

Form and Style
For
Research Papers
And
Theses

Calvary Baptist Theological Seminary
Lansdale, PA 19446
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TABLE OF CONTENTS

Statement of Purpose	5
Tools For All Writers.....	5
Tools For Advanced Writers.....	5
Supplement To Turabian’s <i>A Manual for Writers, 6th ed.</i>	6
Research.....	6
Gathering Bibliographic Data	6
Documentation	7
Quotations	7
Bibliography	7
Secondary Sources	8
Electronic Sources	8
Style And Format	8
Writing Style	8
Bible Quotations	8
Abbreviations	9
State abbreviations	9
Foreign place name	9
Citations	9
Dates	10
Numbers	10
Division of words	10
Punctuation	10
Spelling and Capitalization	12
Transliterations and Translations	12
Quotations	12
Quotations in Footnotes	13
Ellipses	13
Footnotes	13
Footnote Numbering	14
Date to Use for Citations	15
f. and ff.	15
Ibid.	15
Idem	16
Shortened References	16
Classical Works	16
Supra and infra	16
“See” and cf.	17
Parts of the Paper	18
Preliminaries	18

Title Page	18
Contents	18
List of abbreviations.....	19
Abstract [theses and dissertations only].....	19
Text	20
Introduction.....	20
Chapter titles [theses and dissertation only]	20
Subheadings	20
Conclusion	20
Reference Material	20
Typing the Paper	21
Margins	21
Indentions	21
Spacing	21
Pagination	21
Major headings and subheadings	22
Type font size and style	22
Printer resolution	22
Theses and dissertations only.....	22
Research papers and daily work.....	22
Corrections	23
Paper [theses and dissertation only]	23
Proof-reading	23
Citations: Footnotes, Endnotes & Bibliographies.....	24
Type of Notes	24
Reference Note Styles	24
Traditional Humanities Style	24
Parenthetical or Author-Date References.....	25
Bibliography	25
Sample Footnotes And Bibliography Entries.....	26
Author's work translated or edited by another	26
Separately titled volume in a multi-volume work with a general title and editor	27
Book with one author	29
Book with two authors	29
Book with three authors	29
Book with more than three authors	30
Book in a series	30
Reprint edition	30
Component part by one author in a work edited by another	31
Article in a journal	32
Article in a magazine	33
Articles in encyclopedias, dictionaries, and lexicons	33

Book reviews.....	38
Theses or Dissertation.....	38
Secondary quotation.....	38
Talmud.....	39
Tosepta.....	39
Mishnah.....	39
Qumran.....	39
Classical Works.....	40
Class Lecture (Notes Printed In Syllabus).....	40
Class Lecture (Notes From Lecture).....	40
Published Recordings On Audiocassette.....	41
Unpublished Recordings On Audiocassette.....	41
Unpublished Paper.....	41
Multiple References In A Single Note.....	42
Videocassette.....	42
Citation Of Electronic Publications – Supplement to <i>The Columbia Guide to Online Style</i>	43
Basic Citation Format (components and punctuation)	43
Sample Bibliography and Footnote Entries.....	44
The World Wide Web (WWW)	44
Discussion Lists, Usenet Newsgroups, and Email	44
Gopher Sites, File Transfer Protocols (FTP), and Telnet Protocols	45
Online Reference Source	46
Electronic Publications and Online Databases	47
Computer information services and online databases	49
APPENDIX A: Sample Pages	50
APPENDIX B: Research Paper Checklist	63
APPENDIX C: Common Flaws In Logic	64
APPENDIX D: Times New Roman Symbol Set	65
APPENDIX E: BibleWorks Greek and Hebrew Fonts	66

Statement of Purpose

These guidelines have been prepared to help students pursuing formal theological education to write with excellence in a proper and orderly fashion (1 Cor 14:4). The following are expansions and summaries of Turabian's *A Manual for Writers*, 6th ed., Walker and Taylor's *The Columbia Guide to Online Style* and *The SBL Handbook of Style* and binding upon all writers of term paper, theses, and dissertations at Calvary Baptist Theological Seminary (CBTS) and *supersede* these works where there is conflict.

These guidelines are comprehensive, covering all levels of writing at CBTS. Writers are expected to adjust their level of compliance with these guidelines to the level of the specific project and the expressed criteria given by their professor.

Tools For All Writers

Turabian, Kate. L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 6th ed.

Chicago: University of Chicago Press, 1996.

Walker, Janice R., and Todd Taylor. *The Columbia Guide to Online Style*. New York: Columbia University Press, 1998.

Webster's New Universal Unabridged Dictionary. New York, Barns and Noble, 1996.

Brown, Lesley. Ed. *The New Shorter Oxford English Dictionary*. 4th ed. 2 vols. New York:

Oxford University Press, 1993.

Tools For Advanced Writers

Chicago Manual of Style. 14th ed. Chicago: University of Chicago Press, 1993.

Alexander, Patrick H. et al. eds. *The SBL Handbook of Style*. Peabody, Mass: Hendrickson

Publishers, 1999.

Supplement To Turabian's *A Manual for Writers*, 6th ed.

The purpose of this supplement is to point out preferences adopted by Calvary Baptist Theological Seminary where Turabian gives options and to add information peculiar to CBTS research projects not otherwise addressed in Turabian. Turabian is very thorough in its treatment of most issues involving form and style and is rather easy to use. One should take the time to closely read the first, fifth, and fourteenth chapters and consult the very complete index of topics.

The following paragraphs have been tagged to the paragraph number in Turabian's 6th ed. where possible.

Research

There are several helpful documents and forms available in the library and on the Research Resource CD to aid the student in the various steps of research.

Gathering Bibliographic Data

From the very beginning of research, the student is urged to pay close attention to detail when gathering all the necessary bibliographic data. Developing this habit will eliminate the last-minute hasty scramble through the library stacks looking for a publication date, page numbers, translator's name, etc.

Be very careful to record neatly the full name of all authors, editors, and translators. When a *reprint* date must be used (because the *copyright* date is unknown), the footnote and bibliography entry must indicate that fact. Make careful note of the names of monograph series and the total volumes in a multi-volume set (and which volumes were cited). Be sure to record the inclusive page numbers for an entire periodical article. All of this detailed information will be necessary for correct bibliographic entries.

The student may want to invest in an electronic bibliographic reference tool that integrates with their word processor. If the student chooses to make this investment, it is recommended that they purchase either *ProCite* (<http://www.procite.com/>) or *EndNote* (<http://www.endnote.com/>). However, if the student is using *Nota Bene* as their word processor it is recommended for them to purchase *BookWhere* (<http://www.webclarity.info/products/bookwhere.html>). Each of these products has a trial version available for download from their website. Please see the Library Director with any questions before purchasing any of these products.

Documentation

All papers should be adequately documented. Documentation (i.e. footnoting) must not be limited to only those instances of direct quotation. A summary or statement of an author's position, even when reworded by the student, should be documented to give credit wherever it is appropriate. The writer is expected to be knowledgeable concerning the issues of plagiarism including adequate acknowledgment in the paraphrasing and mature borrowing of the thoughts of others. (See Wayne C. Booth, Gregory G Colomb, and Joseph M. Williams, *The Craft of Research*, Chicago: University of Chicago Press, 2003, 201-207; 285-288). Remember, frequent quotation is not synonymous with good documentation.

The student should endeavor to locate the most current sources available for their topic. For example, when researching lexical support for a Hebrew text, BDB is no longer the most current authoritative source; one should consult HALOT.

Quotations

(Turabian 5)

A research paper should be an original critical evaluation and analysis of all available data. A major element of a researcher's task is to evaluate each author and to express his view in the researcher's own words. Do not include quotations just for the sake of including quotations. Direct quotations are usually only necessary when an author's exact words are essential to the argument or when a significant thought has been expressed particularly well. They should be used very sparingly and only to corroborate what the writer has said not to say it for the writer.

Bibliography

(Turabian 9)

The bibliography in a research paper must not be a list of every work the student can discover that relates to his topic. It consists of only those sources actually employed by the student and which actually contributed to the understanding of the various viewpoints relating to the content of the paper. This could include important works consulted but not cited by the writer in order to reflect the depth of his research.

A bibliography should not be divided into sections. All bibliographic items should be integrated into one complete alphabetical listing.

Secondary Sources

Do not quote from secondary sources if the original source is available. A thesis or dissertation writer should be willing to visit several libraries and use interlibrary loan in order to avoid secondary citations.

Electronic Sources

Verify all electronic text editions in their hard copy or microfilm version when possible. See the Supplement to *The Columbia Guide to Online Style* on page 44 in this guide for more information regarding the use of electronic resources.

Style And Format

(Turabian 2 - 8)

Writing Style

Use a formal presentation. Avoid references to yourself in the first person, including the editorial “we.” Avoid unnecessary use of the second-person pronoun “you.” Restructure sentences to avoid overuse of the “this writer” or “the writer.” Do not use contractions, clichés, or slang. Avoid unnecessary repetitions by employing synonyms and varied expressions. If you are not in the habit of using a thesaurus (paper or electronic), begin now. A good electronic thesaurus program (available online and as a download) is Visual Thesaurus (www.visualthesaurus.com).

Avoid unnecessarily long sentences, paragraphs, and sections. As a general rule, if a sentence extends longer than three lines, it helps to divide it into two sentences. If a paragraph extends longer than a page, it is best to divide it. If a section extends longer than three to five pages, subheadings may be useful. Always use introduction or transition sentences when employing another level of subheadings to divide the material.

