Calvary Bible College and Theological Seminary

STYLE GUIDE

Addendum to Turabian 7th Edition for Non-Research Papers, Research Papers, and Theses

Prepared by the Calvary Style Committee
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CONTENTS

The Calvary Bible College and Calvary Theological Seminary standard for the preparation of any research paper or thesis is the 7th edition of Turabian. **This supplement takes precedence over Turabian when the two differ.**

TYPE OF PAPER TO BE WRITTEN

Teachers should differentiate between *non-research papers*, *research papers*, and *theses*. A *non-research paper* is required to be in *Non-Research* Turabian format. The standard for this type of paper is specified in the next section. From this point on, the designation of *research paper* and *full Turabian paper* will be synonymous. Any paper designated as a *research paper* or *thesis* must be in *Research* Turabian style. A *research paper* 20 pages or longer should be in thesis form (including a contents page and chapters). Master's students in the Seminary must write a *thesis* in *Research* Turabian format. When an assignment does not fall into one of the above three categories, the professor will supply the students with clear formatting instructions in writing and/or the actual form on which they want the assignment completed.

NON-RESEARCH PAPER

A *non-research paper* is any paper which does not require research (e.g. abstracts, book reports, personal response papers, ALP- Applied Learning Papers,etc.). There will be no title page, blank page, outline page, contents page, or bibliography in a non-research paper. The upper left-hand corner of the paper will appear as follows:

Dale Jones   (Name of Student)
EN111 Grammatical Analysis   (Number and Title of Course)
Marda Jones   (Instructor of Course - without title)
4/08/05   (Date of Submission of Paper)

The TITLE of the paper will be on this same page in ALL CAPS, centered, 2" from the top of the page. All other margins are 1". Single-space the assignment information. Starting with the **title**, the paper will be double-spaced. Page numbers will start on page 2 in the right-hand corner of the header, 0.75" from the top and 1" from the right. Italicized headings **will be used** in non-research papers.

- Non-research papers follow the rules and guidelines stated in the *Important General Writing Information* section of the style guide (pp. 9–10).
- Sections or entire papers that are opinion or application papers should follow all of the above requirements, with the exception of the use of third person. For whatever portion of the paper that is involved, the variance should be clearly stated by the professor.

Embedded citations may be used when necessary instead of footnotes.
- Place the following in parentheses at the end of the sentence the first time the source is cited: (Full Name of the Author, *Full Name of the Work Cited*, Page Number or Full Web Page Address if using an internet source. Include **date accessed** when citing a web page).
Examples follow: (Marilee Sprenger, *How to Teach So Students Remember*, 48–49) and

1

(John Piper, "God's Covenant with Abraham (Genesis 17:1–8)," www.soundofgrace.com/piper83/120483m.htm September 13, 2010).

- Second and subsequent times the same work is cited: use an abbreviated title of the book and the page number.
- When quoting Scripture in a non-research paper, place the reference and the translation in parenthesis after the quotation [e.g. "…eternal life" (John 3:16 NASB-U).]. This will indicate the translation that is being used throughout the paper. If a subsequent translation is used, follow the same format inserting the new translation [e.g. "…eternal life" (John 3:16 NIV).].

Refer to Appendix B (p. 39) to see a sample of the *Non-Research* format. If writing an abstract, see Appendix C (p. 42) to see the *Instructions for Writing an Abstract*.

RESEARCH PAPERS/THESES

Title Page

A TITLE PAGE should be used on a research paper or a thesis. The format given in the sample paper should be followed for all papers in the **college**. Notice that the title of the instructor is not to be used. For example, Dr. Keith Miller should be written as Keith Miller. No blank pages are to be inserted in any paper that is not a thesis.

Seminary only: The seminary research paper Title Page follows a different format from the college's research paper Title Page. See Appendix D on p. 47 of this guide. The seminary thesis also uses a separate format for the Title Page. The date on this Title Page should always be the student's month of graduation and the year (without an intervening comma), not the date submitted. See Appendix D on p. 48 in this guide.

Outline and Contents

- An OUTLINE containing one capitalized Roman numeral level (I., II., III., etc.) should be used for research papers under 20 pages. A period should follow each numeral.
- The word OUTLINE in ALL CAPS should be centered 2" from the top of the page.
- The outline should match only centered major italicized headings (1st rank headings) in the body of the paper, even if subheadings are used. Page numbers that reference the paper's content are not needed.
- The left margin should be 1", but the information (I. Introduction, etc.) should be indented to the 2" mark. The outline should be double-spaced. See the sample paper for an example of an outline (Appendix A, p. 30).
- The Roman numeral ii should be centered at the bottom of the page in the footer (see *Pagination* section for footer settings).

Seminary only: A CONTENTS page, not Table of Contents, is to be used in theses and in research papers of 20 pages or more. See Appendix D, p. 47 in this guide. The CONTENTS page should have a 2" top margin. Page numbers must be small Roman numerals starting with ii

centered at the bottom of the page. Remember, the headings and subheadings within chapters must match those listed in the CONTENTS page.

Spacing and Indentions

- The **title page** is single-spaced and is manually changed to double-spaced.
- The **outline** is double-spaced.
- The **body** of all papers is to be double-spaced.
  - Block quotations and footnotes are single-spaced.
  - There should be no extra spaces between headings and text.
- The **bibliography** is single-spaced.
- Indent the 1st line of a **paragraph** – ½".
- Indent the 1st line of **footnotes** – ½".
- Indent an entire **block quote** – ½".
  - The paragraph indentation in a block quote, if needed, will be an additional ¼".

Spacing must be **one space** (not two) after all punctuation including periods, question marks, and exclamation points at the end of a sentence.

Margins

The Title Page, Outline, first page of a paper, and Bibliography should have a top margin of 2"; all other margins are to be 1" (including the left margin). The right margin is to be unjustified.

Seminary only: The margins for a thesis will be 1 ½" on the left margin (for binding purposes).

Headings

Headings for major sections of the paper are centered 2" below the top of the paper and are typed in full capital letters, with Arabic numerals used for chapter numbers (e.g., TITLE OF PAPER, BIBLIOGRAPHY, CHAPTER 1). **Note:** There are to be no extra spaces between headings and text anywhere in a paper. Never end a page with a heading!

If a section is subdivided, there must be at least two divisions. For example, there must be at least two non-italicized centered headings, etc., if one is used. The four ranks of subheadings are as follows:

Italicized Centered Heading [1st rank]
The first letter of all nouns, pronouns, adjectives, adverbs, and verbs is capitalized.

Centered Heading (Not Italicized)   [2d rank]
The first letter of all nouns, pronouns, adjectives, adverbs, and verbs is capitalized

Italicized Subheading [3d rank]
The first letter of all nouns, pronouns, adjectives, adverbs, and verbs is capitalized

Subheading (Not Italicized)   [4th rank]
The first letter of all nouns, pronouns, adjectives, adverbs, and verbs is capitalized

- A centered heading of more than forty-eight characters must be divided into two or more single-spaced lines, arranged in an inverted pyramid:

<div align="center">
<i>Announced Faith in Christ Surprisingly as the
Mark of Many Who Ultimately Reject
Jesus in John's Gospel</i>
</div>

- A heading of more than half a line must be divided into two or more single-spaced lines:

Jesus Repeatedly Teaches His Disciples
the Same Lesson

Quotations

- It is the writer's responsibility to quote material exactly as it occurs in the original work. If the writer needs to change an occasional word for flow or clarity, brackets are used to indicate the change. "We love because [God] first loved us" (1 John 4:19). Avoid plagiarism at all costs. *Plagiarism is defined as copying any part of a book or paper without identifying the author. This also includes taking another person's ideas and presenting them as your own.* (Refer to the next section for more information on citing resources—"How to Avoid Plagiarism")

- **Quoting Scripture:** A notice of the predominate Bible translation used (unless it is the student's own translation) should appear in a footnote of the first scriptural quotation in a research paper or in the introduction of a thesis. The following notice should be used: Unless otherwise noted, Scripture quotations in this study are taken from the [Translation], copyright (or) © [year and copyright holder]. The brackets [ ] are for emphasis in this section and should not be in the footnote. **Note:** this source is not included in the bibliography unless something other than Scripture is quoted from it, such as information from a study note. Inform the reader when an alternate translation to this one is used, e.g., (Luke 21:7 NASB). Writers who know the original languages should strive to use their own translation of the Scriptures but notice should be given if one Scripture translation is used predominately.

- Quotes and block quotes should be held to a minimum. It is preferable that students reword and condense the original author's ideas. Use short, pertinent, direct quotations that accurately reflect the author's opinion when necessary. If significant words are lifted directly from a source, those words must be placed in quotation marks or in a block quote and footnoted. Ideas should also be footnoted if obtained from another source. Turabian § 25 gives other information dealing with quotations.

- **Block quotes** must be 4 full lines minimum, single-spaced, and should be indented ½". The paragraph indentation in a block quote, if needed, will be an additional ¼". Quotation marks are not used at the beginning and end of block quotes. Quotations *under* four full lines are to be put in quotation marks within the double-spaced format.

- **Secondary sources** should be avoided (i.e., when writer A cites writer B, the student must obtain a copy of the original source B to quote from it rather than quoting the words of writer

B from writer A). Students must cite original sources directly to insure that the quotation is accurate and that it accurately represents the writer's opinion. If the original source of the quote is unavailable in the library of the College and Seminary, then it should be obtained through inter-library loan.

