Writing Supplement Guidelines

(A Supplement to Kate Turabian’s A Manual for Writers of Term Papers, Theses, and Dissertations, 6th ed.)

…committed to providing biblical and theological education and training from a renewal perspective for the spiritual equipping of men and women who will contribute to the renewal of the Church and the evangelization of the world.

Revised: 10 October 2006
PREFACE

- The Regent University School of Divinity has established as its standard for the writing of all term papers, research papers, theses and dissertations the following source: Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. Rev. by John Grossman and Alice Bennett (Chicago: University of Chicago Press, 1996).

- This Writing Supplement will assist the student in the writing of research papers, theses, and D.Min. dissertations. Additionally, this Writing Supplement attempts to offer a basic reference tool for most graduate research papers to be submitted to the School of Divinity, but is not intended to replace Kate Turabian’s book, *A Manual for Writers*.

- Even though this Writing Supplement offers the basics for the typical paper, the student should consult *A Manual for Writers* throughout the writing process.

- Additional resources may be found on Regent Library’s “*Style Manual Resources on the Web*::

- This Writing Supplement is not intended to address the particular needs of every kind of term paper, or otherwise, of every single course in the School of Divinity. Always consult the Turabian book, course syllabus and professor for the specific requirements of required papers.

Curriculum Committee, Fall 2006
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I. STARTING YOUR RESEARCH PAPER
1. Prayerfully select a general topic that interests you.
2. Consult instructor and/or course syllabus concerning approved research or term topics.
3. Identify a particular issue or problem within your overall topic that will provide a focal point for your study. In other words, narrow the scope of investigation for your paper. One or more summary articles pertaining to your topic in a Bible dictionary, Bible encyclopedia or other theological or historical texts may help you decide how to limit the field of your study.
4. Examine the primary sources as soon as you have identified them. For a biblical topic this means using first the Bible and then other ancient literature. For theological topics, the writings and theologies of Christian leaders throughout church history may be considered.
5. Read secondary literature such as articles in biblical and theological reference works. Study one or more other volumes which treat your topic, or a closely related topic, from different perspectives.
6. Form an outline with subdivisions (see Turabian, 2.73).
7. Start an initial draft as soon as some ideas begin to form. Further insight and direction often come in this way. Consider sharing this with your professor.

II. SOURCES FOR YOUR RESEARCH PAPER

1. Kinds of Sources
   a. Primary sources (i.e., “original ideas of a person”):
      - the biblical text
      - other ancient literature and theological writings.
   b. Secondary sources [i.e., “subsequent thoughts on the original idea of the person”]:
      Examples:
      - commentaries
      - historical background sources
      - word studies
      - a reliable concordance
      - exegetical studies
      - books
      - journal articles
      - periodicals
      - microfilm
      - electronic documents
      - other sources suggested in a bibliography in the course syllabus or orally in class, but ordinarily NOT to include class notes.

2. Quantity of Primary & Secondary Sources
   In writing research papers, students are expected to support all their statements through careful argument and citation of appropriate primary (i.e., biblical or other ancient texts) and secondary sources from the most recent and rigorous scholarly literature. It is recommended that the average research paper contain 1-2 primary resources per page and a corresponding number of secondary sources. Start with the biblical text before using commentaries. Beyond this, consult the syllabus or instructor.
3. **Style for Citing Sources**

4.  **Citing for Web-based Sources and Plagiarism**

The School of Divinity policy regarding web-based, non-print resources for research projects is ordinarily limited to 30% of the sources cited. Use of the internet in assisting research for assignments in the School of Divinity among our students has been on the increase. That is a good thing, although we do not believe that the internet is an adequate substitute for the use of the library.

However, a corollary to this increased usage has been a higher incidence of plagiarism in assignments being submitted. Plagiarism is using the intellectual property of others without proper citation, giving the impression that it is the student’s own work. Note that any time you download text from the Internet or any electronic document you risk committing plagiarism. “Any time you download text from the Internet, you risk committing plagiarism.” [Laurie Kirszner, *The Pocket Handbook*, 2d ed. (Boston: Heile, 2003, 163]. Follow the following guidelines to avoid the possibility of plagiarism:

- Do not simply cut and paste blocks of downloaded text into your paper; summarize or paraphrase this material first (although either way requires citation).
- If you do not record the exact words of your source, enclose them in quotation marks.
- Always cite the text that is quoted verbatim, as well as the thoughts and ideas of others, which you paraphrase.
- Whether your information is from e-mails, online discussion groups, listservs, or World Wide Web sites, give proper credit by providing appropriate documentation.

Students area on their honor to complete assignments with integrity. This means that all written assignments are to reflect the student’s own work and to be submitted for credit only in this course. Where other secondary sources are used, appropriate dependence with the proper use of footnotes must be adhered to. Relative to the entire course of study, it must be assumed that cheating and plagiarism are sins contrary to God’s laws and the mission of Regent University.

Failure to follow at least the above, simple guidelines, results in plagiarism. If materials are used, especially verbatim, without being attributed to their source, it is plagiarism. Plagiarism is a spiritual matter of character and integrity. Be aware that if assignments are discovered to contain plagiarized materials the assignment will be failed and ordinarily the course as well. This can affect your academic status which may result in dismissal from the School of Divinity. Do not let the pressures of completing assigned work to jeopardize your academic career and the preparations for the ministry to which God has called you.
III. WRITING AND TYPING YOUR RESEARCH PAPER

1. **God's Guidance**
   
   Your research and writing are a means to glorify God. Seek constantly the guidance of the Holy Spirit for relevance and spiritual illumination with respect to the research and writing process.

