

TORONTO BAPTIST SEMINARY AND BIBLE COLLEGE STYLE SHEET

**For Writers of Undergraduate and Graduate Papers,
Senior Seminar Proposals and Papers,
and Master of Theology Theses**

2012 Edition

**Toronto Baptist Seminary
and Bible College
Toronto, Ontario, Canada**

TORONTO BAPTIST SEMINARY AND BIBLE COLLEGE
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INTRODUCTION

The style sheet is an introduction to some of the basic conventions which apply in the presentation of scholarly papers, class research papers, Senior Seminar proposals and papers, and Th.M. Theses. It follows the guidelines laid out in *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th edition, by Kate L. Turabian, revised by Wayne C. Booth, Gregory G. Colomb, and Joseph Williams. It also borrows heavily from the *Trinity International University Style and Format Guide*, 2008 Edition, Deerfield, Illinois, used with permission. Thanks are here given to the Dean's Office, Trinity International University, for their generosity in permitting free access, use and adaptation of their *Style and Format Guide*.

Numbers in parentheses refer to the relevant sections in Turabian (indicated by T plus the section number). (TBS) refers to Toronto Baptist Seminary and Bible College standards which supersede or clarify Turabian.

Students needing further clarification regarding style and format matters should consult Turabian's volume, *SBL Handbook of Style*, *The Chicago Manual of Style*, or their professor.

Please note that this document does not conform to the style sheet, because this is not a term paper. Make ample use of sample pages at the end of this style sheet for examples of style and format requirements for term papers outlined throughout this document.

CHAPTER ONE: BEFORE YOU WRITE

Review of the preliminary points in this chapter will save frustration as you begin to write. Papers should be designed with the margins, pagination, and font requirements in mind.

COMPUTERS AND FORMAT

Students will generally use computer word processing programs. It is recommended that students produce a template to be used for standard class papers. Templates can be changed, even accidentally, however, and it is your responsibility to ensure that your papers use the correct format. Some word processing programs have templates for Turabian format, but many do not conform to TBS standards.

FONTS (TBS)

The required font for documents is Arial or Times New Roman 12 point. All document matter should be in 12 point (unless specified by your professor), *including title page*, titles of chapters or sections of papers, and bibliography. (Note: The text of this guide is Arial 12 point.) For footnotes, 10 point font size is acceptable, but *only* for footnotes. Bold font is *not* to be used (even for emphasis) in any part of any paper. Italic font is not to be used for emphasis, except in quotations.

Fonts in foreign languages (including Hebrew and Greek) must be the same size as the font in the rest of the document; otherwise, this will affect spacing between lines. Using Hebrew and Greek fonts is much preferable to transliteration. All foreign words (from Latin, French, German, and the like) are to appear *in italics*, not within quotations marks. If transliterations for Greek or Hebrew must be used, they must follow the standard set forth in *The SBL Handbook of Style* (SBL 5.1-6).

PRINTER, PAPER, AND TEXT QUALITY (TBS)

All class papers, including Senior Seminar Papers and Th.M. Theses, must be submitted in letter quality print, preferably using a laser printer. Inks which smudge or run are not acceptable. Use plain white paper of standard size (8.5" x 11" paper).

Papers should be simply stapled (on the top left). Do not use plastic bindings of any kind.

MARGINS (TBS)

The required margins are as follows:

Left, right, bottom and top margins 1 inch (2.54 cm)

Exceptions : a 2 inch *top margin* on the first page of each section, such as list of tables, list of abbreviations, chapters, appendix, and bibliography.

For Senior Seminar Papers and Th.M. Theses, the margins are as follows:

Left margin 1.25 inch

Right, bottom and top margins 1 inch

Exceptions for Senior Seminar Papers are the same as the ones noted above.

Page numbers may not extend into the margin and should be separated from the text by a minimum of a blank line. [For more help meeting these guidelines, Microsoft Word users should refer to appendix B.]

These requirements ensure that the binding (for Senior Seminar Papers and Th.M. Theses) will produce a readable document.

JUSTIFICATION (TBS)

Left justification is used for texts and footnotes. *Do not use full justification or automatic hyphenation.*

LINE SPACING

The body of the document is double-spaced with the exception of block quotations (see below) and footnotes. The bibliography, table of contents, and other lists in the front matter should be single spaced internally but with a blank line between items. See Chapter 3 for line spacing requirements for headings and subheadings. Enumerations in text at times are singled-spaced.

INDENTATION (TBS)

- Paragraphs and footnotes are indented 0.5 inch (one Tab) from the left margin.
- Block quotations are indented 0.5 inch from the margin, and if the quotation begins a paragraph, that line is indented 0.5 inch further (1 inch total).
- Bibliographic entries are not indented on the first line, but have a hanging indentation of 0.5 inch (see example in appendix B).

PAGE NUMBERING (TBS)

Page numbers must be the same font size and style as the text.

Front matters (title, blank or copyright, approval page, abstract, dedication, table of contents, etc.):

- Use lower case Roman numerals (ii, iii, iv, etc.).
- Display page numbers on the bottom of the page centered immediately above the one inch bottom margin.
- The title page, blank or copyright page, and dedication page do not display page numbers but are all counted in the pagination of the front matters.

Body, appendices, and bibliography:

- Use Arabic numerals.
- Display numbers at the top right immediately below the one inch top margin (except for the first page of a chapter, appendix, and bibliography which displays the number at the bottom of the page).
- The title page of a paper is page 0. The first page of the body of the paper is page 1.
- The first page of the first chapter (Senior Seminar Paper and Th.M. Thesis) is page 1.
- Separate page numbers and text by one blank line.

For help formatting page numbers, Microsoft Word users should refer to appendix B.

FORMAT OF NOTES

The method of documentation varies according to academic department or discipline. Those writing research papers, book reviews, and theses in the humanities (such as theological studies) will use footnotes and bibliography instead of parenthetical references and a reference list. See Chapter 5 for specific guidelines.

EMPHASIS (TBS)

Italicized text is preferred for adding emphasis in a document, instead of underlining. However, use emphasis sparingly. The use of bold in papers is not permitted.