Bible Quotations

(Turabian 2.20-21)

Uses of references to Bible passages in the text of a paper are not abbreviated. When the reference is not included in the discussion, but intended as documentation, it should be abbreviated and follow the Bible quotation in parentheses (Gen 1:1). This reference is part of the sentence and should not be preceded by a period. Note that periods

are not used after these abbreviations. All abbreviations should conform to *The SBL Handbook of Style*, pp. 73-75. While Bible quotations are not footnoted, writers should state the version they will be quoting *unless otherwise noted* in a footnote at the first biblical quotation in the thesis, dissertation, or term paper. If various versions are quoted, they may be individually identified within the text itself. e.g. (Gen 1:1 - NASB).

Abbreviations

(SBL 8.1)

State abbreviations

(Turabian 2.13)

State abbreviations used in footnotes and bibliographies should not be the two-letter form used by the Post Office, such as CA and CT, but the more lengthy, easy-to-recognize abbreviations such as Calif. and Conn.

(Turabian 8.53)

Due to the present international nature of biblical scholarship and electronic media, all citations should include state names for all cities except Atlanta, Boston, Chicago, Los Angeles, New York, Philadelphia, and San Francisco (note: Grand Rapids must be given as Grand Rapids, Mich.).

Foreign place name

(Turabian 8.54)

For footnotes and bibliographies, use the form found on the title page. If it says, “Roma: Pontificium Institutum Biblicum,” do not substitute “Rome” for “Roma.” Country names or abbreviations should be used with all but the major capital cities as recognized as New York. (For example: Tokyo may be used without Japan, but Dhaka, Bangladesh is required; London may be used alone if it is in England, but London, Ont. is required when the Canadian city is intended.)

Citations

See the list of commonly used abbreviates found on pages 89 – 152 of *The SBL Handbook of Style*. Any reference used not found on that list must be spelled out in full. Refer to page 19 of this guide for more information.

Dates

(Turabian 2.56)

To designate an era, use B.C. and A.D. ("before Christ" and "anno Domini") instead of B.C.E. and C.E. ("before the common era" and "common era"). B.C. follows the year and A.D. precedes it.

Numbers

(Turabian 2.29)

Spell out all numbers up to one hundred and all round numbers that can be expressed in two words.

Specific portions of ancient and medieval writings are to be written in Arabic numerals. These are to be separated by a colon for biblical books and a period for all other works (e.g., 1 Peter 3:16; Josephus, *AJ* 11.5.3)

The table for conveying numbers in sequence correctly, (e.g., continuous pages and years), is provided in Turabian 2.67.

Division of words

(Turabian 3.35-53)

The specific examples given in Turabian are helpful. In the case of questions, check a dictionary. Note especially that a word is never to be divided from page to page. Never make a one-letter division. Avoid two-letter divisions. Use *only left justification in papers and theses*.

When dividing a Hebrew phrase or clause between lines, make sure it may be read right-to-left consistently.

Punctuation

(Turabian 3.63-64 Exclamation point)

Notice that Turabian discourages the overuse of the exclamation point.

(Turabian 3.68-72 Series)

Note the condition when three or more elements are given in a series and separated by commas. If the last two elements are joined by a conjunction, a comma should be used before the conjunction. Example: gold, frankincense, and myrrh.

(Turabian 3.88-90 Colon)

A colon should have two spaces after it when used as a normal punctuation mark.

(Turabian 3.91-97 Dash)

The following is the proper form for a dash in typescript--like the preceding, or the long dash (—, em dash) but not -- or - . It consists of 2 typed hyphens or an em dash with no space on either side. If the long dash is used, the short dash (–, en dash) should be employed in Scripture citations when chapters are included (e.g., Dan 2:4–7:28).

(Turabian 3.98 Parentheses)

Parentheses should also be used in content footnotes such as the following:

Calvin also agrees with this statement (John Calvin, *Institutes of the Christian Religion* [Grand Rapids, Mich.: Wm. B. Eerdmans Publishing Co., 1976], 11). (See *Turabian* 3.99-100 for the use of brackets.)

(Turabian 3.106 Multiple punctuation)

Notice carefully the kinds of punctuation that are to go inside final quotation marks and those that go outside. In normal text material, commas and periods always go *inside* any closing quotation marks. This is modern American style. British writings and earlier American literature sometimes placed these outside the quotation marks. In making block quotations of such sources, the writer should copy the style of the original as the punctuation may not be altered except in the case of one-line quotes.

Semicolons and colons always go outside closing quotation marks.

(Turabian 4.14-15 Italics/quotation marks)

Italics used in titles and headings should include all words. Only the titles of *published* materials (such as books, periodicals, newspapers, and magazines) should be in italics. Other titles (syllabi, monographs, theses, *parts* of a published work) should be included in quotation marks.

It is not proper to use quotation marks for emphasis. The proper way to show special emphasis is by italicizing, but the student should avoid the overuse of italics. Single quotes may be used in accordance with Turabian 3.107 and 5.16. (Example: “The death of God” has been greatly exaggerated.)

Spelling and Capitalization

(Turabian 3.1)
(SBL Appendix A)

Spelling should agree with the best contemporary American usage (e.g. savior, not saviour). A reliable authority for spelling and word division is *Webster’s New Universal Unabridged Dictionary* or *The New Shorter Oxford English Dictionary*.

SBL Appendix A, pages 153-164, offers an authoritative guide to spelling and capitalization for biblical studies.

Transliterations and Translations

(Turabian 4.28-33)

Transliterations of Greek, Hebrew, and Aramaic words normally are not allowed in seminary papers, theses, or dissertations, unless specifically directed by the professor. Greek and Hebrew words are *not* to be italicized or underlined (except when part of a book title). Quoted transliterations should be given as in the source being quoted. Usually, transliterations are italicized. It is required that Hebrew and Greek words be typed. Greek words should be properly accented, and Hebrew words should be accented and pointed.

Translations of words or phrases should be done in quotation marks and be enclosed in parentheses just following the word or phrase to be translated. [e.g., The Hebrew equivalent ב (“in him”) and בְּיַד (“in/by the hand of”) mean the same thing.]

Quotations

(Turabian 5.4)

A quotation that is four full lines or more in length and *also* contains *more* than one sentence (a block quote) *must* be indented one-half inch from the left margin *only* and single-spaced. Do not indent the first line more unless it is a full paragraph and indented

in the source. The right margin of indented quotations should be the same as for the rest of the text.

If the quotation is more than four lines, but not more than one sentence, it should not be indented. Shorter quotations may be indented only when there is a reason for special emphasis, or for consistency (as when quoting a list of several Scripture verses).

Quotations in Footnotes

(Turabian 5.10)

It is not necessary to indent quotations in footnotes.

Ellipses

(Turabian 5.18-28)

Ellipses are always three spaced periods with a space before the first and after the third. Another punctuation mark may precede or follow. When another punctuation mark precedes the ellipsis, it immediately follows the preceding word without a space before it. Ellipses are never employed at the beginning of a quotation when the quoted material begins a sentence. They are not necessary even when the beginning of the quote is in the middle of a sentence in the original source. (It is assumed that the original source is not being misrepresented.) Capitalization of the first letter of a quotation may be changed to conform to the proper style for the sentence in which it is to be used.

Examples: “An ellipsis may occur in the middle . . . of a sentence.” “An ellipsis may occur with a punctuation mark preceding it, . . . when the mark in the text being quoted follows the last word before the ellipsis.” “An ellipsis may occur with a punctuation mark following it . . ., when the mark in the text being quoted precedes the first word after the ellipsis.” The student may supply a period at the end of a complete thought even if it is not the end of a sentence in the original. In that case, “the period immediately precedes the ellipsis. . . .”

Footnotes

(Turabian 8.3)

The font size of footnotes should be the *same* as the text.

Footnote Numbering

(Turabian 8.7–12)

In theses and dissertations, the numbering of footnotes must begin again at the beginning of each chapter. Endnotes may only be used in term papers (with permission of the professor), but they are not preferred. In term papers, the numbering of footnotes and endnotes should run continuously throughout the paper.

In MSWord there is a recurring problem with footnotes not appearing on the same page where they have been cited within the body of the thesis. Experimentation will identify which of the following solutions will work for any given computer or version of MSWord.

Option 1: Change the Use Printer Metrics

To change the Use Printer Metrics option, follow these steps:

1. On the “Tools” menu, click “Options,” then select the “Compatibility” tab.
2. In the “Recommended Options For” list, select your version of MSWord.
3. Under “Options,” click to change the “Use printer metrics to lay out document” check box (if there was a check, clear it; if there was not, enter one).

Note: In most cases, clearing the “Use printer metrics to lay out document” check box solves the problem.

Option 2: Change the Line Spacing of the Normal Text to “Exactly”

Try this method if your document is set to a line spacing other than “Single” (on the “Format” menu, click “Paragraph,” and click the “Indents and Spacing” tab). Set the line spacing of the normal text of the body to an exact point size. The point size depends on your normal font typeface and point size. To modify the normal text line spacing, follow these steps:

1. On the “Edit” menu, click “Select All.”
2. On the “Format” menu, click “Paragraph.”
3. Under “Line Spacing,” click “Exactly” and under “AT:” increase the point size to the size you want (for a 12 point font typeface, try “Exactly 30 PT”).
4. Click “OK.”

Option 3: Change the Footnote Paragraph Widow Orphan Control to Off.

1. On the “View” menu, click “Normal.”
2. On the “View” menu, click “Footnotes.” Select all the footnotes in the note pane.
3. On the “Format” menu, click “Paragraph.”
4. Click the “Line and Page breaks” tab, and clear the “Widow/Orphan Control” check box. Click “OK.”

Option 4: Add and Hide a Custom Footnote Reference and Footnote

Insert a custom footnote to the right of the offending one, and then format it to be hidden. To do this, follow these steps:

1. Place the insertion point to the right of the last footnote reference number, and then click “Footnote” on the “Insert” menu.
2. Under “Numbering,” click to check “Custom Mark,” type an asterisk, and then click “OK.”
3. Select the new footnote asterisk by pressing SHIFT+HOME. On the “Format” menu, click “Font.” Click to select the Hidden check box and then click “OK.”
4. Select the custom “Footnote Reference” mark in the body of the document, and on the “Format” menu click “Font.” Click to select the “Hidden” check box and then click “OK.”