How to Avoid Plagiarism

Calvary Bible College's Student Handbook defines **plagiarism as "copying any part of a book or paper without identifying the author. This also includes taking another person's ideas and presenting them as your own."** Put more simply, this means **not giving credit where credit is due**, i.e., stealing someone else's words, thoughts, or ideas by trying to pass them off as your own. Abide by the following guidelines in order to honestly cite materials used:

1. Any unique term or idea used by an author must be placed in quotation marks and footnoted.

E.g., Ben Johnson's "Basic Z"[1] hand motion is an essential part of his speed reading program.
- Use quotation marks around the term; insert a footnote. **The only exception to this guideline is if the information is considered to be common knowledge**, something everyone probably knows.

E.g., George Bush was Governor of Texas before he became President of the United States.
- No quotation marks or footnote necessary.

2. Any direct copying of an author's words or terms up to four full lines of text must be placed in quotation marks and footnoted. Note: the need to document the source applies if you are using another student's work as well.

E.g., Speed reading requires practice in order to perfect the technique. Even so, "different kinds of materials ought to be read at different speeds. For instance, you may read a novel at 250 wpm and a theology book at 125 wpm. But if you double your reading rate in one, you will probably double in the other."[2] Of course, this kind of progress does not happen without effort being exerted.
- Use double spacing, quotation marks, and footnote; finish the original paragraph.

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[1] Ben E. Johnson, *Rapid Reading* (Glendale, CA: Regal, 1973), 32.

[2] Ibid., 34.

3. Quoting author's words when it is more than four full lines of text:

> E.g.,   O God . . . we humbly beseech Thee . . . Lay not more upon us, O heavenly Father, than Thou wilt enable us to bear; and since the fretfulness of our spirits is more hurtful than the heaviness of our burden, grant us that heavenly calmness which comes of owning Thy hand in all things, and patience in the trust that Thou doest all things well. Amen.[3]

- Indent left margin, single space, no quotation marks, insert footnote.

4. When using, but not quoting, an author's words, terms, or ideas, quotation marks are not necessary; but footnoting is necessary.

E.g. of paraphrasing the material quoted previously: Christians so often wear themselves out by worrying over life's difficulties, rather than finding the rest for their souls that is available through surrendering themselves to their heavenly Father's care.[4]

- The paraphrase does not use the author's words; rather, it captures the author's meaning, using your own wording. Since the ideas are still original with the author, you must insert a footnote and give them credit for the material.

5. If the author *directly quotes* another author in his work that you want to quote, seek to find the original author's work and base your footnoting/bibliography information from that source (known as the primary source).

6. When the primary source is not available, consult Sample Footnote and Bibliographic Form (bottom of p. 24) for information about how to cite a secondary source.

7. If you have further questions, consult The Learning Center for advice about documentation issues.

<div align="center">

Footnotes

</div>

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[3] Elisabeth Elliot, *Secure in the Everlasting Arms* (Ann Arbor, MI: Servant Publications, 2002), quoting Rowland Williams (1818–1870), 136.

[4] Ibid.

- Footnotes (not endnotes) are required in all research papers and theses.
- Use footnote style Turabian § 16.1.1 with the superscript reference number (e.g., [2] Miller, *The Book of Jesus*, 24) . Footnotes will default to Times New Roman, 10 point, which is correct.
- The footnote reference number goes **after** the punctuation ending the sentence.
- The full form of footnotes should be used for the first citation of a work in a research paper and in each chapter of a thesis (Turabian § 16.4). The first line of *every* footnote is to be indented ½" (Turabian §16.1.7). **Seminary only:** A full form used in chapter one must thus be repeated in full the first time it is used in a subsequent chapter.
- Footnotes should be numbered consecutively, starting with the number [1] at the beginning of a research paper, or of each chapter in a thesis.
- Footnotes are placed, or at least must begin, on the page of text to which they refer.
- It is correct to leave the default space (in Microsoft Word) between the superscripted footnote number and the footnote information.
- Single-space footnotes with one blank single space between each note (Turabian § 16.3.4).
- The first footnote reference mark on a page should be flush with, or very close to, the separator line.
- The name of each periodical that appears in the abbreviation list should be abbreviated from the outset. (See p. 17–18 in this guide.) Consistency is key in this area!
- Two or more initials in a person's name should be separated just as normal words or names are (C. E. B. Cranfield, not C.E.B. Cranfield).
- Be consistent when citing the same work in your notes or bibliography.
- A footnote is also an appropriate place to interact with related ideas.

Repeated references: For a repeated reference of a source after the full form has been cited once, cite the last name of the author, a shortened version of the title, and page number. (Ryrie, *Basic Theology,* 135.)

Consecutive references: The use of Ibid. (an abbreviation of ibidem = in the same place) may refer only to the exact same **work** immediately preceding. **Note**: The consecutive reference for which the Ibid. is used may be on a following page. Ibid. is to be followed by a period, a comma, and the page number referenced—unless the page is exactly the same as in the previous reference. Only the first letter of Ibid. is capitalized, and the abbreviation is not to be italicized or underlined. See Turabian § 16.4.2.

Bibliography

Research papers and theses must include a bibliography. It will include all works cited in the paper **plus** all quality works consulted in order to write the paper, in order to benefit the student and reader. The Bible should *not* be listed in the bibliography unless something other than a verse is quoted. The bibliography is to be alphabetized by last name: A-Z. Consult this manual, pp. 19–29, and Turabian § 16.1 for examples of bibliographic form.

Seminary only: Bibliographies for research papers and theses should divide the works into the following divisions with an italicized heading preceding each division: *Books, Journal Articles, Dictionaries and Encyclopedias, Theses and Other Unpublished Works,* and *Electronic Sources*.

Internet sources will be placed under *Electronic Sources*. Not all papers will have works that fit into all these divisions.

Pagination

- The **title page** should not have a page number.
- The **outline** (or **contents**) should have a Roman numeral ii centered at the bottom of the page.
- The **first page** of a research paper should have the numeral 1 centered at the bottom of the page 0.9 inches from the bottom of the page (in the footer).
- On **all other pages** of the body, type the page number in the upper right-hand corner of the header, 0.75 inches from the top and 1.0 inches from the right edge of the paper. In Appendix E computer instructions are given on how to properly format page numbers.
- All pages in the **bibliography** should continue the numbering of the body of the paper. The page number of the first page is centered at the bottom in the footer. For all following pages, it is in the upper right hand corner of the header, 0.75 inches from the top and 1.0 inches from the right.
- See Appendix E for step by step instructions for paginating a paper.

Seminary only: For theses, assign a number to every page except the Abstract and the blank pages; but do not type a number on any of the pages before the Acknowledgment Page (or the Contents Page, if there is no Acknowledgements Page). Use small Roman numerals for the preliminaries (before the body of the paper, e.g., ii, iii). On pages with a major heading (e.g., Contents, Abbreviations, Chapter, and Bibliography), center the page number 0.9 inches from the bottom of the page.

Order for a Thesis

Seminary only: the order for theses should be as follows (Omit parts that are not applicable):

Blank Page
Abstract
Blank Page
Title Page
Acceptance Sheet
Acknowledgment Page (optional)
Contents Page
List of Illustrations (optional)
List of Tables (optional)
Abbreviations
Body of Thesis or Project
Appendices (optional)
Bibliography
2 Blank Pages

See Appendix D to find samples of the Title Page, Contents Page, and Chapter Page.

Important General Writing Information

1. **Essential:** Protect yourself from losing data by frequently saving your work, by keeping at least one back-up disk, CD, or memory stick copy of each computer document every time the document is revised, by printing out at least one hard copy (paper copy) of your writing or revision as soon as feasible, by working on relatively fresh disks, and by being familiar with the operation of your computer and word processing program. Keep your disks and hard copies in a safe place in organized condition.

2. **Font:** Times New Roman, 12 point, is the **only** accepted font for any paper. Change your default font to Times New Roman. By doing this, the footnotes will default to Times New Roman, 10 point, which is correct. If you do not set you default font to Times New Roman, you must change the font manually for the body of the paper, the footnotes section, and the page numbering. The student may not modify this font or use any other font. Papers are to be done on white 20-pound paper using a laser or ink jet printer. Titles of books and journals, and subheadings are to be italicized. Use italics (not bold face) for *emphasis* infrequently and with discretion.
    -   **Foreign languages**: Greek or Hebrew or certain other foreign alphabet fonts may be included in any type of paper when appropriate. Greek and Hebrew words should be typed, not transliterated. All diacritical (breathing marks, accents, etc.) marks should be included when typing Greek words. Only consonants are necessary when typing Hebrew words.

3. **Biblical Text:**
    -   Use Arabic numerals for books of the Bible (e.g., 1 Timothy, not I Timothy).
    -   The names of biblical books should be written out in full when referring to *whole books* or to *whole chapters* (e.g., In Genesis 3, several important . . .).
    -   If a biblical reference begins a sentence and First or Second or Third appears in the title of a biblical book, it should always be written out in full (e.g., Second Timothy is the book . . . or First John 1:9 gives instruction on . . .).
    -   When used in notes, parentheses, **or** in the *body of the paper*, abbreviate books of the Bible when referring to both chapter **and** verse according to the guide in this manual, p. 11–12. Notice that a period does not follow the abbreviation. (e.g., Several observations from Matt 24:36 include . . .)
    -   The abbreviation for verse is v. and for verses is vv. (vv. 34–36).
    -   No space follows a colon when it is used in scriptural references (e.g., Matt 24:34).
    -   See the **Quotations** section for how to cite Scripture.
    -   Use an en dash or elongated hyphen (–) between inclusive numbers (e.g., Matt 24:32–35).
    -   Type Ctrl plus the minus (-) on the numerical keyboard to get an en dash. On a laptop keyboard, type *Ctrl* plus *Fn* plus *;* key to get an en dash.
    -   Pronouns referring to deity should <u>*not*</u> be capitalized unless they start a sentence (use: he, him, his, himself, etc. not He, Him, His, Himself). This differs from popular piety, but is correct academic usage following the Chicago Manual of Style (the basis of Turabian style).