PLAGIARISM AND ACADEMIC INTEGRITY

Plagiarism (derived from the Latin *plagiarius*, "kidnapper") is the act of presenting the ideas or words of another as your own without properly crediting the source. Plagiarism takes many forms, but all are considered to be a form of taking what belongs to someone else, and thus it is stealing and a breach of ethics and academic integrity.

Each student is responsible to see that all work submitted under his/her name is indeed his/her own. If you represent the work of others as your own, you are being dishonest and your work is academically worthless.

1. Acknowledgement is not necessary for material which is common knowledge, for example, widely-held opinions, or facts, which can be found in several sources.
2. Acknowledgement is *essential* for information or ideas which come from a particular individual's research or thought.
 - i. If verbatim quotations of a writer's terminology, phrases, sentences, or paragraphs are used, these must appear in quotation marks with the appropriate documentation.
 - ii. The same holds true for ideas or critical opinions: if your discussion repeats or in any way makes use of another's work, this must be noted.
 - iii. Acknowledgement should be made in a footnote.
 - iv. The source must also be included in the bibliography.

v. Sources to be acknowledged include not only printed material, but also broadcasts, speeches, films, unpublished notes, letters, websites, etc.

3. Simply rephrasing someone's writing on a subject does not make his or her thinking yours. To say what someone else has said, but "in your own words," and not to acknowledge the source of the thinking behind those words, is still plagiarism.

4. Simply listing a source in the bibliography without acknowledging in the body of the essay specific instances of quotation, paraphrase, or influence, is plagiarism. The student is still concealing work that is not his or her own.

5. After you have digested and evaluated the thoughts of others, you should aim to develop and present your own thinking and ideas. Quoting or paraphrasing another writer is helpful if you want a position to argue against, or if you want to support your own argument, but you should avoid stringing together a lot of quotes.

See the following websites for a thorough discussion of this topic:

i. Plagiarism: Its Nature and Consequences -

www.lib.duke.edu/libguide/plagiarism.htm

ii. Avoiding Plagiarism - www.lib.duke.edu/libguide/plagiarism2.htm

iii. Plagiarism Self-Test - www.ecf.utoronto.ca/~writing/interactive-plagiarismtest.html

iv. How Not to Plagiarise - <http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize>

INCLUSIVE LANGUAGE

The faculty of Toronto Baptist Seminary and Bible College recognize the divine act of creation whereby the image of God has been equally given to women and men who are of equal worth, value, and meaningfulness. As such, care is to be exercised with regard to gender references in speech and writing. Students are expected to avoid unwarranted exclusive language and references to men and women as if only one gender were in view, when actually intending to address the whole group. As sensitivities vary from culture to culture, primary language, and personal background, care and wisdom are to be exercised in these matters.

PROOF-READING PAPERS

Term papers should be orderly in format and consistent in handling references and quotations.

Proof-read your paper carefully, using a good standard dictionary to correct spelling errors, and a reputable grammar book to correct grammatical errors. If you are using a computer, do not depend only on the "Spell Check" for proof-reading. A word may be spelled correctly, but you may still be using the wrong word.

Example: They did not see there friends. WRONG
 They did not see their friends. RIGHT

For a hit parade of errors in grammar, punctuation, and style, see:

www.writing.utoronto.ca/advice/style-and-editing/hit-parade-of-errors

Students for whom English is not their first language are strongly encouraged to have their papers proof-read by fellow English students. It is considered acceptable by the faculty to have your papers revised, as long as corrections pertain to grammar, punctuation, writing style, and the like (in other words, the *content* must be yours, even though you may receive help to improve your English writing skills).

CHAPTER TWO: FRONT MATTER

The guidelines for the front matter are described below. Refer also to the sample pages in appendix A. Elements of the front matter are listed here in the order that they should appear in your document.

GENERAL GUIDELINES FOR FRONT MATTER

The following directive applies to all front matter pages except the table of contents, blank or copyright page, and dedication page: The heading begins immediately below the two inch top margin and is typed IN UPPERCASE. Two single-spaced blank lines follow the heading, with the text beginning on the third line below the heading.

TITLE PAGE (TBS)

TBS uses its own title page format. See example under Format Samples in appendix A. In Senior Seminar Papers and Th.M. theses, the title page counts as page one (i) in the front matter, but does not display the page number, and is not listed in the table of contents.

If the title is longer than 48 characters including spaces, it is set in inverted pyramid form. The title page should bear no acronyms or abbreviations; all words should be spelled out.

BLANK PAGE OR COPYRIGHT PAGE

A blank page may be inserted after the title page to prevent the following page(s) from showing through. This page may also be used as a copyright page, in the case of a Senior Seminar Paper or a Th.M. Thesis. The copyright information is placed near the bottom of the page and is flush left, leaving a one inch margin at the bottom. Use this form:

Copyright 20XX by [Your Name]

All rights reserved

The blank or copyright page is optional (and must not be used for term papers). If used, it is counted but displays no page number and is not listed in the table of contents.

APPROVAL PAGE (TBS)

The student is responsible to obtain the required signatures for the approval page (usually at the oral defense of the Senior Seminar of Th.M. Thesis). The approval page must be of the same font and paper as the rest of the document and bear original signatures (not a photocopy).

The approval page is numbered but not listed in the table of contents.

Following the heading, a solid underline 2.5 inches long and beginning from the left margin is provided for the signatures of each document committee member. Centered underneath each solid underline, place the committee member title as indicated below. Two blank lines appear between the committee member title and the next solid underline.

Committee member titles should appear as follows:

Th.M Thesis--First Reader, Second Reader, Third Reader (if applicable)

Senior Seminar Paper—Project Supervisor, Second Reader

ABSTRACT (TBS)

For Th.M. Theses and Senior Seminar Papers, an abstract of no more than 350 words must be provided.

The title, ABSTRACT, should be centered. Two blank lines should follow it. The body of the abstract should then be formatted like the body of the paper. The abstract page(s) is counted and numbered but it is not listed in the table of contents.

DEDICATION PAGE

The dedication page is optional. If used it is counted but displays no heading or page number, nor is it listed in the table of contents. The first line of the text begins immediately below the three inch top margin. You need not use the word *dedication* or *dedicated*; simply say *to*. No concluding punctuation is used. Successive lines are double-spaced and appear in inverted pyramid form.