The four options described above are permanent and will only change if the writer returns the settings back to their former defaults.

Date to Use for Citations

(Turabian 8.67-68)

The *copyright* is the date to use for a book in footnotes and bibliographies. Disregard reprinting dates, unless the book has been reprinted by a different publishing house, in which case the note should follow the instructions given in 8.46 and 11.20.

f. and ff.

(Turabian 8.71)

On rare occasions, it may be permissible to use f. and ff. It is best to use exact page numbers.

Ibid.

(Turabian 8.84-85)

Ibid. is no longer italicized or underlined, but it always has the period since it is an abbreviation (e.g., *ibid.*, 672-74). It is becoming common practice to no longer use *Ibid.* as an abbreviation in footnoted references. The use of *Ibid.* as an abbreviation in footnoted references is not permissible in CBTS research papers, theses, or dissertations.

Idem

(Turabian 8.86-87)

The writer may use *idem* where appropriate. It is no longer italicized or underlined. Note that it has no period since it is not an abbreviation.

Shortened References

(Turabian 8.88-93)

Use method A (8.90), not method B (8.91).

Classical Works

(Turabian 8.119-127)

It is standard to omit all facts of publication for classical works, but they may be included when it is advantageous to cite a particular edition: e.g., Pliny, *Natural History*, in vol. 4 of 10 vols., in LCL, 2.1.9. For a general sample use the standard citation, Pliny, *Natural History*, 2.1.9. Note: Arabic numerals are to be preferred to Roman numerals when the option exists.

Consult the most recent edition of *Oxford Classical Dictionary* for accepted abbreviations. The overuse of such abbreviations is discouraged. The rule of thumb is to make it as easy as possible for a reader to relocate the source. The citation of documents from the early church may also take a more complete form. This is especially important where English translations are being quoted. The translator and the source of the translation should be noted.

Loeb Classical Library or Cambridge Classics editions.

Supra and infra

(Turabian 8.151)

Either “above” or “below” or “supra” or “infra” are acceptable for cross-references, but the writer should consistently employ either one set or the other.

“See” and cf.

(Turabian 8.152)

“See” is an acceptable cross-reference word, but it should not be confused with cf., which means “confer,” or cp., which means “compare.”

Parts of the Paper

There are three parts of the research paper: preliminaries, text, and references.

Preliminaries

(Turabian 1.7-1.32)

Preliminary pages must follow the order given below. The *only required preliminary page for a regular research paper is the title page*. Sample preliminary pages are given in Appendix A. These samples include three separate title pages depending upon the nature of the paper.

- Title page
- Blank page
- Approval or grade page
- Dedication (optional)
- Table of contents
- List of illustrations
- List of tables
- List of abbreviations
- Acknowledgements (optional)
- Preface (optional)
- Abstract

Title Page

The title page should follow the example given on page 52 of these guidelines. The title should express in the clearest possible terms the subject matter of the thesis. Avoid the extremes of short, cryptic titles and unnecessarily long, ostentatious titles. Proper grammar and punctuation should be observed. It is preferable (but not mandatory), that Greek and Hebrew words not be used in the title. If they are used, they should not be transliterated.

Contents

(Turabian 14.19)

See the sample on page 56 and in Turabian 14.19. Note that subheadings begin with a capital letter but are in lower case. Some word processors are capable of generating a

table of contents. The table of contents should be reflected as headings in the text of the paper.

List of abbreviations

(SBL pgs. 89 – 152)

To determine the appropriate abbreviation in a given situation, the writer should consult *The SBL Handbook of Style* (89-152) or the SBL website (www.sbl-site.org). If the work is not found, he may formulate an abbreviation in the first footnote and include this formulation in the list of abbreviations used in his thesis.

Abbreviations for titles of published periodicals and books (including multi-volume sets of books) are italicized, but series and acronyms of author's names are not. Any paper or thesis using abbreviations *must* include a list of abbreviations used following the contents page. Do not use any abbreviations of names or titles in the bibliography.

It is permissible to use common abbreviations in the text of a paper as long as these will be readily understood by the anticipated audience. (e.g., OT, NT, LXX, MT, NIV, NASB, KJV).

Abstract [theses and dissertations only]

(Turabian 1.32)

The thesis must include an abstract. It will not be mentioned on the contents page. It must be limited to one page and may be single-spaced. The margins should be the same as for the body of the thesis or dissertation.

An abstract is a one-page capsule statement of the principle areas of investigation, main lines of argument, and chief conclusions of the thesis or dissertation. It is a self-contained summary, not an evaluation or description of the thesis or dissertation. An abstract should provide a quick glance at the contents and conclusions of a thesis or dissertation.

The following information should be given at the top of the abstract page: title of thesis or dissertation, author, degree, date, and adviser(s). The abstract should be arranged in paragraphs. The first paragraph should make clear the content of the passage and/or the nature of the problem involved. In general, there should be no quotations in the abstract. Main lines of argument should be condensed, but it would be improper simply to list chapter titles or headings. The principle conclusions of the thesis must be crystal clear in the abstract.

Text

The text or main body of the paper is composed of three parts: introduction, main body, and the conclusion.

Introduction

In the introduction, the thesis or proposition should be stated succinctly and clearly. This is to be followed by a preview of how the paper will be developed and any limitations within which the study was made.

Chapter titles [theses and dissertation only]

Always use the word “CHAPTER,” a chapter number written out (e.g., “ONE”), and a chapter title. Chapters should not be used in brief term papers.

Subheadings

The samples on pages 60-61 should be followed.

Conclusion

The conclusion must not include new material or evidence. It merely summarizes the research. Recommended areas of further investigation are not required.

Reference Material

Various reference material will be included after the main body of the research paper or theses. These may include appendices, endnotes, and the bibliography. Appendices include material that is not essential to the main body of the paper but is valuable nonetheless. Endnotes may be used for regular research papers if permitted by the instructor. A bibliography should include all the pertinent sources consulted for research. Sample pages of each are included in appendix A.

Typing the Paper

Margins

left: 1-1/2 inches to allow for binding
right: 1 inch
bottom: 1 inch
top of first page of a chapter: 2 inches below the top edge
top of a full page of text: 1-1/2 inches from the top edge (the page number is one inch from the top of the page)

Do not justify right margins.

Indentions

Indentions of paragraphs, footnotes, and bibliographies should be three quarters of an inch.

Spacing

The entire text is to be double-spaced; long quotations, footnotes, and the bibliography should be single spaced. Triple space after a chapter title but double space after a subheading. Triple space from the text to any subheading; double-space between consecutive subheadings (see pages 60-61 for sample headings page). Do not have a single line of a paragraph on one page. Never end a page with a new heading.

Pagination

(Turabian 14.6-7)

Page numbers should be in the upper right-hand corner (one inch from the top); however, pages with major headings (e.g. chapters, bibliographies) should have the number centered at the bottom (one inch from the bottom) or have no page number at all. Be consistent. Numbers are not shown on pages that have no text material (title page, blank pages, abstract, and acceptance page). Preliminary pages are numbered with small roman numerals (ii, iii, iv, v, etc.) centered at the bottom of the page (one inch from the bottom).

Major headings and subheadings

See the examples provided in these guidelines (pp. 60-61). A level of headings may be skipped if it is done so consistently. Do not use a heading without a parallel heading to complement it. Be sure all headings are parallel grammatically. It is very important to use transition paragraphs between levels of headings so that a heading never directly appears immediately under another heading.

Type font size and style

The Times New Roman or Times Roman fonts are required, with a standard twelve-point size with five lines per inch spacing (standard settings in Microsoft Word). Twelve-point is also mandatory for term papers. Script and other unusual fonts are not acceptable. Bold lettering should be used with care. The keyboard page for Times New Roman is included in these guidelines to assist the student when using diacritical marks and other features of this font (Appendix D).

All research papers, theses, dissertations and daily work are required to use Greek and Hebrew fonts that are clear and readable. This is especially important for accents and vowel pointing. There are several quality fonts available for this purpose on the Research Resource CD.

Printer resolution

Theses and dissertations only

Only letter-quality printing with laser technology is acceptable for the presentation copy. Ink-jet printing may be used only for draft submissions.

Research papers and daily work

The use of a dot matrix printer is unacceptable for work being turned in for a grade. The use of an Ink-jet printer is sufficient, however the student needs to ensure the print quality is high and the ink is consistently clear throughout the paper.

Corrections

Because the manuscript will be prepared by computer, all corrections must be made using the word processor followed by the printing of a fresh copy up to the time presentation copies are submitted. Any page that has noticeable smudges or damage to the fiber of the paper must be redone.

Paper [theses and dissertation only]

Use good quality, 25% cotton bond, 20-pound paper. It must be labeled "acid free" or "ph neutral" for the final draft and all photocopies presented to the library.

Proof-reading

It is the student's responsibility to prepare his paper in accordance with these guidelines before giving it to the typist. Rereading the paper aloud will help identify awkward expressions, incorrect grammar, and typographical errors. Final draft should be written in the third person. Headings and subheadings should match those in the table of contents. If using a word processor with spell check, have a judicious reliance upon it (e.g., you may have written "to" for "too").

Citations: Footnotes, Endnotes & Bibliographies

Type of Notes

There are two kinds of notes: reference notes and content notes. Reference notes are used to cite either an authoritative source of information or a cross reference. Content notes provide added information that relates indirectly to the present discussion in the paper. Extensive use of content notes is discouraged.

Reference Note Styles

The standard style for papers and theses is the Traditional Humanities style. Parenthetical or, as it is better known, the Author-Date style is only permissible if directed by the professor. Brief instructions for each one will be given.

