

THE  
ALEXANDRIAN  
INSTITUTE  
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## Style Guide

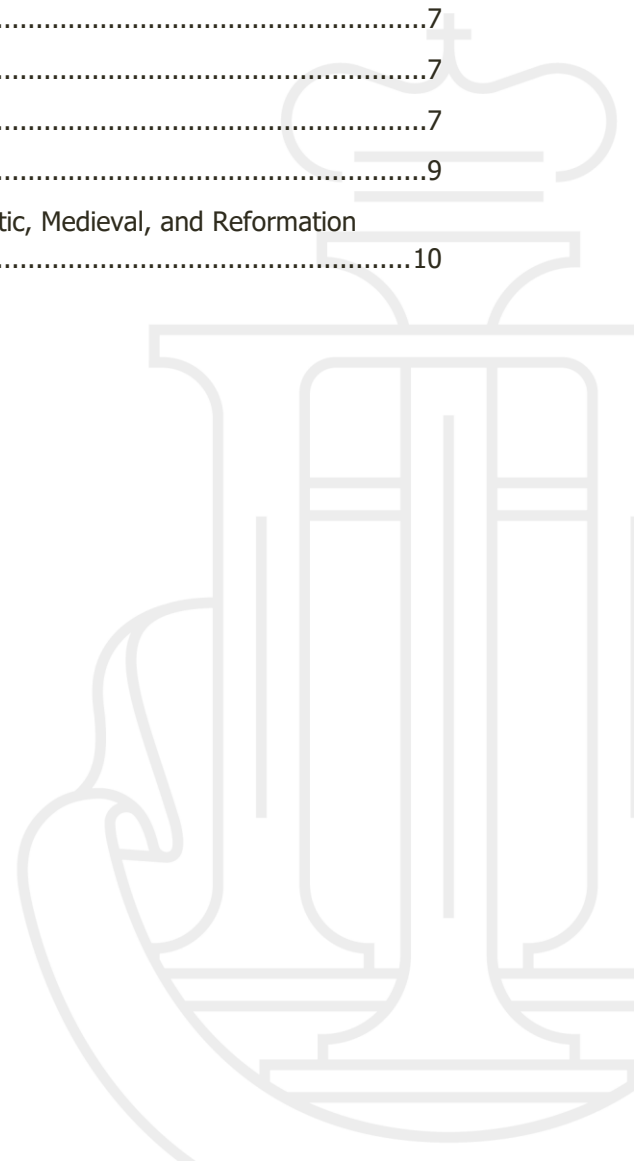
### Preface

This Style Guide governs all academic writing, coursework, and research publication within The Alexandrian Institute. It establishes standards of presentation, citation, and academic integrity consistent with the Institute's identity—rooted in the Great Tradition and committed to Truth, Tradition, and Excellence. The guide follows the Oxford referencing system, providing clarity and consistency for all students, faculty, and researchers affiliated with the Institute. It has been adapted from the PTFI Style Guide of Union Theological College utilized in the TAI Postgraduate Degrees. For Postgraduate and doctoral, where differences appear, students are to differ to the UTC style guide.

### Table of Contents

Preface.....	1
Table of Contents.....	1
1. General Style and Presentation .....	3
1.1 Language and Spelling .....	3
1.2 Punctuation and Capitalization .....	3
1.3 Italics and Emphasis .....	3
1.4 Numbers and Dates .....	3
1.5 Abbreviations .....	3
1.6 Section Headings .....	3
1.7 Paragraph and Indentation.....	3
1.8 Margins.....	4
1.9 Page Numbers.....	4
2. Quotations .....	4
2.1 Short Quotations .....	4
2.2 Long Quotations .....	4
2.3 Ellipses and Alterations .....	4
2.4 Scripture .....	4
3. References and Footnotes.....	4

