

1. Text

1.1 Paragraph

The first line of every paragraph is indented 5 mm (0,5 cm). There are no blank lines between paragraphs.

1.2 Citations

– Short direct quotes (four lines or fewer) remain within the paragraph, with double angle quotes.

– A direct quote longer than four lines should be placed in an independent paragraph (font size 13 pt) without quotation marks, preceded and followed by one blank line (7 pt), with a margin of 5 mm (0,5 cm) on the left. E.g.:

Nei tempi antichi, il neonato riceve il nome della nascita. Si vedano i racconti della nascita dei dodici figli di Giacobbe, ad esempio, dei primi quattro figli di Lia:

³² Lia concepì e partorì un figlio e lo chiamò *Ruben* perché disse: «Il Signore *ha visto la mia umiliazione*; certo, ora mio marito mi amerà». ³³ Poi concepì ancora un figlio e disse: «Il Signore *ha udito* che io ero trascurata e mi ha dato anche questo». E lo chiamò *Simeone*. ³⁴ Poi concepì ancora e partorì un figlio e disse: «Questa volta mio marito mi si affezionerà, perché gli ho partorito tre figli». Per questo lo chiamò *Levi*. ³⁵ Concepì ancora e partorì un figlio e disse: «Questa volta loderò il Signore». Per questo lo chiamò *Giuda*. Poi cessò di avere figli (Gen 29,32-35).

Al tempo di Gesù però, il nome viene dato — non dalla madre ma dal padre — l’ottavo giorno, al momento della circoncisione. Ne abbiamo testimonianza nel racconto della nascita di Giovanni Battista (Lc 1,59-66).

Insert an ellipsis within square brackets ([...]) where words are omitted in a direct quotation.

2. Footnotes

2.1 Footnote reference numbers

– Place the footnote reference number after parentheses, after the final quotation mark, and before the final punctuation mark. E.g.:

(if necessary)⁴⁸.
what the Lord has done for me»¹⁷.

2.2 Footnote text

See the footnote below¹.

2.3 Bibliographic references in footnotes

2.3.1 Author

– Author's given name(s): initial(s) followed by a period. There are no spaces between initials.

– Author's surname: small capitals

E.g.:

M. VILLER,	J.A.T. ROBINSON,	L. ALONSO SCHÖKEL,
G.B. GRAY,	M.-É. BOISMARD,	R. MARTIN-ACHARD,

If there are two or three authors, separate their names with an en dash (–), preceded and followed by a space. E.g.: S.R. DRIVER – G.B. GRAY,

If there are more than three authors: first author + space + en dash + space + *al.* E.g.: Y. YADIN – *al.*

2.3.2 Title and reference

– For every footnote, including the first reference to a source, insert only the title, page numbers, and if necessary, the paragraph number.

– If the title is too long (more than four or five words), abbreviate it, even the first time the source is cited.

– If a footnote contains a series of references, list them in chronological order by publication date (even though the publication date is not included in the footnote).

a) Book

– The title is written in italics.

– If the reference is to an entire book, omit the page numbers.

¹⁴L. ALONSO SCHÖKEL – J.L. SICRE DÍAZ, *Profetas*.

– Page numbers are indicated after a comma and a space, without «p.».

¹⁸R. de VAUX, *Le istituzioni dell'Antico Testamento*, 473-482.

– If a work is frequently cited — for example, a biblical commentary — it is possible to use only the author's surname, followed by a comma and the page number (and paragraph number).

²¹JOÜON, 213f.

³⁹ANDERSON – FREEDMAN, 395-396.

¹ The footnote number is in superscript and indented 5 mm. The font size of the text in the footnote is 12 pt. There are no blank lines between footnotes.

– Cite page numbers in their entirety, e.g., 412-415, not 412-5 or 412-15. Non-consecutive pages are separated by a period, e.g., 75.79.123-128.

– If the work is comprised of more than one volume, insert the volume number in Roman numerals before the page numbers.

⁶⁷L. ALONSO SCHÖKEL, *Salmi*, II, 121.

– When citing more than one work by the same author, in the same footnote, omit the author's name before the second title. Instead, use *Id.*, (in small capitals).

⁹³J. RATZINGER, *Eschatology*, 101., *Id.*, *Pilgrim Fellowship of Faith*, 112.

– When referencing a translation, it is not necessary to also reference the original work.