Traditional Humanities Style

For the Traditional Humanities style of documentation, the source of information for a book (except for the page numbers) is the title page and the copyright page. For a journal article, it is the title page of the issue and the article itself. The date of publication that appears on the title page is the date to include in the reference note. If this is not present, use the latest copyright date. When no date is given, type "n.d." If no city or publisher is recorded in the source, indicate so by typing "n.p." Samples of different types of documents are given following this section.

The first line of a footnote should be indented three-quarters of an inch (the same as a paragraph indentation). The order of information for reference notes of a book and periodical are given below:

Author's name in normal order, *Title of Book: Other Title Information*, editor, translator, edition, series (Place: Publisher, date), volume: page(s) cited.

Author's name in normal order, "Title of the Article," *Name of the Journal* volume in arabic numerals (month year): page(s) cited.

Volume and page numbers. Use Arabic numbers to refer to page and volume numbers except when referring to the preliminary pages. Use lower case roman numerals for these.

Parenthetical or Author-Date References

(Turabian 10)

The Parenthetical or Author-Date style of documentation has essentially three parts: author, year of publication, and page number that are placed in parentheses following the quotation or paraphrase. The full bibliographical record is included in the list of sources placed at the end of the paper. Separate publication dates with “a” or “b” to separate entries of authors who have written more than one work the same year; for example:
(Smith 1989a, 24).

This style is only permissible if directed by the professor.

Bibliography

A bibliography is a list of all pertinent sources consulted in writing the paper; include it at the end of the paper. The bibliography begins a new page with the heading typed two inches from the top edge of the paper. Entries must be listed in alphabetical order. For bibliographic entries from lexicons and theological dictionaries (e.g., *BAGD*, *TDNT*, *BDB*) the writer may enter the work once under the general title rather than each individual entry.

The pages of the bibliography are to be single-spaced with one blank space between entries. The first line is flush left. Indent subsequent lines of the entry one-half an inch. If the author's name appears more than once in direct sequence, type a continuous line three-quarters of an inch long followed by a period. Give attention to the differences with footnotes (e.g., order of author's names and punctuation). For magazine articles that begin in the front of a magazine and then skip to the back, cite only the first page. Below is the order of the bibliographic information for a book and periodical entry:

Author's full name with surname first. *Title of book: Other Information*. Editor. Translator. Edition. Series. Number of volumes if more than one. Place of publication: Publisher, Date.

Author's full name with surname first. "Title of periodical article." *Title of Periodical* Volume in Arabic numerals (Month Year): pages.

All versions of the Bible used in the paper should have a bibliographical entry. The proper form is: *Title: other title information*. City: Publisher, Date.

Sample Footnotes And Bibliography Entries

Footnotes or endnotes are indicated by **N.** while bibliography entries are indicated by **B.** The first footnote gives the style for the first citation of a work; the second footnote gives the style for the second (and all subsequent) citations. The bibliography entry is left justified and then indented.

Author's work translated or edited by another

N.

¹Otto Zockler, "The Book of the Prophet Daniel," trans. and enlarged by James Strong, in *Commentary on the Holy Scriptures*, ed. by John P. Lange (n.p.; reprint, Grand Rapids, Mich.: Zondervan Publishing House, 1960), 7:151-52.

When the same source is cited in a subsequent footnote, the shortened form should be employed:

¹⁷Zockler, "Daniel," 7:160.

B.

Zockler, Otto. "The Book of the Prophet Daniel." Trans. and enlarged by James Strong. In *Commentary on the Holy Scriptures*. 12 vols. Ed. by John P. Lange, 7:1-273. N.p.; reprint, Grand Rapids, Mich.: Zondervan Publishing House, 1960.

N.

¹Walter Eichrodt, *Theology of the Old Testament*, 2 vols., trans. by J. A. Baker, Old Testament Library (Philadelphia: Westminster Press, 1961), 1:27.

B.

Eichrodt, Walter. *Theology of the Old Testament*. 2 vols. Trans. by J. A. Baker. Old Testament Library. Philadelphia: Westminster Press, 1961.

N.

¹E. Kautzsch, ed., *Gesenius' Hebrew Grammar*, 2nd English ed., trans. and rev. by A. E. Cowley (Oxford, Eng.: Clarendon Press, 1910), 133.

B.

Kautzsch, E., ed. *Gesenius' Hebrew Grammar*, 2nd English ed. Trans. and rev. by A. E. Cowley. Oxford, Eng.: Clarendon Press, 1910.

Separately titled volume in a multi-volume work with a general title and editor

[Note: It is important to distinguish between titles of books (including multi-volume sets, e.g. *Theological Dictionary of the New Testament*) whose titles and abbreviations are italicized and titles of series which are not italicized, e.g. *Word Biblical Commentary*.]

Without a translator:

N.

¹James A. Montgomery and Henry Snyder Gehman, *A Critical and Exegetical Commentary on the Books of Kings*, ICC (Edinburgh: T. & T. Clark, 1930), 10-12.

¹⁷Montgomery and Gehman, *Kings*, 16.

B.

Montgomery, James A., and Henry Snyder Gehman. *A Critical and Exegetical Commentary on the Books of Kings*. International Critical Commentary. Edinburgh: T. & T. Clark, 1930.

With a translator:

The following examples for Keil and Delitzsch are in accord with the two different published formats. The first set of examples is for the 25-volume set; the second is for the 10-volume set. Different publishers handle series differently, using different formats for titling. Those differences will determine how the citation is to be handled.

N.

¹C. F. Keil and F. Delitzsch, *The Pentateuch*, 3 vols., trans. by James Martin, *Biblical Commentary on the Old Testament* (n.p.; reprint, Grand Rapids, Mich.: Wm. B. Eerdmans Publishing Company, 1949), 2:399-400.

¹⁷Keil and Delitzsch, *Pentateuch*, 2:341.

B.

Keil, C. F., and F. Delitzsch. *The Pentateuch*. 3 vols. Trans. by James Martin. *Biblical Commentary on the Old Testament*. N.p.; reprint, Grand Rapids, Mich: Wm. B. Eerdmans Publishing Company, 1949.

N.

¹C. F. Keil and F. Delitzsch, *The Pentateuch*, trans. by James Martin, vol. 1 in *Commentary on the Old Testament in Ten Volumes* (n.p.; reprint, Grand Rapids, Mich.: Wm. B. Eerdmans Publishing Company, n.d.), 244.

¹⁷Keil and Delitzsch, *Pentateuch*, 244.

B.

Keil, C. F., and F. Delitzsch. *The Pentateuch*. Trans. by James Martin. Vol. 1 in *Commentary on the Old Testament*. N.p.; reprint, Grand Rapids, Mich: Wm. B. Eerdmans Publishing Company, n.d.

Book with one author**N.**

¹Hobart E. Freeman, *An Introduction to the Old Testament Prophets* (Chicago: Moody Press, 1968), 46.

B.

Freeman, Hobart E. *An Introduction to the Old Testament Prophets* Chicago: Moody Press, 1968.

Book with two authors**N.**

¹ Martin Bobgan and Deidre Bobgan, *The Psychological Way/The Spiritual Way* (Minneapolis: Bethany House, 1979), 121.

B.

Bobgan, Martin and Deidre Bobgan. *The Psychological Way/The Spiritual Way*. Minneapolis, MN: Bethany House, 1979.

Book with three authors**N.**

¹ William La Sor, David Allan Hubbard, and Frederic William Bush, *Old Testament Survey: The Message, Form, and Background of the Old Testament* (Grand Rapids: Eerdmans, 1982), 354.

B.

La Sor, William, David Allan Hubbard, and Frederic William Bush. *Old Testament Survey: The Message, Form, and Background of the Old Testament*. Grand Rapids, Eerdmans, 1982.

Book with more than three authors**N.**

¹ Frank Minirth and others, *Before Burnout: Balanced Living for Busy People* (Chicago: Moody Press, 1990), 56.

B.

Minirth, Frank and others. *Before Burnout: Balanced Living for Busy People*. Chicago: Moody Press, 1990.

Book in a series**N.**

¹George P. Hutchinson, *The Problem of Original Sin in American Presbyterian Theology*, An International Library of Philosophy and Theology: Biblical and Theological Studies, ed. by Robert L. Reymond (Neptune, N.J.: Presbyterian and Reformed Publishing Company, 1972), 97-100.

¹⁷Hutchinson, *Original Sin*, 103.

B.

Hutchinson, George P. *The Theological Problem of Original Sin in American Theology*. An International Library of Philosophy and Theology: Biblical and Theological Studies. Ed. by Robert L. Reymond. Neptune, N.J.: Presbyterian and Reformed Publishing Company, 1972.

Reprint edition

[Note: It is important to include as much information as possible on both the original and the reprint edition in hand.]

N.

¹Philip Schaff, *History of the Christian Church*, 8 vols. (New York: Charles Scribner's Sons, 1910; reprint, Grand Rapids, Mich.: Wm. B. Eerdmans Publishing Company, 1968), 1:9.

B.

Schaff, Philip. *History of the Christian Church*. 8 vols. New York: Charles Scribner's Sons, 1910. Reprint, Grand Rapids, Mich.: Wm. B. Eerdmans Publishing Company, 1968.

Component part by one author in a work edited by another

With a commentary:

N.

¹J. H. Bernard, "The Second Epistle to the Corinthians," in *Expositor's Greek Testament*, ed. by W. Robertson Nicoll (New York: George H. Doran Company, n.d.), 3:78.

¹⁷Bernard, "Second Corinthians," 80.

B.

Bernard, J. H. "The Second Epistle to the Corinthians." In *Expositor's Greek Testament*. Ed. by W. Robertson Nicoll, 3:3-119. New York: George H. Doran Company, n.d.

With an essay:

N.