3.1 First and Subsequent References .....	4
4. Names, Foreign Language, and Abbreviations .....	5
4.1 Names .....	5
4.2 Foreign Language Terminology.....	5
4.3 Abbreviations .....	5
4.4 Capital Letters .....	5
5. Bibliography.....	5
6. Books.....	6
6.1 Chapters in Edited Volumes.....	6
6.2 Ebooks with No Page Numbers.....	6
7. Journal Articles .....	6
8. Referencing Other Materials.....	7
8.1 Classical and Patristic Works.....	7
8.2 Scripture .....	7
8.3 Theses, Dissertations, and Unpublished Works .....	7
8.4 Online Resources.....	7
9. Abbreviations.....	7
9.1 Books of the Bible.....	7
9.2 Common Journal Abbreviations.....	9
9.3 Common Abbreviations and Short Titles for Well-Known Patristic, Medieval, and Reformation Sources .....	10



# 1. General Style and Presentation

## 1.1 Language and Spelling

All written work must be submitted in English using either American or British spelling conventions. Students may choose one of these two for their English-spelling convention, but must be consistent throughout the work with their selection. Students should maintain formal academic tone, avoiding colloquialism, contractions, or overly personal language. Theological terms should be used precisely and defined where ambiguity may arise.

## 1.2 Punctuation and Capitalization

Standard English punctuation should be followed. Single quotation marks are used for quotations, with double marks reserved for quotations within quotations. Capital letters should be used sparingly—principally for proper nouns, scriptural books, and divine titles (e.g., 'God', 'Christ', 'Holy Spirit').

## 1.3 Italics and Emphasis

Italics should be used for book and journal titles, foreign words, and emphasis (used sparingly). Biblical books and confessional documents should not be italicized (e.g., Genesis, Nicene Creed).

## 1.4 Numbers and Dates

Numbers up to one hundred should be written in full, except when used with measurements or in statistical contexts. Dates should appear as '5 October 2025'. Use '%' rather than 'per cent'.

## 1.5 Abbreviations

Avoid excessive use of abbreviations. Standard academic abbreviations (e.g., 'e.g.', 'i.e.', 'etc.') may be used in parentheses only. Biblical books should follow standard abbreviations (e.g., Gen., Ps., Matt., Rom.).

## 1.6 Section Headings

Section headings should be used to separate sections and subsections. The following order of section headings should be followed:

**1<sup>st</sup> Level: Centered on the page, Title Case, Bold, Numbered (e.g. 1., 2., 3.)**

**2<sup>nd</sup> Level: Aligned Left, Title Case, Lettered (e.g. a., b., c.)**

**3<sup>rd</sup> Level: Aligned left, sentence case, italicized, roman numerals (e.g. i., e.g. ii., e.g. iii.)**

## 1.7 Paragraph and Indentation

Paragraphs should be indented 0.5 inch (1 press of the tab key) for the first line, except for paragraphs after a section heading. If continuing a paragraph after the insertion of a block quote, the first line of text should not be indented.

## 1.8 Margins

Margins should be set to 1 inch for all sides of the page.

## 1.9 Page Numbers

Page numbers should be used on every page.

## 2. Quotations

### 2.1 Short Quotations

Short quotations (fewer than three lines) are incorporated into the main text using single quotation marks (if using British spelling) or double quotation marks (if using American spelling). Example: As Herman Bavinck writes, 'The knowledge of God is the foundation of all theology.'

### 2.2 Long Quotations

Long quotations (three or more lines) should be presented as a block quotation: indented, single-spaced, and without quotation marks. Block quotations should not be italicized and should maintain a smaller font size if preferred.

### 2.3 Ellipses and Alterations

Use ellipses (...) to indicate omissions within a quotation. Brackets [ ] should be used to add or clarify material within quotations.

### 2.4 Scripture

Scripture quotations should use quotation marks, followed by the reference in parentheses, e.g., 'In the beginning was the Word' (John 1:1, ESV).