Note that the KJV and NIV follow this rule. See the Capitalization/Lowercasing Glossary (p. 12) for other theologically-related words.
- Capitalize Bible and Scripture but not biblical and scriptural.

4. **Specific Punctuation Rules:**
   - No space follows a colon when it is used in scriptural references and in separating hours and minutes (e.g., Matt 24:34; 7:45 p.m.).
   - Leave no space before or after hyphens or dashes.
   - Use a hyphen (-) in hyphenated words.
   - Use an en dash or elongated hyphen (–) between inclusive numbers (e.g., 1,090–99; Matt 24:32–35). Type Ctrl plus the minus sign (-) on the numerical keyboard to get an en dash (See #3 Biblical Text for laptop instructions).
   - Use an em dash (—) to indicate a sudden break in the sentence (Turabian § 21.7.2).

5. **Numbers:** All numbers through one hundred and any of the whole numbers followed by *hundred, thousand, hundred thousand, million,* and so on are to be spelled out. Numbers over 100 that are not whole are to be left as ordinals (e.g 1,001; 222; 5,183). Exceptions to this rule include time, years, and scriptural references (e.g. 7:45 a.m., 1975, Matt 7:14). Numbers are to be written out when beginning a sentence (Two years ago . . .).

6. **Percentages:** Percentages that are *under* 100 need to be spelled out as well as the word *percent* (e.g. five percent, fifty-nine percent). Percentages of 100 and *over* should use the ordinal form of the number (e.g. 107 percent). Note: this contradicts the guidelines on "5. Numbers" for whole numbers above 100; however, when writing percentages, follow this format.

7. A state name may be abbreviated when used in the body of a paper. (In Belton, MO . . .)

8. Never divide a word at the end of a page. Avoid one and two-letter word divisions at the end of a line. Never end a page with a heading. Avoid having a single line of a paragraph (a "widow") on one page. Set the "widow/orphan control" in the paragraph setting to prevent this.

9. A.D. precedes the date and B.C. follows it (e.g., A.D. 70; 536 B.C.).

10. With the exception of *sic* (by which the writer assures the reader that the incorrect spelling, word, or logic is in the original quotation), scholarly Latin abbreviations should be typed in roman (e.g., ibid., et al., i.e.). The brackets around *sic* should not be italicized.

11. **Paragraphs, Sentences, and Type of Language**
    - Paragraphs consist of two or more sentences. Avoid incomplete and run-on sentences.
    - There must be at least two paragraphs on a page.
    - Avoid paragraphs longer than ¾ of a page and long, complicated sentences.
    - Do not use contractions.
    - Research and Non-research papers are to be written in formal, academic style using the third person. Any form of first or second person is never acceptable and must not be used. This includes "I" (first person singular), "we (first person plural)," and "you." Instead, use words or phrases such as: *one, a person, the writer,* etc. For example, if you as the writer of the

paper wanted to express and opinion about something, it is incorrect to write "I believe . . ." However, it is acceptable and correct to write "The writer of this paper believes . . ." because this is done in third person. Students should avoid emotional language, contractions, slang, popular clichés, superfluous words and phrases, and exclamations (and exclamation marks) in writing.

▪ Clarity is a high priority in a research paper. This requires proper spelling and grammar, outlining, organization, appropriate use of subheadings, and careful thought of how to make sure one's readers comprehend the points being made. Write for the reader. Consistency is key in any research paper or thesis.

ABBREVIATIONS OF BIBLE BOOKS AND THE APOCRYPHA

Calvary Bible College and Calvary Theological Seminary have adopted the abbreviation of Bible books required by the *Journal of Biblical Literature Handbook of Style* (Peabody, MA: Hendrickson, 1999).

A. OLD TESTAMENT

Genesis	Gen	Ecclesiastes	Eccl (or Qoh)
Exodus	Exod	Song of Solomon	Song (or Cant)
Leviticus	Lev	Isaiah	Isa
Numbers	Num	Jeremiah	Jer
Deuteronomy	Deut	Lamentations	Lam
Joshua	Josh	Ezekiel	Ezek
Judges	Judg	Daniel	Dan
Ruth	Ruth	Hosea	Hos
1 Samuel	1 Sam	Joel	Joel
2 Samuel	2 Sam	Amos	Amos
1 Kings	1 Kgs	Obadiah	Obad
2 Kings	2 Kgs	Jonah	Jonah
1 Chronicles	1 Chr	Micah	Mic
2 Chronicles	2 Chr	Nahum	Nah
Ezra	Ezra	Habakkuk	Hab
Nehemiah	Neh	Zephaniah	Zeph
Esther	Esth	Haggai	Hag
Job	Job	Zechariah	Zech
Psalms	Ps/Pss	Malachi	Mal
Proverbs	Prov		

B. NEW TESTAMENT

Matthew	Matt	Acts of the Apostles	Acts
Mark	Mark	Romans	Rom
Luke	Luke	1 Corinthians	1 Cor
John	John	2 Corinthians	2 Cor

Galatians	Gal	Hebrews	Heb
Ephesians	Eph	James	James
Philippians	Phil	1 Peter	1 Pet
Colossians	Col	2 Peter	2 Pet
1 Thessalonians	1 Thess	1 John	1 John
2 Thessalonians	2 Thess	2 John	2 John
1 Timothy	1 Tim	3 John	3 John
2 Timothy	2 Tim	Jude	Jude
Titus	Titus	Revelation	Rev
Philemon	Phlm		

C. APOCRYPHA

1 Esdras, 2 Esdras	1 Esd, 2 Esd
4 Ezra	4 Ezra
Tobit	Tob
Judith	Jdt
Additions to Esther	Add Esth
The Wisdom of Solomon	Wis
Sirach/Ecclesiasticus	Sir
Baruch	Bar
Song of the Three Young Men	Sg Three
Susanna	Sus
Bel and the Dragon	Bel
Prayer of Manasseh	Pr Man
1 Maccabees	1 Macc
2 Maccabees	2 Macc

CAPITALIZATION/LOWERCASING GLOSSARY
(If a word is not listed here, consult the Merriam Webster Collegiate Dictionary, 11th ed.)

Aaronic priesthood

Abba

Abrahamic Covenant

the Abyss, (but abyss otherwise)

Adonai

African-American

Age: Nuclear Age, Space Age
       (but church age, age of grace, the age
       to come)

the Almighty

Almighty God

Alpha and Omega

amillennial

Amillennialism (ist) (Amillennarian)

Ancient Near East

the Ancient of Days (God)

the Anointed One (Christ)

ante-Nicene fathers

the Antichrist

antichristian

antichrists (many)

the Apocalypse (Revelation of John)

apocalyptic

the Apocrypha

apostle(s), but the Apostle Paul, the apostles
       the 12 Apostles, the Twelve

apostolic

Apostolic Age

archaeology

ark (referring to it generally)

ark (Noah's)
ark of the covenant
Ascension (specific biblical event)
Atonement (of Christ)

Beatitudes
Bible
biblical
black theology
the Board
Body of Christ
Book of books (Bible)
Book of Job (a book of the Bible)
book of life (mentioned in Rev. 20:15)
bookstore
Bread of Life
Bride of Christ (the church)

Calvary Bible College
Calvary Theological Seminary
Calvinist(ic) (ism)
the Canon
Captivity (the Babylonian; others,
    lowercase)
catalog (general term)
Catholics, Catholicism (but catholic,
    meaning universal
chapter (general term)
chapter six (specific chapter)
charismatic
chief priest(s)
children of Israel
chosen people (Jews)
Christ
Christian education (but Department of
    Christian Education)
Christlike
Christological
Christology
Christ's kingdom
the church
church age
church, the early
Church of England
church fathers (but the Fathers)
church (both universal and local)

the Commandments (capitalize only
    when referring to the whole
    Decalogue: Ten Commandments,
    but first commandment)
Commencement
communion (the ordinance)
communists, communism (when referring
    to the political system)
covenant (but Old Covenant and New
    Covenant)
Creation (the original)
the Creator
the Cross (figurative sense of Christ's
    sacrifice and redemption)
cross (the wooden object)
the Crucifixion (when referring to
    Calvary in its total significance)
curriculum, curricula

Daniel's Seventieth Week
Davidic Covenant
Day of Atonement
Day of Pentecost
Day of the Lord
Dead Sea Scrolls
the Decalogue
deity of Christ
the Deluge (the Flood)
demon(ic)
Devil
Diaspora
disciple
divine

early church
Easter Day
ecumenism (ical)
Elohim
e-mail
end time(s)
end-time (adjective)
Epistle (when used in connection with the
    biblical letters, as "the Epistle to the
    Galatians," "the Epistles," "the
    Epistles of Paul," "the Pauline
    Epistles," "the Pastoral Epistles"; but