2. **Format** (cf., *Turabian*, 14.1-34)
   
   a. **Font** – 12 pt. Times New Roman
   b. **Margins** – left, top, bottom, right: 1”
   c. **Double spaced** [note block quotations, *Turabian*, 5.4; 14.5]
   d. **Title page** [as noted in the example, Turabian’s *A Manual for Writers*, p. 256]
   e. **Table of contents** [papers under 3000 words or upon professor’s/instructor’s stated recommendation]
   f. **Outline** [also use sectional headings in your text] (*Turabian*, 2.73)
   g. **Introduction** (normally including thesis statement)
   h. **Body** of the paper
   i. **Footnotes** (preferred)
   j. **Bibliography** (normally a listing of works cited)

   For additional formatting assistance, refer to the Regent Writing Center’s website for viewing a sample paper properly formatted in Turabian and presentations on how to format these specific paper components in Turabian style: (a) title page, (b) table of contents, (c) page numbers, and (d) footnotes.

3. **Development of topic**
   
   a. Be very careful and logical in the development of your ideas in body of your paper.
   
   b. In your introduction, state the purpose and scope clearly (a clearly definable thesis statement) either in statement form or as a question. Also give a general statement of method, i.e., of how you intend to handle the issue or problem. The introduction should stimulate the reader's interest in the subject. Questions should be raised regarding the study's importance to the field of biblical studies along with any misconceptions that are to be corrected. The body of the paper should consist of supporting arguments, proving the validity of the thesis statement. This includes countering real or anticipated criticism of opposing arguments.
   
   c. In the body of your paper develop your topic logically, with headings and subheadings, and make sure that one point builds upon another or comes in a proper sequence of thought.
d. Stay with one main subject in a given paragraph, unless a parenthetical idea is interjected for some reason.

e. In writing up the results of your study, constantly ask yourself how the ideas in your paper relate to the main topic and the outline. Delete extraneous and unnecessary material from your text. In certain instances it may be appropriate to include tangential material in a footnote or endnote.

f. If possible, indicate the relevance of your findings and any pertinent application for the contemporary church and/or world.

g. Provide a conclusion to your paper in which you summarize your findings and/or provide an answer to the problem which you have raised. Do not go beyond your accumulated evidence. On the other hand, do not underrate what you have been able to present. The conclusion may be a section, a paragraph, or a shorter statement, depending on the length of your paper. But it should be your own conclusion, in your own words, not a quotation from another source.

4. Citation and documentation of sources

a. Your paper should demonstrate a balanced, proper and thoughtful use of primary and secondary sources. Avoid the extremes of an arrogant independence or a slavish dependence upon the works of others.

b. All information in your paper which is not common knowledge or has not been discovered by yourself personally should be carefully documented, so that it is clear to the reader(s) what the source is at each point. Always give biblical references to substantiate ideas drawn from the Bible or non-canonical biblical literature such as the Apocrypha. If useful, a pertinent phrase or clause from the biblical text should be quoted in your discussion. **NOTE:** Beware of taking up space with long or too many biblical quotations. Be selective in your use of biblical quotations.

c. On significant debatable points a variety of scholarly options should be presented in your research, with preference given to firsthand citations on particular positions. For example, it is better to cite Lightfoot as saying . . . rather than to cite Bruce as saying that Lightfoot says . . . . In controversial matters you should attempt to show why one (or more) of the various viewpoints is (are) preferable.

d. It is important that you interact with major commentaries and other secondary sources at crucial points in your argument. Some variety of viewpoint should be reflected in your selection of secondary sources. It is often appropriate to refer in the text of your paper to the author whom you are citing, not simply in the endnotes.

5. Revision before final typing

Revise your first draft. Eliminate unclear statements, poor sentence structure, misspelled words, faulty punctuation, etc.

6. Checking the final typed paper

Check the typed paper for errors—proofread it yourself. **Use your word processor’s spell check.** You the student, not the typist, are considered to be responsible for all errors when the paper is handed in. You may make final minor corrections neatly in handwriting.
## IV. GRADING PHILOSOPHY

The following evaluation of a student’s work at the master’s level is based on Regent University’s Catalog:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Work of superior quality in all areas. Work displays an outstanding mastering of the facts, a creative and critical use of the data, and an analysis or evaluation of facts, research, and trends, that shows real scholarship and talent for graduate work at the highest level. Practical or formational implications of work are included, as appropriate.</td>
</tr>
<tr>
<td>B+ B</td>
<td>Adequate grasp of facts, creativity and analysis, showing good comprehension of the subject. An above-average familiarity with the scholarship in the field. The grade for such work will vary from B+ to B- according to the quality and quantity of the work.</td>
</tr>
<tr>
<td>C+ C</td>
<td>The student has shown a minimal grasp of the facts of the course, and does not demonstrate the desired level of creativity, analytical performance, or comprehension. Practical or formational implications of work are included, as appropriate. The grade will vary from C+-C-. (As the minimum GPA for the Academic M.A. is 3.0, students in these degrees who receive a grade below a C (i.e. C- in any course must repeat that course in order to graduate. As the minimum GPA for M.Div., M.A. in Practical Theology, and M.A. in Missiology is 2.0, students who receive a grade of C- in these degrees need not repeat the course in order to graduate).</td>
</tr>
<tr>
<td>D+ D</td>
<td>Below minimal understanding and ability to handle the subject material of the course, but not requiring the course to be repeated. Practical or formational implications of work are included, as appropriate. The grade will vary from D+ to D-. (As the minimum GPA for the Academic M.A. is 3.0, students in these degrees who receive a grade of D+ D D- in any course must repeat that course in order to graduate. As the minimum GPA for M.Div., M.A. in Practical Theology, and M.A. in Missiology is 2.0, students who receive a grade of D+ D D- in these degrees need not repeat the course in order to graduate).</td>
</tr>
<tr>
<td>F</td>
<td>Not acceptable for graduate level study. The student’s work indicated major deficiencies both in routine learning and in use of data. This grade denotes either unacceptable performance in spite of some effort, or failure to complete the assigned work.</td>
</tr>
</tbody>
</table>
V. PRACTICAL HELPS