## 3. References and Footnotes

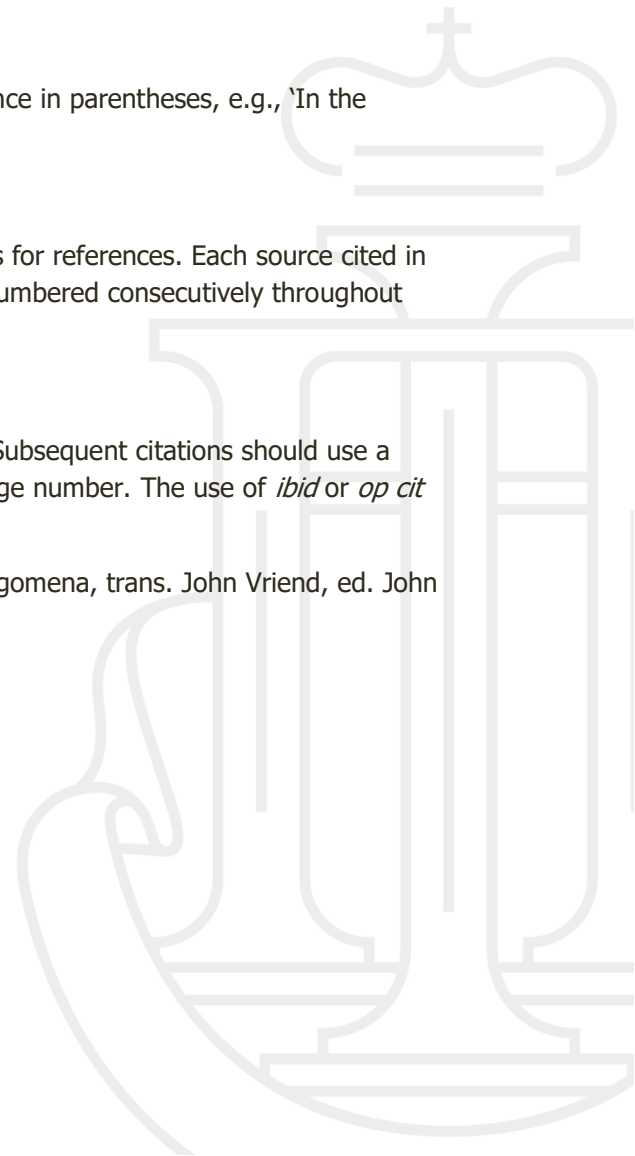
The Alexandrian Institute follows the Oxford system, using footnotes for references. Each source cited in a footnote should appear in the bibliography. Footnotes should be numbered consecutively throughout the document and placed at the bottom of each page.

### 3.1 First and Subsequent References

The first reference to a work must include full bibliographic details. Subsequent citations should use a shortened form with the author's surname, abbreviated title, and page number. The use of *ibid* or *op cit* is not appropriate.

Example (first): Herman Bavinck, *Reformed Dogmatics*, Vol. I: Prolegomena, trans. John Vriend, ed. John Bolt (Grand Rapids, 2003), 45.

Example (subsequent): Bavinck, *Reformed Dogmatics*, I:45.



## 4. Names, Foreign Language, and Abbreviations

### 4.1 Names

Names of persons, institutions, and organizations should be spelled out fully on first mention. Subsequent references may use shortened forms as long as they remain clear. Titles such as 'Dr', 'Rev', or 'Prof' should generally be omitted within academic text unless needed for clarity or formality. Ancient authors should be given in their standard Latinized form (e.g., Augustine, Athanasius).

### 4.2 Foreign Language Terminology

Foreign words and short phrases (e.g., in Greek, Hebrew, Latin, or German) should appear in italics with an English translation in parentheses where needed. Full quotations in other languages must be translated unless essential to the argument. Greek and Hebrew words should normally be transliterated unless the audience is expected to read the original. Transliteration should follow standard academic conventions.

### 4.3 Abbreviations

Abbreviations may be used sparingly and only when they are widely recognized in academic writing (e.g., 'e.g.', 'i.e.', 'etc.'). Avoid using abbreviations at the beginning of sentences. Abbreviations of biblical books and journals should follow conventional scholarly forms. Examples: Gen., Ps., Matt., Rom.; *IJST*, *ThTo*, *JETS*, *PRSt*.