TABLE OF CONTENTS (TBS)

The word CONTENTS (*not* TABLE OF CONTENTS) is typed immediately below the one inch top margin. Two blank lines follow, with the entries beginning on the third line below the word CONTENTS. The table of contents should be numbered with Roman numerals. Note the following:

- Single space entries and leave one blank line between entries.
- Chapter numbers should be vertically aligned.
- Indent successive levels of subheadings one half inch. Note that run over lines of chapter headings are not indented but are flush with the first line of the chapter heading.
- Chapter titles should be UPPERCASE.
- The capitalization and wording of headings within chapters must be exactly as they appear in the body of the document.
- The number of levels of headings listed may include all levels appearing in the document or may be limited to one of the subheading levels; be consistent.
- Page numbers appear at the right margin (justified right) following a line of spaced periods (dot leaders). Page number for subheadings may be eliminated.
- The spacing of all periods (dot leaders) is determined by the longest page number plus one space.
- The right ending of the leader lines should line up vertically and at least one blank space should precede the page number.

See example in appendix A.

Unless specified by your instructor, *term papers do not require a table of contents.*

ACKNOWLEDGMENTS

This page is optional. It is formatted with a centered heading, ACKNOWLEDGEMENTS. Two blank lines follow the heading, and the text is formatted like the main text of the document, is left justified (not centered), and is ended by a period.

LIST OF ABBREVIATIONS

The word ABBREVIATIONS (*not* LIST OF ABBREVIATIONS) is typed immediately below the two inch top margin. Two blank lines follow, with the entries beginning on the third line below the word ABBREVIATIONS.

Single space entries, with a blank line between individual entries. Entries are arranged alphabetically by abbreviation. Abbreviations should appear at the left margin. Vertically align the first letter of all spelled out terms (using tabs) and run over lines a half inch from the longest abbreviation.

Senior Seminar Paper and Th.M. Thesis should add a list of abbreviations only if using their own or non-standard abbreviations, or those not appearing in the *SBL*.

For a list of standard abbreviations used by the *Society of Biblical Literature*, see <http://people.ucalgary.ca/~eslinger/genrels/SBLStandAbbrevs.html>

Consult especially the section entitled “Journals, Book Series, and Reference Works.”

CHAPTER THREE: BODY OF THE DOCUMENT

This chapter contains general information particularly relevant to the body of the document for all document writers.

ABBREVIATIONS (T 24.1-7, TBS)

Each field has its own list of standard abbreviations. The use of standard abbreviations does not require a separate list in the front matters.

Standard Abbreviations

The following words and abbreviations are commonly used and universally understood by scholars.

ca.	(Latin <i>circa</i>) about, used with approximate dates
cf.	(Latin <i>confer</i>) compare
chap.	(plural chaps.) chapter
ed.	editor, edition, edited by
e.g.	(<i>exempli gratia</i>) for example; such as
et al.	(Latin <i>et alli</i> or <i>et alia</i>) and others
etc.	(<i>et cetera</i>) and others; and so forth
ibid.	(Latin <i>ibidem</i>) in the same place
i.e.	(<i>id est</i>) that is
n	(plural nn) note
n.b. or NB	(Latin <i>nota bene</i>) note well
n.d.	no date
p.	(plural pp.) page, pages. Seldom used anymore
[<i>sic</i>]	(Latin) so; thus (to confirm questionable reading in quotation)
v.	(plural vv.) verse, verses

Capitalize the first letter of an abbreviation if it is in a footnote. Example: *Ibid.*, 62.

General abbreviations (such as *i.e.*, *e.g.*, *etc.*) are confined to citations, footnotes, and parenthetical references within the text (T 24.7, 16.1.16, and chapter 17). Do not italicize Latin abbreviations (such as *ibid.*, *etc.*, and *i.e.*), except *sic*.

Refer to pages by number alone, rather than using *p.* or *pp.* Use these abbreviations preceding page numbers only when their absence would cause confusion. Use exact inclusive page numbers rather than such designations as *f.* (following page) or *ff.* (following pages).

The abbreviation [*sic*] marks an uncorrected error in quoted material. This abbreviation is italicized and placed in brackets (only the words *sic*, and not the brackets, should be italicized), and should be used sparingly, especially in older or archaic works, when nonstandard should generally be preserved. If it needs to be modernized for clarity, acknowledge the change in a footnote (T 25.3.1).

The ordinal numbers “second” and “third” (as in book editions) are abbreviated 2nd and 3rd (T 17.1.3). In the body of the text, however, they should be spelled out.

Abbreviations of States

Abbreviate U.S. states only in tables, figures, citations, bibliography, and mailing addresses. Use the two-letter, no-period postal code abbreviations listed in Turabian 24.3.1. In all other circumstances, use the full name of the state.

Abbreviation of Bible References (T 24.6, TBS)

In the text, references to whole books of the Bible or whole chapters are spelled out. Example: Jeremiah 42–44 records the flight of the Jews to Egypt when Jerusalem fell.

Exact references to scriptural passages, whether used in the text, in parenthetical citations, or in notes employ abbreviations for the names of most books of the Bible. Use Arabic numbers, colons, dashes, commas, and semi-colons as follows:
Gen 1:1-3, 26-27, 3:22, 11:1-7; Isa 6:8; Matt 28:19.

Standard biblical abbreviations can be found in *The Chicago Manual of Style*, 15th ed., 15.51-54. Use these, and *not* the ones found in Turabian:

Gen	Ps (Pss)	Nah	Phil
Exod	Prov	Hab	Col
Lev	Eccl	Zeph	1-2 Thess
Num	Cant	Hag	1-2 Tim
Deut	Isa	Zech	Titus
Josh	Jer	Mal	Phlm
Judg	Lam	Matt	Heb
Ruth	Ezek	Mark	Jas
1-2 Sam	Dan	Luke	1-2 Pet
1-2 Kgs	Hos	John	1-2-3 John
1-2 Chr	Joel	Acts	Jude
Ezra	Amos	Rom	Rev
Neh	Obad	1-2 Cor	
Esth	Jonah	Gal	
Job	Mic	Eph	

Note that the abbreviations of the books of the Bible are not followed by a period, and are not italicized.