– Avoid using *Ibid.*, except when referencing the same book multiple times in a single footnote.

b) Article

Use double angle quotes (« ») for the title (abbreviated).

⁴⁰N. AIROLDI, «La cosiddetta “decima”».

c) Book chapter

– If the chapter was written by the author of the book, reference the book, adding the chapter title in double angle quotes before the page numbers.

⁷⁴P. BEAUCHAMP, *L'Un et l'Autre Testament*, Chap. VI, «La nouvelle alliance», 229/274.

– Do the same if more than one person wrote the book and the author of the chapter is unknown.

d) Review

After the reviewer's name, insert «review of», followed by the author's name and the abbreviated title of the work.

²⁰P. BOVATI, review of B. RENAUD, *Nouvelle ou éternelle Alliance?*

3. Acronyms and abbreviations

– Compile one list in alphabetical order.

– Be sure to list all of the abbreviations used in the thesis, including ch. (chapter), par. or para. (paragraph), p. (page), etc. (*et caetera* or *et cetera*), and so on.

– Italicize certain abbreviations, such as *Ibid.* and *al.*, and the acronyms and abbreviations of journals and books (dictionaries, encyclopedias, etc.).

AfO *Archiv für Orientforschung*

al. *alii*

ANET *Ancient Near Eastern Texts*, ed. J.B. Pritchard, Princeton 1969³

para.	paragraph
LG	<i>Lumen Gentium</i> , Dogmatic Constitution of the Second Vatican Council on the Church (21 November 1964)
NA ²⁷	NESTLE-ALAND, <i>Novum Testamentum Graece</i> , Stuttgart 1993 ²⁷
PP	<i>Populorum Progressio</i> , Encyclical Letter of Paul VI (26 May 1967)

4. Bibliography

4.1 Author

– Follow this order: surname in small capitals, comma, space, initial(s) of author's given name(s) (with periods, no spaces), comma.

EGGEBRECHT, G., ALONSO SCHÖKEL, L.,
 SINCLAIR, L.A., MARTIN-ACHARD, R.,
 BOISMARD, M.-É.,

– List surnames with particles according to the first capital letter.

AP-THOMAS	under A	In der SMITTEN	under I
van der BERGUE	under B	de LA POTTERIE	under L
DE GENNARO	under D	de MONTECHEUIL	under M
DEL OLME LETE	under D	van OYEN	under O
DI MARCO	under D	te STROETE	under S
de GEUSS	under G	von WALDOW	under W

– «McKane» is listed as if it were «MacKane», «Nötscher» as if it were «Noetscher».

4.1.1 Collective work

– After the name of the editor or editors, insert a comma, a space, and «ed.» (even when there are multiple editors).

– If there is no editor, list the work alphabetically according to its title, ignoring any articles. For example, place *La Formation* under F. E.g.:

HELTZER, M. – LIPÍŃSKI, E., ed., *Society and Economy in the Eastern Mediterranean (c. 1500-1000 B.C.)*, OLAA 23, Leuven 1988.

La Formation des évangiles. Problème synoptique et Formegeschichte, RechBib, Bruges 1957.

4.1.2 The same author has more than one title

Do not repeat the author's name. Unless you are listing the work on a new page, substitute the author's name with a 14 mm line + comma + a space. List the titles in chronological order. E.g.:

Amsler, S., *Amos*, CAT XIa, Neuchâtel 1965, 1982².

———, «Amos, prophète de la onzième heure», *TZ* 21 (1965) 318-328.

———, «Amos et les droits de l'homme (étude d'Am 1 et 2)», in M. CARREZ – J. DORÉ – P. GRELOT, ed., *De la Torah au Messie*, Fs. H. Cazelles, Paris 1981, 181-187.

4.2 *Title and reference*

4.2.1 Book

- After the author's name, follow this order: title in italics, comma, name of series, volume number in Arabic numerals, comma, city (if more than one, separate the cities with an en dash), publication year.
- Separate a subtitle from the title with a period.
- Insert the city of publication as it appears on the frontispiece. For example, if the city appears as Milano, do not write «Milan».
- N.B.: Omit the name of the publishing house.

a) More than one volume

- If the volumes have the same title and subtitle, insert the numbers of the volumes in Roman numerals after the title and subtitle (separated from the latter by a comma and space). If the volumes were not published the same year, include the various dates of publication, separated by commas (and spaces).
- If the volumes have the same title but different subtitles, after the title, list the various subtitles, each preceded by a period + space, the number of the volume in Roman numerals, and a period.
- If the work is part of a numbered series, the volume numbers follow the series name, separated by comma + space.
- If the different works are bound together in one volume, the titles of the book and volume are in italics, separated by comma + «in» + space. See p. 23.

