation**

The aim is for you to tell your reader who says what and where they say it. This information—your “documentation”—needs to be so precise and clear that the reader can also find the passage in that source.

To credit (“document”) your source within your paragraphs, you must tell the author’s last name and the page number, if there is one. This is called “citing.”

If you use the author’s name in your sentence, then only the page number is given in the parenthetical citation, like this:

 Norris has noted that among the most important … (149).

Your reader now knows to look for “Norris” in your bibliography to find the item that Norris wrote.

If you do not use the author’s name in your sentence, the parenthetical citation contains both the name and page number, like this:

 Among the most important…(Norris 149).

If the source is without page numbers, cite by section, chapter, or paragraph numbers—whatever system the source provides.

 (sec. 4) or (par. 19) or (ch. 2)

If the author has more than one work in the bibliography, use the first important word of the title to refer to the specific work being cited in the paper:

 (Guthrie, *Introduction* 21) or Guthrie says ... (*Introduction* 21).

If the source for your material is “indirect” (taken from another person’s work), your citation must refer to both sources. In the following example, Maston is the source where you found Barclay’s words; Maston is also the source that the reader will be able to find in your bibliography. When the words you have used in the paper are Barclay’s, but you found them in Maston, cite it one of these ways:

 (Barclay qtd. in Maston 151) or Barclay says ... (qtd. in Maston 151).

**Some Details to Take Note Of**

(*MLA Handbook,* Ch. 4, unless noted)

1. Lines are double-spaced throughout the paper: double-space the text; double-space between title and text; double-space bibliography entries; double-space block quotations. Indent paragraphs one-half inch (one tab). Indent block quotations one inch.
2. Block quotation is needed if the quotation is longer than four lines in your typing.
3. MLA does not require a title page. Instead, you can use an MLA header in the upper left corner. This double-spaced header beginning one inch from the top of the page includes the student’s name, professor’s name, course number and name, and the date or description of the assignment. The first page of the paper then begins with the title two inches from the top of the page, double-spaced from the text below it.

If the DCC professor requires a title page, follow the form enclosed with this supplement.

1. MLA requires the student’s last name and the page number to be at the top right of every page of text, not including any title page, one half-inch from the top of the page. Single space between the name and page number. Use the header function in your word processor to create this pagination header.
2. Do not justify the right margin. Instead, use left justification. Use one-inch margins at left, right, and bottom. On untitled pages begin the text one-inch from the top of the page.
3. Use standard typefaces (Times New Roman, Times Roman, Courier, New Courier, Arial, or Bookman Old Style). Use 10- or 12- point only (this refers to height, not to characters per inch). Do not use any decorative fonts. Do not use boldface. Use quotation marks and italics according to standard usage. If you are not instructed otherwise, assume you should use 12 point font.
4. Follow the standard rule for capitalizing titles and subtitles: capitalize the first word, the last word, and everything between except prepositions, articles, coordinating conjunctions, and the “to” in infinitives.
5. Place content notes at the bottom of the page (as footnotes) or at the end of the text (as endnotes). Number notes consecutively throughout the paper; in general place the note number at the end of the sentence or phrase referred to.
6. Shorten publishers’ names by omitting articles (A, An, The) and descriptive words (Book, House, Press, Publishers). If the publisher’s name is familiar within the discipline and is generally abbreviated in all caps, use that abbreviation for the publisher’s name. The following publishers may be abbreviated as follows: Baker, Eerdmans, Fortress, IVP, UBS, Word, Zondervan. States should be spelled out in the text of the paper but abbreviated in documentation according to the two-letter abbreviations (e.g., TX for Texas, not Tex.).
7. Books of the Bible are spelled out if they are part of the sentence; they are abbreviated when they occur in parenthetical citations or footnotes. You may use either a period or a colon between the chapter and verse numbers in scripture references (Matthew 7.12 or Matthew 7:12), but be consistent.

**THE BIG 12 / 13**

Below is the list of the 12 or 13 most important forms to learn from the Ham and Snyder Guide.

**1.1 Bible**

No author’s name or editor is given. Give the title of the version and the publication information. Do not begin the entry with the editor or publisher name.

*The New Oxford Annotated Bible with the Apocryphal/Deuterocanonical Books: New Revised Standard Version*. Oxford UP, 1991.

*The NIV Study Bible: New International Version*. Zondervan, 1995.

**1.1.1 Introduction or Note in a Bible**

Provide the name of the person who wrote the introduction and notes by using the list of contributors in the front matter of the version.

Anderson, Bernhard W. Note to Genesis 30:32-36. *The New Oxford Annotated Bible with the Apocryphal/Deuterocanonical Books*, Oxford UP, 1991.

Archer, Gleason L., Jr., and Ronald Youngblood. Introduction and Notes to Daniel. *The NIV Study Bible*, Zondervan, 1985.

**1.2 Book with One Author**

The author’s name is given first, last name first.

Bauer, Walter. *A Greek-English Lexicon of the New Testament and Other Early Christian Literature*. Revised and edited by Frederick William Danker, 3rd ed., U of Chicago, 2000.