CONTINUED NUMBERING / INCLUSIVE NUMBERS (T 23.2.4)

Inclusive numbers (or continued numbers) in references to years and page numbers may be spelled out or may be abbreviated. Do not use ff., f., etc.

ENUMERATIONS (23.4.2, TBS)

Items enumerated within a paragraph of text, as in this sentence, may use either (1) numbers or (2) lower-case letters. Place numbers or letters in double parentheses, as in the previous sentence. Items enumerated on separate lines (paragraph or indent style) should use an Arabic number followed by a period. A student may also use solid dark bullets when permitted by your professor or supervisor. If numbers are used, they must be immediately followed by periods which must be aligned. Periods at the end of items in a list are omitted unless they are complete sentences or whole paragraphs.

In order to prevent what follows a number in parentheses to appear on a separate line (which would have been the case in the preceding paragraph), Microsoft Word users should use Ctrl+Shift+Space (also found in special characters, under the “Insert” tab).

FOREIGN LANGUAGE (TBS)

Use Greek and Hebrew fonts for Greek and Hebrew terms, and do not transliterate. Such fonts must be the same size as the font of the English text. If transliteration cannot be avoided (if you do not know Greek or Hebrew), see the instructions given above in chapter one, under “fonts.” Foreign language characters (such as Latin, French or German terms) must be italicized.

HEADINGS / SUBHEADINGS (TBS)

Headings

Major headings appear on the first page of each new section (e.g., title page, abstract, table of contents, list of abbreviations, chapter, appendix, bibliography).

Major headings are centered, typed in UPPERCASE, and are not followed by punctuation. They appear immediately below a two inch top margin (except on the dedication page which has no heading but a three inch margin, and the table of CONTENTS which has a one inch top margin).

Two single-spaced blank lines follow a major heading, with text beginning on the third line below the heading.

The title of a document on the title page is single-spaced. See example in appendix A. All other major headings are double-spaced.

On the first page of a chapter in Senior Seminar Papers and Th.M. Theses, place a blank line between the CHAPTER NUMBER heading and the CHAPTER TITLE heading (see example). Chapter numbers in the headings should be spelled out.

A title or major heading longer than 48 characters including spaces is set in two or more lines in inverted pyramid form.

CHAPTER ONE
CHAPTER TITLE IN UPPERCASE AND FORMATTED
IN INVERTED PYRAMID FORM

Subheadings

Subheadings vary in format depending on the level. Up to four levels may be used, each with its own format which must be followed in proper order. Note the following:

- Use headline style capitalization (T 22.3.1) for all headings and subheadings.
- Two single-spaced blank lines *precede* a subheading, and one single-spaced blank line *follows* a subheading.
- A centered subheading longer than 48 characters, including spaces, is set in two or more single spaced lines in inverted pyramid form; and a side subheading longer than half a line is divided into two or more single-spaced lines of equal length (see example below).
- All subheadings should have intervening text. If no text appears between subheadings, add one extra blank line between the subheads (which will then appear as three single-spaced lines).
- A section of text, if divided, should be divided into two or more subsections rather than having an extra level of subheading for a single point.
- Subheadings at the bottom of a page must include at least two lines of following text; otherwise, the subheading must be moved to the top of the next page.

In the sample subheadings below, intervening text has been omitted—but such text would usually appear in an actual document.

First Level Subheadings Centered, Headline Style, and Italicized

Second Level Subheading Centered and Headline Style

Third Level Subheadings Flush with the Left Margin, Headline Style, and Italicized

Fourth Level Subheadings Flush with the Left Margin, Headline Style

NUMBERS (T 23.1-4)

As a rule, use Arabic numbers and change Roman numerals to Arabic. Spell out all numbers less than 100 which appear in the text of a document, unless there is a series of numbers. Spell out numbers that are the first word in a sentence (T 23.1.2). Do not spell out numbers followed by a % symbol or the word “percent” (T 23.1.3).

PUNCTUATION (T 21.1-11, 25.3.2)

Some punctuation rules are selected below. Refer to *The Chicago Manual of Style* for more information.

Ampersand (TBS, 17.1.2)

The word “and” should always be spelled out. Do not use the symbol “&” except in quotations or in cases where the publisher’s name includes an ampersand (such as T & T Clark). If the title of a work includes an ampersand, change it to the word “and.”

Apostrophe

Apostrophes are used to form possessives, either by adding apostrophes (’s) or an apostrophe alone in the case of plural nouns ending in s. The possessive of the names of Jesus and Moses are formed by the use of the apostrophe alone. Example: Jesus’ name, Moses’ leadership. Apostrophes are also used to form contractions.

Brackets (T 21.8.2, 25.3)

Brackets [] are used to indicate changes in a quotation and additional parenthetical matter within parentheses.

Colon (21.11.2, 25.3.1)

The colon is placed outside quotation marks and parentheses, unless it is part of the quotation. One space follows a colon, except in the case of Scripture references, when no space follows the colon.

Commas (T 21.11.2)

One space follows the comma in the manuscript. A final comma always precedes the closing quotation mark whether part of the quoted matter or not. Commas never immediately precede a parenthesis.

Dashes (T 21.7)

Dashes (—) are used to indicate a sudden break in thought, indicate faltering speech, and for emphasis.

Dashes can be typed as two hyphens--no spaces appear on either side of the dash or between them. This dash is one of several types but it is the one most commonly used. It is also referred to as an em-dash. Most word processing programs automatically convert two hyphens to an em-dash (today—but). This is preferable to double hyphens.

Ellipses (T 25.3.2)

Ellipses are three period dots used to indicate omissions in quoted matter. Ellipses should be formed by consecutive periods with no intervening spaces. Within a sentence, leave a space after the last word before the ellipses, and again after the ellipses (“and ... he came”). If punctuation *follows* the ellipses no space should be left between the ellipses and the following punctuation, including terminal punctuation of a sentence (“he came home”), but if punctuation *precedes* an ellipsis, including terminal punctuation of a sentence, a space should be left between the punctuation and the ellipses (“then, ... he came”). Ellipses are not usually used at the beginning or end of block quotations. See T 25.3.2 for specifics regarding omissions and punctuation.