Paul's epistles)
eternal God
eternal life
evangelical
Evangelist (Gospel writer)
evangelist (someone who evangelizes)
Exile (biblical event)
Exodus (biblical event)
extrabiblical

Faculty Handbook
Fall (of man, biblical event)
fall season
false christ(s)
false prophet(s)
the Father (God)
the Fathers (meaning the church fathers)
Feast of Tabernacles
First Advent
First Evangelist
Flood (biblical event; but the flood of
        Noah's day)
Fourth Gospel
Fundamentalism, fundamentalist

Garden of Eden
Garden of Gethsemane
gehenna
Gentile
Gnostic(s), Gnosticism
God (Yahweh)
god (pagan)
Godhead
godless
godly
God-breathed
God-Man
God's Word
Golden Rule
the Good Shepherd
gospel (when referring to the evangelical
message)
Gospel, Gospels (one or more of the first
        four New Testament books)
Great Commission
Great Tribulation

great white throne judgment

hades
heaven
heavenly Father
hell
High Priest (for Jesus, otherwise lowercase)
Holy Land
holy of holies, holy place, most holy place
        (in the tabernacle and temple)

the Incarnation
Jacob's Trouble
Jehovah (but Yahweh preferred)
Johannine
Judaizer
Judean
Judgment day
judgment seat of Christ
the Just for the unjust

King of Kings
the kingdom (also His kingdom)
kingdom of God (heaven)
Kinsman-Redeemer

the Lamb
Lamb of God
Lamb's book of life
Last Supper
Law (Pentateuch or the Ten
        Commandments; lowercase for any
        other reason)
Law of Moses
liberation theology
Living Water (Jesus)
"living water" (salvation)
Lord of lords
Lords' Day (Sunday)
lordship
Lord's Prayer (specific prayer taught by
        Jesus)
Lord's Supper
Lords' Table
Lukan

Magi
Majority Text
Markan
marriage supper of the Lamb
the Master (Jesus)
Matthean
mercy seat
Messiah
messiahship
messianic
Midrash, midrashic
midtribulation(al)
millennial
millennium
Mosaic Covenant
Mosaic Law
Most High (name of God)
most holy place

newborn
New Covenant
New Jerusalem
Nicene fathers
Noah's ark
non-Christian
Northern Kingdom (Israel)

Old Covenant

parable of the prodigal son(etc.)
Passover feast (Feast of the Passover)
the Person and work of Christ
Person (one of the Trinity)
postmillennial
Postmillennialism (ist) (Postmillennarian)
posttribulation(al)
premillennial
Premillennialism (ist) (Premillennarian)
pretribulation(al)
Prince of Peace
Promised Land
prophet (but the Prophet Amos)
the Prophets (Hebrew division of the
        Old Testament)
Protestant, Protestantism
Psalm (specific song or chapter in the

Psalms; but this psalm)
psalmist (but Psalmist David)
the psalms (general reference)
Psalms (the biblical book)

rabbi
rabbinical (but Rabbinical Judaism)
rapture
the Redeemer
the Reformation
registration

the Resurrection (Jesus'; otherwise
        lowercase)
righteous One
River Jordan

Sabbath Day
Sadducees
Sanhedrin
Satan
satanic, satanism
Savior
scribes
scriptural
Scripture, Scriptures
the Second Advent
the Second Coming (biblical event; but
        Christ's second coming)
the Seminary
Sermon on the Mount
Shekinah
Sin-bearer (Christ)
Son of Man
sonship
Southern Kingdom (Judah)
the Spirit of God
the Spirit of Truth
spring season (summer, fall, winter,
        spring)
Stoic(s) (member of the philosophy
        begun by Zeno)
stoic (an attitude)
Stoicism
Student Handbook
suffering Servant (Christ)

Sunday School
Synoptics
Synoptic Gospels
systematic theology (<u>but</u> the Department of
  Systematic Theology)

tabernacle
temple
the Ten Commandments (<u>but</u> the first
third world
throne of grace
Thy holy name
Transfiguration (biblical event)
Tree of the knowledge of good and evil
Tree of life
the Tribulation, the Great Tribulation

Trinity
Trinitarian
Triumphal Entry
triune
TV (not T.V.)

the Twelve (<u>but</u> the 12 Apostles)

unbiblical
unchristian (<u>but</u> un-Christlike)

white (Caucasian)
wise men (biblical)
Wonderful One (title of God)
the Word (Bible or Christ)

ABBREVIATIONS OF PUBLISHERS AND FACTS OF PUBLICATION

Approved Abbreviations in Footnotes and Bibliographies

Abingdon Press
Augsburg
Augsburg Fortress
Back to the Bible
Baker Book House
Banner of Truth
Bethany House
BIP
E. J. Brill
Broadman
Broadman & Holman
Cambridge University Press
Chicago University Press
T. & T. Clark
Concordia
David C. Cook
Crossway
Doubleday
William B. Eerdmans
Fortress
Walter de Gruyter
Harcourt Brace
Harper Collins
Harper & Row
Harvard University Press

Harvest House
Hendrickson
Herder
InterVarsity Press
Judson
John Knox
JSOT Press
Kregel
KTAV
Leuven University Press
Liturgical Press
Loizeaux Brothers
Macmillan
Michael Glazier
Moody Press
Multnomah Press
NavPress
Nelson
Neukirchener Verlag
Oxford University Press
Paulist
Penguin Book
P & R (Presbyterian & Reformed)
Regal
Revell

Scholars Press	Victor
Scribner	Westminster
SPCK	Westminster-John Knox
Tyndale	Word
University Press of America	Zondervan

When listing the place of publication, include the city alone when it is well known (e.g., Chicago, London, New York, Munich). Include the state or foreign country if the place is not so well known (e.g., Downers Grove, IL). Grand Rapids, the home of William B. Eerdmans, Kregel, Zondervan, and Baker Book House, is sufficiently well known in Christian circles that you may omit the state (MI).

ABBREVIATIONS OF INFORMATION SOURCES
These abbreviations may be used in all research papers and theses.

ABD	*Anchor Bible Dictionary*
BDAG	W. Bauer, F. W. Danker, W. F. Arndt, and F. W. Gingrich, *A Greek-English Lexicon of the New Testament and Other Early Christian Literature*. 3d ed.
BEC	Baker Exegetical Commentary
BSac	*Bibliotheca Sacra*
DBI	*Dictionary of Biblical Imagery*
DJG	*Dictionary of Jesus and the Gospels*
EvQ	*Evangelical Quarterly*
EBC	*Expositor's Bible Commentary*
ESV	English Standard Version
GBS	Guides to Biblical Scholarship
GTJ	*Grace Theological Journal*
HCSB	Holman Christian Standard Bible
ICC	International Critical Commentary
Int	*Interpretation*
ISBE	G. W. Bromiley (ed.), *International Standard Bible Encyclopedia*
ISV	International Standard Version
IVPNTC	InterVarsity Press New Testament Commentary
JBL	*Journal of Biblical Literature*
JETS	*Journal of the Evangelical Theological Society*
JSNT	*Journal for the Study of the New Testament*
JSNTSup	Journal for the Study of the New Testament—Supplement Series
JSOT	*Journal for the Study of the Old Testament*
KJV	King James Version
NASB	New American Standard Version
NASB-U	New American Standard Version (1995 Updated Version)
NASB-2002	New American Standard Version (2002 Updated Version)
NET	New English Translation (The Net Bible)
NIB	Leander E. Keck (ed.), *New Interpreter's Bible*
NICNT	New International Commentary on the New Testament
NIDNTT	*New International Dictionary of New Testament Theology*

NIDOTTE	*New International Dictionary of Old Testament Theology and Exegesis*
NIGTC	The New International Greek Testament Commentary
NIV	New International Version
NKJV	New King James Version
NLT	New Living Translation
NRSV	New Revised Standard Version
NovT	*Novum Testamentum*
RSV	Revised Standard Version
SBL	Society of Biblical Literature
SBLDS	SBL Dissertation Series
SBLSP	SBL Seminar Papers
TDNT	*Theological Dictionary of the New Testament*
TDOT	*Theological Dictionary of the Old Testament*
TNTC	Tyndale New Testament Commentary
TWOT	*Theological Wordbook of the Old Testament*
WBC	Word Biblical Commentary

Books

Book with one author.

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Alter, Robert. *The Art of Biblical Narrative*. New York: Basic Books, 1981.

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Meyer Howard Abrams, *A Glossary of Literary Terms*, 6th ed. (Fort Worth, TX: Harcourt Brace, 1993), 97.

Abrams, Meyer Howard. *A Glossary of Literary Terms*. 6th ed. Fort Worth, TX: Harcourt Brace, 1993.

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Burton, Ernest De Witt. *Syntax of the Moods and Tenses in New Testament Greek*. 3d ed. Edinburgh: T. & T. Clark, 1898. Reprint, Grand Rapids: Kregel, 1976.

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The NET Bible: New English Translation (n.p.: Biblical Studies Press, 1996–2006), 586.

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Book with one author in a series with volume number of the book in the series given.

Janice Capel Anderson, *Matthew's Narrative Web: Over, and Over, and Over Again*, Journal for the Study of the New Testament—Supplement Series , vol. 91 (Sheffield: JSNT, 1994), 94.

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Craig L. Blomberg, *Matthew*, New American Commentary, vol. 22 (Nashville: Broadman & Holman, 1992), 308.

Blomberg, Craig L. *Matthew*. New American Commentary, Vol. 22. Nashville: Broadman & Holman, 1992.