¹O. R. Gurney, "Hittite Kingship," in *Myth, Ritual, and Kingship: Essays on the Theory and Practice of Kingship in the Ancient Near East and in Israel*, ed. by S. H. Hooke (Oxford, Eng.: Clarendon Press, 1960), 107.

¹⁷Gurney, "Hittite Kingship," 99.

B.

Gurney, O. R. "Hittite Kingship." In *Myth, Ritual, and Kingship: Essays on the Theory and Practice of Kingship in the Ancient Near East and in Israel*, ed. by S. H. Hooke, 105-21. Oxford, Eng.: Clarendon Press, 1960.

N.

¹Albert Kirk Grayson, "Assyria: Ashur-Dan II to Ashur-Nirari V (934-745 B.C.)," in *The Prehistory of the Balkans, and the Middle East and the Aegean World, Tenth to Eighth Centuries B.C.*, 2nd ed., ed. by John Boardman et al., Cambridge Ancient History 3:1 (Cambridge, Eng.: University Press, 1982), 238.

¹⁷Grayson, "Ashur-Dan II to Ashur-Nirari V," 238.

B.

Grayson, Albert Kirk. "Assyria: Ashur-Dan II to Ashur-Nirari V (934-745 B.C.)." In *The Prehistory of the Balkans, and the Middle East and the Aegean World, Tenth to Eighth Centuries B.C.*, 2nd ed. Ed. by John Boardman et al., 238-81. Cambridge Ancient History 3:1. Cambridge, Eng.: University Press, 1982.

Article in a journal

In a foreign language:

N.

¹Helga Weippert, "Das geographische System der Stämme Israels," *Vetus Testamentum* 23 (1973): 77.

[Note that capitalization follows the rules of the language in which the article is written (in this case, German).]

¹⁷Weippert, "Das geographische System," 79.

B.

Weippert, Helga. "Das geographische System der Stämme Israels." *Vetus Testamentum* 23 (1973): 76-98.

In English:

N.

¹O. Linton, "Coordinated Sayings and Parables in the Synoptic Gospels: Analysis Contra Theories," *New Testament Studies* 26 (Jan 1980): 140.

¹⁷Linton, "Coordinated Sayings," 142.

B.

Linton, O. "Coordinated Sayings and Parables in the Synoptic Gospels: Analysis Contra Theories." *ew Testament Studies* 26 (Jan 1980): 139-63.

Article in a magazine**N.**

¹William M. Kinnaird, "Divorce and Remarriage: Ministers in the Middle," *Christianity Today* 24/11 (June 6, 1980): 24.

¹⁷Kinnaird, "Divorce and Remarriage," 26.

B.

Kinnaird, William M. "Divorce and Remarriage: Ministers in the Middle." *Christianity Today* 24/11 (June 6, 1980): 24-27.

Articles in encyclopedias, dictionaries, and lexicons

With a list of abbreviations:

N.

¹BDB, 345.

²Ibid., 82.

Without a list of abbreviations:

N.

¹Francis Brown, S. R. Driver, and C. A. Briggs, eds., *A Hebrew and English Lexicon of the Old Testament* (Oxford, Eng.: Clarendon Press, 1968), 345.

¹⁷Brown, Driver, and Briggs, *Lexicon*, 348.

B.

Brown, Francis, S. R. Driver, and C. A. Briggs, eds. *A Hebrew and English Lexicon of the Old Testament*. Oxford, Eng.: Clarendon Press, 1968.

With a list of abbreviations:

N.

¹KB², 92.

²Ibid., 12.

[Note: The superscript number following the standard abbreviation indicates the edition number of the work. No superscript indicates a first edition.]

Without a list abbreviations:

N.

¹Ludwig Koehler and Walter Baumgartner, eds., *Lexicon in Veteris Testamenti Libros*, 2nd ed. (Leiden, The Netherlands: E. J. Brill, 1958), 92.

B.

Koehler, Ludwig, and Walter Baumgartner, eds. *Lexicon in Veteris Testamenti Libros*, 2nd ed. Leiden, The Netherlands: E. J. Brill, 1958.

N.

¹Ludwig Koehler and Walter Baumgartner, eds., *The Hebrew and Aramaic Lexicon of the Old Testament*, 5 vols., rev. by Walter Baumgartner and Johann Jakob Stamm, trans. and ed. by M. E. J. Richardson (Leiden, The Netherlands: E. J. Brill, 1994), 1:92. Hereafter, *HALOT*.

¹⁷*HALOT*, 2:148.

B.

Koehler, Ludwig, and Walter Baumgartner, eds. *The Hebrew and Aramaic Lexicon of the Old Testament*. 5 vols. Rev. by Walter Baumgartner and Johann Jakob Stamm. Trans. and ed. by M. E. J. Richardson. Leiden, The Netherlands: E. J. Brill, 1994.

N.

¹William L. Holladay, *A Concise Hebrew and Aramaic Lexicon of the Old Testament* (Grand Rapids, Mich.: Wm. B. Eerdmans Publishing Company, 1971), 74.

¹⁷Holladay, *Lexicon*, 64.

B.

Holladay, William L. *A Concise Hebrew and Aramaic Lexicon of the Old Testament*. Grand Rapids, Mich.: Wm. B. Eerdmans Publishing Company, 1971.

N.

¹Marcus Jastrow, comp., *A Dictionary of the Targumim, the Talmud Babli, and Yerushalmi, and the Midrashic Literature*, 2 vols. (n.p., 1923; reprint, Brooklyn, N.Y.: P. Shalom Publishing Inc., 1967), 1:26.

¹⁷Jastrow, *Dictionary*, 2:93.

B.

Jastrow, Marcus, comp. *A Dictionary of the Targumim, the Talmud Babli, and Yerushalmi, and the Midrashic Literature*. 2 vols. N.p., 1923; reprint, Brooklyn, N.Y.: P. Shalom Publishing Inc., 1967.

[Note: The date of the original edition should be included in the reprint statement if it is known.]

With a list of abbreviations:

N.

¹BAGD, 71.

²Ibid., 78.

Without a list of abbreviations:

N.

¹Walter Bauer, William F. Arndt, and F. Wilbur Gingrich, *A Greek-English Lexicon of the New Testament and Other Early Christian Literature*, 2nd ed., rev. and augmented by F. Wilbur Gingrich and Frederick W. Danker (Chicago: University of Chicago Press, 1979), 71.

B.

Bauer, Walter, William F. Arndt, and F. Wilbur Gingrich. *A Greek-English Lexicon of the New Testament and Other Early Christian Literature*, 2nd ed. Rev. and augmented by F. Wilbur Gingrich and Frederick W. Danker. Chicago: University of Chicago Press, 1979.

[Note: The latest edition of BDAG should be used in preference to the earlier one, unless specific comparisons are being made.]

With a list of abbreviations:

N.

¹LSJ, 98.

Without a list of abbreviations:

N.

¹Henry George Liddell and Robert Scott, comps., *A Greek-English Lexicon*, rev. and augmented by Henry Stuart Jones with the assistance of Roderick McKenzie et al., with a supplement (Oxford, Eng.: Clarendon Press, 1968), 98.

B.

Liddell, Henry George, and Robert Scott, comps. *A Greek-English Lexicon*. Rev. and augmented by Henry Stuart Jones with the assistance of Roderick McKenzie et al., with a supplement. Oxford, Eng.: Clarendon Press, 1968.

N.

¹Paul D. Wegner, "Ruth, Theology of," in *Evangelical Dictionary of Biblical Theology*, ed. by Walter A. Elwell (Grand Rapids, Mich.: Baker Book House, 1996), 695.

B.

Wegner, Paul D. "Ruth, Theology of." In *Evangelical Dictionary of Biblical Theology*. Ed. by Walter A. Elwell, 694-96. Grand Rapids, Mich.: Baker Book House, 1996.

When no author information is available:

N.

¹*Dictionary of the Bible*, s.v. "Marah," 577.

B.

Hastings, James, ed. *Dictionary of the Bible*. New York: Charles Scribner's Sons, 1924.

_____. S.v. "Marah," 577-78.

N.

¹J. Jeremias, "●✠❖□□✂," *TDNT*, 4:269-70.

B.

Jeremias, J. "●✠❖□□✂." In *Theological Dictionary of the New Testament*. 10 vols. Ed. by

Gerhard Kittel. Trans. and ed. by Geoffrey W. Bromiley, 4: 268-80. Grand Rapids, Mich.: Wm. B. Eerdmans Publishing Co., 1967.

N.

¹Rolf Rendtorff, "□□□↗⌘❖◆⌘↘, יִנְבִיא," *TDNT*, 6:796.

B.

Rendtorff, Rolf. "□□□↗⌘❖◆⌘↘, יִנְבִיא." In *Theological Dictionary of the New Testament*. 10

vols. Ed. by Gerhard Kittel. Trans. and ed. by Geoffrey W. Bromiley, 6:781-861. Grand Rapids, Mich.: Wm. B. Eerdmans Publishing Co., 1968.

Book reviews**N.**

¹Charles R. Smith, review of *Tongues of Men and Angels*, by William J. Samarin, *Grace Journal* 14 (1973): 39-41.

¹⁷Smith, "Review," 39.

B.

Smith, Charles R. Review of *Tongues of Men and Angels*, by William J. Samarin. *Grace Journal* 14 (1973): 39-41.

Theses or Dissertation**N.**

¹Gordon Henry Lovik, "Expressing Time in the Gospels" (Th.D. diss., Grace Theological Seminary, 1973), 84.

B.

Lovik, Gordon Henry. "Expressing Time in the Gospels." Th.D. diss., Grace Theological Seminary, 1973.

Secondary quotation

(Use only if the original is not available.)

N.

¹Jacques Maritain, *Moral Philosophy* (New York: Scribners, 1964), 94; quoted in George William Rutler, *Christ and Reason: An Introduction to Ideas from Kant to Tyrrell* (Front Royal, Va.: Christendom Press, 1990), 9, n. 6.