### 4.4 Capital Letters

Capitalization should be used consistently and conservatively. Proper nouns, divine titles (God, Christ, Holy Spirit), biblical books, and historic creeds (e.g., Nicene Creed) should be capitalized. Common nouns such as 'church', 'gospel', and 'scripture' should remain in lower case unless referring to a specific title or document.

## 5. Bibliography

A bibliography should appear at the end of the work, listing all works cited (including works not cited in the footnotes of the essay should be avoided). Entries should be arranged alphabetically by author or editor's surname, single-spaced, and include full publication details. Subsequent works referenced by an author should omit the author's surname and use three em-dashes followed by a period (———.)

Example Entries:

Allen, Michael, and Scott R. Swain (eds), *Reformed Catholicity: The Promise of Retrieval for Theology and Biblical Interpretation* (Grand Rapids, 2015).

Athanasius, *On the Incarnation*, trans. John Behr (Yonkers, 2011).

Augustine, *Confessions*, trans. Henry Chadwick (Oxford, 1991).

Bavinck, Herman, *Reformed Dogmatics*, Vol. II: God and Creation, trans. John Vriend, ed. John Bolt (Grand Rapids, 2004).

Vanhoozer, Kevin J., *The Drama of Doctrine: A Canonical-Linguistic Approach to Christian Theology* (Louisville, 2005).

———. *Mere Christian Hermeneutics: Transfiguring What It Means to Read the Bible Theologically* (Grand Rapids, 2024).

## 6. Books

Books should be cited with full publication details. Include the author's full name, italicized title, translator or editor if applicable, place of publication, and year.

Example: Herman Bavinck, *Reformed Dogmatics*, Vol. I: Prolegomena, trans. John Vriend, ed. John Bolt (Grand Rapids, 2003).

### 6.1 Chapters in Edited Volumes

When citing a chapter within an edited volume, give the author and chapter title first, followed by the book title, editor, publication details, and page range.

Example: Michael Allen, 'Theology as Wisdom,' in *Christian Dogmatics: Reformed Theology for the Church Catholic*, ed. Michael Allen and Scott R. Swain (Grand Rapids, 2016), 15–32.

### 6.2 Ebooks with No Page Numbers

When citing an ebook or other electronic source which originally appeared in a print version but has been accessed as an ebook, cite section (if applicable) or chapter and paragraph numbers.

Example: Herman Bavinck, *Reformed Dogmatics*, Vol I: Prolegomena, trans. John Vriend, ed. John Bolt (Grand Rapids, 2002), 8.70.  
(This would be in reference to chapter 8, section 70).

Or, if there are no section numbers, then provide chapter or paragraph number:

David Van Drunen, *Natural Law: A Short Companion* (Brentwood, 2023), chapt. 3, para. 4.

Fred Sanders, 'Only Begotten God: The Doctrinal Functions of Eternal Generation', in *On Classical Trinitarianism: Retrieving the Nicene Doctrine of the Triune God*, ed. Matthew Barrett (Downers Grove, 2024), para. 10.

## 7. Journal Articles

Journal articles should include the author's full name, article title in single quotation marks, journal title in italics, volume and issue number, year, and page range.

Example: Kevin J. Vanhoozer, 'The Love of Wisdom: Theological Education in the Theatre of the Gospel,' *International Journal of Systematic Theology*, 12, no. 1 (2010), 3–24.

## 8. Referencing Other Materials

### 8.1 Classical and Patristic Works

Classical or patristic works should be cited using standard divisions (book, chapter, section) rather than page numbers. Example: Augustine, *Confessions*, 10.29.40; Athanasius, *On the Incarnation*, 54.

### 8.2 Scripture

Scripture references should follow the standard abbreviation (e.g., Gen. 1:1; John 3:16). Indicate the translation at first use (e.g., ESV). Example: 'In him was life, and the life was the light of men' (John 1:4, ESV).

### 8.3 Theses, Dissertations, and Unpublished Works

Example: John A. Smith, 'The Doctrine of God in Herman Bavinck's Reformed Dogmatics' (PhD diss., The Alexandrian Institute, 2027), 142.