Darrell L. Bock, *Luke 1:1–9:50*, BEC, vol. 3A (Grand Rapids: Baker Book House, 1995), 114.

Bock, Darrell L. *Luke 1:1–9:50*. BEC, Vol. 3A. Grand Rapids: Baker Book House, 1995.

Raymond Brown, *The Gospel According to John XIII–XXI*, Anchor Bible, vol. 29A (Garden City, NY: Doubleday, 1970), 257.

Brown, Raymond. *The Gospel According to John XIII–XXI*. Anchor Bible, Vol. 29A. Garden City, NY: Doubleday, 1970.

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Davies, W. D. and Allison, Dale C. *A Critical and Exegetical Commentary on the Gospel According to Saint Matthew*. ICC, 3 vols. Edinburgh: T. & T. Clark, 1988–97.

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Karl Barth, *The Doctrine of the Word of God*, 2d ed., Church Dogmatics, eds. G. W. Bromiley and T. F. Torrance, trans. G. W. Bromiley, vol. 1, part 1 (Edinburgh: T. & T. Clark, 1975), 53.

Barth, Karl. *The Doctrine of the Word of God*, 2d ed. Church Dogmatics. Edited by G. W. Bromiley and T. F. Torrance. Translated by G. W. Bromiley, Vol. 1, part 1. Edinburgh: T. & T. Clark, 1975.

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Arnold, Bill T. and Bryan E. Beyer. *Encountering the Old Testament: A Christian Survey*. Grand Rapids: Baker Book House, 1998.

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Moore, W. Edgar, Hugh McCann, and Janet McCann. *Creative and Critical Thinking*. 2d ed. Boston: Houghton Mifflin Company, 1985.

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First Author et al., *Title* (Place: Publisher, Date), page number.

1st Author (last, first), 2nd Author (first last), 3rd Author, and 4th Author. *Title*. Place: Publisher, Date.

Richard R. Reiter et al., *The Rapture Pre,-Mid,- or Post-Tribulational?* (Grand Rapids: Zondervan, 1984), 14.

Reiter, Richard R., Paul D. Feinberg, Gleason L. Archer, and Douglas J. Moo. *The Rapture Pre, -Mid, - or Post-Tribulational?* Grand Rapids: Zondervan, 1984.

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Bachmann, H., and W. A. Slaby, eds. *Concordance to the Novum Testamentum Graece.* 3d ed. Berlin: Walter de Gruyter, 1987.

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Barclay, William. *The Gospel of Matthew*. Daily Study Bible, rev. ed., Vol. 2. Philadelphia: Westminster 1975.

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Gregory K. Beale, *The Book of Revelation: A Commentary on the Greek Text*, NIGTC (Grand Rapids: William B. Eerdmans, 1998), 876.

Beale, Gregory K. *The Book of Revelation: A Commentary on the Greek Text*. NIGTC. Grand Rapids: William B. Eerdmans, 1998.

D. A. Carson, "Matthew," in *EBC*, ed. Frank E. Gaebelein, vol. 8 (Grand Rapids: Zondervan, 1984), 214.

Carson, D. A. "Matthew." In *EBC*, ed. Frank E. Gaebelein, Vol. 8:1–599. Grand Rapids: Zondervan, 1984.

John D. Grassmick, "Mark," in *The Bible Knowledge Commentary: New Testament Edition*, eds. John F. Walvoord and Roy B. Zuck (Wheaton, IL: Victor, 1983), 112.

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A foreword in a book.

Norma M. McCaig, foreword to David C. Pollock and Ruth E. VanReken, *Third Culture Kids* (Yarmouth, MA: Intercultural Press, Inc., 2001), xiv.

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Charles C. Ryrie, *Ryrie Study Bible* NASB-U (Chicago: Moody Press, 1995), 1063.

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Janice Capel Anderson, "Matthew: Sermon and Story" in *SBL 1988 Seminar Papers* (Atlanta: Scholar's Press, 1988), 496–507.

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Karen A. Barta, "Mission in Matthew: The Second Discourse as Narrative," in *SBL 1988 Seminar Papers* (Atlanta: Scholar's Press, 1988), 527.

Barta, Karen A. "Mission in Matthew: The Second Discourse as Narrative." In *SBL 1988 Seminar Papers*, 527–535. Atlanta: Scholars Press, 1988.

An article or essay in a book with an editor with page numbers of the article.

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Beare, F. W. "The Synoptic Apocalypse: Matthean Version." In *Understanding the Sacred Text: Essays in Honor of Morton S. Enslin*, ed. John Reumann, 115–33. Valley Forge, PA: Judson, 1972.

C. Clifton Black, "Depth of Characterization and Degree of Faith in Matthew," in *SBL 1989 Seminar Papers*, ed. David J. Lull (Atlanta: Scholars Press, 1989), 603.

Black, C. Clifton. "Depth of Characterization and Degree of Faith in Matthew." In *SBL 1989 Seminar Papers*, ed. David J. Lull, 603–23. Atlanta: Scholars Press, 1989.

An article or essay or separate commentary in a book with an editor in a series, with series editor given, and with the volume and page numbers of the article given.

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Boring, M. Eugene. "The Gospel of Matthew: Introduction, Commentary, and Reflections." In *NIB*, ed. Leander E. Keck, vol. 8:89–505. Nashville: Abingdon Press, 1995.

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David K. Lowery, "A Theology of Matthew," in *A Biblical Theology of the New Testament*, ed. Roy B. Zuck (Chicago: Moody Press, 1994), 19.

Lowery, David K. "A Theology of Matthew." In *A Biblical Theology of the New Testament*, ed. Roy B. Zuck, 19–63. Chicago: Moody Press, 1994.

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McLean, John. "Chronology and Sequential Structure of John's Revelation." In *When the Trumpet Sounds*, ed. Thomas Ice and Timothy Demy, 313–51. Eugene, OR: Harvest House, 1995.

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D. A. Carson, "Matthew," in *EBC*, ed. Frank E. Gaebelein, vol. 8 (Grand Rapids: Zondervan, 1984), 214.

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Bruce, A. B. "The Synoptic Gospels." In *The Expositor's Greek Testament*, ed. W. Robertson Nicoll, Vol. 1:1–651. London: Hodder and Stoughton, 1897. Reprint, Grand Rapids: William B. Eerdmans, n.d.

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Combrink, H. J. B. "The Structure of the Gospel of Matthew as Narrative." *Tyndale Bulletin* 34 (1983): 61–90.

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Lamar Cope, "Matthew XXV: 31–46 'The Sheep and the Goats' Reinterpreted," *NovT* 11, no. 1–2 (1969): 32–41

Cope, Lamar. "Matthew XXV: 31–46 'The Sheep and the Goats' Reinterpreted." *NovT* 11, no. 1–2 (1969): 32–41.

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Hooker, Morna D. "Trial and Tribulation in Mark 13." *Bulletin of the John Rylands Library* 65 (autumn 1982): 78–99.

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Robert C. Tannehill, "The Disciples in Mark: The Function of a Narrative Role," *Journal of Religion* 57 (October 1977): 386.

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Louis Zukofsky, "Sincerity and Objectification," *Poetry* 37 (February 1931): 269, quoted in Bonnie Costell, *Marianne Moore: Imaginary Possessions* (Cambridge: Harvard University Press, 1981), 78.

Zubofsky, Louis. "Sincerity and Objectification." *Poetry* 37 (February 1931): 269. Quoted in Bonnie Costell, *Marianne Moore: Imaginary Possessions*. Cambridge: Harvard University Press, 1981.

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Anderson, Janice Capel. *Matthew's Narrative Web: Over, and Over, and Over Again.* Journal for the Study of the New Testament Supplement Series, vol. 91. Sheffield: JSNTSup, 1994.

_____. "Matthew: Sermon and Story." In *Society of Biblical Literature 1988 Seminar Papers*, 496–507. Atlanta: Scholars Press, 1988.

Primary Sources

(Ancient sources viewed as authoritative research materials)

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Rudolph Kittel, ed., *Biblia Hebraica Stuttgatensia,* (1984), 4.

Biblia Hebraica Stuttgatensia. Edited by Rudolph Kittel. 1984 ed.

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Novum Testamentum Graece, Eberhard Nestle et al., eds., 26th ed. (Stuttgart: Privilegierte Wurttembergische Bibelanstalt, 1979), 54.

Novum Testamentum Graece. Edited by Eberhard Nestle et al., 26th ed. Stuttgart: Privilegierte Wurttembergische Bibelanstalt, 1979.

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The Dead Sea Scrolls in English. 3d ed. Translated by Geza Vermes. London: Penguin Books, 1987.

Primary source with translator and number of volumes.

Genesis Rabbah, trans. Jacob Neusner, 3 vols (Atlanta: Scholars Press, 1985), 146.

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Signed article in a multi-volume dictionary or encyclopedia. S.v. (sub verbo) means "under the word." In footnotes the "s" is in the lower case after a comma. (In the bibliography, the second signed article in the same multi-volume dictionary or encyclopedia has an eight-space line at the beginning.)

ABD, 5 vols., 1993 ed., s.v. "Matthew, Gospel of," by John P. Meier.

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_____. S.v. "Narrative, Hebrew," by Danna Nolan Fewel and David M. Gunn.

Signed article in a single-volume dictionary or encyclopedia.

DJG, 1992 ed., s.v. "Apocalyptic," by D. C. Allison, Jr.

DJG. 1992 ed. S.v. "Apocalyptic," by D. C. Allison, Jr.