1. Capitalization and Spelling Guide (see Turabian, 4.1-28)

<table>
<thead>
<tr>
<th>Term</th>
<th>Correct Spelling</th>
</tr>
</thead>
<tbody>
<tr>
<td>accommodate (two m's, two c's)</td>
<td>effect (noun: the result); see “affect”</td>
</tr>
<tr>
<td>affect (verb: to influence; never a noun); see “effect”</td>
<td>envelop (verb: to influence; never a noun)</td>
</tr>
<tr>
<td>altar (place of worship)</td>
<td>envelope (noun)</td>
</tr>
<tr>
<td>alter (to change)</td>
<td>Exodus, the (from Egypt, the event)</td>
</tr>
<tr>
<td>amillennial</td>
<td>faith, the (Christianity)</td>
</tr>
<tr>
<td>announce (three n's)</td>
<td>Fall, the</td>
</tr>
<tr>
<td>anoint (one n after the a)</td>
<td>fall of man</td>
</tr>
<tr>
<td>anti-Christian</td>
<td>fatherhood of God (God, the Father)</td>
</tr>
<tr>
<td>apostasy (not &quot;-cy&quot;)</td>
<td>Fathers, the (church leaders)</td>
</tr>
<tr>
<td>apostle Paul, Peter, etc.</td>
<td>Flood, the</td>
</tr>
<tr>
<td>apostolic faith</td>
<td>forebear (noun: ancestor)</td>
</tr>
<tr>
<td>apparent</td>
<td>forbear (verb: to hold back, refrain)</td>
</tr>
<tr>
<td>argument (no e after the u)</td>
<td>fulfill</td>
</tr>
<tr>
<td>Ascension, the</td>
<td>genealogy (a not o, before the l)</td>
</tr>
<tr>
<td>authoritative</td>
<td>godly, godlike</td>
</tr>
<tr>
<td>baptism</td>
<td>Golden Rule, the</td>
</tr>
<tr>
<td>Beast, the (the Antichrist)</td>
<td>Gospel of Matthew, synoptic Gospels</td>
</tr>
<tr>
<td>biblical</td>
<td>gospel, the (the Good News)</td>
</tr>
<tr>
<td>Book of Romans, etc.</td>
<td>Great Commission, the</td>
</tr>
<tr>
<td>Bread of Life (Bible or Christ)</td>
<td>heaven</td>
</tr>
<tr>
<td>brethren (not &quot;-ern&quot;)</td>
<td>heavenly Father</td>
</tr>
<tr>
<td>canon</td>
<td>Holy Communion</td>
</tr>
<tr>
<td>capital (capitol—only the building)</td>
<td>Holy Place (in tabernacle or temple)</td>
</tr>
<tr>
<td>Charismatic</td>
<td>hypocrisy</td>
</tr>
<tr>
<td>Church, the (the Body of Christ, universal Church)</td>
<td>intercede</td>
</tr>
<tr>
<td>church, a local (the early church)</td>
<td>Isaiah</td>
</tr>
<tr>
<td>cite (to quote; not &quot;sight&quot;)</td>
<td>Israel (not &quot;-eal&quot;)</td>
</tr>
<tr>
<td>Creation, the</td>
<td>its (posessive pronoun)</td>
</tr>
<tr>
<td>Crucifixion, the</td>
<td>it's (contraction of it is)</td>
</tr>
<tr>
<td>crucifixion of Christ</td>
<td>Judaizer</td>
</tr>
<tr>
<td>definite</td>
<td>judges, the</td>
</tr>
<tr>
<td>deity (not &quot;diety&quot;)</td>
<td>judgment (American spelling: no g after the g)</td>
</tr>
<tr>
<td>dependent (three g's)</td>
<td>koinonia</td>
</tr>
<tr>
<td>descendant (a person)</td>
<td>Last Judgment, the</td>
</tr>
<tr>
<td>develop (no g at the end)</td>
<td>law (as opposed to grace)</td>
</tr>
<tr>
<td>devil, the (Satan)</td>
<td>Law, the (OT division)</td>
</tr>
<tr>
<td>disciple</td>
<td>millennial kingdom</td>
</tr>
<tr>
<td>Dispersion, the</td>
<td>Millennium, the (two l's, 2 n's)</td>
</tr>
<tr>
<td>divine (not dgonme)</td>
<td>ministries (no g after the t)</td>
</tr>
</tbody>
</table>
|必要|必要
|---|---
|Niniveh (not "Niniveh")|Satan
|northern kingdom, the|Savior (not British Saviour)
|occurrence|scriptural
|occurring (2 q's, 2 r's)|Scripture(s), the
|Parousia, the|Semitic (not "semetic")
|Passover|separate (not "separate")
|pastoral Epistles|shekinah
|Pentecost, Pentecostal|siege, besiege
|Pentecostalism|similar (not ",iar")
|perseverance|suggestion
|precipitate|stubbornness (2 b's, 2 n's)
|Pharaoh ("a" before "o" after the "r")|temple, the (at Jerusalem)
|plagiarism|Ten Commandments (but the first, second commandment)
|possession|their (possessive pronoun: belonging to them)
|precede (to go before)|there (adverb: at that place)
|proceed (to come from or to go on)|they're (contraction: they are)
|prevalent|truly (no e)
|principal (adjective: chief or main; noun: the head of a school)|Twelve, the (the apostles)
|principle (noun: rule or method)|twelve apostles, the
|privilege (no "d" in the word)|unchristian
|prophesy (verb: to prophesy)|vassal (not ",sel")
|prophecy (noun: a prophesy)|Westminster (no “i” after the n)
|quantity (two t's)|Word, the
|receive (i before e except after g, and in such words as "neighbor & weigh")|Yahweh (YHWH)
|resemblance|your (possessive pronoun: belonging to you)
|resurrection (one s)|you're (contraction: you are)
|reverence (not ",ance")|