Exclamation Point (T 21.6)

An exclamation point is normally used to mark an outcry or an emphatic or ironic statement, usually in quoted material. According to Turabian, exclamation points are rarely appropriate for academic writing.

Hyphen (TBS)

Avoid automatic hyphenation or hyphenated words in the right margin.

Periods (T 21.1)

One or two spaces follow the terminal punctuation of sentences in the manuscript, but whichever is chosen must be used consistently throughout.

A period and a space are used after the initials of personal names (e.g., F. F. Bruce, *not* F.F. Bruce) (T 24.2.1).

In general, abbreviations given in all capital letters do not include periods (e.g., BC or AD), except U.S., scholarly degrees, states or organizations. The abbreviation PhD has no periods (T 24.1.3).

A final period precedes the closing quotation mark, whether part of the quoted matter or not (T 21.11.2).

Question Mark (T 21.5)

A question mark is used at the end of a whole sentence containing a query or at the end of a query making up part of a sentence. The first word of the sentence that asks the question may be capitalized even though it is included in another sentence. For use of the question mark within quotation marks, see T 21.11.2.

Quotation Marks (T 21.10-11)

A final comma or period *always* precedes the closing quotation mark, but a question mark or exclamation point precedes or follows the closing quotation mark, depending upon the quotation. Do not use single quotation marks to set off words or concepts. Use single quotation marks for a quotation within a quotation that is not part of a block quotation.

Semi-colon (T 21.3)

A semi-colon indicates a greater break in the continuity of a sentence than does a comma. Semi-colons are placed outside quotation marks or parentheses.

BLOCK QUOTATIONS (T 25.2.2)

A quotation which runs to five or more lines of text is set in block quotation format: single spaced, with each line indented 0.5 inch and one blank line before and after. If a block quotation includes the beginning of a paragraph, indent the first line of that paragraph an additional 0.5 inch (1 inch total). Generally block quotations do not use opening and closing ellipses.

UNDERLINING / ITALICS / BOLD (TBS)

Italics, rather than underling, should be used for first and third subheadings, book and journal titles, emphatic words and phrases, and individual foreign words and phrases. Do not use underlining or bold in your documents.

If emphasis is added to cited material that does not appear in the original, this must be noted either in brackets within the quote, in parenthesis after the quote ([emphasis added], or [emphasis mine]), or in a footnote (see examples in T 25.3.1).

WIDOWS AND ORPHANS (TBS)

TBS requires that you avoid widows and orphans, that is, the last line of a paragraph that stands alone at the top of a page, or the first line of a paragraph that stands alone at the bottom of a page. Set your word processor accordingly.

Avoid pages ending with an isolated subheading. There must be at least two lines of text with the subheading; otherwise the heading should be placed at the top of the next page.

Bibliographic entries must never be divided. If an entry cannot be included in its entirety at the bottom of the page, it must be moved to the next page.

CHAPTER FOUR: BACK MATTER

The guidelines for the back matter are described below. Refer also to sample pages in appendix A. Elements of the back matter are listed here in the order that they should appear in your document.

GENERAL GUIDELINES FOR BACK MATTER

The following directive applies to all back matter: the heading begins immediately below the two inch top margin, and is typed in uppercase. Two single-spaced blank lines follow a major heading, with text beginning on the third line below the heading.

APPENDIX

Text in an appendix may be single or double spaced. If an appendix is your own explanatory text, format it like the body of the paper; if it is a primary document or case study, you may single space it. Design all forms, questionnaires, protocols, illustrations, and the like, with the margins, pagination, and font requirements in mind. Font size, including font from items mentioned above, should be consistent with the body of the text of the document with nothing less than 10 point. Any photocopies or scanned material included must be clearly reproduced.

Each page of an appendix should display a page number. When page numbers already exist on an appendix document (such as the case of photocopied or scanned documents), a page number should be added to each page, using Arabic numerals within brackets at the bottom of the centre of the page. The brackets indicate that the page number is not part of the original document.

Appendix material must be copied on the same quality of paper as that of the document. Permission to reproduce copyrighted instruments should be obtained and included in the appendix.

BIBLIOGRAPHY (T 15–17, TBS)

A bibliography is a list of all the sources you have used in writing your paper, whether or not you have quoted from them or referred to them. Do not include books that you have looked at but not found useful. Current dictionaries and the Bible are not usually listed. Always list the book which is, or includes, the work you are writing

your paper on. Other headings that could be used are: Selected Bibliography, Works Cited, or Sources Consulted (see T 16.2.1)

Entries are set flush with the left margin and listed alphabetically by author's last name. Omit titles Rev., Dr., and the like. Single space entries with a hanging indent of 0.5 inch (TBS). Leave one blank line between entries.

For a succession of works by the same author(s) use a one inch underline (normally eight strokes) (TBS) followed by a period: _____. Note a succession of works by the same editor(s) with _____, ed. Do not use this format if there is any change in author(s) or editor(s). Do not use this format to combine works written by an author with other works edited by that author.

While abbreviations of subsequent works are permissible in notes, the work must be spelled out each time in the bibliography.

An entire entry of a bibliography must appear on one page, rather than being divided between two pages.

When identifying publishers in the bibliography, omit words like publishers, press, company, incorporated, except where they are an essential part of the publishers' name (such as University Press of America, Scripture Press) (T 17.1.6). Thus,

Baker	<i>instead of</i>	Baker Publishing Group
Eerdmans	<i>instead of</i>	William B. Eerdmans Publishing Company
InterVarsity	<i>instead of</i>	InterVarsity Press
Moody	<i>instead of</i>	Moody Press
Word	<i>instead of</i>	Word Books, Publisher
Zondervan	<i>instead of</i>	Zondervan Publishing House

However, use the word "Press" when used with "University Press of [...] "

The initials of the author's name are always separated with a space: A. D. Nock, not A.D. Nock.

Do not identify states or provinces unless confusion may result from their omission (e.g., Paris, ON; Portland [Maine, or Oregon?]), or unless it is a small town, such as

Downers Grove, IL (T 17.1.6). For states in the U.S., and provinces and territories in Canada, use list of abbreviations found in T 24.3.1.

Writers wishing to divide sources into various categories in their bibliography should refer to T 16.2.1-2.