### 8.4 Online Resources

Provide the author (if available), title of the page or article, website name, date of article (if available), URL, and date accessed.

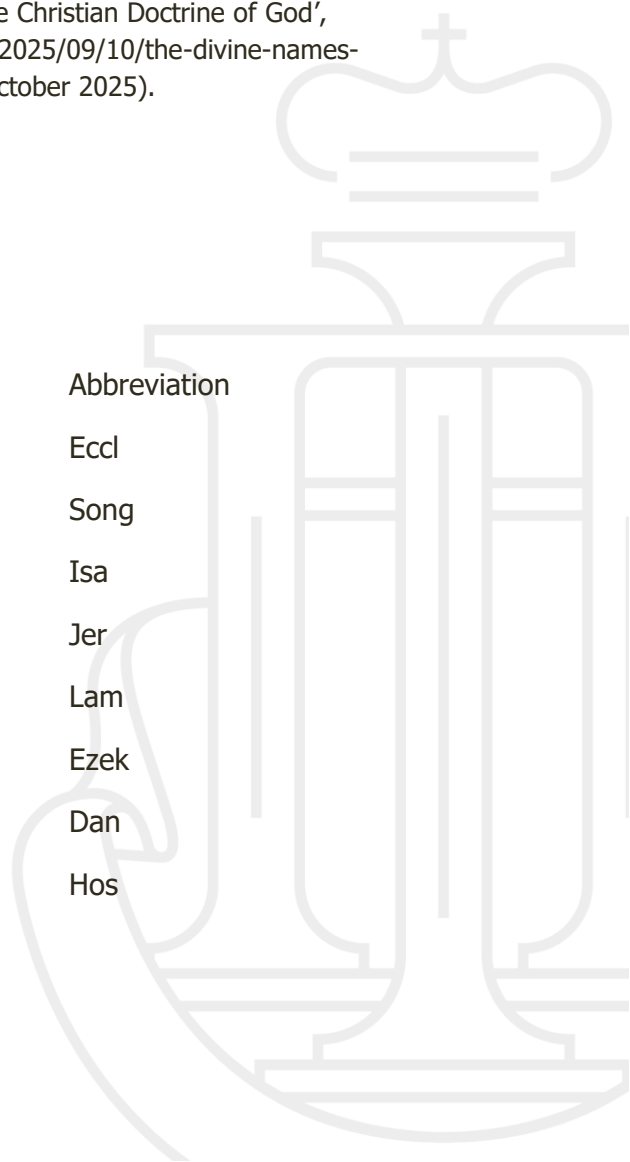
Example: Scott Swain, 'The Divine Names: Biblical Foundations of the Christian Doctrine of God', *Reformed Blogmatics* (10 Sept 2025), <https://www.scottrswain.com/2025/09/10/the-divine-names-biblical-foundations-of-the-christian-doctrine-of-god/> (accessed 10 October 2025).

