Scriptures & Ancient Sources

Indexing Best Practices
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledgements</td>
<td>vii</td>
</tr>
<tr>
<td>Dedication</td>
<td>viii</td>
</tr>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Metatopic</td>
<td>1</td>
</tr>
<tr>
<td>Main Headings</td>
<td>1</td>
</tr>
<tr>
<td>Subheadings</td>
<td>3</td>
</tr>
<tr>
<td>Subsubheadings</td>
<td>14</td>
</tr>
<tr>
<td>Locators</td>
<td>18</td>
</tr>
<tr>
<td>Index Elements Not Normally Used</td>
<td>19</td>
</tr>
</tbody>
</table>
Acknowledgements

Potomac Indexing would like to thank Pat Rimmer, Diane Brenner, Liz Walker, Shoshana Hurwitz, and Mamta Jha for their dedication and expertise in identifying and organizing the literature from varied religious sources.
Dedication

To Pat Rimmer, in memoriam. Pat was a rock-solid resource for building indexes of all sorts, but she excelled even more at name and source indexes. We will continue to miss her responsiveness and support.
Introduction

Religious works are a type of scholarly work and are indexed with the same criteria. In addition to a traditional subject index, religious works may also need a separate names index and a Scripture or Ancient Documents index.

A Scripture or ancient documents index is a specialized index that is essential for most religious works. The order of biblical entries is dependent upon the subject religion, e.g., Judaism, Catholicism, Protestantism, Islam. Other ancient documents are also indexed, such as the Talmuds, Greek and Latin texts, early Christian writings, Islamic texts, Hindu or Buddhist writings, etc. The author or editor should be consulted concerning which texts need to be indexed and which order of Scripture should be used.

Metatopic

A Scripture or Ancient Documents index does not deal with the metatopic as only references are indexed. On occasion, a book may deal with a single verse or section of verse. The Scripture index should have all of the references to that verse or section of verse.

Main Headings

All main headings are generally categories of religious literature. The indexer should check with the publisher to determine the preferred order of ancient documents.

Judeo-Christian Literature

*SBL Handbook of Style* prefers this order:

- Hebrew Bible
- Ancient Near Eastern Texts
- Deuterocanonical Books [preferred to “Apocryphal Books”]
- Pseudepigrapha
2 Scriptures and Ancient Documents Indexing

Dead Sea Scrolls
Ancient Jewish Writers [e.g., Josephus and Philo under their names]
New Testament
Rabbinic Works—or individually in the following order:
  • Mishnah
  • Tosefta
  • Talmuds
  • Targums
  • Midrash and Related Literature
Early Christian Writings
Greco-Roman Literature

Wipf and Stock Publishers prefers this order:
  Ancient Near Eastern Documents
  Old Testament/Hebrew Bible
  Apocrypha
  New Testament
  Dead Sea Scrolls
  Rabbinic Writings
  Greco-Roman Writings
  Early Christian Writings

Main headings must be coded to conform to the preferred order since it is not alphabetical. A hidden numerical system works very well. If the whole book only covers, say, the New Testament, then the index title will so indicate, and main headings can start with the actual titles of the books (1 Corinthians, Matthew, Ephesians, etc.).

Islamic Literature

In Islamic texts, references to the Quran may need to be indexed. There is no set placement for the Quran, but it was written after the 700s CE, so it should probably be placed following ancient (prior to medieval) Judeo-Christian sources.
Church of Jesus Christ of Latter-Day Saints (Mormons)

The texts of the Church of Jesus Christ of Latter-Day Saints (Mormons) have no set placement but were written in the nineteenth century, so they would logically be placed following the Early Christian Writings (see Subheadings section)

Hindu Literature

Main heads will be the title of the work. The most common Hindu works include:
- BhagwadGeeta
- Ramayan
- Mahabharat
- Upanishads
- Bhagwat by Ved Vyas

Subheadings

Subheadings are the individual books or authors of the categories of literature, such as the books of the Old Testament or the New Testament. Rabbinic Works would have subheadings of Mishnah, Tosefta, Jerusalem Talmud, etc. unless they were listed separately as main headings. Early Christian Writings would include Augustine, Origen, etc. Greco-Roman Literature may include Aristotle, Plato, Socrates, etc.