VERMEYLEN, J., *Du Prophète Isaïe à l'apocalyptique. Isaïe I-XXXV, miroir d'un demi millénaire d'expérience religieuse en Israël*, I-II, EtB, Paris 1977, 1978.

Beauchamp, P., *L'Un et l'Autre Testament. I. Essai de lecture. II. Accomplir le Écritures*, Parole de Dieu, Paris 1976, 1990.

DAHOOD, M., *Psalms. I. Ps 1-50. II. Ps 51-100. III. Ps. 101-150*, AncB 16, 17, 17A, Garden City NY, 1965-66, 1968, 1970.

ALBERTO MAGNO, *In Amos prophetam Enarratio*, in A. BORGNET, ed., *Opera omnia*, XIX, Paris 1982, 181-269.

b) More than one edition

Except for the first edition, after the year, insert in superscript the number of the edition used. If the work was reprinted in different cities, include the name of the city before every date.

AMSLER, S., *Amos*, CAT, XIa, Neuchâtel 1965, 1982².

GRAY, G.B., *The Forms of Hebrew Poetry*, London 1915, New York 1972².

c) Translations

– First reference the original edition, then the translation.

– Between the two, insert a semicolon + space, «English trans.» (in the language of the thesis), comma, space, title in italics, etc.

– Omit the translator's name; if, however, it is necessary to include the translator's name, after the title, insert «tr.» followed by the name. See p. 24 for examples.

– If the footnotes only reference the translation, you may reference the translation first in the bibliography. After referencing the translation, insert a semicolon + space, «English orig.» (the language of the original edition), comma, space, title in italics, etc. E.g.:

LAUSBERG, H., *Handbuch der literarischen Rhetorik: Eine Grundlegung der Literaturwissenschaft*, I-II, München 1960; Spanish trans., *Manual de retórica literaria*, I-III, Madrid 1966.

LOWTH, R., *Da sacra poesi Hebraeorum praelectiones academicae Oxonii habitae*, Oxford 1753; English trans., *Lectures on the Sacred Poetry of the Hebrews*, tr. G. Gregory, Andover 1829; French trans., *Leçons sur la poésie sacrée des Hébreux traduites pour la première fois en français du latin du Dr Lowth*, I-II., tr. M. Sicard, Lyon 1812, Avignon 1839²; *Cours de poésie sacrée par le Dr Lowth traduit pour la première fois du latin en français*, tr. F. Roger, Paris 1813.

4.2.2 Article

– Title of the article: in double angle quotes (« »), followed by a comma

– Title of the journal: in italics, followed by the volume number (in Arabic numerals), the publication year in parentheses, page numbers (omit «p.» and «pp.»).

BALENTINE, S.E., «The Prophet as Intercessor. A Reassessment», *JBL* 103 (1984) 161-173.

AIROLDI, N., «La cosiddetta “decima” israelitica antica», *Bib* 55 (1974) 179-210.

– If published online in a journal:

WÉNIN, A., «Le temps dans l'histoire de Joseph (Gen 37-50)», *Bib* 83 (2002) fasc. 1, 28-53 <<http://www.jstor.org/stable/42614343>>.

– If it is an independent article published online:

FUSCO, V., «Passato e futuro nella “ricerca del Gesù storico”» [last accessed: 23.02.2002],
<https://www.biblico.it/doc-vari/conferenza_fusco.html>.

a) An article in a collective work

– The title of the article is followed by comma, the word «in», the initial of the editor’s name (+ period), the editor’s surname in small capitals, comma + space, «ed.» + comma + space, the title of the collective work in italics, etc.

– If the collective work is a dictionary or encyclopedia, use an acronym or abbreviation for the title, as the bibliographical information for the collective work will be in the list of acronyms and abbreviations.

EGGEBRECHT, G., «Die früheste Bedeutung und der Ursprung der Konzeption vom “Tage Jahwes”», in J. ROGGE – G. SCHILLE, ed., *Theologische Versuche*, XIII, Berlin 1983, 41-56.