CHAPTER FIVE: CITATION

ACKNOWLEDGMENT OF SOURCES

Writers must make specific acknowledgement of all material from primary or secondary sources, including:

- Quotations from or allusions to primary sources
- Phrases or sentences taken from secondary sources (including lecture notes)
- Borrowings from secondary sources (ideas or information taken from secondary sources and put in your own words)

All such material must be documented by exact references, and all direct quotations must be enclosed in quotation marks.

QUOTATIONS IN THE BODY OF THE TEXT (TBS)

Titles

Put in italics all titles of books, long poems, plays, periodicals, newspapers, pamphlets, and collections of essays or short stories or poems (i.e., titles of works published separately) (T 22.3.2)

Examples: *Pilgrim's Progress*; *Paradise Lost*; *Documents from Old Testament Times*; *The Gospel Witness*.

Enclose in quotation marks all titles of short poems, short stories, essays, articles, chapters, and parts of larger works (T 22.3.2). Examples: "The Shark"; "The Standard of Kingdom Righteousness."

Note: Ulysses is a fictional character; "Ulysses" is a dramatic monologue by Tennyson; *Ulysses* is a novel by James Joyce.

Books of the Bible are neither italicized nor enclosed in quotation marks.

Quotations (T 25)

Prose (T 25.2.1)

If you have a shorter quotation, incorporate it into your own paragraph, and enclose it in double quotation marks.

Example: Milton believed that readers should have freedom in selecting books: he declared that books "cannot be suppressed without the fall of learning."

A prose quotation of two or more sentences, or in more than four lines, is generally set off from the text in single-spacing and indented in its entirety 0.5 inch from the left margin. No quotation marks are put at the beginning or the end. This is called a *block quotation*. See Chapter three above, “Block Quotations,” and T 25.2.2.

Poetry

Quotations of two or more lines of poetry are normally set off from the text and centered on the page. No quotation marks are used (T 25.2.2).

If a poetic quotation is being included in the running text, use a slash (/), with a space before and a space after, to separate one line from another. Retain the capitalization of the original. Put quotation marks at the beginning and end of the line or lines quoted (T 25.2.1).

Example: In *Paradise Lost*, during the Council in Heaven at the beginning of Book III, God says that He made men “just and right, / Sufficient to have stood, though free to fall.”¹

Grammar and Punctuation

When you quote, you must take care that the grammar and punctuation in the passage quoted fit into the context of your own writing. Do not enclose a lengthy quotation within a sentence of your own, since the enclosing sentence will be difficult to keep in mind.

Where the words you have used to introduce the quotation make a complete sentence in themselves, follow them with a colon (:).

Example: Paul wrote the Corinthians: “Make love your aim” (1 Cor 14.1).

When the quotation is an integral part of a sentence, punctuate between your words and the quotation as the case requires (usually a comma or no punctuation at all). See examples in T 25.2.2.

Example: Since certainty could only be attained through reason, “rationalism stimulated a search for a theology of immediacy and inwardness.”²

Remember that periods and commas should be placed inside quotation marks. Semicolons and colons go outside (unless they are part of the quoted material). Question marks and exclamation points should be placed outside quotation marks unless the question or exclamation is part of the quotation.

FOOTNOTE USE AND FORMAT (T 16.3-4, TBS)

The main functions of footnotes are to document quotations or borrowed material, to assure readers about the accuracy of your facts, and to supply additional information or comment which you regard as useful but not essential to the argument of your paper (T 15.1).

Students writing a document in the humanities will use footnotes and a bibliography to cite sources. Follow the general format guidelines found in Turabian Chapters 16 and 17. Use only the note (N) citation format and the corresponding bibliography (B) example entries in T 17.1-10. Do not use the Parenthetical Reference (PR) and Reference List (RL) style. Do *not* use endnotes.

As a rule,

- Find and cite printed sources rather than online sources.
- Carefully evaluate the reliability of online sources (see T 3.4.3). Just because there are guidelines for citing sources online does not mean these sources should be used.
- Do not use a citation that is cited in another work. Find the original, confirm the citation, and cite the original. If the original is not available, follow guidelines in T 17.10.
- Cite the most recent edition of a publication.

Footnotes are numbered consecutively within a chapter or term paper. Each chapter begins with footnote number one. Footnotes are single-spaced with one blank line between footnotes.

A footnote must appear on the same page on which it is referenced in the text. A long note may continue onto the bottom of the next page, but it must be broken within a sentence to alert the reader that it continues.

Separate text and footnotes with a two-inch solid line which must begin on the line *immediately below the text, rather than at the bottom of the page*. The line should be the same even when it separates the continuation of a footnote from a previous page. This should be followed by a blank line, and the first footnote will begin on the third line below the text.

Footnotes are typed paragraph style, with the note number indented 0.5 inch. Footnotes may be 12 point or 10 point, but size should be consistent throughout the

paper. The note number of the footnote is to be superscripted; there is to be no space between the superscript number and the text of the footnote. [For help meeting these guidelines, Microsoft Word users should refer to appendix B.]

Footnote numbers in the text should appear only at the end of sentences or after major breaks in punctuation (i.e., colons or semi-colons, *not* after commas). Combine notes under one number if necessary to avoid the unsightly breaking up of a discursive sentence with multiple note numbers.

Titles, headings, and subheadings should not be footnoted.

The first citation of any work *in each chapter of the document* must be a complete citation. For subsequent shortened references to works previously cited in full, abbreviate titles, and use *author-title* notes (e.g., Bruce, *Galatians*, 322), *not author-only* notes (e.g., Bruce, 322) (TBS). See examples in T 16.4, and note the difference between the two forms.

Once a work has been cited in complete or shortened form, subsequent references to it uninterrupted by other citations are shortened using abbreviation *ibid.* (not italicized). *Ibid.* may be used only at the beginning of a footnote and only when the preceding footnote to which it refers contains a single reference. The use of *op. cit.* and *loc. cit.*, formerly common in scholarly circles, is now discouraged (T 16.4.2).

CITATION OF SOURCES (T 16–17, “N” and “B” entries)

The following paragraphs are no substitute for a careful reading of Turabian. *Please consult Turabian consistently and thoroughly for citation of sources.* Included here are some reminders, precisions, and differences (TBS) from Turabian, based on a hit parade of format errors from previous years.