Hebrew Bible or Old Testament

Subheadings for these references should be in the order in which they occur in the Bible being used in the text. For the Orthodox order, see the SBL Handbook excerpt on p. 20s.

<table>
<thead>
<tr>
<th>Hebrew Bible</th>
<th>Catholic Bible</th>
<th>Protestant Bible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genesis</td>
<td>Genesis</td>
<td>Genesis</td>
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<tr>
<td>Exodus</td>
<td>Exodus</td>
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<td>Leviticus</td>
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<td>Leviticus</td>
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<tr>
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<td>Catholic Bible</td>
<td>Protestant Bible</td>
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<td>Numbers</td>
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<td>Deuteronomy</td>
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<td>Joshua</td>
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<td>Judges</td>
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<tr>
<td>Ruth</td>
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<td>1 Samuel</td>
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<td>2 Samuel</td>
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<td>1 Kings</td>
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<td>2 Kings</td>
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<tr>
<td>Isaiah</td>
<td>1 Chronicles</td>
<td>1 Chronicles</td>
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<tr>
<td>Jeremiah</td>
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<td>2 Chronicles</td>
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<td>Hosea</td>
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<tr>
<td>Joel</td>
<td>Tobit</td>
<td>Esther</td>
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<td>Amos</td>
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<td>Job</td>
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<td>Obadiah</td>
<td>Esther</td>
<td>Psalms</td>
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<tr>
<td>Jonah</td>
<td>1 Macabees</td>
<td>Proverbs</td>
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<tr>
<td>Micah</td>
<td>2 Macabees</td>
<td>Ecclesiastes</td>
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<tr>
<td>Nahum</td>
<td>Job</td>
<td>Song of Solomon</td>
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<tr>
<td>Habakkuk</td>
<td>Psalms</td>
<td>Isaiah</td>
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<td>Zephaniah</td>
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<td>Joel</td>
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<tr>
<td>Job</td>
<td>Jeremiah</td>
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<tr>
<td>The Song of Solomon</td>
<td>Lamentations</td>
<td>Obadiah</td>
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<tr>
<td>Ruth</td>
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<td>Jonah</td>
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<td>Lamentations</td>
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<td>Micah</td>
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<td><strong>Hebrew Bible</strong></td>
<td><strong>Catholic Bible</strong></td>
<td><strong>Protestant Bible</strong></td>
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<tr>
<td>Ecclesiastes</td>
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<td>Esther</td>
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<td>Daniel</td>
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<td>1 Chronicles</td>
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<td>Malachi</td>
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</table>

These subheadings must also be coded to occur in the order specified by the Old Testament the text uses. Note that the Catholic Bible incorporates the deuterocanonical books. If the text is using the Protestant Bible or the Hebrew Bible, these would be under the main heading of Deuterocanonical Books instead of under the Old Testament. In this case the order is as follows and should be coded to sort in this order:

**Deuterocanonical Books**

1 Esdras  
2 Esdras  
1 Maccabees  
2 Maccabees  
3 Maccabees  
4 Maccabees  
Letter of Jeremiah  
Additions to Daniel:  
  Prayer of Azariah and Song of the Three Holy Children  
  Bel and the Dragon
Baruch
Prayer of Manassas
Wisdom of Sirach (also called Ecclesiasticus or Wisdom of Joshua ben Sira)
Wisdom of Solomon (also call Wisdom)
Additions to Esther (Vulgate Esther 10:4–16:24)
Tobit
Judith
Susanna
Psalm 151

**Catholic Bible note:** 1 Esdras, 2 Esdras, and Prayer of Manassas are not in the Catholic Bible and should be listed under Deuterocanonical Books when the Catholic Bible order is used.