_____. S.v. "Apocalyptic Teaching," by T. J. Geddert.

(Alternate form of signed article in dictionary or encyclopedia.) – *from Dallas Theological Seminary's Turabian Guide.*

Author, "Title of Article," in *Name of Dictionary* or *Encyclopedia*, edition, volume: page(s) cited.

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Unsigned article in a dictionary or encyclopedia.

DBI, 1998 ed., s.v. "Farewell Discourse."

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_____. S.v. "grhgorevw."

_____. S.v. "dei'."

Hebrew and English Lexicon of the Old Testament with an Appendix Containing Biblical Aramaic, ed. by Francis Brown, S. R. Driver, and Charles A. Briggs (Oxford: Clarendon Press, 1907), s.v. "rwd."

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Electronic Sources

Citing Electronic Media

1. Make it easy for the professor or other readers to find exactly what you have found.
2. Refer to electronic sources only when items are not available in published form elsewhere.
3. Make sure the electronic address is accurate even to the spaces and the dots, etc.
4. Hyperlink should be removed and website should be underlined.

- The most important items necessary when citing a website are the accurate web address and the date the information was accessed.
- The author and title of article should be included if available, as well as any other important information that is available. This includes the name and issue date of magazine and newspaper articles.

> Andrew Abraham, "The Passion of the Christ—What Will My Muslim Friends Think of It?" www.christianityexplained.net.tc/ Accessed August 9, 2004.

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> Reg Grant, "A Few Notes on the Passion of the Christ," www.bible.org/docs/theology/christ/passioncritique.htm Accessed August 9, 2004.

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Citation from a CD-Rom

Note: First cite the book/article from the CD-Rom and then cite the print source from which it came. Citations from sources found in Logos software should follow the guidelines previously

given for the type of material that it is, i.e. books, dictionaries, etc. However, at the end of the entry "[Logos]" should appear.

[1] John Bunyan, *Pilgrim's Progress* (n.p., 1678); reprint (Grand Rapids: Baker Book House, 1981) [Logos].

Bunyan, John. *Pilgrim's Progress*. N.p., 1678. Reprint, Grand Rapids: Baker Book House, 1981 [Logos].

[1] *Theological Wordbook of the Old Testament*, s.v. "/wdba, =ăbaddôn" (BibleWorks 5.0., 2002), CD-Rom. [*Theological Wordbook of the Old Testament*, ed. R. Laird Harris, Gleason Archer, Jr., and Bruce K. Waltke, 2 vols (Chicago: Moody Press, 1980), s.v. "/wdba," by R. Laird Harris.]

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Or since this work is in our abbreviation list, it should be:

[1]*TWOT*, s.v. "/wdba, =ăbaddôn" (BibleWorks 5.0., 2002), CD-Rom [*TWOT*, s.v. "/wdba," by R. Laird Harris.]

TWOT. S.v. "/wdba, =ăbaddôn." BibleWorks 5.0., 2002. CD-Rom. [*TWOT*, S.v. "/wdba," by R. Laird Harris.]

Appendix A

SAMPLE RESEARCH PAPER

All font in the paper is 12 point Times New Roman (except footnotes, which are 10 point).

Entire title page is center aligned. Top margin is 2 inches.

CALVARY BIBLE COLLEGE

Space down 7 single spaces and type the title.

NORMATIVE GUIDELINES FOR INTERPRETING ACTS

The title of this particular paper

Space down 7 single spaces.

A PAPER SUBMITTED TO

No title before the instructor's name.

MARDA JONES

IN PARTIAL FULFILLMENT OF

THE REQUIREMENTS FOR THE COURSE

ENGLISH COMPOSITION

EN112

Space down 7 single spaces.

BY

A. PROFICIENT STUDENT

Space down 5 single spaces.

The content of this paper has been changed for illustrative purposes.

KANSAS CITY, MO

JANUARY 2003

Date needs current month and year.

The heading is 2 inches from the top, centered, and capitalized.

OUTLINE

I.   Introduction

II.   Principles of Interpretation

III.   Conclusion

Use only first level headings from the paper for the outline.

The points need to be set to a 2" Margin. This can be done by highlighting the section and going into *Paragraph* settings and putting in a 1" tab or by pressing TAB two times.

The outline page is numbered with a Roman Numeral "ii"

The title is 2 inches from the top, centered, and capitalized.

All margins are 1 inch. The only exception is a 2 inch top margin above major headings (title page, outline page, first page of text, and bibliography).

NORMATIVE GUIDELINES FOR INTERPRETING ACTS

Introduction

All text, including headings, is double-spaced.

Indent ½ inch.

There are widely divergent attitudes toward the use of historical precedence for establishing ecclesiological doctrine. It is very common to assume that the church today is to be as nearly identical to the church as described in the book of Acts as possible. "By and large, most sectors of evangelical Protestantism have a 'restoration movement' mentality. We regularly look back to the church and Christian experience in the first century as the norm to be restored or the ideal to approximated."[1]

Quotes less than 4 lines use quotation marks and are integrated into the paragraph.

On the other hand, it appears to be more popular in recent years to cavalierly dismiss any possible relevance of Acts from consideration in ecclesiological discussions. A pastor friend of the writer was recently heard to declare, "Well, everybody knows that you can't prove anything about elders from the book of Acts."

Fee has well stated the problem posed in seeking to establish normative polity based on New Testament example.

Quotes of 4 full lines or more are single spaced and inset ½ inch from the left margin, with no quotation marks.

The hermeneutical problem of Acts, therefore is a crucial one and touches many parts of Scripture which are basically historical narrative. How is the book of Acts, which *prima facie* narrates a small segment of the early spread of Christianity, to be understood as the Word of God? That is, what is its Word which not merely *describes* the primitive Church but *speaks as a norm* to the Church at all times? Indeed, do such narratives somehow establish normative precedents for succeeding generations? Or are they merely

Extra space at the bottom of a page is necessary at times to keep a paragraph from having a single line at the top or bottom of a page.

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[1] Gordon D. Fee and Douglas Stuart, *How to Read the Bible for All Its Worth; A Guide to Understanding the Bible* (Grand Rapids: Zondervan, 1982), 88.

Footnotes are first line indented, single-spaced, 10 point font. Note use of commas.
Author, *Title* (City: Publisher, Copyright date), Page.

The page number on the first page is centered 0.9" from the bottom of the page.

Page numbers for the rest of the paper are .75 inch from the top and 1 inch from the right.

illustrative or informative? If they do have a word for us, and I think they do, how does one discover it, or set up principles in order to hear it?[2]

Is there any hope for resolution of such a critical question? Not all aspects of the issue can be included in a brief paper.[3] The following principles are offered as a guide in this difficult area.

Principles of Interpretation

Precedence of Doctrinal Passages

Example of first and second level headings

Explicit doctrinal passages and commands have precedence over historical narrative.[4] There are many doctrinal passages in Scripture that are specifically intended to teach particular doctrinal truth or to require specific action of God's people. There are numerous commands addressed specifically to the church. In these instances, there is little dispute regarding the believer's obligation. Such texts must form the primary basis of ecclesiological decisions. For example, the "filling and coming upon" the believer in Acts 2, 10, and 19 with the resultant speaking in tongues does not take precedent over the doctrinal command in Eph 5:18 NIV, "Instead be filled with the Spirit."

Use Arabic numerals in references.

Historical Precedence Alone

Historical narrative records what did happen in a given situation. It does not prescribe what must happen in every subsequent situation. Historical precedence alone should never form the basis for normativeness. "On the basis of precedence alone it is probably not valid to say,

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[2] Gordon D. Fee, "The Genre of New Testament Literature and Biblical Hermeneutics," in *Interpreting the Word of God: Festschrift in Honor of Steven Barabas*, ed. S. J. Schultz and M. A. Inch (Chicago: Moody Press, 1976), 115.

1 blank line between footnotes.

[3] Millard Erickson has a helpful discussion for the larger question of identifying "timeless truths" in Scripture: *Christian Theology*, 3 vols. (Grand Rapids: Baker Book House, 1983–85), 1:120–25.

[4] Gordon R. Lewis and Bruce A. Demarest, *Integrative Theology*, vol. 1 (Grand Rapids: Zondervan, 1987), 1–31.

Use an en dash between inclusive numbers.

'Therefore, one must.'"[5] "Just through being reported as truly happening, no event becomes the revelation of God's universal will."[6]

Scriptural Corroboration

Practices based on historical precedence are most clearly normative if corroborated by principles elsewhere in Scripture. There may not be a specific command addressing the situation, but there will be relevant theological principles that can be established from other prescriptive passages.[7]

Non-Contradictory

> Example of third level heading (3 levels are not recommended in a paper this length).

It should be obvious, but for the sake of clarity, a principle claiming support from historical narrative cannot contradict explicit statements found elsewhere in the epistles. "The meaning and principles derived from a story must be consistent with all other teachings of Scripture. A deductive principle drawn from a narrative which contradicts the teaching of some other scriptural passages is invalid."[8]

It is perhaps valid to defend a given practice on the basis of precedence if there is substantial evidence for its practice and that pattern can be demonstrated to be the only pattern present. A consistent and clear pattern must be established. Specifically, polity considerations

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[5] Fee, "The Genre of NT Literature," 117.

> Reference to a previously footnoted source only includes the author's last name, abbreviated title and page number.