B.

Maritain, Jacques. *Moral Philosophy*. New York: Scribners, 1964, 94. Quoted in George

William Rutler. *Christ and Reason: An Introduction to Ideas from Kant to Tyrrell*, 9, n. 6. Front Royal, Va.: Christendom Press, 1990.

Talmud

N.

¹ *Babylonian Talmud Sanhedrin 74a.* (or) *b. Sanh. 74a.*

B.

The Babylonian Talmud. Edited by Isadore Epstein. London: Soncino Press, 1948.

Tosepta

N.

¹ *Tosepta Hagigah 3.35.* (or) *t. Hag. 3.35.*

B.

The Tosefta. Translated by Jacob Neusner. New York: KTAV Publishing House, 1979.

Mishnah

N.

¹ *Mishnah Berakot 9.5.* (or) *m. Ber. 9.5.*

B.

The Mishnah. Translated by Herbert Danby. London: Oxford University Press, 1933.

Qumran

N.

¹ *Temple Scroll 64.6b.* (or) *IIQTemple 64.6b.*

B.

The Dead Sea Scrolls: In English. Translated by Geza Vermes. 3rd ed. Sheffield, England: JSOT Press, 1987.

Classical Works

(Any of the following forms are acceptable)

N.

¹ Thucydides *History of the Peloponnesian War* 5.16.3. (or) Thuc. 5.16.3. (or)

¹ Thucydides *History of the Peloponnesian War*, vol. 3, Loeb Classical Library, 31.

B.

Thucydides *History of the Peloponnesian war*. Vol. 2, trans. Charles Forster Smith. Loeb Classical Library. London: William Heinemann, 1920.

Class Lecture (Notes Printed In Syllabus)

N.

¹ Warren Vanhetloo, "OT Biblical Theology" (unpublished class notes in 231 Old Testament Biblical Theology, Calvary Baptist Theological Seminary, Fall 1991), 13.

B.

Vanhetloo, Warren. "OT Biblical Theology." Unpublished class notes in 231 Old Testament Biblical Theology. Calvary Baptist Theological Seminary, Fall 1991.

Class Lecture (Notes From Lecture)

N.

¹ Warren Vanhetloo, class notes of student in 231 Old Testament Biblical Theology, Calvary Baptist Theological Seminary, Fall 1991.

B.

Vanhetloo, Warren. 1991. Class notes of student in 231 Old Testament Biblical Theology. Calvary Baptist Theological Seminary.

Published Recordings On Audiocassette

N.

¹ Cornelius Van Til, *Augustine* (Philadelphia: Westminster Media, n.d.), audiocassette.

B.

Van Til, Cornelius. N.d. *Augustine*. Philadelphia: Westminster Media. Audiocassette.

Unpublished Recordings On Audiocassette

N.

¹ David Burggraff, "Contemporary Dispensationalism" (Calvary Baptist Theological Seminary, 1992), audiocassette.

B.

Burggraff, David. "Contemporary Dispensationalism." Calvary Baptist Theological Seminary, 1992. Audiocassette.

Unpublished Paper

N.

¹ Renald Showers, "Pre-Tribulation Rapture," TD [photocopy], n.d., Calvary Baptist Theological Seminary Library, Lansdale, PA, 23.

B.

Showers, Renald. "Pre-Tribulation Rapture." TD [photocopy], n.d., Calvary Baptist Theological Seminary Library, Lansdale, PA.

Multiple References In A Single Note

N.

(This example only applies to a note. Both references cited would have to be entered separately in the bibliography.)

¹ See F.F. Bruce, *New Testament History* (Garden City, NY: Doubleday-Galilee, 1980), 64; and Joachim Jeremias, *Jerusalem in the Time of Jesus*, trans. F. H. Cave and C. H. Cave (Philadelphia: Fortress, 1975), 159.

Videocassette

N.

¹ John Gray, *Men are from Mars, Women are from Venus*. Produced by American Broadcasting Companies, Inc. 120 min. 1996. Videocassette.

B.

Gray, John, *Men are from Mars, Women are from Venus*. Produced by the American Broadcasting Companies, Inc. 120 min. 1996. Videocassette.

Citation Of Electronic Publications – Supplement to *The Columbia Guide to Online Style*

Students must hedge against the volatile nature of online documents, as they will often vanish without notice. To do this, students must not rely on hypertextual links to refer to sources on the WWW, and they should store all cited documents in an electronic file or in printed form. Note: Recently published online editions of standard works are useful for searching however, the hard copy edition should be used for citation in term papers, theses, and dissertations. Thesis and dissertations should cite the hard copy edition of an electronically published work wherever possible.

The components of a URL are as follows:

URL: <http://www.bible.org/docs/soapbox/2pet310.htm>:

- [http://](#) designates the protocol (Hypertext Transfer Protocol).
- [www.bible.org](#) is the domain with org standing for a non-profit organization.
- [/docs & /soapbox](#) is a directory (or subdirectory)
- [/2pet310.htm](#) is a file name.

URLs must be copied with the greatest of accuracy as any variation can prevent access.

Basic Citation Format (components and punctuation)

Author's Last Name, First Name. "Title of Document." *Title of Complete Work* [if applicable]. Version or File Number [if applicable]. Document date or date of last revision [if different from access date]. Protocol and address, access path or directories (date of access).

This basic format should be used as a template for citing various electronic documents as the following examples demonstrate. Students should note that the guidelines of Turabian are being translated to fit the unique elements of electronic files (e.g., months are abbreviated as per Turabian 2:55). The many examples of various conditions within file types in the *Columbia Guide* are very helpful, however, they are translating MLA (Modern Language Association) and APA (American Psychological Association) style guides and will need some adjustment to fit with *Chicago* style (Turabian).

Sample Bibliography and Footnote Entries

The World Wide Web (WWW)

Basic format (Walker & Taylor, 45).

Author's Last Name, First Name. "Title of Document or File." *Title of Complete Work or Site*. Version or file number. Date of document. Protocol and address (date of access).

N.

¹ Daniel B. Wallace, "A Brief Note On a Textual Problem in 2 Peter 3:10," 2003, <http://www.bible.org/docs/soapbox/2pet310.htm> (23 July 2004).

B.

Wallace, Daniel B. "A Brief Note On a Textual Problem in 2 Peter 3:10," 2003. <http://www.bible.org/docs/soapbox/2pet310.htm> (23 July 2004).

Discussion Lists, Usenet Newsgroups, and Email

Basic format (Walker & Taylor, 66).

Author's Last Name, First Name or alias. "Subject Line." Message date if different from date accessed. *List Name* [if applicable]. List or newsgroup address (date accessed).

Listservs, etc.

N.

¹ Joe Fleener, "How to Use BibleWorks," bibleworks@topica.com (12 June 2002).

B.

Fleener, Joe. "How to Use BibleWorks." bibleworks@topica.com (12 June 2002).

Newsgroups and Usenet group messages.

N.

¹ James Rosscup, “[ED TECH] EMG: Sacred Texts (Networked Electronic Versions),” *alt.etext*, jrosscup@tms.edu (4 Feb. 1993).

B.

Rosscup, James “[EDTECH] EMG:Sacred Texts (Networked Electronic Versions).”
alt.etext .jrosscup@kathab.tms.edu (4 Feb. 1993).

Email.

N.

¹ Joe Fleener, “Answers to Exam.” 23 July 2004. jfleener@cbs.edu (23 July 2004).

B.

Fleener, Joe. “Answers to Exam.” 23 July 2004. jfleener@cbs.edu (23 July 2004).

[Note: a personal email would omit the email address and insert [personal email] in its place.]

Gopher Sites, File Transfer Protocols (FTP), and Telnet Protocols

Basic format (Walker & Taylor, 72, 75, 82).

Author’s Last Name, First Name. “Title of Work.” *Title of Complete Work*. Date of document. Protocol and address, path or directories (date of access).

Gopher site

N.

¹ H. Van Dyke Parunak, “Code Manual for the Michigan Old Testament,” 19 Mar. 1982, Gopher://ccat.sas.upenn.edu:3333/00/Religious/Biblical/MBHS/002.MichiganManual (14 Aug. 1999).

B.

Parunak, H. Van Dyke. "Code Manual for the Michigan Old Testament." 19 Mar. 1982.
Gopher://ccat.sas.upenn.edu:3333/00/Religious/Biblical/MBHS/002.MichiganManual
(14 Aug. 1999).

FTP protocol

N.

¹ Nigel Strudwick, "News from Luxor," 16 Jan. 1995, ftp://newton.newton.cam.ac.uk/pub/ancient/egypt/LUXOR.TXT (14 Aug. 1999).

B.

Strudwick, Nigel. "News from Luxor." 16 Jan. 1995. ftp://newton.newton.cam.ac.uk/pub/ancient/egypt/LUXOR.TXT (14 Aug. 1999).

Telnet Protocol: see above examples as these are treated largely the same as Gopher and FTP sites.

Online Reference Source

Basic format (Walker & Taylor, 92).

Author's Last Name, First Name. "Title of Article," *Title of Complete Work*. Previous publication information and date. Online edition. *Online Service* or protocol and address and any paths or directories (date accessed).

N.

¹ Anthony F. Beavers, "A Chronology of the Arian Controversy," *The Ecole Initiative*, Online ed., http://ceder.evansville.edu/eco/eweb/arians/arianchr.htm (13 Aug. 1999).

B.

Beavers, Anthony F. "A Chronology of the Arian Controversy." *The Ecole Initiative*. Online ed. http://ceder.evansville.edu/eco/eweb/arians/arianchr.htm (13 Aug. 1999).

Electronic Publications and Online Databases

Basic format (Walker & Taylor, 96).