**New Testament Apocrypha and Dead Sea Scrolls**

Dead Sea Scrolls
- 1QM (War Scroll)
- 1QS (Rule of the Community)
- 1QSa (Rule of the Congregation)
- 1QSB (Rule of the Blessings)
- Genesis Apocryphon
- The ‘Zadokite’ Document
- Narrative of Joseph of Arimathaea
- Epistle of the Apostles
- Report of Pilate the Procurator
- History of Joseph the Carpenter
- Apocryphon of James
- Letter of Peter to Philip
- Book of John the Evangelist
- Ptolemy’s Commentary on the Gospel of John Prologue
- Avenging of the Savior
- Apocryphon of John
Subheadings

Sentences of Sextus

Book of Thomas the Contender

Lost Books of the Bible

  Gospel of the Birth of Mary
  Protevangelion
  First Gospel of the Infancy of Jesus Christ
  Infancy Gospel of Thomas Composit
  Gospel of Pseudo-Matthew
  Epistle of Jesus Christ and Abgarus, King of Edessa
  Gospel of Nicodemus (Acts of Pontius Pilate)
  Letters of Herod and Pilate
  Apostle’s Creed
  Epistle of Paul the Apostle to the Laodiceans
  Epistle of Paul the Apostle to Seneca
  Acts of Paul and Thecla
  First Epistle of Clement to the Corinthians
  Second Epistle of Clement to the Corinthians
  General Epistle of Barnabas
  Epistle of Ignatius to the Ephesians
  Epistle of Ignatius to the Magnesians
  Epistle of Ignatius to the Trallians
  Epistle of Ignatius to the Romans
  Epistle of Ignatius to the Philadelphians
  Epistle of Ignatius to the Smyrnaeans
  Epistle of Ignatius to Polycarp
  Epistle of Polycarp to the Philippians
  Hermas
  First Book of Hermas
  Second Book of Hermas
  Lost Gospel According to Peter
  Gospel of Peter Last
  Epistle of Ignatius to the Philippians
  Martyrdom of Ignatius
  Martyrdom of Polycarp
  Tertullian on Spectacles
  Tertullian on Prayer
  Tertullian on Patience
Tertullian on Martyrs
Report of Pilate to Caesar
Gospel of Bartholomew
Gospel of Thomas
Gospel of Phillip
Secret Gospel of Mark
Book of Marcion
Excerpts from the Gospel of Mary
Letter of Aristeas
Didache

Pseudepigrapha

Apocalypse of Abraham
Books of Adam and Eve
Life of Adam and Eve (Slavonic version)
Life of Adam and Eve (Greek version—The Apocalypse of Moses)
Apocalypse of Adam
The Book of Adam
The Second Treatise of the Great Seth
1 Enoch (Ethiopic Apocalypse of Enoch)
1 Enoch Composit (including Charles, Laurence and others)
2 Enoch (Slavi Book of the Secrets of Enoch)
Enoch (another version)
Melchizedek
The Book of Abraham
The Testament of Abraham
The Apocalypse of Abraham
The Story of Asenath
Selections from the Book of Moses
Revelation of Moses
The Assumption of Moses
The Martyrdom of Isaiah
The Ascension of Isaiah
Subheadings

The Revelation Esdras
Book of Jubilees
Tales of the Patriarchs
Syriac Apocalypse of Baruch
Biblical Antiquities
Fourth Book of Ezra
Book of Giants
Lives of the Prophets
Sibylline Oracles
Testament of Solomon
Testaments of the Twelve Patriarchs

Subheadings for Ancient Near Eastern Texts and Ancient Jewish Writers should be the writer’s name (normally first name first for this era) and alphabetically sorted.

