FSE Style Sheet for Recording Bibliographic References
June 18, 2004

The style sheet uses the *Chicago Manual of Style*, 15th edition, with some slight variations.

1. Examples of Bibliography Entries

Book
In bibliography entries, the various components are generally separated by periods. The author's name, which is inverted, appears first. The italicized title is listed next. The publication city is given, followed by a colon, then the name of the publisher, followed by a comma, and finally the year of publication, followed by a period.

E.g., **Glancy, Jennifer A. *Slavery in Early Christianity*. Oxford: Oxford University Press, 2002.**

Article from a Book
When an article appears in a book, the title of the article is listed in quotation marks after the author's name. The italicized book title comes next, preceded by the preposition "in" in roman type. The editor's name follows the book title. Then, the publication information is given, followed by the page numbers. **Include page numbers for all chapters and articles.** The page numbers are separated by an en dash (see "Use of En Dash" below, p. 2).

E.g., **Marshall, Annecka. "From Sexual Denigration to Self-Respect: Resisting Images of Black Female Sexuality." In *Reconstructing Womanhood, Reconstructing Feminism*. Ed. Delia Jarrett-Macauley. New York: Oxford University Press, 1998, 5–35.**

Chapters or Other Titled Part of a Book
A chapter or other titled part of a book has the same bibliographic format as an article from a book. For a chapter, both the title and the chapter number are given. When a titled but unnumbered section is cited from a book, only title is given.

E.g., **Sterling, Dorothy, ed. "Seduction, Rape, Concubinage." Chap. 3 in *We are Your Sisters: Black Women in the Nineteenth Century*. New York: Norton, 1984, 18–31.**

Scullard, H[erbert] H. "Slavery." In *A History of the Roman World, 753–146 BC*. 4th ed. London: Methuen, 1980, 357–359.

Article from a Journal
When an article appears in a journal, the publication information is somewhat different. After the title of the article, the title of the journal is listed in italics, followed by the volume number in roman type. The year appears next, in parentheses, followed by the

page numbers, with no intervening punctuation between the right parenthesis and the first page number.

E.g., **Beavis, Mary Ann. "Ancient Slavery as an Interpretative Context for the New Testament Servant Parables with Special Reference to the Unjust Steward (Luke 16:18)."** *Journal of Biblical Literature* **111 (1992) 37–54**.

N.B. No issue number is listed unless the pages are not numbered consecutively throughout then entire volume. See "Journals without Consecutive Pagination or Issues" below, No. 6.

If there is no volume number, refer to CMS 15.225. See also "A Case of Difficult Journal Citation: How to Cite *Concilium*" below, No. 8, for an example of the use of the year as the volume number.

2. Examples of Notes

Here are some examples of how to turn bibliography format, which is used throughout this style sheet, into note format.

Book
In notes, the components are generally separated by commas. The author's name appears first, followed by a comma. The italicized title is listed next. The publication details appear in parentheses. The page(s) are listed next, followed by a period.

Separate page numbers with an en dash. Use "f" after a page number to indicate a range of two pages. When citing more than two pages, please use the exact page range, **not** the first page number with "ff."

E.g., **Jennifer A. Glancy,** *Slavery in Early Christianity* **(Oxford: Oxford University Press, 2002) 15f, 21–24.**

Peter Brown, *Poverty and Leadership in the Later Roman Empire* **(Hanover, NH: University Press of New England, 2002) 60–63, 78–79.**

Article from a Book
Notes citing an article from a book follow the format of notes that cite a book, except that the title of the article and the editor's name are given. Words such as "in" and "ed." are lowercase.

E.g., **Annecka Marshall, "From Sexual Denigration to Self-Respect: Resisting Images of Black Female Sexuality," in** *Reconstructing Womanhood, Reconstructing Feminism***, ed. Delia Jarrett-Macauley (New York: Oxford University Press, 1998) 33.**

Chapters or Other Titled Part of a Book
A chapter or other titled part of a book has the same note format as an article from a book. For a chapter, both the title and the chapter number are given. When a titled but unnumbered section is cited from a book, only the title is given.

E.g., **Dorothy Sterling, "Seduction, Rape, Concubinage," chap. 3 in *We are Your Sisters: Black Women in the Nineteenth Century* (New York: Norton, 1984) 18–31.**

H[erbert] H. Scullard, "Slavery," in *A History of the Roman World, 753–146 BC*, 4th ed. (London: Methuen, 1980) 357–359.

Article from a Journal

Notes that cite an article from a journal follow the format of the bibliography entry for the article, except that the components are separated with commas and the author's name is not inverted.