2. References to Deity

- All personal pronouns referring to God, Jesus, or the Holy Spirit should be capitalized unless these appear as part of a direct quotation from Scripture.
- Capitalize all nouns and adjectives used to designate God, Jesus, or the Holy Spirit. For example: the Almighty, the Comforter, the Spirit. But use lower-case when the adjective is only a modifier, as in: the living Christ, the eternal God.
3. Citing Bible References *(Turabian, 2.20-21; 8.129)*

a. When referring to whole chapters or to whole books of the Bible or the Apocrypha, spell out the names of the books, do not italicize or underline them *(Turabian 2.20):*

   Jeremiah 42-44 records the flight of the Jews to Egypt when Jerusalem fell in 586 B.C.


b. When scriptural passages are cited by verse in a paper, whether in text, parenthetical references, or notes:
   - Abbreviate the names of the books [see “List of Abbreviations for Biblical Books”], using arabic numerals if they are numbered;
   - Write the chapter and verse numbers in arabic numerals with either a colon (preferred) or a period between them (be consistent);
   - Follow the chapter and verse numbers with the abbreviation for the version of the Bible or Apocrypha from which the passage was taken: 1 Chr 2:1-5 NASB (preferred) or Ruth 3.14 NAB *(Turabian, 2.21).* If all references in the paper are to the same version a footnote or endnote to that effect will suffice.

c. The Book of Psalms will be referred to in the singular when citing the reference for a quotation from one chapter in the book; it will be referred to in the plural when quoting from two or more chapters: Ps 32:8,22. Pss 32:8,22; 33:9.

d. The letters "v." and "vv." will be used whenever the words "verse" or "verses" are abbreviated.

e. Punctuation to be used in citing biblical references:
   1) Separate biblical book chapter and verse by a colon (preferred) or period: Ps 32:8 or Ps 32.8.
   2) Separate individual verses by a comma and no space: Ps 32:6,9; Prv 3:1,2.
   3) Use a hyphen when giving reference for a group of three or more consecutive verses: Ps 32:8-12.
   4) Separate Scripture passages from different chapters or books by a semicolon: Pss 32:8; 34:10; Mt 3:14; Luke 4.
   5) Use a semicolon between nonconsecutive individual chapter numbers when they are part of a group of biblical references containing verse numbers: Heb 1:4; 7:1,4-10. But in reading matter where no verses are given in the sentence, use commas between chapter numbers: Miracles are found in chapters 2, 7, and 10.
   6) Separate two or more consecutive chapters by a dash: Matthew 4-5; Acts 1:8- 2:3.
   7) Include the reference to a passage in the Bible in the text of your paper, not in a footnote or endnote.
   8) Proper punctuation of a Scripture quotation and reference: "... unto the nations" (Jer 1:5).
   9) Arabic numerals are used to precede biblical books: 1 Kgs 2:1; 2 Cor 5:8.
4. List of Abbreviations for Biblical Books (cf., New American Bible [The Chicago Manual of Style, 14th ed., 14.34; Turabian, 2.21] and The SBL Handbook of Style, 8.3)

**NOTE**: there is not a period after each abbreviation.

### Old Testament

<table>
<thead>
<tr>
<th>Book</th>
<th>Abbreviation</th>
<th>Book</th>
<th>Abbreviation</th>
<th>Book</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genesis</td>
<td>Gen</td>
<td>2 Chronicles</td>
<td>2 Chr</td>
<td>Daniel</td>
<td>Dan</td>
</tr>
<tr>
<td>Exodus</td>
<td>Exod</td>
<td>Ezra</td>
<td>Ezra</td>
<td>Hosea</td>
<td>Hos</td>
</tr>
<tr>
<td>Leviticus</td>
<td>Lev</td>
<td>Nehemiah</td>
<td>Neh</td>
<td>Joel</td>
<td>Joel</td>
</tr>
<tr>
<td>Numbers</td>
<td>Num</td>
<td>Esther</td>
<td>Esth</td>
<td>Amos</td>
<td>Amos</td>
</tr>
<tr>
<td>Deuteronomy</td>
<td>Deut</td>
<td>Job</td>
<td>Job</td>
<td>Obadiah</td>
<td>Obad</td>
</tr>
<tr>
<td>Joshua</td>
<td>Jos</td>
<td>Psalms</td>
<td>Ps(s)</td>
<td>Jonah</td>
<td>Jon</td>
</tr>
<tr>
<td>Judge</td>
<td>Jdg</td>
<td>Proverbs</td>
<td>Prv</td>
<td>Micah</td>
<td>Mic</td>
</tr>
<tr>
<td>Ruth</td>
<td>Ruth</td>
<td>Ecclesiastes</td>
<td>Eccl</td>
<td>Nahum</td>
<td>Nah</td>
</tr>
<tr>
<td>1 Samuel</td>
<td>1 Sam</td>
<td>Song of Solomon/Songs</td>
<td>Song</td>
<td>Habakkuk</td>
<td>Hab</td>
</tr>
<tr>
<td>2 Samuel</td>
<td>2 Sam</td>
<td>Isaiah</td>
<td>Isa</td>
<td>Zephaniah</td>
<td>Zeph</td>
</tr>
<tr>
<td>1 Kings</td>
<td>1 Kgs</td>
<td>Jeremiah</td>
<td>Jer</td>
<td>Haggai</td>
<td>Hag</td>
</tr>
<tr>
<td>2 Kings</td>
<td>2 Kgs</td>
<td>Lamentations</td>
<td>Lam</td>
<td>Zechariah</td>
<td>Zech</td>
</tr>
<tr>
<td>1 Chronicles</td>
<td>1 Chr</td>
<td>Ezekiel</td>
<td>Ezek</td>
<td>Malachi</td>
<td>Mal</td>
</tr>
</tbody>
</table>