New Testament

Subheadings under New Testament must come in the order of the text itself and need to be coded to sort in that order. The books of the New Testament for both the Catholic and Protestant bibles are:

Matthew
Mark
Luke
John
Acts
Romans
1 Corinthians
2 Corinthians
Galatians
Ephesians
Philippians
Colossians
1 Thessalonians
2 Thessalonians
1 Timothy
2 Timothy
Titus
Philemon
Hebrews
James
1 Peter
2 Peter
1 John
2 John
3 John
Jude
Revelation

Rabbinic Works

If “Rabbinic Works” is a main heading, individual works should be the name of the collection and follow this order:

Mishnah
Tosefta
Talmuds (Babylonian and Jerusalem/Palestinian)
Targums
Midrash and Other Related Literature

Early Christian Writings

Subheadings should be names of authors of the writings and should be alphabetically sorted. Some clients may treat this as one group, but others may want separate groups.
**Apostolic Fathers**
- Clement of Rome
- Ignatius of Antioch
- Polycarp of Smyrna
- Papias of Hierapolis
- Greek Fathers
- Athanasius of Alexandria
- Clement of Alexandria
- Cyril of Alexandria
- Irenaeus of Lyons
- John Chrysostom
- John of Damascus
- Justin Martyr
- Maximus the Confessor
- Origen of Alexandria

**Cappadocian Fathers**
- Basil the Great
- Gregory of Nyssa
- Gregory of Nazianzus

**Latin Fathers**
- Ambrose of Milan
- Augustine of Hippo
- Cyprian of Carthage
- Damasus I, Pope
- Gregory the Great, Pope
- Hilary of Poitiers
Isidore of Seville
Jerome of Stridonion
Tertullian

Syriac Fathers
Aphrahat
Ephrem the Syrian
Isaac of Antioch
Isaac of Nineveh

Greco-Roman Literature
These pagan or secular sources (versus Jewish or Christian) should be names of authors of the writings and should be alphabetically sorted.

Alexander the Great
Aristotle
Plato
Ptolemy
Pythagoras of Samos
Socrates

Quran
Subheadings are the *sura* numbers.

Church of Jesus Christ of Latter-Day Saints
Book of Mormon
Doctrine and Covenants
Pearl of Great Price

Hindu Literature
Subheadings are the individual books from different publishers or authors. The *Geeta* has verses and their explanations in detail. The *Ra-
manyan has lyrical verses and their explanations. Bhagwat Mahapuram is also written in the form of verses and their meanings. Vedas are a collection of mantras (a word or sound that is believed to have a special spiritual power).

**Bhagwad Geeta**
- Gorakhpur press
- From Iskon
- Astavakra Geeta
- Shivananda Geeta
- Sant Gyaneshwar Geeta

**Ramayan**
- Valmiki Ramanyan
- Ramcharitmanas
- Radheshyam Ramayan

**Mahabharat**
- Vedas
- Rig veda
- Yajurveda
- Sam veda
- Athar veda

**Upanishads**
- Aitreya
- Brihadaranyaka
- Chandogya
- Isha
- Kaivalya
- Katha
- Kena
Scriptures and Ancient Documents Indexing

Mandukya
Maitrayaniya
Prashna
Taittiriya
Svetasvatara

*Bhagwat by Ved Vyas*
Krishna
Devi

**Subsubheadings**

For biblical references, deuterocanonical books, Pseudepigrapha, and Dead Sea Scrolls, use chapter and verse or in some cases just the chapter.

For *Ancient Near Eastern Texts, Ancient Jewish Writers, Early Christian Writers, and Greco-Roman Literature*, use the titles of the texts the author has written with subsubsubheadings that are the location in the work. These titles are in alphabetical order.

**Rabbinic Works**

For Rabbinic Works, use the subheading divisions of Mishnah, Talmuds, etc., with subheadings for the location within the work. They may be in Hebrew or translated into English. Use the text as your guide for the title language. The order for these is not always the same. Some publishers will alphabetize the divisions and some may want them in the original order of the text. If they are needed in text order, the sections of the Mishnah, Tosefta, and Talmud are listed as follows:

**Seder Zera’im (Seeds: 11 tractates)**
Berakoth (*Benedictions*)
Pe’ah (*Corner*)
Demai (*Doubtful*)
Kel’ayim (*Mixtures*)
Shebi`ith (Seventh)
Terumoth (Heave Offerings)
Ma`aserot (Tithes)
Ma`aser Sheni (Second Tithe)
Hallah (Dough)
`Orlah (Uncircumcision, sc. of trees)
Bikkurim (First Fruits)