Wallace, Daniel B. *The Basics of New Testament Syntax: An Intermediate Greek Grammar*. Zondervan, 2000.

**1.4 Two Authors**

Reverse only the first author’s name.

Grenz, Stanley J., and Jay T. Smith. *Created for Community: Connecting Christian Belief with Christian Living*. 3rd ed., Baker, 2014.

**1.8 Article in a Book or Anthology or Festschrift**

The author of the article is listed first. Include the editor of the book after the book title. (A separate editor or translator for the article would go after the article title.) Give inclusive page numbers of the article before the medium.

France, R. T. “Exegesis in Practice: Two Examples.” *New Testament Interpretation: Essays on Principles and Methods*, edited by I. H. Marshall, Eerdmans, 1977, pp. 252-81.

**1.9 Book in an Unnumbered Series** (commentaries, etc.)

An “unnumbered series” means, rather obviously, that the separate Bible books in the series are not numbered. Underline the title of the volume but not the title of the series. The title of the series is given at the end.

Bruce, F. F. *1 and 2 Corinthians*. Eerdmans, 1971, New Century Bible Commentary.

However, if one book of the Bible has several volumes on it, those volumes will be numbered, as in the following example. The entire series is still “unnumbered.”

Young, Edward J. *The Book of Isaiah*. Vol. 3, Eerdmans, 1972, New International Commentary on the Old Testament.

The following commentary series are unnumbered commentary series. Standard abbreviations are listed as given in *The SBL Handbook of Style*. (This is not a complete list.)

 Berit Olam

 Bible Study Textbook

 Biblical Commentary on the Old Testament (K&D)

 Biblical Illustrator

 Black’s New Testament Commentaries (BNTC)

 College Press NIV Commentary

 Harper’s New Testament Commentaries

 Hermeneia

 International Critical Commentary (ICC)

 International Theological Commentary (ITC)

 Interpretation: A Bible Commentary for Teaching and Preaching (IBC)

 IVP New Testament Commentary Series

 New Century Bible (NCB)

 New International Commentary on the New Testament (NICNT)

 New International Commentary on the Old Testament (NICOT)

 New International Greek Testament Commentary (NIGTC)

 New Testament Commentary

 NIV Application Commentary

 Old Testament Library (OTL)

 Preacher’s Homiletic Commentary

 Soncino Books of the Bible

 Wycliffe Exegetical Commentary

**1.10 Book in a Numbered Series** (commentaries, etc.)

A “numbered series” has a volume number for each book in the series. Include the volume number at the end of the series title. The first example shows a volume number ( “Vol. 2”) for the two volumes of Luke in the series, but the volume number for Luke in the series is 3. No period comes between the series title and the number.

Bock, Darrell L. *Luke*. Vol. 2, Baker, 1996, Baker Exegetical Commentary on the New Testament 3.

France, R. T. *The Gospel According to Matthew*. Eerdmans, 1985, Tyndale New Testament Commentaries 1.

The following commentary series are numbered commentary series. Standard abbreviations are listed as given in *The SBL Handbook of Style*. (This is not a complete list.)

 Anchor Bible (AB)

 Ancient Christian Commentary on Scripture (ACCS)

 Baker Exegetical Commentary on the New Testament

 Living Word Commentary

 New American Commentary (NAC)

 New International Biblical Commentary on the New Testament (NIBCNT)

 New International Biblical Commentary on the Old Testament (NIBCOT)

 Sacra pagina (SP)

 Tyndale New Testament Commentaries (TNTC)

 Tyndale Old Testament Commentaries (TOTC)

 Word Biblical Commentary (WBC)

**1.13 Article or Work in a Single–Volume Dictionary or Commentary**

In the fourth example below, see how, when citing a well-known general reference work, such as *Webster’s New World Dictionary*, do not give publication information. The third example is for an unsigned article.

Anderson, G. P. “Parables.” *Dictionary of Jesus and the Gospels*, 2nd ed., edited by Joel B. Green and Scot McKnight, Downers Grove: IVP, 1992, pp. 651-663.

Farkasfalvy, Denis. “2 Peter.” *The International Bible Commentary*, edited by William R. Farmer. Collegeville: Liturgical, 1998. pp. 1814-22.

“Parable.” *NIV Compact Dictionary of the Bible*, edited by J. D. Douglas and Merrill C. Tenney, Zondervan, 1989, pp. 433-434.

“Redemption.” *Webster’s New World Dictionary*. 2nd college ed.

**1.14 Article in a Multivolume Specialized Encyclopedia or Dictionary**

Use this format for Colin Brown’s *New International Dictionary of New Testament Theology*, Willem VanGemeren’s *New International Dictionary of Old Testament Theology and Exegesis*, and most multivolume Bible encyclopedias/dictionaries, including *The Anchor Bible Dictionary* and *The International Standard Bible Encyclopedia*. Sometimes volume number and page numbers are given because the title of the subsection is not the word alphabetized by. Articles cited by Greek or Hebrew word are best done in the Greek or Hebrew font in the software but may be handwritten in black ink or transliterated.