E.g., **Mary Ann Beavis, "Ancient Slavery as an Interpretative Context for the New Testament Servant Parables with Special Reference to the Unjust Steward (Luke 16:18)," *Journal of Biblical Literature* 111 (1992) 38–39.**

Series, Edition, and Reprint Information

In notes, all publication information is to be put in parentheses. When citing series and edition information, series information appears first, then edition information, and then the city of publication. These elements are separated with semicolons.

Reprint information is listed with the facts of publication after series and edition information (see No. 6 below for a discussion of reprints).

E.g., Wilhelm von Christ, *Geschichte der griechischen Literatur*, vol. 2/2, revised by Wilhelm Schmid and Otto Stählin (Handbuch der Altertumswissenschaft 7.2.2; 6th rev. ed.; 1924; reprint, Munich: Beck, 1981) 910; §774.

3. General Punctuation

Use of En Dash

Connect dates in bibliographies with an en dash, –, instead of a hyphen, -. An en dash is half the length of an em dash and longer than a hyphen. An en dash is used to connect continuing or inclusive numbers, whether dates, times, pages, or reference numbers. The en dash is found under the special character menu in the Symbol or Insert>Symbol menu. In Mac OS, type Option - (hyphen). In Windows, type Control Num- (the hyphen on the numerical keypad) to insert an en dash.

E.g., **hyphen -** **en dash –** **em dash —.**
 70 BCE–140 CE.

Use of Serial Commas

In a series consisting of three or more elements, the elements are separated by commas. When a conjunction joins the last two elements in a series, a comma is used before the conjunction (**CMS 5.57**).

E.g., *Embracing the Spirit: Womanist Perspectives on Hope, Salvation, and Transformation.*

N.B. Sometimes serial commas are omitted on title pages of books and need to be inserted for bibliography entries.

Use of Colons
Use colons to separate titles and subtitles. If the title of a book or article is a quotation, and it is separated from the subtitle with a colon, the colon appears **outside** the quotation marks. In fact, a colon **always** appears outside quotation marks or parentheses. See **CMS 5.103.**
E.g., *"We Specialize in the Wholly Impossible": A Reader in Black Women's History.*

Biblical Verses
When citing a biblical verse, do not place a space between colon and verse.
E.g.,   1 Corinthians 3:12.

Foreign Language Accents
Consult the relevant foreign language dictionary to ensure that all accents are placed in their proper place.

Diacritical Marks
For all entries, be sure to put in the correct diacritical marks, or else indicate in brackets that you were not able to do so.

4. Authors, Editors, and Translators

Initials in Author's Name
If an author's name is listed with initials, and the author's name is known, place the rest of the name in square brackets.
E.g.,   Brooten, B[ernadette].

Name Suffixes
Do not include name suffixes, such as Jr. and Sr., or religious titles, such as S.J. and O.B.E.
E.g.,   Gates, Henry Louis and **Lubac, Henri de .**

Two Authors
If there are two authors or editors, the name of the first is inverted. The second is given in its natural order. The names are separated by commas.
E.g.,   Gaspar, David, and Darlene Clark Hine. *More than Chattel: Black Women and Slavery in the Americas.* Bloomington, IN: Indiana University Press, 1996.

Three or More Authors
If there are three or more authors or editors, list only the name of the first, in inverted form, followed by "et al." N.B. There is always a period after "al." because it is an abbreviation.
E.g.,   Ketchum, Wanda, et al. *Battering Husbands, Cornered Wives.* Cincinnati: Justice and Daughters, 1990.

Translator with Author

If the translator of a book or article is listed, please include the name in the bibliography entry. Cite the translator after the title. See **CMS 15.226**.

E.g., **Bonnassie, Pierre.** *From Slavery to Feudalism in South-Western Europe.* **Trans. Jean Birrell. Cambridge: Cambridge University Press, 1991**.

Translator with Author and Editor

If an entry lists an author, a translator, and an editor, the editor should appear after the translator. See **CMS 16.47**.

E.g., **Dandamaev, Muhammed A.** *Slavery in Babylonia: From Nabopolassar to Alexander the Great (626–331 BC).* **Trans. Victoria A. Powell. Ed. Marvin A. Powell and David B. Weisberg. Rev. ed. DeKalb, IL: Northern Illinois University Press, 1984.**

Abbreviations for Editors, Translators and Compilers

Use abbreviations for "edited by," "translated by," or "compiled by" in bibliographies.

E.g., **Olds, Madeline Joan. "The Rape Complex in the Postbellum South." In** *Black Women In America.* **Ed. Kim Marie Vaz. Thousand Oaks: Sage, 1995, 179–205.**

Berlin, Ira, et al., eds. *Remembering Slavery: African Americans Talk About Their Personal Experiences of Slavery and Freedom.* **New York: New, 1998.**
N.B. It is not necessary to include full editorial information, e.g., "Ed., with an introduction and commentary by." This information can be summarized in "Ed."

5. Titles

Capitalize Prepositions of More than One Syllable

When capitalizing titles, capitalize prepositions of more than one syllable.