**Seder Mo`ed (Appointed Seasons)**
Shabbath (Sabbath)
`Erubin (Blessings)
Pesahim (Paschal Lambs)
Shekalim (Shekels)
Yoma (The Day)
Sukkah (Booth)
Bezah (Egg)
Rosh Hashana (New Year)
Ta`anith (Fast)
Megillah (The Scroll)
Mo`ed Katan (Minor Feast)
Hagigah (Festival-Offering)

**Seder Nashim (Women)**
Yebamoth (Sisters-in-law)
Kethuboth (Marriage Settlements)
Nedarim (Vows)
Nazir (Nazirite)
Sotah (Suspected Adultress)
Gittin (Bills of Divorcement)
Kiddushin (Consecrations)
Seder Nezikin (Damage)
   Bab Kamma (First Gate)
   Baba Mezi`a (Middle Gate)
   Baba Bathra (Last Gate)
   Sanhedrin (Court of Justice)
   Makkoth (Floggings)
   Shebu`oth (Oaths)
   `Eduyyoth (Testimonies)
   `Abodah Zarah (Strange Worship)
   Aboth (Fathers)
   Horayoth (Rulings)
   Seder Kodashim (Holy Things)
   Zebahim (Animal-offerings)
   Meanhoth (Meal-offerings)
   Hullin (Non-holy)
   Bekoroth (Firstlings)
   `Arakin (Estimations)
   Temurah (Substitution)
   Kerithoth (Excisions)
   Me`ilah (Trespass)
   Tamid (The Continula Offering)
   Middoth (Dimensions)
   Kinnim (Bird-nests)

Seder Tohoroth (Cleannesses)
   Kelim (Vessels)
   Oholoth (Tents)
   Nega`im (Leprosy)
   Parah (Heifer)
   Tohorth (Cleannesses)
**Mikwa`oth (Pools of Immersion)**

**Niddah (The Menstruant)**

**Makshirin (Predispositions)**

**Zabim (They That Suffer Flux)**

**Tebul Yom (Immersed at Day Time)**

**Yadayim (Hands)**

**Ukzin (Stalks)**

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**Church of Jesus Christ of Latter-Day Saints**

Use section and paragraph of the Doctrine and Covenants and the books of the Book of Mormon and Pearl of Great Price in the order given in text.

**Book of Mormon**

1 Nephi
2 Nephi
Jacob
Enos
Jarom
Omni
Words of Mormon
Mosiah
Alma
Helaman
3 Nephi
Mormon
Ether
Moroni
Pearl of Great Price

Book of Moses
Book of Abraham
Joseph Smith—Matthew
Joseph Smith—History
Articles of Faith

The subsubsubheads for the Book of Mormon and Pearl of Great Price are chapter and verse.

Hindu Literature

Subsubheads will be verses or mantras in different texts.

Locators

Locators are the page number on which the reference is located or the footnote or endnote in which the reference is cited. If the locator is in the footnotes or endnotes, an n and the endnote should be added to the page number, e.g., 226n15. The use of nn for multiple footnotes and endnotes is discouraged. If more than one note cites the same reference, list them separately, e.g., 226n13, 226n14. Note: The SBL Handbook allows the use of the nn for multiple consecutive footnotes or endnotes, e.g., 226nn13–14.

Locators should be sorted to follow the order in the text.

There may be long strings of locators for some references. This is fairly common.

Final Formatting Issues

Clients usually like to have the locators right aligned and thus separated from the headings for visual clarity. Check with your client for their style needs in this respect. Complying may require different settings in your indexing program or manipulation of the final index in Word.
Notes for formatting in Word: Locators can be right aligned and separated from heads by .......... Be sure that references with only one-digit chapters (1–9) right align correctly and that turnover lines show properly in the RTF or .docx version. Word processors, including Word, do not cleanly support right alignment.

**Index Elements Not Normally Used**

Cross-references are not necessary for this type of index.

Double posting is not used in this type of index.

Generally no headnote is added.