### Apocrypha

<table>
<thead>
<tr>
<th>Book</th>
<th>Abbreviation</th>
<th>Book</th>
<th>Abbreviation</th>
<th>Prayer of Manasseh</th>
<th>Pr Man</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baruch</td>
<td>Bar</td>
<td>1-2 Esdras</td>
<td>1-2 Esd</td>
<td>Prayer of Manasseh</td>
<td>Pr Man</td>
</tr>
<tr>
<td>Additions to Daniel</td>
<td>Add Dan</td>
<td>Additions to Esther</td>
<td>Add Esth</td>
<td>Psalm 151</td>
<td>Ps 151</td>
</tr>
<tr>
<td>Prayer of Azariah</td>
<td>Pr Azar</td>
<td>Epistle of Jeremiah</td>
<td>Ep Jer</td>
<td>Sirach/Ecclesiasticus</td>
<td>Sir</td>
</tr>
<tr>
<td>Bel and the Dragon</td>
<td>Bel</td>
<td>Judith</td>
<td>Jdt</td>
<td>Tobit</td>
<td>Tob</td>
</tr>
<tr>
<td>Song of the Three Young Men</td>
<td>Sg Three</td>
<td>1-2 Maccabees</td>
<td>1-2 Macc</td>
<td>Wisdom of Solomon</td>
<td>Wis</td>
</tr>
<tr>
<td>Susanna</td>
<td>Sus</td>
<td>3-4 Maccabees</td>
<td>3-4 Macc</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### New Testament

<table>
<thead>
<tr>
<th>Book</th>
<th>Abbreviation</th>
<th>Book</th>
<th>Abbreviation</th>
<th>Book</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew</td>
<td>Mt</td>
<td>Ephesians</td>
<td>Eph</td>
<td>Hebrews</td>
<td>Heb</td>
</tr>
<tr>
<td>Mark</td>
<td>Mark</td>
<td>Philippians</td>
<td>Phil</td>
<td>James</td>
<td>Jas</td>
</tr>
<tr>
<td>Luke</td>
<td>Luke</td>
<td>Colossians</td>
<td>Col</td>
<td>1 Peter</td>
<td>1 Pet</td>
</tr>
<tr>
<td>John</td>
<td>John</td>
<td>1 Thessalonians</td>
<td>1 Thes</td>
<td>2 Peter</td>
<td>2 Pet</td>
</tr>
<tr>
<td>Acts</td>
<td>Acts</td>
<td>2 Thessalonians</td>
<td>2 Thes</td>
<td>1 John</td>
<td>1 Jn</td>
</tr>
<tr>
<td>Romans</td>
<td>Rom</td>
<td>1 Timothy</td>
<td>1 Tm</td>
<td>2 John</td>
<td>2 Jn</td>
</tr>
<tr>
<td>1 Corinthians</td>
<td>1 Cor</td>
<td>2 Timothy</td>
<td>2 Tm</td>
<td>3 John</td>
<td>3 Jn</td>
</tr>
<tr>
<td>2 Corinthians</td>
<td>2 Cor</td>
<td>Titus</td>
<td>Tit</td>
<td>Jude</td>
<td>Jude</td>
</tr>
<tr>
<td>Galatians</td>
<td>Gal</td>
<td>Philemon</td>
<td>Phlm</td>
<td>Revelation</td>
<td>Rev</td>
</tr>
</tbody>
</table>

5. Numbers ([Turabian, 2.29-73])

a. The general rule is to spell out all numbers through one hundred and any of the whole numbers followed by *hundred, thousand, hundred thousand, million*, and so on. For all other numbers, numerals are used. ([Turabian, 2.29])

At that time the combined population of the three districts was less than four million.

There are 514 seniors in the graduating class.

b. The general rule applies to ordinal as well as cardinal numbers: On the 122nd and 123rd days of his recovery, he received his eighteenth and nineteenth letters from home.

**Note** that the preferred numeral form of the ordinals *second* and *third* adds *d* alone (i.e., 2d, 3d), not *nd* and *rd* (i.e., 2nd, 3rd). ([Turabian, 2.30])
c. Numbers may be spelled out when they are capitalized as proper nouns or adjectives. Examples: The Seventy returned; the Twenty-third Psalm.

d. Spell out a number that begins a sentence or else recast the sentence to begin with another word.

e. Except when A.M. or P.M. is used, time of day should be spelled out in text matter. Never add *in the morning* after A.M. or *in the evening* after P.M., and never use *o'clock* with either A.M. or P.M. or with numerals (*Turabian*, 2.57):

The train was scheduled to arrive at 7:10 A.M.
The meeting was called for eight o’clock in the evening.