The bibliographical information you give in a footnote is similar to that given in your bibliography, but with the addition of page references or similar reference to location. In a footnote, elements are separated by commas, and facts of publication are in parenthesis. Refer to pages by number alone, *without* the abbreviation “p.” Thus,

⁵A. Joseph Greig, “Some Formative Aspects in the Development of Gerhard von Rad’s Idea of History,” *AUSS* 16 (1978): 314.

Information about the edition, publisher, place and date of publication can be found on the back of the title page of the book you are quoting from. The back of the title page may read something like “c. 1964. First impression 1966. Fifth impression 1968.” Although the fifth impression is the one you are actually using, the date of publication must be the copyright date, 1964. With so many paperback editions of classic works now available, the book you are using may be a reprint of a much earlier edition. In this case full information must be given to avoid giving the impression that a classic study is a recently written book. Thus: Emile Male, *The Gothic Image: Religious Art in France of the Thirteenth Century*, transcribed from the 3d ed. by Dora Nussey (1913; reprint, London: Fontana Library, 1961), 90.

Notice the difference *in form* between a footnote (N) and a bibliography (B) entry:

Footnote: the first line is indented. The author’s personal name comes first. Specific pages are often indicated (if not referring to entire work).

⁴D. A. Carson, *The Gospel According to John*, PNTC (Grand Rapids: Eerdmans, 1991), 219-223.

Bibliography entry: the second line is indented. The author’s surname comes first.

Carson, D. A. *The Gospel According to John*. PNTC. Grand Rapids: Eerdmans, 1991.

Authors

For works written by single author, multiple authors, editor or translator in addition to author, see T 17.1.1

Single Author

Chantry, Walter J. *God's Righteous Kingdom*. Carlisle, PA: Banner of Truth, 1980.

Two Authors

Kaiser, Walter C., Jr., and Moisés Silva. *An Introduction to Biblical Hermeneutics: The Search for Meaning*. Grand Rapids: Zondervan, 1994.

Editor as Author

Note that “ed.” before a reference means “edited by” and may be used for one or more editors, and is used when an editor is listed in addition to the author. But “ed.” after a reference means “editor” and must be singular (ed.) or plural (eds.). The same applies to the abbreviations “trans.” and “rev.” Be consistent in placing and abbreviating such terms.

N ⁵Michael B. Thompson, “The Holy Internet: Communication Between Churches in the First Christian Generation,” in *The Gospels for All Christians: Rethinking the Gospel Audiences*, ed. Richard Bauckham (Grand Rapids: Eerdmans, 1998), 50.

B Thompson, Michael B. “The Holy Internet: Communication Between Churches in the First Christian Generation.” In *The Gospels for All Christians: Rethinking the Gospel Audiences*, ed. Richard Bauckham, 49-70. Grand Rapids: Eerdmans, 1998.

B Bauckham, Richard, ed. *The Gospels for All Christians: Rethinking the Gospel Audiences*. Grand Rapids: Eerdmans, 1998.

N ⁶J. William Johnston, “Grammatical Analysis: Making Connections,” in *Interpreting the New Testament Text: Introduction to the Art and Science of Exegesis*, ed. Darrell L. Bock and Buist M. Fanning (Wheaton, IL: Crossway, 2006), 65.

B Johnston, J. William. “Grammatical Analysis: Making Connections.” In *Interpreting the New Testament Text: Introduction to the Art and Science of Exegesis*, ed. Darrell L. Bock and Buist M. Fanning, 57-72. Wheaton, IL: Crossway, 2006.

Two Editors as Authors

- B Willard, Frances E., and Mary A. Livermore, eds. *A Woman of the Century: Fourteen Hundred-Seventy Biographical Sketches of Leading American Women*. Chicago: Moulton, 1893.
- B Carson, D. A., and John D. Woodbrige, eds. *Hermeneutics, Authority, and Canon*. Grand Rapids: Zondervan, 1986.

Translation

- Origen. "Commentary on the Gospel of John." In *The Ante-Nicene Fathers*. Translated and edited by Allan Menzies. Vol. 10. Grand Rapids: Eerdmans, 1951.

Multi-volume Works (T 17.1.4)

Volumes individually titled:

- N ²⁶Carl F. H. Henry, *God Who Speaks and Shows: Fifteen Theses, Part Three*, vol. 4 of *God, Revelation, God and Authority* (Waco: Word, 1979), 203.
- B Henry, Carl F. H. *God Who Speaks and Shows: Fifteen Theses, Part Three*. Vol. 4 of *God, Revelation and Authority*. Waco: Word, 1979.

Volumes not individually titled:

If you cite only one volume of a multi-volume work, add the volume number to the bibliographic entry. In the note, put the volume number (without "vol.") immediately before the page numbers, separated by a colon, and no intervening spaces (T 17.1.4).

- N ²⁸Richard P. McBrien, *Catholicism* (Minneapolis: Winston, 1980), 1: 43.
- B McBrien, Richard P. *Catholicism*. Vol. 1. Minneapolis: Winston, 1980.

If you cite more than one volume in a multi-volume work, you may cite the work as whole in your bibliography, while specifying each volume number in each note.

B McBrian, Richard P. *Catholicism*. 2 vols. Minneapolis: Winston, 1980.

Edition other than the First (T 17.1.3)

N ⁷F. F. Bruce, *The Book of Acts*, Rev. ed., NICNT (Grand Rapids: Eerdmans, 1988).

B Bruce, F. F. *The Book of Acts*. Rev. ed. NICNT. Grand Rapids: Eerdmans, 1988.

Reprint Edition (T 17.1.3)

N ¹²Philip Schaff, *History of the Christian Church* (1910; repr., Grand Rapids: Eerdmans, 1970), 1: 100.

B Schaff, Philip. *History of the Christian Church*. Vol. 1. 1910. Reprint, Grand Rapids: Eerdmans, 1970.

Books in Series (T 17.1.5, TBS)

If books are published as part of a series, you should include the series title (and volume number if provided), but *not* the editor of the series. Following Turabian, insert the information after the title (and after edition and volume information if any), but before the facts of publication. Use headline-style capitalization for series title (and preferably using abbreviations). No comma stands between series title and number.

