INSTRUCTIONS FOR FOOTNOTES

1. Format footnotes using the automatic set-up in your Word Processing program. Footnotes are to be in 12-point type; the first line of each is to be indented; single space within footnotes and double space between them.

2. Page Numbers. When referring to a series of page numbers in footnotes, the rules are set based on the first number in the series:

<table>
<thead>
<tr>
<th>IF THE FIRST NUMBER IS</th>
<th>USE THIS FOR THE SECOND NUMBER</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>less than 100</td>
<td>use all digits</td>
<td>3-10, 71-72, 96-117</td>
</tr>
<tr>
<td>100 or multiples of 100</td>
<td>use all digits</td>
<td>100-104, 600-698, 1100-1123</td>
</tr>
<tr>
<td>multiples of 100, ending with 01-09</td>
<td>use changed part only, omitting unneeded zeros</td>
<td>107-8, 1002-6, 406-9, 406-49</td>
</tr>
<tr>
<td>multiples of 100, ending with 10-99</td>
<td>use two digits or more to reflect changed part</td>
<td>321-25, 415-532, 1536-38, 11234-35, 1245-359</td>
</tr>
</tbody>
</table>

3. City and Publisher Names. Generally speaking, the city name of the publisher is all that is required in footnote and bibliography citations. If an informed reader of your work might not know the state, you may include the two-letter postal abbreviation. Give the same consideration to country names, but spell them out in full. For publisher names, include as much information as necessary to identify the publisher and be consistent. For example, Little, Brown & Co. should not appear again as Little, Brown and Company. When there is no publication city, use “n.p.”

4. When do you use “eds.” and when do you use “ed.” to designate editors? When the editors of the book are listed as its authors, then “ed.” is the appropriate abbreviation for the plural form (“editors”). When the editors of the book are listed after the title of the book to indicate “edited by,” then use “ed.” regardless of how many editors are involved.

5. Sample Footnotes

5.1 Books with one author:


5.2 Books with more than one author: List all of the names of the authors; do not use “et al.”


5.4 **Books with Translators:**


5.5 **Books in a Series with General Titles and Editors:**


5.6 **Books in a Series with General Titles, editors, and Volume Numbers:**


5.7 **Articles or Chapters in Books with Editors:**


5.8 **Articles or Chapters in Books with General Editors and Volume Numbers:**


5.9 **Articles or Chapters in Books with Series Titles, Editors, and Volume Numbers:**


5.10 **Literary Works in Books with Editors and Volume Numbers:**

5.11 Literary Works in a Series with General Titles, Editors, and Volume Numbers:


5.12 Literary Works Quoted in a Secondary Source or Anthology:


5.13 Published Letters:


5.14 Articles in Journals:


5.15 Book Reviews in Journals:


5.16 Signed Encyclopedia and Dictionary Articles: Use this for Bible Dictionary entries such as Eerdmans, Mercer, Interpreter’s, New Interpreter’s, and Anchor.


5.17 Articles in Magazines:

5.18 Articles in Newspapers:


5.19 Unpublished Interviews:

19 Dr. Nancy L. deClaissé-Walford, Professor of Old Testament and Biblical Languages, interview by author, 8 August 2005, tape recording (transcript, e-mail, etc.), McAfee School of Theology, Atlanta.

5.20 Theses or Dissertations:


5.21 E-Book Sources:


5.22 Websites:

Include as much of the following as possible:

- author’s name
- title of the work (in quotes)
- name of internet source (in italics)
- publication date (as much as is available)
- complete URL address
- date accessed


5.23 DVDs and VHS:

23 Tom Schulman, Dead Poet’s Society, directed by Peter Weir (Original release 1989; Burbank, CA: Touchstone Home Entertainment, 1998), DVD.