As with any index, consistency, accuracy, and readability are essential.
### A.3 The Orthodox Canon

Orthodox here refers to the Greek and Russian Orthodox churches, the Slavonic Bible being the traditional text of the latter. In Orthodox Bibles, 4 Maccabees and the Prayer of Manasseh—and in Slavonic, 3 Esdras—are in an appendix.¹

#### The Old Testament

<table>
<thead>
<tr>
<th>Historical Books</th>
<th>Poetic and Didactic Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genesis (Genesis)</td>
<td>Psalms [with Psalm 151] (Psalmoi)</td>
</tr>
<tr>
<td>Exodus (Exodos)</td>
<td>Job (Tôb)</td>
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<tr>
<td>Leviticus (Leuitikon)</td>
<td>Proverbs (Paròmíaι Solomôntos)</td>
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<td>Numbers (Arimnoi)</td>
<td>Ecclesiastes (Ekklesiastes)</td>
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<tr>
<td>Deuteronomy (Deuteronomion)</td>
<td>Song of Songs (Asma)</td>
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<td>Joshua (Iēsous)</td>
<td>Wisdom of Solomon (Sophia Solomontos)</td>
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<td>Judges (Kritai)</td>
<td>Wisdom of Sirach (Sophia Seirach)</td>
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<td>Ruth (Rouah)</td>
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<td>1 Kingdoms (Basilión A')²</td>
<td>Prophetic Books</td>
</tr>
<tr>
<td>2 Kingdoms (Basilión B')</td>
<td>Hosea (Osee)</td>
</tr>
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<td>3 Kingdoms (Basilión G')</td>
<td>Amos (Amôs)</td>
</tr>
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<td>4 Kingdoms (Basilión D')</td>
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<td>Joel (Joêl)</td>
</tr>
<tr>
<td>2 Chronicles (Paraleipomenon B')</td>
<td>Obadiah (Abdiôu)</td>
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<tr>
<td>1 Esdras (Esdras A')¹</td>
<td>Jonah (Iônas)</td>
</tr>
<tr>
<td>2 Esdras (Esdras B')</td>
<td>Nahum (Naoûm)</td>
</tr>
<tr>
<td>Nehemiah (Neemias)</td>
<td>Habakkuk (Abakoum)</td>
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<td>Tobit (Tôbit)</td>
<td>Zephaniah (Sophonias)</td>
</tr>
<tr>
<td>Judith (Judith)</td>
<td>Haggai (Aggaia)</td>
</tr>
<tr>
<td>Esther [with 6 additions] (Esthêr)</td>
<td>Zechariah (Zacharias)</td>
</tr>
<tr>
<td>1 Maccabees (Makkabaiôn A')</td>
<td>Malachi (Malachias)</td>
</tr>
<tr>
<td>2 Maccabees (Makkabaiôn B')</td>
<td>Isaiah (Esaîas)</td>
</tr>
<tr>
<td>3 Maccabees (Makkabaiôn G')</td>
<td>Jeremiah (Jeremias)</td>
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<tr>
<td></td>
<td>Baruch (Barouch)</td>
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<td></td>
<td>Lamentations of Jeremiah (Thrênoi)</td>
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<td>Epistle of Jeremiah (Epistolé Jeremiou)</td>
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<td></td>
<td>Ezekiel (Iezkîêl)</td>
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<td></td>
<td>Daniel [with the Prayer of Azariah,</td>
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<tr>
<td></td>
<td>the Song of the Three Youths, Susanna, and Bel and the Dragon] (Daniel)</td>
</tr>
</tbody>
</table>

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1. The editors thank Father Theodore Stylianopoulos for his assistance with this page.
2. 1 and 2 Kingdoms are the books of Samuel; 3 and 4 Kingdoms are the books of Kings.
3. This 1 Esdras (= 1 Esdras in the Apocrypha of the NRSV) is called 2 Esdras in Slavonic Bibles. The 2 Esdras in this canon is equivalent to the book of Ezra in the NRSV; in some Bibles it also includes Nehemiah.