## 9. Abbreviations

### 9.1 Books of the Bible

#### Old Testament

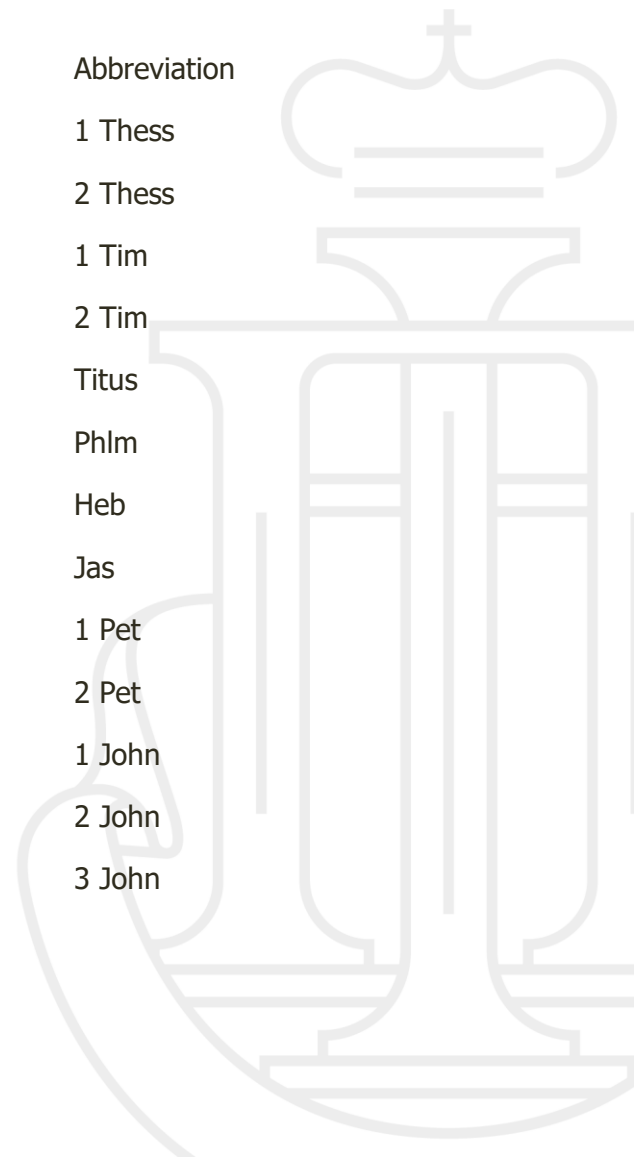
Book	Abbreviation	Book	Abbreviation
Genesis	Gen	Ecclesiastes	Eccl
Exodus	Exod	Song of Songs	Song
Leviticus	Lev	Isaiah	Isa
Numbers	Num	Jeremiah	Jer
Deuteronomy	Deut	Lamentations	Lam
Joshua	Josh	Ezekiel	Ezek
Judges	Judg	Daniel	Dan
Ruth	Ruth	Hosea	Hos



1 Samuel	1 Sam	Joel	Joel
2 Samuel	2 Sam	Amos	Amos
1 Kings	1 Kgs	Obadiah	Obad
2 Kings	2 Kgs	Jonah	Jon
1 Chronicles	1 Chr	Micah	Mic
2 Chronicles	2 Chr	Nahum	Nah
Ezra	Ezra	Habakkuk	Hab
Nehemiah	Neh	Zephaniah	Zeph
Esther	Esth	Haggai	Hag
Job	Job	Zechariah	Zech
Psalms	Ps (sing.), Pss (pl.)	Malachi	Mal
Proverbs	Prov		

## New Testament

Book	Abbreviation	Book	Abbreviation
Matthew	Matt	1 Thessalonians	1 Thess
Mark	Mark	2 Thessalonians	2 Thess
Luke	Luke	1 Timothy	1 Tim
John	John	2 Timothy	2 Tim
Acts	Acts	Titus	Titus
Romans	Rom	Philemon	Phlm
1 Corinthians	1 Cor	Hebrews	Heb
2 Corinthians	2 Cor	James	Jas
Galatians	Gal	1 Peter	1 Pet
Ephesians	Eph	2 Peter	2 Pet
Philippians	Phil	1 John	1 John
Colossians	Col	2 John	2 John
		3 John	3 John





Jude	Jude
Revelation	Rev

## 9.2 Common Journal Abbreviations

### Common Theological and Interdisciplinary Journal Abbreviations

This table lists standard abbreviations for academic journals frequently cited in biblical studies, systematic and historical theology, theological ethics, and public theology. These titles reflect the research areas emphasized within The Alexandrian Institute.