6. **Capitalization in headings** (*Turabian*, 1.16; 4.6-9; 14.19)

- For the titles of all major divisions of the research paper, capitalize all letters (*Turabian*, 1.16; 14.19): PREFACE; CONTENTS, etc.
- For subheads, use . . .
  - i. Either **headline style** (see *Turabian*, 4.6-8), capitalizing the initial letter of the first and last words and of all other words except articles, prepositions, and coordinate conjunctions:
    - Economic Effects of War on Women and Children
    - “What It Is All About”;
  - ii. Or **sentence style** (see *Turabian*, 4.9) capitalizing only the initial letter of the subhead and of any nouns or proper adjectives:
    - The triumph of Achilles
    - Seeing and selling America, 1945-55.

7. **Punctuation** (*Turabian*, 3.54-111)

- The comma and period always appear inside quotation marks; the colon and semicolon are always outside. A question mark or exclamation point will be inside the quotation marks when this punctuation is a part of the quotation, but outside if not a part of the quotation. For example: The man asked, "Are you a Christian?" Did you say, "I am a Christian"?

- A comma will appear before the concluding "and," "or," or "nor" in a series. For example: "Red, blue, and yellow were the colors selected." When the entire series is connected by *and*, commas are not used: Red and blue and yellow.

- Compound words formed to indicate ages are hyphenated. Examples: a four-year-old. Two and three-year-old boys.

- Brackets are preferred to mark editorial insertions in quoted material. Example: "And straightway he [Paul] preached Christ."

- *Webster's New Collegiate Dictionary* will be followed as the authority for spelling, punctuation, compound words, and similar matters of style. For compounds not listed in this dictionary, *Webster's New International Dictionary*, 2d ed., will be the authority.
8. Foreign Words (Turabian, 4.28-33)

All foreign words and phrases are italicized, including transliterations. The exception to this rule are foreign words that have been anglicized (e.g., rendezvous); foreign words written in a different alphabet than English (i.e., Greek, Hebrew, etc.); a quotation directly from a foreign source with enclosed quotation marks or blocked; and all titles that are typed as seen.

9. Ellipses

a. Ellipses is used when a large amount of quoted material is deleted. Ellipses do not occur at the beginning or end of the quotation unless the section quoted begins or ends a textual sentence. For example, compare the following quotations using ellipses with Zechariah 10:1-3 from the NIV:

"...it is the Lord who makes the storm clouds. He gives showers of rain to men, and plants of the field to everyone" (1:1).
"Ask the Lord for rain in the springtime . . . " (1:1).

b. The following examples designate the ending of a text within a sentence and the start of another sentence:

Ask the Lord for rain in the springtime; it is the Lord who makes the storm clouds. He gives showers of rain to men . . . . The idols speak deceit. Diviners see visions that lie, they tell dreams that are false. They give comfort in vain. Therefore the people wander like sheep oppressed for lack of a shepherd. My anger burns against the shepherds . . . for the Lord Almighty will care for his flock . . . " (1:1-3).

10. General Scholarly Abbreviations (Turabian, 2.1-28, especially 2.23-26)

a. General abbreviations such as etc., e.g., and i.e. should be confined to parenthetical references within the text. The abbreviations ibid., cf., and s. v. are preferably used only in notes and other scholarly apparatus. (Turabian, 2.23)

b. An abbreviation begins with a capital when it is the first word of a note and whenever the usual rules for capitalization apply. (Turabian, 2.24)

c. The word sic is italicized or underlined, but not most other Latin words or abbreviations commonly used in footnotes, bibliographies, tabular matter, and so on (Turabian, 2.25; cf., 2.26; also 5.36).

d. The following abbreviations and Latin words are commonly used in scholarly text. Add s for the plural unless otherwise shown. (Turabian, 2.26)