Author's Last name, First Name. "Title of Article." *Title of Software Publication*.
 Publication information, including version or edition number, if applicable, and date of
 publication. *Name of database*, if applicable. *Name of online service* or Internet protocol and
 address. File or version number or other identifying information and directory path (date
 accessed).

CD-ROM, diskette, etc.

N.

¹ Eric W. Hyden, "Highlights in the Life of Charles Haddon Spurgeon," *The C.H. Spurgeon Collection*, The Ages Digital Library (14 Aug. 1999).

B.

Hyden, Eric W. "Highlights in the Life of Charles Haddon Spurgeon." *The C.H. Spurgeon Collection*, The Ages Digital Library (14 Aug. 1999).

General Citation for an Electronic Concordance Program

N.

¹ Michael S. Bushell and Michael D. Tan, *BibleWorks 6.0.009i* (BibleWorks, 2003).

B.

Bushell, Michael S. and Michael D. Tan. *BibleWorks 6.0.009i* BibleWorks, 2003.

Citation for a Text Module from an Electronic Concordance Program

N.

¹ Martin G. Abegg Jr., "The Qumran Sectarian Manuscripts (with Morphological Tags) 1999, 2000, 2001," *BibleWorks 6.0.009i* (BibleWorks, 2003).

B.

Abegg, Martin G. Jr. *The Qumran Sectarian Manuscripts (with Morphological Tags)*. 1999, 2000, 2001. *BibleWorks 6.0.009i* BibleWorks, 2003.

N.

¹ Alan Groves and Wheeler, “Groves-Wheeler Westminster Morphology and Lemma Database (WTM), Release 3.5. 2001,” *BibleWorks 6.0.009i* (BibleWorks, 2003).

B.

Groves, Alan and Wheeler. *Groves-Wheeler Westminster Morphology and Lemma Database (WTM), Release 3.5. 2001. BibleWorks 6.0.009i* BibleWorks, 2003.

N.

¹ Michaels S. Bushell, Jean-Noel Aletti and Andrzej Gieniusz, “BibleWorks Greek New Testament Morphology (BNM). 1999-2001,” *BibleWorks 6.0.009i* (BibleWorks, 2003).

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Bushell, Michael S., Jean-Noel Aletti and Andrzej Gieniusz. *BibleWorks Greek New Testament Morphology (BNM)*. 1999-2001. *BibleWorks 6.0.009i* BibleWorks, 2003.

Citation for a Lexicon Module from an Electronic Concordance Program

N.

¹ BDAG, *BibleWorks 6.0.009i* (BibleWorks, 2003).

B.

Bauer, W., F. W. Danker, W. F. Arndt, and F. W. Gingrich. *Greek-English Lexicon of the New Testament and Other Early Christian Literature*. 3d ed. Chicago, 1999. *BibleWorks 6.0.009i* BibleWorks, 2003.

N.

¹ HALOT, *BibleWorks 6.0.009i* (BibleWorks, 2003).

B.

Keohler, L., W. Baumgartner, and J. J. Stamm, *The Hebrew and Aramaic Lexicon of the Old Testament*. Leiden, 1994-1999. *BibleWorks 6.0.009i* BibleWorks, 2003.

Computer information services and online databases**N.**

¹ Mary Ann Shisler, "The Mennonites and Their Contribution to World Peace," *AskEric InfoGuide*, Nov. 1998, <http://ericir.syr.edu/plweb-cgi/fastweb?getdoc+infoguides+265+0+wAAA+old%26testament>.

B.

Shisler, Mary Ann. "The Mennonites and Their Contribution to World Peace." *AskEric Info Guide*. Nov. 1998. <http://ericir.syr.edu/plweb-gi/fastweb?getdoc+infoguides+265+0+wAAA+old%26testament>.

[Note: Some URLs will incorporate math symbols and punctuation as in the example above. Remember to be accurate in copying all URLs. Such unique URLs may not be reaccessible, making the citation useless for future follow-up. Online sources remain somewhat unstable, therefore the writer should print out and file online works that they use in research (especially those they cite).]

APPENDIX A: Sample Pages

[sample page]

THE WORK OF THE HOLY SPIRIT IN THE
BOOK OF JUDGES

by

John A. Smith

Submitted in partial fulfillment of requirements
for the course Joshua-Judges-Ruth 245
Dr. Charles E. McLain
Calvary Baptist Theological Seminary
May 2001

[sample page]

THE PRINCIPLES OF DISCIPLINE IN
MATTHEW 18:15-17

by

David L. Burggraff

Submitted in partial fulfillment of requirements
for the degree Master of Theology
Calvary Baptist Theological Seminary
May 1988

[sample page]

CONQUERING THE FEARS THAT
PREVENT MINISTRY

by

William E. Adams

Submitted in partial fulfillment of requirements
for the degree Doctor of Ministry
Calvary Baptist Theological Seminary
May 1990

[sample page]

THE PRINCIPLES OF DISCIPLINE IN
MATTHEW 18:15-17

Accepted by the Faculty of the Calvary Baptist Seminary in partial fulfillment of the requirements for the degree

Master of Theology

Date

Grade

Examining Committee

[sample page - at least 1 inch top margin]

TABLE OF CONTENTS

PREFACE.....	ii
LIST OF TABLES ..	iv
ABSTRACT	v
INTRODUCTION	1
Chapter	
1. THE FEARS OF BELIEVERS	3
The Impact of Fear upon Local Church Ministry Today	
The Impact of Fear upon Timothy's Ministry	
The Impact of God's Message upon Fear	
2. THE FUNDAMENTALS FOR A COUNSELOR	13
Implications for the Counselor	
Implications for the Counselee	
3. THE FORMULATION OF POWER	36
The Establishment of Power	
The Maintenance of Power	
The Counseling Implications of Power	
4. THE FOCUS ON LOVE	56
The Scriptural View	
The Upward View	
The Outward View	
The Inward View	
5. THE FUNCTION OF A SOUND MIND	89

*Top Margin at least 2 inches
If short, center top to bottom*

[center heading]

LIST OF ILLUSTRATIONS

[2 blank lines]

1. Survey Statistics: Comparative Study of Response and No Response to Questionnaire	153
2. Total Returned Surveys: Counseling DS or Other Disabilities	154
3. Returned Surveys: DS Counseled vs. No Response	156
4. Demographic Comparisons: Counseled DS vs. Not Counseled DS.....	158
5. Down Syndrome Awareness: Ideal Compared to Questionnaire Results	159
6. Lecture Group Pre vs. Post: Video Tape Lecture Results.....	170

*Top Margin at least 2 inches
If short, center top to bottom*

[center heading]

LIST OF TABLES

[2 blank lines]

1. Growth Enrichment Marital Seminar Attendance Record.....	268
2. Waring Intimacy Questionnaire: Control: Pre vs. Post.....	272
3. Waring Intimacy Questionnaire: Seminar: Pre v. Post	273
4. Pair Intimacy Questionnaire: Control: Pre vs. Post.....	276
5. Pair Intimacy Catenary: Seminar: Pre vs. Post.....	277
6. Gems Intimacy Questionnaire: Control: Pre vs. Post.....	281
7. Gems Intimacy Questionnaire: Seminar: Pre vs. Post.....	282

[Sample page]

LIST OF ABBREVIATIONS

AB	<i>Anchor Bible</i>
AJP	<i>American Journal of Philology</i>
ANETP	<i>Ancient Near Eastern Supplementary Texts and Pictures</i>
BADG	<i>Greek-English Lexicon of the New Testament and Early Christian Literature</i>
BASOR	<i>Bulletin of the American Schools of Oriental Research</i>
CBQ	<i>Catholic Biblical Quarterly</i>
HeyJ	<i>Heythrop Journal</i>
ICC	<i>International Critical Commentary</i>
ISBE	<i>International Standard Bible Encyclopedia</i>
JETS	<i>Journal of the Evangelical Theological Society</i>
JQR	<i>Jewish Quarterly Review</i>
KJV	<i>King James Version</i>
NovTSup	<i>Novum Testamentum Supplements</i>
PEQ	<i>Palestine Exploration Quarterly</i>
RevQ	<i>Revue de Qumran</i>
SSNTSMS	<i>Society for New Testament Study Monograph Series</i>

[Sample headings]

CHAPTER I

CHAPTER TITLE

Use a two-inch margin at the top where a new chapter begins, otherwise use a margin of at least one inch at the top. Centered headings should not be more than 48 spaces; if so, divide in an inverted pyramid using double spacing.

First Level Subheading

First level subheading should be bold and centered. Triple-space after chapter title but double-space after sub-headings. Triple-space from text to sub-heading.

Second Level Subheading

Use uppercase for the first letters in each word; do not use bold or underscore, but center the text.

Third Level Subheading [is bold and left justified. Triple-space before all subheadings]

Fourth level subheading

Double-space between consecutive sub-headings. Do not use bold or italics, should be left justified. Use uppercase for first word in heading as well as for proper names for fourth and fifth level subheadings.

Fifth level heading. This heading indented to the paragraph indentation, italicized and followed by a period. All five headings need not be used; however, those used must follow in descending order.

[Sample Footnotes]

This page lists samples of the approved footnote style. When citing material from a multi-volume source, cite the title of the work within quotation marks when it does not comprise the complete volume, but italicize it when it does.¹ When a source is the publication of a series, the series title is included but not underlined.² A series title is "an ongoing project of its sponsors, whose purpose is the issuance from time to time of books or pamphlets by different writers on topics . . . over a specific field" (Turabian, 9.49).

Notice the different ways to abbreviate long titles when citing them more than once.³ Use "Ibid." when citing the same source in immediate sequence.⁴

¹Otto Zocker, "The Book of the Prophet Daniel" (hereafter referred to as "Daniel"), trans. James Strong, in *Commentary on the Holy Scriptures*, ed. John P. Lange, new ed. (Grand Rapids: Zondervan Publishing House, 1960), 7:151-152.

