SBL FORMATTING CHECKLIST

The Society of Biblical Literature (SBL) Style is an academic writing style designed for the study of the Bible, the Ancient Near East, and Greco-Roman culture. Check all the boxes on this list to ensure that you are formatting your SBL compliant paper correctly!

Make sure to check out our SBL Style sample paper if you have any additional questions about SBL Style!

GENERAL FORMATTING

- ❏ Use **12 point font** (p. 8).

- ❏ Consult your professor for their desired font type (e.g. Times New Roman, Calibri, etc). Ensure titles and section headings use the same font as the body text (p. 8).

- ❏ Set all margins to **1 inch** (p. 8).

- ❏ Ensure all indentations are **½ inch** (p. 9).

- ❏ All text should be **double-spaced** (except for block quotes and bibliography entries) (p. 8).

- ❏ On the first page of the main text, place the page number at the **bottom center** of the page. On every subsequent page of the main text, place the page number in the **top right corner**.

- ❏ Likewise, on the first page of the bibliography, place the page number at the **bottom center** of the page, and on subsequent pages of the bibliography, place the page number in the **top right corner** (p. 8).

TITLE PAGE

- ❏ Create a **2 inch** margin at the top of the title page (p. 9).

- ❏ Separate title page elements **2 inches** from one another (p. 9).

- ❏ Include the **name of your institution** (p. 12).

- ❏ Include the **title of your paper** (p. 12).

- ❏ Include the **name of your instructor**, along with the **course's name** (p. 12).

- ❏ Include **your name, the month, the day, and the year** (p. 12).

BODY

- ❏ The first paragraph of a section should be **left justified**. **Indent** the first line of every subsequent paragraph in the section (p. 9).

- ❏ Separate each section by **two lines** (p. 14).

- ❏ Ensure that all block quotes are **five lines or longer, single-spaced, indented ½″ inch**, with a blank **line above and below** to distinguish it from the main text of the paper (p. 15).

CITATIONS (FOOTNOTES)

- ❏ Set the size of your font to **10 point** or **12 point**. Consult your professor for their desired footnote font size (p. 9).

- ❏ Separate footnotes from the text by **2 inches** (p. 9).

- ❏ **Indent** the first line of each footnote, then **left justify** the following lines of each note (p. 9).

- ❏ Make sure all footnotes are **numbered** from 1 to n, where n is the total number of footnotes in your paper (p. 9).

- ❏ If you cite more than one work by the same author, notes after the first instance should include the **surname of the author** and the **name of the work** (p. 10).

BIBLIOGRAPHY

- ❏ Order bibliography elements **alphabetically** by their first element (p. 17).

- ❏ Use **hanging indentation** for bibliography entries (p. 17).

- ❏ Bibliography entries should be **single-spaced** (p. 17).

- ❏ Separate the first entry and the title "BIBLIOGRAPHY" with **two blank lines** (p. 17).

- ❏ Separate entries with **one blank line** (p. 17).

This resource utilizes the Student Supplement for The SBL Handbook of Style, Second Edition.

PRACTICE NOW