E.g., *Love <u>Between</u> Women.*
Remembering Slavery: African Americans Talk <u>About</u> Their Personal Experiences of Slavery and Freedom.
"Violence <u>Against</u> Women: Strategies of Resistance and Sources of Healing in Christianity." In *Violence <u>Against</u> Women.*

Common Era Dates in SMALL CAPS

The correct way to cite CE and BCE is to place the elements in **lowercase** small caps. In Microsoft Word, small caps can be inserted using the font formatting menu, Command D (Macintosh) or Control D (Windows). Make sure you type the letters in lowercase to get the proper effect.

E.g., **140 CE** becomes **140 CE, 70 BCE** becomes **70 BCE.**

N.B. This convention also extends to titles that contain BC and AD dating formulas. These abbreviations should also be listed without periods and in small caps.

Punctuation in Titles
Ampersands in titles should be spelled out. This includes journal titles, but **does not** extend to the names of publishing houses. Colons should be added between titles and subtitles. See **CMS 15.105–106.**

Numbers in Titles
In titles of books or articles, spell out the names of centuries and other numbers usually spelled out in the text.
E.g.,   **Nineteenth Century**, not **19th Century.**

Chapter Titles
When a chapter is cited from a book, the title of the chapter (if named) is placed in quotation marks and roman type before the title of the book itself.
E.g.,   **Sterling, Dorothy, ed. "Seduction, Rape, Concubinage." Chap. 3 in *We are Your Sisters: Black Women in the Nineteenth Century*. New York: Norton, 1984, 18–31.**

Omitting "The" in Journal Titles
Omit "The" from the titles of journals.
E.g.,   ***Journal of Roman Studies***, *not* ***The Journal of Roman Studies***
            Witness, *not* ***The Witness***

Issue Titles of Journals
For journals, like *Semeia* and *Concilium*, that have titles for individual issues, list the issue title and editors as well as the journal title.
E.g.,   **Weems, Renita J. "Gomer: Victim of Violence or Victim of Metaphor." In *Interpretation for Liberation*. Ed. Katie Geneva Cannon and Elisabeth Schüssler Fiorenza. *Semeia* 47 (1989) 87–104.**

Series Titles
When a book is one volume of a series, you must record the series title in the bibliography. This information is found on the page facing the title page. The general editor should be listed if the book does not have a specific author or editor.
E.g.,   **Chantraine, Heinrich. *Freigelassene und Sklaven im Dienst der römischen Kaiser: Studien zu ihrer Nomenklatur*. Forschungen zur antiken Sklaverei 28. Wiesbaden: Steiner, 1967.**

Subsequent Series Numbering
For series or journals that have started again, identify from which series the citation is taken. A comma separates the series from the volume number.
E.g.,   **Litewski, Wieslaw. "La retractatio de la sentence établissant l'ingenuitas." *Revue internationale des droits de l'antiquité*, 3d ser., 23 (1976) 153–189.**

Volume Numbers and Titles of Multivolume Works
If citing a particular volume of a multivolume work, list the title of the work first, then the volume number, and then the volume title.

E.g., **Farmwinkle, William.** *Survey of American Humor.* **Vol. 2,** *Humor of the American Midwest.* **Boston: Plenum, 1983.**

In this example, *Humor of the American Midwest* is the volume title, and it is Volume Two of the work *Survey of American Humor.*

Capitalization of Foreign Language Titles

When citing a book or journal in a foreign language, make sure that the capitalization of words in the title conforms to correct practice in that language. For assistance, it is often helpful to check the back side of the title page.

E.g., **In French, only the first word of the title is capitalized.**

See **CMS 9.4** for further examples. If all else fails, check how other authors cite the title and consult a reference librarian.

Punctuation of Foreign Language Titles

Although foreign languages may use alternate punctuation schemes, please use American punctuation in bibliography entries.

Translation of Foreign Language Journal Titles

Foreign Language **Journal** titles will be translated at Bernadette Brooten's discretion. Consult **CMS 15.227** for suggestions.

6. Publication Information

Names of Publishers

Only include the word "Press" for university publishing houses. Please do not list extraneous information, such as the initials of publishing houses, the words "books," "company," etc.

E.g., **Oxford University Press**, but not **Anchor Press.**
Basic, not **Basic Books.**

Cities of Publication

For lesser known publication cities or cities with the same name in multiple states in the U.S., list state abbreviations using U.S. Postal Service abbreviations. List the country for non-U.S. publishing houses, except for such well-known cities as London, Cambridge, etc.

E.g., For California, **CA,** not **Ca.**
However, note that **Cambridge, MA** should be listed, but **not** Cambridge, England. Sheffield should be listed as **Sheffield**, **not** as Sheffield, England.