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>act.</td>
<td>active</td>
</tr>
<tr>
<td>app.</td>
<td>appendix</td>
</tr>
<tr>
<td>art.</td>
<td>article</td>
</tr>
<tr>
<td>b.</td>
<td>born</td>
</tr>
<tr>
<td>bk.</td>
<td>book</td>
</tr>
<tr>
<td>e.</td>
<td>copyright</td>
</tr>
<tr>
<td>ca.</td>
<td>circa, about, approximately</td>
</tr>
<tr>
<td>cf.</td>
<td>confer, compare (Note that confer is the Latin word for “compare”; cf. must not be used as the abbreviation for the English “confer,” nor should it be used to mean “see.”)</td>
</tr>
<tr>
<td>ch.</td>
<td>chapter (in law references)</td>
</tr>
<tr>
<td>chap.</td>
<td>chapter</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Full Form</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------</td>
</tr>
<tr>
<td>col.</td>
<td>column</td>
</tr>
<tr>
<td>comp.</td>
<td>compiler; compiled by</td>
</tr>
<tr>
<td>d.</td>
<td>died</td>
</tr>
<tr>
<td>dept.</td>
<td>department</td>
</tr>
<tr>
<td>div.</td>
<td>division</td>
</tr>
<tr>
<td>ed.</td>
<td>editor; edition; edited by</td>
</tr>
<tr>
<td>e.g.</td>
<td>exempli gratia, for example</td>
</tr>
<tr>
<td>et al.</td>
<td>et alia, and others</td>
</tr>
<tr>
<td>etc.</td>
<td>et cetera, and so forth</td>
</tr>
<tr>
<td>et seq.</td>
<td>et sequentes, and the following</td>
</tr>
<tr>
<td>f. or ff.</td>
<td>NOT acceptable abbreviations. Use exact inclusive numbers (e.g., 80-81, not 80f; 82,83-85, not 82ff.)</td>
</tr>
<tr>
<td>fig.</td>
<td>figure</td>
</tr>
<tr>
<td>fl.</td>
<td>floruit, flourished (for use when birth and death dates are not known)</td>
</tr>
<tr>
<td>ibid.,</td>
<td>ibidem, in the same place</td>
</tr>
<tr>
<td>id.</td>
<td>idem, the same (used to refer to persons, except in law citations; not to be confused with ibid.)</td>
</tr>
<tr>
<td>i.e.</td>
<td>id est, that is</td>
</tr>
<tr>
<td>infra</td>
<td>below</td>
</tr>
<tr>
<td>I (“el”)</td>
<td>line (plural, ll.) (Not recommended because the abbreviation in the singular might be mistaken for “one” and the plural for “eleven.”)</td>
</tr>
<tr>
<td>n.</td>
<td>note, footnote (plural, nn.)</td>
</tr>
<tr>
<td>n.d.</td>
<td>no date</td>
</tr>
<tr>
<td>o.</td>
<td>number</td>
</tr>
<tr>
<td>n.p.</td>
<td>no place; no publisher</td>
</tr>
<tr>
<td>n.s.</td>
<td>new series</td>
</tr>
<tr>
<td>o.s.</td>
<td>old series</td>
</tr>
<tr>
<td>p.</td>
<td>page (plural, pp.)</td>
</tr>
<tr>
<td>par.</td>
<td>paragraph</td>
</tr>
<tr>
<td>passim</td>
<td>here and there</td>
</tr>
<tr>
<td>pt.</td>
<td>part</td>
</tr>
<tr>
<td>q.v.</td>
<td>quod vide, which see (for use with cross-references)</td>
</tr>
<tr>
<td>sc.</td>
<td>scene</td>
</tr>
<tr>
<td>sec.</td>
<td>section</td>
</tr>
<tr>
<td>sic</td>
<td>so, thus</td>
</tr>
<tr>
<td>supp.</td>
<td>or suppl., supplement</td>
</tr>
<tr>
<td>supra</td>
<td>above</td>
</tr>
<tr>
<td>s.v.</td>
<td>sub verbo, sub voce, under the word (plural, s.vv.; used in references to encyclopedias and dictionaries)</td>
</tr>
<tr>
<td>trans.</td>
<td>translator; translated by</td>
</tr>
<tr>
<td>v.</td>
<td>verse (plural, vv.)</td>
</tr>
<tr>
<td>viz.</td>
<td>videlicet, namely</td>
</tr>
<tr>
<td>vol.</td>
<td>volume</td>
</tr>
<tr>
<td>vs.</td>
<td>versus, against (v. in law references)</td>
</tr>
</tbody>
</table>
VI. SAMPLES – Note: words that are italicized in examples may be underlined if italics are not available.

A. FOOTNOTES OR ENDTABLES

1. **Book with a Single Author** *(Turabian, 11.3)*
   

2. **Immediately Following Reference to Same Author and Title** *(Turabian, 8.85)*
   
   Ibid., 65.

3. **Subsequent Reference to Same Author and Title with Intervening References** *(Turabian, 8.91)*
   
   Achtemeier, 75.

4. **A Book with Multiple Authors** *(Turabian, 11.4-6)*
   
   a. **Two or Three Authors** *(Turabian, 11.4-5)*
   

   b. **More than Three Authors** *(Turabian, 11.6)*
   

5. **Editor or Compiler as "Author"** [lexicons might be in this category] *(Turabian, 11.11)*
   


6. **Component Part by One Author in a Work by Another** [such as a chapter or an essay] *(Turabian, 11.26)*
   


7. **Reprint Edition** *(Turabian, 11.19)*
   

8. **Separately Titled Volume in a Multivolume Work with a General Title and Editor(s)** *(Turabian, 11.14)*
   
a. For certain Commentaries


b. Or [also acceptable]


9. Article in Encyclopedia or Dictionary (Turabian, 8.112; 11.42-43)

a. Signed Article (Turabian, 8.112; 11.43)


b. Unsigned Article (Turabian, 11.42)


10. Author's Work Translated or Edited by Another (Turabian, 11.12)


11. Article in Journal or Magazine (8.99-104; 11.39-41)

a. Journal (Turabian, 8.99-103; 11.39-40)


Or [If issues are paginated separately rather than in sequence throughout the volume, the issue number is required (Turabian, 8.101)]


b. Magazine (Turabian, 11.41)


12. Microform (Turabian, 8.137-138; 11.51)


13. Unpublished Materials (Turabian, 8.130-132; 11.52-55)

a. Letter (Turabian, 8.130; 11.52)

Gordon Fee to Charles Holman, 18 November 1993, personal.

Hiram Johnson to John Callan O'Laughlin, 13, 16 July, 28 November 1916, O'Laughlin Papers, Roosevelt Memorial Collection, Harvard College Library, Cambridge.

b. Speech or Sermon (Turabian, 8.132; 11.53)

Eulogy of Charles V in Latin, apparently written at the monastery of St. Just, Spain, [ca. 1500], Special Collections, Joseph Regenstein Library, University of Chicago, Chicago.
c. **Manuscript** *(Turabian, 8.130; 11.54)*

   J. Rodman Williams, "Last Things," TMs [photocopy], 1992, Regent University, Virginia Beach, VA, 123.

d. **Thesis or Dissertation** *(Turabian, 8.130; 11.55)*


14. **Music** [Published Musical Score] *(Turabian, 8.143; 11.59)*


15. **Sound Recordings** [Music or teaching ] *(9.125, 11.60)*


16. **Videorecordings** *(Turabian, 8.145; 11.61)*


17. **Performances** [Worship services or concerts] *(Turabian, 8.146; 11.62)*


B. **BIBLIOGRAPHIC ENTRIES** *(Turabian, 9.1-36)*

1. **Book with a Single Author** *(Turabian, 9.9; 11.3)*


2. **A book with Multiple Authors** *(Turabian, 9.10; 11.4-6)*

   a. **Two or Three Authors** *(Turabian, 11.4-5)*


   b. **More than Three Authors** *(Turabian, 11.6)*


3. **Editor(s) or Compiler(s) as “Author(s)”** *(Turabian, 11.11)*


4. **Component Part by One Author in a Work by Another** [such as a chapter or an essay] *(Turabian, 11.26)*