[6] J. Robertson McQuilkin, "Problems of Normativeness in Scripture: Cultural Versus Permanent," in *Hermeneutics, Inerrancy, and the Bible*, ed. Earl Radmacher and Robert Preus (Grand Rapids: Zondervan, 1984), 234.

> A footnote can also contain information that would interrupt the flow of the paper.

[7] "For a biblical precedent to justify present action, the principle of the action must be taught elsewhere, where it is the primary intent so to teach." Fee, "Genre of NT Literature," 118. Although addressing a slightly different issue, the following comment is also relevant. "When these injunctions to a specific individual or group parallel general reaching found elsewhere, they may be viewed as normative, but not on their own strength." McQuilkin, "Normativeness in Scripture," 235.

[8] Henry A. Virkler, *Hermeneutics: Principles and Processes of Biblical Interpretation* (Grand Rapids: Baker Book House, 1981), 220. See also Lewis and Demarest, *Integrative Theology*, 1:30–31.

based on Acts may be valid if the matter is both widespread (the actions of many churches reflect such a practice in the narrative) and unique (it is the only way in which the churches did something). "The strongest possible case can be made when only one pattern is found . . . and when that pattern is repeated within the New Testament itself."[9]

Positive Versus Negative

In establishing patterns, it must be recognized that positive patterns are clearer than negative patterns. In other words, the fact that something was done is more significant than something that was not done—unless the text explicitly and emphatically states that a specific action was not involved. Arguments from silence are dubious and inconclusive in most instances.

Intention Versus Incidentals

Exegesis must emphasize the intention of the passage rather than incidental allusions.[10] Historical narrative texts record numerous minor details. Although accurate descriptions of what actually happened, they are not to be elevated to the primary, didactic level unless the writer is clearly representing these details as significant to his primary thesis.[11] For example, an exegete must be careful not to draw too many thematic principles from the death of a proud politician as found in Acts 12. On a related matter, it should be noted that "extensive passages on a subject take priority for theological purposes over brief allusions."[12]

This is an em dash.

Use Ibid. for consecutive footnotes from the same source. Include page number if different from previous footnote.

Electronic sources must include an accurate web address and the date you accessed the information. Author, title of article, and other identifying information should be included if available.

---

[9] Fee and Stuart, *How to Read the Bible*, 102.

[10] Ibid., 116.

[11] They may, of course, illustrate specific teaching recorded elsewhere.

[12] John Jones, "Missing the Point," www.bibledoctrine.net Accessed December 2, 2002.

Conclusion

The book of Acts *can* be legitimately used to establish ecclesiological polity in the contemporary church. If these principles are followed consistently, the interpreter will not be guilty of wresting Scripture to teach something that God never intended.

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Fee, Gordon D. and Douglas Stuart. *How to Read the Bible for All Its Worth: A Guide to Understanding the Bible*. Grand Rapids: Zondervan, 1982.

Jones, John. "Missing the Point." www.bibledoctrine.net Accessed December 2, 2002.

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Appendix B

SAMPLE NON-RESEARCH PAPER

A. Proficient Student
EN112 College Composition
Cathy Peycke
02/28/05

LIVES WITHOUT BLEMISH

Introduction

One sunny afternoon on Adam's Street, the sound of a garage door opening interrupts the soft coos of a pair of morning doves. An elderly gentleman who lives in the last remaining Victorian house on the street is beginning his morning. The man's name is Mr. Pinkerton.

Washing and Cleanliness

Mr. Pinkerton climbs into his antique car and presses the starter button. After a few sputters, the gasoline engine comes to life. He presses the clutch, puts the vehicle into gear, and slowly backs it out of the garage. Once in the driveway, the radiant rays of sunshine reflect off the car the way light bounces off of a mirror. Not one spec of dirt can be seen on this beautiful red machine.

Mr. Pinkerton turns off the engine, tosses a tape measure that was in his pocket onto the seat, and climbs out of the driver's seat. He gently glides his hand across the car's side panels. His finger tips touch it gently searching for something. He brings them close to his face. After careful inspection, he heads into his garage.

He comes back out with a pale of water, a bottle, and a sponge. He measures the correct amount of soap, dumps it into the bucket of water, and throws the sponge into the water. Taking the soaked sponge from the pail, he begins to scrub. As the hour passes, he scrubs and scrubs and scrubs. After he has scrubbed the vehicle thoroughly, he heads back into the garage.

Mr. Pinkerton comes out with hose and a towel. He begins to wash the soap suds off of the antique car. As he does, it begins to gleam even more. A new shine seems to have appeared from underneath the paint, a new gleam. Gently he begins to dry the car with the towel. When it is completely dry, he slides the tips of his fingers along the body again, ever so gently. As he inspects his fingers once again, a grin of satisfaction wrinkles his face as a sign of approval that his work is complete.

Application

Man's heart and soul are like Mr. Pinkerton's car. The heart and soul may gleam from a distance. The actions produced from a person's heart seem to reflect a heart and soul that is pure, without sin, unblemished. However, under further scrutiny, small specs of dust, dirt, and sin are revealed in the light of God's righteousness, holiness, and glory.

Christ is like Mr. Pinkerton in a way. Christ brought out the soap, his life-blood, to cleanse and rinse man's life of every spec of sin that dirties his heart and soul. Isaiah 64:6 states: "For we have all become like one who is unclean [ceremonially, like a leper], and all our righteousness (our best deeds of rightness and justice) is like filthy rags or a polluted garment; we all fade like a leaf, and our iniquities, like the wind, take us away [far from God's favor, hurrying us toward destruction]" (Amplified Bible).

Even with the best acts of righteousness, man is still stained by sin. But the blood of Christ makes him clean. Christ brings a new shine to the heart and soul; new life that is eternal.

Conclusion

Like Mr. Pinkerton's car, a man's life seems clean. Unless Christ has been accepted into the heart and life of a person, it is still dirty, stained, blemished by sin. Soap cleanses the hands, not the heart. The blood of Christ is the only sufficient substance which removes the tarnish of

sin and brings new life. "And there is salvation in and through no one else, for there is no other

name under heaven given among men by and in which we must be saved" (Acts 4:12).

Appendix C

INSTRUCTIONS FOR WRITING AN ABSTRACT

INSTRUCTIONS FOR WRITING AN ABSTRACT

DEFINITION: A brief summary of the content of a journal, article, book or chapter of the book.

Mechanics/Form:
- Abstracts are generally five pages in length and double-spaced.
- Non-Research Turabian formatting is expected, which includes citing in the upper left-hand corner of the first page the student's name, course # and name, instructor's name, and date.
- The following heading should be centered 2" down from the top of the first page:

AN ABSTRACT OF *TITLE OF BOOK*
Author's Name. Place of publication: Publisher, Date

- Page numeration begins on page 2, upper right-hand corner, .75".
- Identify page numbers referred to in the text by placing the page numbers in parenthesis at the end of the sentence, e.g. (34).
- Clarity, spelling, punctuation, sentence construction, paragraphing, verb tense, neatness, etc. should all conform to standard Turabian guidelines.

Punctuality: Abstracts should be submitted on or before the due dates listed on the syllabus. They will **not** be accepted after the due date.

Abstracts include three components made up of short statements which summarize:

1) **Author's main points**. Evaluation of the author's main points should be precise and specific, highlighting primary and secondary points.

2) **Critique of the material.** How was it written? Was it interesting? Clear? Well-organized? Objectively written? Sensible? Practical? Was it well-researched? How could it have been improved? Do not be afraid to criticize nor be afraid to praise. Questions to address: What does the author say? How or why does he/she say it? State reasons to support your conclusions.

3) **Your reaction (opinion) on the topic.** What are your own thoughts or opinions about the subject of the material? Does it raise any other questions for you? How might you use it in your own life (or if you can't, why not)? Include a Critical Evaluation which answers "What kind of job did he do?" Also include an Application section which answers the question "What did the book do for you?" This section may be written in 1st person.

Appendix D

SEMINARY SAMPLES:

TITLE PAGE (RESEARCH PAPER)
ABSTRACT (THESIS)
TITLE PAGE (THESIS)
CONTENTS PAGE (THESIS)
CHAPTER PAGE (THESIS)

SAMPLE TITLE PAGE (seminary research paper) (College title page: see the sample paper).

PAPER TITLE IN ALL CAPS

(9 single lines)

A Research Paper Submitted to

Neil Nelson

(9 single lines)

In Partial Fulfillment of

The Requirements of the Course

Life of Christ

BI 220

(9 single lines)

by

Proficient A. Student

April 3, 2000

SAMPLE ABSTRACT (THESIS)

ABSTRACT

THE USE OF ΠΙΣΤΕΥΩ IN THE GOSPEL OF JOHN

by

Jeremy L. Garber

Calvary Theological Seminary

Readers: Neil D. Nelson, Jr., John Klaassen

(Contents of Abstract are given here . . .)