Books with Multiple Editions

When an edition other than the first is used, the number of the edition follows the title. A new edition may be called a Revised Edition (rev. ed.) or a Second, etc., Edition (2d ed.)

E.g., **Staples, Robert, ed.** *The Black Family: Essays and Studies.* **5th ed. Belmont, CA: Wadsworth, 1994.**

Reprints of Older Books
For reprints of older books, usually only the year of the original publication is given, along with the full publication facts of the reprint. The original publication date precedes the reprint information, and "reprint" is capitalized.

E.g., Buckland, W. W. *The Roman Law of Slavery.* **1908. Reprint, Cambridge: Cambridge University Press, 1970.**

If the reprint contains something new, such as a foreword or introduction, that information is added as part of the reprint data before the names of the city and publisher.

E.g., Johnson, Charles. *Shadow of the Plantation.* **1934. Reprint, with an introduction by Joseph Himes, New Brunswick: Transaction, 1996.**

Reprints of Recent Books
If the reprint is from a more recent work, the word reprint may be omitted. Please try to include the original publication data as well as the reprint data.

E.g., Harris, Neil. *The Artist in American Society: The Formative Years, 1790–1860.* **New York: George Braziller, 1966; Chicago: University of Chicago Press, 1982.**

Copublication
For books published simultaneously in the U.S. and another country, give the U.S. details of publication.

Journals without Consecutive Pagination or Issues
For journals whose pages or issues are not numbered consecutively within a given volume, give the volume number, and then the issue number, separated by a comma.

E.g., Bradley, Keith. "The Age at the Time of Sale of Female Slaves." *Arethusa* **11, no. 6 (1978) 11–14.**

Chapter and Article Page Numbers
Include page numbers for all chapters and articles. In the bibliography, these numbers should be listed after the publication year.

E.g., Marshall, Annecka. "From Sexual Denigration to Self-Respect: Resisting Images of Black Female Sexuality." In *Reconstructing Womanhood, Reconstructing Feminism.* **Ed. Delia Jarrett-Macauley. New York: Oxford University Press, 1998, 5–35.**

7. Alphabetizing

Some Guidelines on Alphabetizing from CMS 15.65
- Bibliography entries should be arranged alphabetically, by author or editor.
- Works by the same person should be arranged alphabetically by title. Discount the initial article of the title when alphabetizing.
- Original works precede works edited, translated, or compiled by the same person.
- A single-author (or single-editor) entry comes before a multiauthor (or multieditor) entry beginning with the same name **(CMS 15.65)**

E.g.,

Heyward, Carter. *Our Passion for Justice: Images of Power, Sexuality, and Liberation*. **New York: Pilgrim, 1992.**

Heyward, Carter, and Sue Phillips, eds. *No Easy Peace: Liberating Anglicanism. A Collection of Essays in Memory of William John Wolf.* **Lanham, MD: University Press of America, 1992.**

Alphabetizing Multiple Entries by a Single Author or Editor
Please list an author or editor's name **in full** for each entry. **Do not** use the convention of three em dashes (———) for the repetition of an author's name.
E.g., **Heyward, Carter.** *Coming Out and Relational Empowerment: A Lesbian Feminist Theological Perspective*. **Work in Progress: The Stone Center 38. Wellesley, MA: The Stone Center, 1989.**

Heyward, Carter. *Our Passion for Justice: Images of Power, Sexuality, and Liberation*. **New York: Pilgrim, 1992.**

Names
The best way to check how a name should be listed in inverted format is convention. This is particularly true of names containing particles, compound names, and names from cultures that list family names first. The CMS suggests *Webster's New Biographical Dictionary* as the litmus test of convention. In our case, it is perhaps better to look up the person in their own works, if possible. Failing that, please check several reliable sources. Also, please send in your examples to us so that we may extend our list.

Here are some initial examples:
duBois, Page
Chung Hyun Kyung (no comma!)
Schüssler Fiorenza, Elisabeth
Ste. Croix, G. E. M. de

8. A Case of Difficult Journal Citation: How to Cite *Concilium*

Concilium is a journal that is published four times a year in numerous languages and at numerous places of publication. It has individual issue titles and editors like *Semeia*. It does not have volume numbers, only issue numbers 1–4 in a given year.

In this case, it is necessary to use the year as a volume number (on this, see CMS 15.225, second example). It is also necessary to give the place of publication, as the journal is published at numerous locations. Finally, as with *Semeia*, the title of an individual issue and its editors should be listed.
E.g., **Elizondo, Felisa. "Violence Against Women: Strategies of Resistance and Sources of Healing in Christianity." In** *Violence Against Women*. **Ed. Elisabeth Schüssler Fiorenza and M. Shawn Copeland.** *Concilium* **1994, no. 1. Maryknoll, NY: Orbis, 1994, 99–108.**