5. Reprint Edition (Turabian,11.19)

6. The Bible [title; version; special edition, if any]

7. Separately Titled Volume in a Multivolume Work with a General Title and Editor(s) (Turabian, 11.14)

a. For Certain Commentaries

b. Or [also acceptable]

8. Article in Encyclopedia or Dictionary (Turabian, 8.112; 11.42-43)
a. Signed Article (Turabian, 8.112; 11.43)


b. Unsigned Article (Turabian, 11.42)

9. Author's Work Translated or Edited by Another (Turabian, 11.12)

10. Article in Journal or Magazine (Turabian, 11.39-41)
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b. Magazine (Turabian, 11.41)

11. Microform (Turabian, 11.51)
12. **Unpublished Materials** *(Turabian, 11.52-55)*
   a. **Letter** *(Turabian, 11.52)*
   Gordon Fee to Charles Holman. 18 November 1993. Personal.
   b. **Speech or Sermon** *(Turabian, 11.53)*
   Eulogy of Charles V. In Latin, apparently written at the monastery of St. Just, Spain, [ca. 1500]. Special Collections, Joseph Regenstein Library, University of Chicago, Chicago.
   c. **Manuscript** *(Turabian, 11.54)*
   Williams, J. Rodman. "Last Things" 1992. TMs [photocopy]. Regent University, Virginia Beach, VA.
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13. **Music** [Published Musical Score] *(Turabian, 11.59)*

14. **Sound Recordings** [Music or teaching] *(Turabian, 11.60)*

15. **Videorecordings** *(Turabian, 11.61)*

16. **Performances** [Worship services or concerts] *(Turabian, 11.62)*

17. **Works by the Same Author** *(Turabian, 9.27-34)*

- Citations of electronic documents can take the same basic form as citations of paper materials. However, since online sources may be updated or modified continually, the date the information is accessed is important to include. As with all citations, the goal is to give authors the credit they deserve and to provide enough information to enable the items to be retrieved again, either by you or by someone else.

- *Turabian* offers some guidance on the citation of electronic sources at 8.141, though this guidance falls short of covering the variety of electronic documents you may encounter. Thus, the following examples attempt to fill this void in *Turabian*.

- For Internet sources, you normally will not be able to supply a page number reference, as pagination will differ from machine to machine, depending on the settings of your browser. Try to supply some reference for where in the document the cited material occurs, such as a heading or subheading inherent in the document.

1. FOOTNOTES OR ENDNOTES

   a. **Book available electronically**

      1) **Online form** (i.e., internet) – Author, *Title*, pages or n.p., Date of publication if available. Online: URL [access date].


      2) **Other electronic media form** – Author, *Title*, pages or n.p., Date of publication if available. Medium – e.g., CD-ROM: Software name and version. Date of software version.


   b. **Encyclopedia article online**

      1) **Unsigned article** – *Encyclopedia*, Online: URL, s.v. “Article title.” [access date].


      2) **Signed article** – Author, “Title of article,” in *Encyclopedia name*, medium (e.g., online: URL or CD-ROM) [access date if online access].

c. **Journal or Magazine article online**

1) **Journal article online** – Author, “Title,” *Title of Journal*, issue (date) : paging or n.p. Online: URL [access date].


2) **Magazine article online** -- Author, “Title,” *Title of Magazine*, date of publication : paging or n.p. Online: URL [access date].


d. **Journal article from electronic database online** [e.g., Expanded Academic Index] – Author, “Title,” *Title of Journal*, date of publication: paging or n.p. Database online: Name of online database [access date].


e. **Web site online with URL address** – Web site title, date site posted if available. Online: URL [Access date].

   Arab World Ministries. For Churches and Schools: Our Philosophy, 1996. Online: http://www.gospelcom.net/awm/churchus.html#PHILOSOPHY [26 September 2000].

f. **Email message** – Author, “Subject line of email if applicable,” email to recipient, date.

   Thomas M. Martin, “Broken Link to Citation Guidelines,” email to Maurice Crouse, 29 January 1996.

2. **BIBLIOGRAPHY**

a. **Book available electronically**

   1) **Online form** (i.e., internet) – Author. *Title*. Date of publication if available. Online: URL [access date].


   2) **Other electronic media form** – Author, Title, n.p., Date of publication if available. Medium (e.g., CD-ROM): Software version. Date of software.


b. **Encyclopedia article online**

   1) **Unsigned article** – *Encyclopedia*. Online: URL. S.v. “Article title.” [Access date].

2) **Signed article** – Author. “Title of article.” In *Encyclopedia name*. Medium (e.g., Online: URL or CD-ROM) [Access date if online access].


c. **Journal or Magazine article online**

1) **Journal article online** – Author. “Title.” *Title of Journal* issue (date) : paging or n.p. Online: URL [access date].


2) **Magazine article online** – Author. “Title.” *Title of Magazine*, date of publication : paging or n.p. Online: URL [access date].


d. **Journal article from electronic database online** [e.g., Expanded Academic Index] – Author. “Title.” *Title of Journal*. Date of publication: paging or n.p. Database online: Name of online database [access date].


e. **Web site online with URL address** – Web site title. Date site posted if available. Online: URL [Access date].


f. **Email message** – Author, “Subject line of email if applicable,” email to recipient, date.

Martin, Thomas M. “Broken Link to Citation Guidelines.” Email to Maurice Crouse. 29 January 1996.