BARTLETT, J.R., «Moabites and Edomites», in D.J. WISEMEN, ed., *Peoples of Old Testament Times*, Oxford 1973, 229-258.

b) A journal article reprinted in a volume

Between the reference to the first printing and that of the second, insert an equals sign (=). If the volume is by the same author, omit the author’s name. If the volume was edited by another person, add the editor’s name.

JAKOBSON, R., «Grammatical Parallelism and its Russian Facet», *Languages* 42 (1966) 399-429 = *Selected Writings. III. Poetry of Grammar and Grammar of Poetry*, The Hague – Paris – New York 1981, 98-135.

4.2.3 Review

– After the reviewer’s name, insert «review of», followed by the name of the author of the reviewed work, the title of the reviewed work, and in square brackets ([]) the series + comma + city + publication year; then, add a comma and bibliographical information for the review.

BOVATI, P., review of B. RENAUD, *Nouvelle ou éternelle Alliance? Le message des prophètes* [LeDiv 189, Paris 2002], *Bib* 85 (2004) 281-284.

– At the end of the reviewed work’s entry in the bibliography, mention the review, adding it in square brackets.

RENAUD, B., *Nouvelle ou éternelle Alliance? Le message des prophètes*, LeDiv 189, Paris 2002 [review by P. BOVATI, *Bib* 85 (2004) 281-284].

5. CD-ROM, DVD, and USB

5.1 Footnotes

- As for printed documents, the citation includes only
- the author: initial for given name and surname
 - title: in italics for a book, in double angle quotes for an article, dictionary entry, etc.
 - page numbers, if available (e.g., a PDF with numbered pages), but if there are none, a reference to a chapter or another division

²⁷D.B. WALLACE, *Greek Grammar Beyond the Basics*, 313, n. 54.

⁹⁴J.R. SPENCER, «Aaron», D. The Priestly Functions of Aaron and the Aaronites.

5.2 Bibliography

- As for printed documents, the bibliographical entry includes
- the author: surname, initial for given name
 - title of the document: in italics for a book, in double angle quotes for an article, dictionary entry, etc.
 - «in» + name of editor(s) (initial for given name and surname) of the CD-ROM, DVD, or USB + «ed.»
 - title of the CD-ROM, DVD, or USB, in italics; subtitle or number if there are multiple CD-ROMs
 - medium in square brackets, e.g., [DVD]
 - city and publication year
 - page numbers, if available

SPENCER, J.R., «Aaron», in D.N. Freedman, ed., *ABD* [CD-ROM], New York 1992.

If the document is part of a program:

WALLACE, D.B., *Greek Grammar Beyond the Basics. An Exegetical Syntax of the New Testament*, Grand Rapids 1996, in *BibleWorks 9* [DVD], Norfolk (VA) 2011.

If the program itself was used:

BibleWorks 9 [DVD], Norfolk (VA) 2011.

6. Online sources

6.1 Footnotes

See above, para. 5.1.

6.2 Bibliography

- Author: surname, initial for given name
- Title of the document: in italics for a book, in double angle quotes for an article, dictionary entry, etc.
- For a document inserted in a book or journal and published online, add the title of the book or journal in italics, volume, year or date, page numbers.

WÉNIN, A. «Le temps dans l’histoire de Joseph (Gen 37-50)», *Bib* 83 (2002) fasc. 1, 28-53 <<http://www.jstor.org/stable/42614343>>.

- If there is no year or date, insert the date on which you accessed the document in square brackets, e.g., [last accessed 23.02.2002].
- If it is a stand-alone document, add the year or date (or date of access in square brackets, if there is no other date) and page numbers if available.

– **Internet address** (always preceded by a comma + space):

FUSCO, V. «Passato e futuro nella “ricerca del Gesù storico”» [last accessed: 23.02.2002] <https://www.biblico.it/docvari/conferenza_fusco.html>.

If the URL for direct access to a file is unknown, insert the address of the main page followed by «>>» and successive information.

KOT, T., «Accomplir la justice de Dieu. Mt 5,17-48. Analyse rhétorique», *StRBS* 7 (01.02.2002; ultimo aggiornamento, 21.03.2006), <<http://www.retoricabiblicaesemitica.org/>> Le nostre pubblicazioni >> *Studia Rhetorica Biblica et Semitica*.