SAMPLE TITLE PAGE (THESIS)

(Title is 2 inches from the top of page)

WARNING PASSAGES OF HEBREWS

(Eight single spaces down from one line title)
(Seven single spaces down from two line title)
(Six single spaces down from three line title)

A Thesis

Presented to

the Faculty of

Calvary Theological Seminary

(Eight single spaces if one line title)
(Seven single paces if two or three line title)

In Partial Fulfillment

of the Requirements for the Degree

Master of Divinity

(Seven single spaces if one or two line title)
(Six single spaces down from three line title)

by

Michael Osladil

May 2000

SAMPLE CONTENTS PAGE (THESIS/Research Paper 20 pages or longer)

CONTENTS

CHAPTER 1

INTRODUCTION

Kingsbury, in his review of the commentary on Matthew by Davies and Allison, points out that they ignore new methods (literary criticism, canonical criticism, social-scientific studies) and by so doing make "virtually no allowance for the text to be heard 'from within' that is to say, on its own terms."[17] Therefore he suggests that their interpretation of Matthew is "seriously flawed."[18] He says that not only is the "so called objective, 'historical world'" they find "in reality the product of their own scholarly postulates,"[19] but that they effectively prove themselves unable to lead the reader to appreciate the narrative Matthew relates.[20] Aspects central to the Gospel narrative such as "characterization" and "plot development" ("the dramatic movement of Matthew's gospel story") are completely ignored.[21] And according to Kingsbury, since Davies and Allison pay no attention to plot development, their multitude of scholarly observations ironically may obscure and suppress, rather than illuminate Matthew's story.[22]

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[17] Jack Dean Kingsbury, review of *A Critical and Exegetical Commentary on the Gospel according to Saint Matthew I–VII* by W. D. Davies and Dale C. Allison, Jr., *JBL* 110 (summer 1991): 344–46.

[18] Ibid., 345.

[19] Ibid.

[20] Ibid., 346.

[21] Ibid., 345–46.

[22] Ibid., 346.

Appendix E

COMPUTER INSTRUCTIONS

Setting Margins in Microsoft Word Version 2003 and earlier:

1. Margins should be set before beginning the writing process.
2. Click on File, then Page Setup, then click on the Margins tab.
3. For a research paper, the margins will be set to 1 inch. The only exception is if the professor requests your paper to be in a protective binder. Then the left margin will be 1.5 inches; the others will still be 1 inch.

Setting Margins in Microsoft Word 2007:

1. Margins should be set before beginning the writing process.
2. Click on the tab for the Page Layout ribbon, then Margins under the Page Setup group, then click on the Custom Margins.
3. For a research paper, the margins will be set to 1 inch. The only exception is if the professor requests your paper to be in a protective binder. Then the left margin will be 1.5 inches; the others will still be 1 inch.

Page numeration in Word 2003 and earlier:

Note: With the following instructions, only the Body of the Paper and the Bibliography Page are numbered. Separate documents will need to be made for the Title Page and Outline Page.

This method of pagination cannot be completed until you have completed the body of your paper.

1. Do NOT use the pagination function under the Insert menu. This will NOT provide Turabian Style pagination as is required by Calvary.
2. Begin by going to File, Page Setup, then click on the Layout tab. Set the Header to .75 inches and the Footer to .9 inches. Also place a check in the box next to Different first page. You do this because the page number is placed at the bottom center of the page for the first page of a paper, the first page of each chapter if you have chapters, and the first page of the bibliography. For most other pages, the page number is located at the top right.
3. Make sure the insertion point/cursor (not the same as the mouse pointer) is on the first page of the body of the paper.
4. Go to the View menu and click on Head and Footer.
5. Find the button labeled "Switch between header and footer" and click on it to switch to the footer.
6. Find the button labeled "Insert page number" and click on it once. This will insert a "1" in the footer.
7. Now use the alignment button on the formatting toolbar labeled "Center" to center the number at the bottom of the page.
8. Click on the "close" button on the Header and Footer toolbar.
9. Move your insertion point/cursor to the second page of your paper.
10. Go to the View menu and click on Head and Footer.
11. Find the button labeled "Insert page number" and click on it once. This will insert a "2" in the header.

12. Now use the alignment button on the formatting toolbar labeled "Align right" to right align the number at the top of the page.
13. Click on the "close" button on the Header and Footer toolbar.
14. At the end of the body of the paper <u>before</u> the Bibliography, go to the Insert menu and click on Break. Then click on Next Page under Section breaks and then click on OK. If you have followed <u>all</u> the steps, all of your paper will numbered appropriately. If you are writing a paper 20 pages or longer, you will have chapters and you will insert a Next page section break at the end of each chapter.

Page numeration in Word 2007:

Note: With the following instructions, only the Body of the Paper and the Bibliography Page are numbered. Separate documents will need to be made for the Title Page and Outline Page.

This method of pagination should not be completed until you have completed the body of your paper.

1. Begin by going to the Page Layout ribbon, click on Margins, then click on Custom Margins. Now click on the Layout tab. Set the Header to .75 inches and the Footer to .9 inches. Also place a check in the box next to Different first page. You do this because the page number is placed at the bottom center of the page for the first page of a paper, the first page of each chapter if you have chapters, and the first page of the bibliography. For most other pages, the page number is located at the top right.
2. Make sure the insertion point/cursor (<u>not</u> the same as the mouse pointer) is on the first page of the <u>body</u> of the paper.
3. Go to the Insert ribbon.
4. In the Header and Footer Group, click on Page Number, click on Bottom of Page, and select Plain Number 2 or the style that places the number in the center.
5. Double click in the body of the paper and then place your cursor/insertion point on the <u>second</u> page of the paper. Again go to the Insert ribbon.
6. Again go to the Header and Footer Group, click on Page Number, click on Top of Page, and select Plain Number 3 or the style that places the number in the right corner of the page.
7. Now go to the end of the body of the paper. Place the cursor/insertion point at the end of the body of the paper <u>before</u> the Bibliography. Go to the Page Layout ribbon, and to the Page Setup Group, and click on Breaks. Then click on Next Page under Section breaks and then click on OK. If you have followed <u>all</u> the steps, all of your paper will numbered appropriately, including the Bibliography page. If you are writing a paper 20 pages or longer, you will have chapters and you will insert a Next page section break at the end of each chapter.

Entering an En Dash and an Em Dash (All Word Versions):

1. An En Dash is the separator between a range of numbers, like Matt 24:1–33. This is entered by pressing the Ctrl key and while holding that key down, pressing the minus key on the number pad of the keyboard (top right key of the number pad). This may also be entered by going to Insert, then Symbols, then choose the Special Characters tab. Find it in the list and insert it in your document.
2. An Em Dash is a longer symbol and is entered by holding down the Ctrl and Alt keys and then pressing the minus key on the keyboard (top right key of the number pad). This symbol is used when there is an interruption in the flow of a sentence. An alternate way to create an em dash is to type two hyphens between the two words it will separate with no spaces (ie. A—break). It can also be inserted by going to Insert, then Symbols, then choose the Special Characters tab. Find it in the list and insert it in your document

Creating a Table of Contents Page in Word 2003 and earlier

All document setup for a research paper or thesis should be done *prior* to any actual typing of the paper. This specifically includes the following setup of headings that needs to be done to create a table of contents page.

First, the format for the different headings for the paper must be setup. By formatting, we mean such things as all caps or not, centered or left justified, italics or not, etc. Within a research paper 20 pages or longer, or a thesis, you may have up to 5 different headings. These are 1) chapter title, 2) first subheading, 3) second subheading, 4) third subheading, and 5) fourth subheading.

To format the above headings in Microsoft Word XP (2002), follow the procedure below:

1. Click on the menu selection Format, then click on Style. Press the Alt key and continue to hold down and then press L. Then select All Styles. In the window above that, you should now see an extensive list of styles. In this list, select Heading 1.

2. Now that you have selected Heading 1, click on the button labeled Modify. Next click on Format. Then click on Font.

3. Now the font window has appeared. For this heading, which is the heading for the chapter titles, select the font, Times New Roman, Regular, 12 point, and also place a check in the box next All caps. You have finished setting up the Font; click on OK and the Font window disappears and you are back to the Modify Style window.

4. Click on Modify again, then click on Paragraph. Here you will define the justification and spacing for the heading. Alignment is to be set to Centered. Spacing Before is set to 12pt. Spacing After is set to 0pt. Line spacing is set Double. Click on OK on all windows until you are back to where you see your blank document.

5. You will follow the above steps for the remaining 4 subheadings by selecting the following headings and settings for each heading:

Heading 2 : Font—Times New Roman, Italic, 12 point; Paragraph—Alignment is Centered. Spacing is 0pt for Before and After. Line Spacing is Doubled.

Heading 3: Font—Times New Roman, Regular, 12 point; Paragraph—Alignment is Centered. Spacing is 0pt for Before and After. Line Spacing is Doubled.

Heading 4: Font—Times New Roman, Italic, 12 point; Paragraph—Alignment is Left. Spacing is 0pt for Before and After. Line Spacing is Doubled.

Heading 5: Font—Times New Roman, Regular, 12 point; Paragraph—Alignment is Left. Spacing is 0pt for Before and After. Line Spacing is Doubled.

Second, as you type your paper, when it is time for a heading, select the appropriate Heading from the Formatting tool bar (from the Style window on the left) and then type the text of the heading.

After you have completed your paper, insert page numbers in the paper.

Assuming you have completed the steps above, now you are ready to create a Table of Contents page. Follow these steps:

1. Go to the top of your paper—a short cut is Ctrl-Home. Click on Insert, then Break, then Page Break, then on OK. You have just created a blank page at the beginning of your paper. Again click on Ctrl-Home to go to the top of that blank first page.

2. Click on Insert, then Index and Tables… Change Show levels to 1. This will only show the chapter headings with the appropriate page numbers. The subheadings for a research paper or theses will then be typed in under the appropriate chapter. Now click on OK. You have now created a Table of Contents page based on the headings you created before you began typing the paper and applied as you typed the paper.

Note there still remains some formatting to be done to the Table of Contents page. See the examples in Appendix D for a complete example of a Table of Contents.