²George W. Knight. *The Pastoral Epistle: A Commentary on the Greek Text*. The New International Greek Testament Commentary, ed. I. Howard Marshal and W. Ward Gasque (Grand Rapids: Eerdmans, 1992), 37.

³Zockler, "Daniel," 153-161.

⁴Ibid., 21-22.

[Sample bibliography]

[2 inch top margin for initial page]

- Bloom, Harold. *The American Religion: The Emergence of the Post-Christian Nation*. New York: Simon & Schuster, 1992.
- Bobgan, Martin and Deidre Bobgan. *The Psychological Way/The Spiritual Way*. Minneapolis, Minn.: Bethany House, 1979.
- Bright, John. *A History of Israel*. 3rd ed. Philadelphia: Westminster Press, 1981.
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- Erasmus, Desiderius. *Collected Works by Erasmus*. Edited by John W. O'Malley. Vol. 66, *Enchiridion*. trans. and annotated by Charles Fantazzi. Toronto: University of Toronto Press, 1988.
- Flint, Thomas P., ed. *Christian Philosophy*. University of Notre Dame Studies in the Philosophy of Religion, no. 6. Notre Dame, Ind.: University of Notre Dame, 1990.
- Freeman, Hobart E. *An Introduction to the Old Testament Prophets*. Chicago: Moody Press, 1968.
- Goppelt, Leonhard. *Theology of the New Testament*. Vol. 1, trans. John E. Alsup, ed. Jurgen Roloff. Grand Rapids: Eerdmans, 1981.
- Gordon, Barry. *The Economic Problem in Biblical and Patristic Thought*. Supplements to *Vigiliae Christianae*, vol. 9. Leiden: E.J. Brill, 1989.
- La Sor, William, David Allan Hubbard, and Frederic William Bush. *Old Testament Survey: The Message, Form, and Background of the Old Testament*. Grand Rapids: Eerdmans, 1982.

[page number bottom centered for initial page]

APPENDIX B: Research Paper Checklist

Structure of the Paper

- Does your paper include a title page (title, name, course)?
- Is your paper numbered, double-spaced, and stapled in upper left corner?
- Have you footnoted all specific facts and unoriginal thoughts whether directly quoted or not?
- Have you used the correct form for your footnotes and bibliography?
- Did you include a bibliography at the end of the paper?
- Are authors of all quotations identified in the text of the paper?
- Have you used the correct form for direct quotations (quotation marks or indentations for long quotations)?
- Have you followed the Seminary guide for form and style?

Research

- Have you consulted the minimum amount of sources required?
- Have you relied on one source too heavily?
- Have you concentrated on using primary sources for your research?
- Do you have mostly general sources (i.e., encyclopedias, dictionaries) or do you include specific sources (i.e., journals, commentaries)?

Grammar

- Have you proof-read your paper?
- Have you used the spell-check feature of your word processing program?
- Have you used contractions, colloquialisms, slang, or exclamation points?
- Have you referred to yourself as “I”, “we”, or “us”?
- Have you used the same tenses within context consistently (e.g., past tense)?
- Do you have subject-verb agreement?
- Have you been consistent in your use of upper and lower cases?

Style/Content

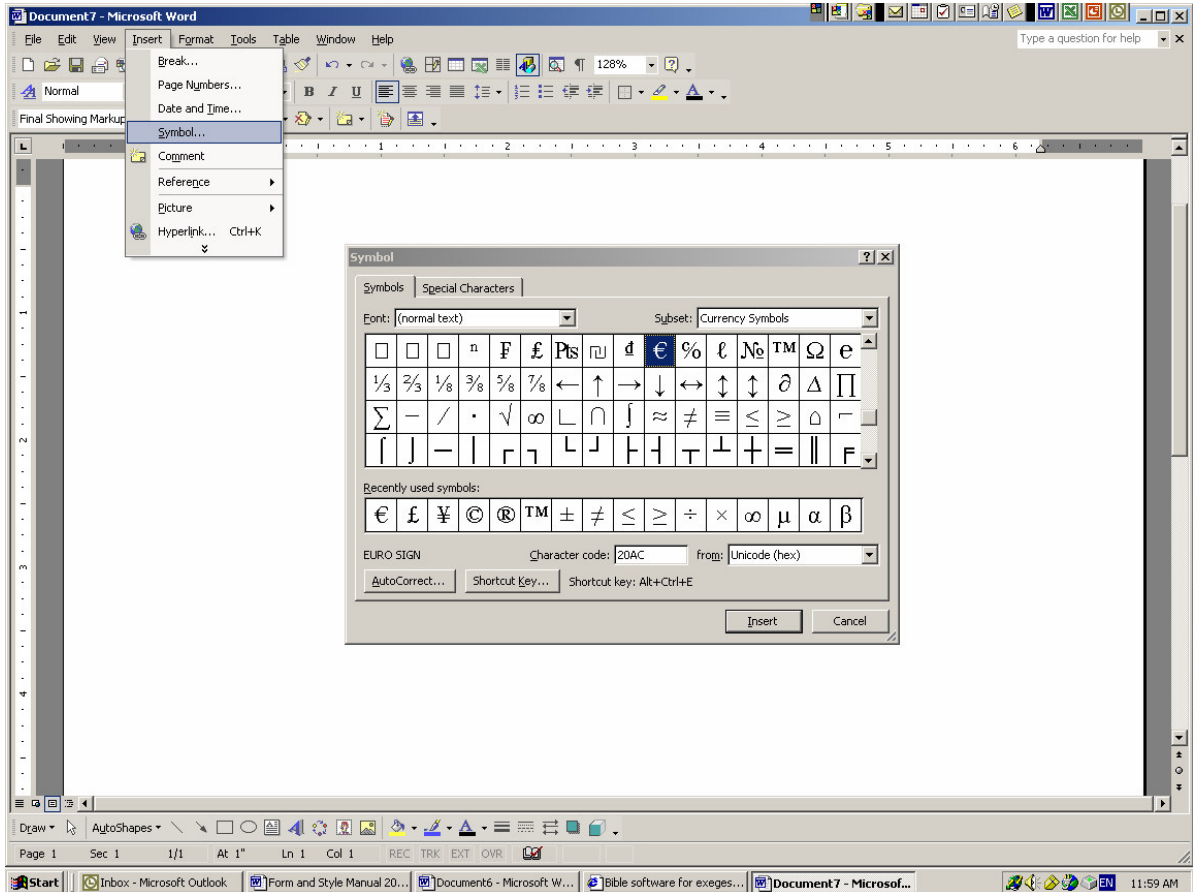
- Do you have a clear and specific purpose clause?
- Have you worked on having smooth transitions between your points?
- Have you drawn conclusions from what you have studied?
- Have you written in the active voice primarily?
- Have you avoided jargon if possible?
- Have you identified problems and other areas that could be explored?
- Have you dealt with views that differ from your own? Have you been fair? Have you refuted their arguments?
- Have you properly supported your position? In other words, have you provided the evidence necessary to support your position?

APPENDIX C: Common Flaws In Logic

1. *Begging the question*: premise of the argument is the same as that which one is trying to prove.
2. *Ad hominem argument*: attacking the individual instead of the validity or invalidity of what is believed.
3. *Ad Verecundiam argument*: appealing to an illegitimate authority.
4. *Ad populum argument*: supporting your position by appealing to commonly held principles.
5. *Non sequitur*: when you have not proven or demonstrated what you said you have just proven or demonstrated; an incorrect inference.
6. *Sweeping generalities*: confusing similarity with identity ('similarity' is 'sameness').
7. *"Good" guy / "Bad" guy mentality*: when one assumes that those that differ from him or her are essentially evil.
8. *Emotionalism*: when one makes an appeal aimed primarily to the emotions and not to the rationale processes.

APPENDIX D: Times New Roman Symbol Set

1. In Microsoft Word for Windows, click on the “Insert” menu, then select Symbol.
2. In the Symbol window, select “Times New Roman” from the Font pull-down menu on the left.
3. Double Click a symbol to insert it into your document.



APPENDIX E: BibleWorks Greek and Hebrew Fonts

The BibleWorks Hebrew Keyboard Map (BWHEBB)

□	י	ך	ץ	ד	ה	ו	ז	□	□	□	□	□
:	1	2	3	4	5	6	7	8	9	0	-	□
~	!	@	#	\$	%	^	&	*	()	_	+
ק	ב	□	ג	ה	ו	□	□	□	פ	□	□	
ק	ב	□	ג	ה	ו	□	□	□	פ	ע	□	
Q	W	E	R	T	Y	U	I	O	P	[]	
י	ט	ד	ש	נ	ה	ב	כ	ל	□	□		
ז	ט	ד	ש	נ	ה	ב	כ	ל	□	□		
A	S	D	F	G	H	J	K	L	:	'		
ז	ש	צ	ש	ב	נ	מ	□	□	□			
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The BibleWorks Greek Keyboard Map (BWGRKL)

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á	1	2	3	4	5	6	7	8	9	0	ǎ	ǎ
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Θ	Ω	E	P	T	Ψ	Y	I	O	Π	^A	^A	
θ	ω	ε	ρ	τ	ψ	υ	ι	ο	π	ǎ	ǎ	
Q	W	E	R	T	Y	U	I	O	P	[]	
A	Σ	Δ	Φ	Γ	H		K	Λ	^A	^A		
α	σ	δ	φ	γ	η	ζ	κ	λ	ǎ	ǎ		
A	S	D	F	G	H	J	K	L	:	'		
Z	Ξ	X	'A	B	N	M	ά	ά	ά			
ζ	ξ	χ	á	β	ν	μ	ά	ά	ά			
Z	X	C	V	B	N	M	,	.	/			
										α		
										·		
										ι		

Note: The a and A shown with Greek accents and the blank rectangle shown with Hebrew vowels are not printed. They are shown to illustrate accent and vowel point positions.