Journal Title	Standard Abbreviation
<i>International Journal of Systematic Theology</i>	<i>IJST</i>
<i>Modern Theology</i>	<i>ModTh</i>
<i>Journal of Theological Studies</i>	<i>JTS</i>
<i>Scottish Journal of Theology</i>	<i>SJT</i>
<i>Themelios</i>	<i>Themelios</i>
<i>Pro Ecclesia</i>	<i>ProEccl</i>
<i>Theology Today</i>	<i>ThTo</i>
<i>Studies in Christian Ethics</i>	<i>SCE</i>
<i>Journal of Reformed Theology</i>	<i>JRT</i>
<i>Evangelical Quarterly</i>	<i>EvQ</i>
<i>Westminster Theological Journal</i>	<i>WTJ</i>
<i>Calvin Theological Journal</i>	<i>CTJ</i>
<i>Journal of the Evangelical Theological Society</i>	<i>JETS</i>
<i>Church History</i>	<i>CH</i>
<i>Faith and Philosophy</i>	<i>FaPh</i>
<i>Journal of Early Christian Studies</i>	<i>JECS</i>
<i>Augustinian Studies</i>	<i>AugStud</i>
<i>International Journal of Public Theology</i>	<i>IJPT</i>



<i>Journal of Analytic Theology</i>	<i>JAT</i>
<i>Journal of Theological Interpretation</i>	<i>JTI</i>
<i>Studies in Reformed Theology</i>	<i>SRT</i>
<i>Anglican Theological Review</i>	<i>ATR</i>
<i>Vigiliae Christianae</i>	<i>VigChr</i>
<i>Religious Studies</i>	<i>RelSt</i>
<i>Christian Scholar's Review</i>	<i>CSR</i>
<i>Journal of Biblical Literature</i>	<i>JBL</i>
<i>New Testament Studies</i>	<i>NTS</i>
<i>Vetus Testamentum</i>	<i>VT</i>
<i>Tyndale Bulletin</i>	<i>TynBul</i>
<i>Biblica</i>	<i>Bib</i>
<i>Catholic Biblical Quarterly</i>	<i>CBQ</i>
<i>Expository Times</i>	<i>ExpT</i>

### 9.3 Common Abbreviations and Short Titles for Well-Known Patristic, Medieval, and Reformation Sources

#### Author and Work

Augustine, *Confessions*  
Augustine, *De Trinitate*  
Augustine, *City of God*  
Athanasius, *On the Incarnation*  
Athanasius, *Orations Against the Arians*  
Irenaeus, *Against Heresies*  
Origen, *On First Principles*  
Origen, *Contra Celsum*  
Tertullian, *Apology*

#### Abbreviation / Short Title

*Conf.*  
*Trin.*  
*Civ. Dei*  
*Incarn.*  
*Or. Ar.*  
*Haer.*  
*Princ.*  
*C. Cels.*  
*Apol.*

