

QUICK GUIDE

sbts.edu/writingcenter | sbtswriting.squarespace.com/ | writingcenter@sbts.edu | [@SBTSwriting](https://twitter.com/SBTSwriting)

GENERAL GUIDELINES

Preferred Software: Word (all), Mellel (Mac only), LibreOffice (PC, Linux). Templates available on library and Writing Center websites.

Font: 12 point Times New Roman; use 12 point SBL BibLit for any *Greek* or *Hebrew* text; use italics for *foreign words* (e.g., Latin, Greek and Hebrew transliterated) and *Book Titles*.

Line Spacing: 24 point leading throughout body of text (i.e., double-spaced).

Margins: 1 inch on all sides.

Page Numbers: Arabic numerals, beginning at 1 on first page of paper (not title page); centered; 0.7 inch from bottom of page; 12 point Times New Roman.

Indent Setting: 0.7 inch for first line of every paragraph.

Punctuation & Question Marks: Periods or commas precede quotation marks; all other punctuation follows unless part of the quotation; original final punctuation in a quotation may be changed.

Series: A serial (or Oxford) comma should precede the final item in a list of 3+ items (e.g., Moses, Elijah, and Jesus talked.).

Numbers: Any number that begins a sentence must be written out, even for biblical citations (e.g., First Chronicles 1:9 says . . .). Spell out *zero* to *one-hundred* and numbers ending in *hundred*, *thousand*, *hundred thousand*, *million*, etc.

Bible Citations: Write out in text.

Ex: Paul says in Ephesians 2:8, “. . .”; Abbreviate in parenthetical notes.

Ex: Paul says, “. . .” (Eph 2:8).

Terminal Punctuation: Use only one space after the end of a sentence (*not* two).

Ellipses: Use *spaced* periods to skip content *within* a quotation (e.g., “I came . . . I conquered”), not at the beginning or end of a quotation.

Dashes: Use en-dash (–) or em-dash (—) consistently, but do not use hyphen (-) as a dash.

BOOK REVIEWS

Components: (1) Title Page; (2) Body: (2.1) Book Citation, (2.2) Introduction, (2.3) Summary, (2.4) Critical Evaluation, (2.5) Conclusion

1. **Title Page:** See *Southern Seminary Manual of Style* section 2.2; use “Book Review Template” → Go to <https://sbtswriting.squarespace.com/resources/>.
2. **First Page of Text:** There is no title. Instead, book citation (formatted as a Turabian-style bibliography entry) begins 2 inches from the top of the page; single-spaced; hanging indent 0.35 inch. The body of the paper begins after two single-spaced lines below the book citation.
3. **Subsequent Pages:** All text begins 1 inch from the top of the page.
4. **Subheadings and Sections:** A book review has four sections: (1) Introduction, (2) Summary, (3) Critical Evaluation, and (4) Conclusion. Each of these sections should begin with a first-level subheading (centered, bolded, capitalize headline style, left & right indent = 1.25 inches), though the subheading for “Introduction” is optional. *The spacing of a subheading should be as follows: “before” = 24 point; “after” = 0 point; “line spacing” = 12 point.* Also, though book reviews typically should not include sub-sections, any sub-sections that are created (there must be at least two subsections per section) require a second-level subheading (justified, bolded, capitalize headline style, right indent = 3.5 inches).
5. **Paragraphs:** The first line of every paragraph should be indented 0.7 inch. The spacing for paragraphs should be set to 24 point leading: “before” = 0; “after” = 0; “line spacing” = 24 point. To access spacing and indentation settings, right click text, then select “Paragraph.”
6. **Parenthetical Citations:** When quoting an author or citing certain parts of the book in the text, use parenthetical citations: “quote” (41). Do not use “pg.” before the number, and do not use footnotes.
7. **Lists:** When listing an author’s ideas, use an enumerated list within the paragraph. Ex: The author then provides three suggestions for implementing her proposed strategies: (1) suggestion #1, (2) suggestion #2, and (3) suggestion #3. If the listed items are quite long, use in-text sentences that begin with the words “First,” “Second,” etc. Do not use a bulleted or numbered list in a book review (or any SBTS paper).
8. **Bibliography:** A book review does not need a bibliography page, since the book citation appears at the beginning of the paper.

the Writingcenter

This quick guide represents some of the most significant style issues for easy reference. Please consult the *Southern Seminary Manual of Style 5.1* and *Turabian* 9th ed. for full descriptions.

Title = title of book italicized; double-spaced; inverted pyramid (each line is narrower than the line above it)

THE SERMON ON THE MOUNT AND HUMAN FLOURISHING:
A THEOLOGICAL COMMENTARY

A Book Review

Presented to

Dr. Arthur Morgan

The Southern Baptist Theological Seminary

In Partial Fulfillment

of the Requirements for 20200

by

John Marston

jmarston@students.sbts.edu

January 5, 2022

I affirm the honor code.

There should be no page number on the title page

Book citation begins 2" from the top of the page; indent second line to 0.35" (see template)

First-level subheading: two empty single-spaced lines before, one empty single-spaced line after (see 2.7 for spacing tutorial).

Pennington, Jonathan T. *The Sermon on the Mount and Human Flourishing*. Grand Rapids: Baker Academic, 2017.

Indent first line 0.7"

****No Heading Needed Here!****

→ This section should be 1-2 paragraphs, no more than 1/2 of a page. Here, briefly introduce the author, telling the reader why he or she is an authority on this subject. Also, introduce the reader to the main idea or theme of the book. Do not use honorifics (Dr., Mrs., Mr.). Use full name for first mention of the author, then last name only for all subsequent references. See the "Book Review Guide" on the Writing Center website for more information on what to include in the "Introduction" section (<https://sbtswriting.squarespace.com/resources/>).

1"
margins
all sides

Summary

This section should be 2 pages maximum, often less. Answer the following questions: What is the thesis of the book? Who is the audience? What is the main purpose of the book (i.e., why did the author write it)? Briefly summarize the major ideas and arguments the author uses to support the thesis of the book. This section should be objective—do not add commentary or any of your own opinions. See the "Book Review Guide" on the Writing Center website for more information on what to include in the "Summary" section.

All body
text =
double-
spaced

Critical Evaluation

This section should be about 1/3 of the paper. It is the most important section of the book review. Here, evaluate the book, providing your opinion of how well (or how poorly) the author fulfilled his or her purpose/supported the thesis. Discuss both strengths and weaknesses. Be fair, not condescending. If you give examples from the book, be brief; you do not want this section to sound like a secondary summary section. Questions to ask: Are there any biases that the author evidences in his or her writing? Are there any presuppositions that undergird the

1 ← Page number begins at "1" on this page (centered; 12 pt Times New Roman)

Pages 2 and following begin 1"
from top of page (per 1" margins)

↓
contents of the book? Is anything missing? Could the author have been clearer or more thorough at certain points? See the "Book Review Guide" on the Writing Center website for more information on what to include in the "Critical Evaluation" section.

Conclusion

This section should be 1-2 paragraphs, no more than 1/2 of a page. Here, give your final evaluation of the book (did the author succeed or fail overall?). Describe, briefly, how it affected you personally or how it would be beneficial in ministry. Who would you recommend this book to? Who would find it useful? See the "Book Review Guide" on the Writing Center website for more information on what to include in the "Conclusion" section.

No bibliography page needed
(since book citation appears at
beginning of page 1)