Bietenhard, Hans. “αγγελος.” *The New International Dictionary of New Testament Theology*, edited by Colin Brown, vol. 1, Zondervan, 1975, pp. 101-103.

Hall, Gary H. “*kbh*.” *The New International Dictionary of Old Testament Theology and Exegesis*, edited by Willem A. VanGemeren, vol. 2, Zondervan, 1997, p. 588.

Smith, Wilbur M. “Heaven.” *The Zondervan Pictorial Encyclopedia of the Bible*, Zondervan, 1975, pp. 60-64.

**2.2 Article in a Scholarly Journal**

The example below cites an article which was accessed in print form.

Ham, Clay. “The Title ‘Son of Man’ in the Gospel of John.” *Stone-Campbell Journal*, vol. 1. no. 1, 1998, pp. 67-85.

**3.5 Material from Electronic Databases such as EBSCOhost**

Samples below include databases found in First Search and EBSCOhost, as well as sources in *ebrary* and *NetLibrary*, all of which are found through the Crawford Library home page. Note “Jones,” which illustrates an interview, and “Ramey,” which illustrates a book review.

Appler, Deborah A. “From Queen to Cuisine: Food Imagery in the Jezebel Narrative.” *Semeia*, vol. 86, 1999, pp. 55-71. *ATLA Religion Database*. EBSCOhost. http://search.ebscohost.com/login.aspx?direct=true&db=rfh&AN=ATLA0000009596&site=ehost-live. Accessed on 20 Aug. 2016.

Fitzgerald, Michael. *Autism and Creativity: Is There a Link between Autism in Men and Exceptional Ability?* Taylor, 2004. *eBook Collection*. EBSCOhost. Accessed on 20 August 2016.

Jones, Laurie Beth. “Jesus, CEO.” Interview by Tom Brown. *Industry Week*, 6 March 1995, pp. 14-16. *Business Source Premier*. EBSCOhost. Accessed on 20 August 2016.

Moore-Keish, Martha L. “Luke 2:1-4.” *Interpretation*, vol. 60, no. 4, 2006, pp. 442-444. *ATLA Religion Database*. EBSCOhost. http://search.ebscohost.com/login.aspx?direct=true&db=rfh&AN=ATLA0001536258&site=ehost-live. Accessed on 20 Aug 2016.

Ramey, Margaret. Rev. of *Jesus in Twentieth-Century Literature, Art, and Movies*, edited by Paul C. Burns. *Biblical Theology Bulletin,* vol. 39, no. 4, 2009, p. 223. *Academic Search Elite*. EBSCOhost. http://search.ebscohost.com/login.aspx?direct=true&db=afh&AN=44242237&site=ehost-live. Accessed on 20 Aug 2016.

**3.1 Logos and Other Software Resident in Your Computer**

In addition to *Logos*, this form also applies to *Pradis*, *PC Study Bible*, and *BibleWorks*.

Search in *Logos* for the title page of **the source being used**, and obtain the publication data about **that source first**. Follow with the *Logos* data. Several *Logos* examples are given below, including one for a **signed** dictionary article (author’s name, J. B. Taylor, found from the initials at end of article; the first example is for an **unsigned** dictionary article).

“Amen.” *Tyndale Bible Dictionary*, edited by Walter. A. Elwell and Phillip W. Comfort, Tyndale, 2001, pp. 35-36, *Logos Bible Software*, Logos, 2002-2016.

Holy Bible. English Standard Version. Crossway-Good News, 2001, *Logos Bible Software*, Logos, 2002-2016.

Taylor, J. B. “Amen.” *New Bible Dictionary*. 3rd ed., edited by D. R. W. Wood and I. H. Marshall, Intervarsity, 1996, p. 29, *Logos Bible Software*, Logos, 2002-2016.

If *Logos* searching links you to another website, such as *SermonCentral.com* or *NetBible*, cite those sites themselves rather than citing them through *Logos*; it is simpler.

**3.2 A Work Online in a Scholarly Project Site or Collection (CCEL, Perseus)**

Include the title of the project or database (italicized), the name of the project’s editor (if given), other available electronic publication information, including version number, name of site sponsor, date of posting or latest update, and date of access. If there are no page numbers, use “N. Pag.” for “no pagination.” Include URL, if the professor desires.

Augustin, Saint. “Psalm 1.” *Exposition on the Book of Psalms*. Trans. A. Cleveland Coxe. Vol. 8 of *Nicene and Post-Nicene Fathers*, 1st Ser. Philip Schaff, ed. *Christian Classics Ethereal Library*. Calvin College. Web. 24 June 2008.

Day, Alfred Ely. “Horse.” *International Standard Bible Encyclopedia Online*, edited by James Orr, et. al., 1939. *internationalstandardbible.com*, SwordSearcher, 2014. Web. 8 Aug. 2014.

1. Professors will probably not be upset if information footnotes, such as this one, are single spaced, if that is the default mode in the software. But remember to use parenthetical citations for citing your sources, not footnotes. Footnotes are for extra information that you want to tell the reader but which is slightly off the main point. [↑](#footnote-ref-1)