**Author and Work****Abbreviation / Short Title**

Basil of Caesarea, *On the Holy Spirit*

*Spir. Sanct.*

Gregory of Nazianzus, *Theological Orations*

*Orat. Theol.*

Gregory of Nyssa, *Life of Moses*

*Vit. Moys.*

John Chrysostom, *Homilies on Matthew*

*Hom. Matt.*

Cyril of Alexandria, *On the Unity of Christ*

*Un. Chr.*

Anselm of Canterbury, *Proslogion*

*Pros.*

Anselm of Canterbury, *Cur Deus Homo*

*CDH*

Thomas Aquinas, *Summa Theologiae*

*ST*

Thomas Aquinas, *Summa contra Gentiles*

*SCG*

Bonaventure, *Itinerarium Mentis in Deum*

*Itin.*

Peter Lombard, *Sentences*

*Sent.*

Duns Scotus, *Ordinatio*

*Ord.*

Martin Luther, *The Bondage of the Will*

*De Servo Arb.*

Martin Luther, *Commentary on Galatians*

*Comm. Gal.*

John Calvin, *Institutes of the Christian Religion*

*Inst.*

John Calvin, *Commentaries on the Psalms*

*Comm. Ps.*

Ulrich Zwingli, *Fidei Ratio*

*Fid. Rat.*

Heinrich Bullinger, *Second Helvetic Confession*

*SHC*

Theodore Beza, *Confessio Christianae Fidei*

*Conf. Fid.*

Peter Martyr Vermigli, *Loci Communes*

*Loci*

Wolfgang Musculus, *Loci Communes Sacrae Theologiae*

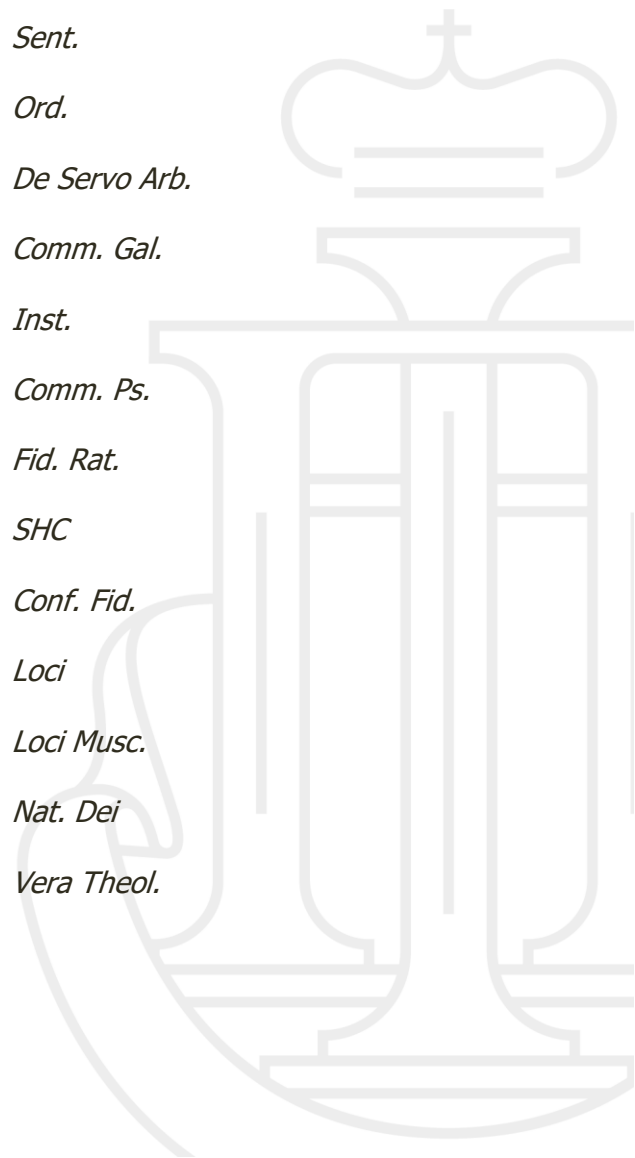
*Loci Musc.*

Girolamo Zanchi, *De Natura Dei*

*Nat. Dei*

Franciscus Junius, *De Vera Theologia*

*Vera Theol.*



**Author and Work****Abbreviation / Short Title**

Johannes Wollebius, <i>Compendium Theologiae Christianae</i>	<i>Comp. Theol.</i>
Amandus Polanus, <i>Syntagma Theologiae Christianae</i>	<i>Synt.</i>
Gisbertus Voetius, <i>Selectae Disputationes Theologicae</i>	<i>Disp. Theol.</i>
Petrus van Mastricht, <i>Theoretico-Practica Theologia</i>	<i>TPT</i>
Francis Turretin, <i>Institutio Theologiae Elencticae</i>	<i>Inst. Theol.</i>
Samuel Rutherford, <i>Lex, Rex</i>	<i>Lex Rex</i>
John Owen, <i>The Death of Death in the Death of Christ</i>	<i>Death of Death</i>
John Owen, <i>Pneumatalogia</i>	<i>Pneum.</i>
John Owen, <i>Communion with God</i>	<i>Comm. God</i>
Jonathan Edwards, <i>Freedom of the Will</i>	<i>Will</i>
Jonathan Edwards, <i>Religious Affections</i>	<i>Rel. Aff.</i>
Jonathan Edwards, <i>The End for Which God Created the World End of God</i>	
Westminster Confession of Faith	<i>WCF</i>
Heidelberg Catechism	<i>HC</i>
Belgic Confession	<i>BC</i>
Canons of Dort	<i>CD</i>