N ¹⁵Joseph A. Fitzmyer, *The Acts of the Apostles: A New Translation with Introduction and Commentary*, AB 31 (New York: Doubleday, 1998).

B Fitzmyer, Joseph A. *The Acts of the Apostles: A New Translation with Introduction and Commentary*. AB 31. New York: Doubleday, 1998.

- B Mounce, Willam D. *Pastoral Epistles*. WBC 46. Nashville: Thomas Nelson, 2000.
- B Ska, Jean Louis. *"Our Fathers Have Told Us" : Introduction to the Analysis of Hebrew Narratives*. SubBi 13. Rome: Editrice Ponticio Istituto Biblico, 1990.

Component Part by one Author in a Work of Another (T 17.1.8, 17.5.3)

This method is used for essays, and is also used for the citation of articles in reference works (dictionaries, encyclopedias, etc.). Well-known general reference works (e.g., *Encyclopedia Britannica*, *Oxford English Dictionary*) should be cited only in notes and not included in a bibliography, unless you should decide to include a specific work that is critical to your argument or frequently cited.

- B Packer, James I. "Contemporary Views of Revelation." In *Revelation and the Bible: Contemporary Evangelical Thought*, ed. Carl F. H. Henry, 87-104. London: Tyndale, 1958.

N ¹⁸William Saford LaSor, "Dead Sea Scrolls," in *The International Standard Bible Encyclopedia*, ed. Geoffrey W. Bromiley (Grand Rapids: Eerdmans, 1979), 1: 884.

- B LaSor, William Sanford. "Dead Sea Scrolls." In *The International Standard Bible Encyclopedia*, ed. Geoffrey W. Bromiley, 1: 883-897. Grand Rapids: Eerdmans, 1979.

N ²²D. A. Carson, "Matthew," in *The Expositor's Bible Commentary*, ed. Frank E. Gaebelein (Grand Rapids: Zondervan, 1984), 8: 140-147.

- B Carson, D. A. "Matthew." In *The Expositor's Bible Commentary*, ed. Frank E. Gaebelein, 8: 1-599. Grand Rapids: Zondervan, 1984.

Journal (Periodical) and Magazine Articles (T 17.2-3, TBS)

Note that magazine articles are cited differently.

Most journal citations include volume number, issue number or month, and year. Issue number (e.g., no. 2) or month is *not* needed if the journal uses continuous pagination throughout the year (TBS).

N ²³Frank Stagg, "The Abused Aorist," *Journal of Biblical Literature* 91 (1972): 228.

B Stagg, Frank. "The Abused Aorist." *Journal of Biblical Literature* 91 (1972): 222-231.

N ²⁵Stanley Hauerwas, "Discipleship as Craft, Church as Disciplined Community," *The Christian Century*, October 1, 1991, 884.

B Hauerwas, Stanley. "Discipleship as Craft, Church as Disciplined Community." *The Christian Century*, October 1, 1991.

Ancient Texts (T 17.5)

Use no punctuation between author and title, or title and text reference.

N ²⁶Plato *Republic* 338d

Note period between numerical divisions, not colon.

N ³⁰Philo *Allegorical Interpretation* 2.24.

In all ancient works, if the translation is being quoted, cite the translator.

N ³³Josephus *Ant* 2.233-235 (Tackeray, LCL)

B *Josephus*. Translated by H. St. J. Tackeray et al. 10 vols. Loeb Classical Library. Cambridge: Harvard University Press, 1926-1965.

Classical, Medieval, and Early English Literary Works

Consult T 17.5.1

Patristic Texts

Cite both the text and reference to standard edition (where possible):

N ¹⁸Augustine, *Letters of St. Augustine* 28.3.5 (NPNF¹ 1: 252).

B Augustine. *The Letters of St. Augustine*. In vol. 1 of *the Nicene and Post-Nicene Fathers*, Series 1. Edited by Philip Shaff. 1886-1889. 14 vols. Reprint, Peabody, MA: Hendrickson, 1994.

N ¹⁹Chrysostom, *Expos. and Rom.* 11.3 (PG 23: 6).

B *Patrologia graeca*, ed. J.-P. Migne. 167 vols. Paris, 1857-1886.

Deuterocanonical Literature (Apocrypha), Pseudepigrapha, and Dead Sea Scrolls (TBS)

For Deuterocanonical literature, follow rules for the books of the Bible: no italics, and colon separate chapter and verse. See *SBL* 8.3.3 for abbreviations.

N ²⁰Bar 2:33.

For pseudepigrapha, note the italicized titled, period after the abbreviation, and colon separating chapter and verse. See *SBL* 8.34 and 8.3.13 for abbreviations.

N ²¹2 Apoc. Bar. 12:3.

For Dead Sea Scrolls, no italics with abbreviation, colon separates chapter and verse. See *SBL* 8.3.5 for abbreviations.

N ²²1QH 10:4; 4Q155 8-9 iii 4-5.

Unpublished Interview by Writer of Paper (T 17.5.6)

Unpublished interviews should usually be cited only in notes, though if the interview is critical to the argument or cited frequently, it may be included in the bibliography.

N ³¹Michael A. G. Haykin, interview by author, Toronto Baptist Seminary, Toronto, ON, August 31, 2010.

Thesis and Dissertations (17.6.1)

After the author and title, list the kind of thesis, the academic institution, and the date. Abbreviate dissertation as diss. The word “unpublished” is unnecessary.

N ³³André Pinard, “La notion de grâce irrésistible dans la *Response aux calomnies d’Albert Pighius* de Jean Calvin” (PhD diss., Université Laval, 2006).

B Pinard, André. “La notion de grâce irrésistible dans la *Response aux calomnies d’Albert Pighius* de Jean Calvin.” PhD diss., Université Laval, 2006.

Lectures, Speeches, and Addresses (TBS)

Garlington, Don. “The Tested Last Adam.” Sixth International Baptist Conference. Toronto, October 20, 1992.

Online Sources (T 17.1.10, articles – 17.2.7, databases – 17.5.9)

For books and articles online, follow the guidelines for their print counterparts. Additionally, you must include the URL and the date you accessed the source. For informally published online sources, see the relevant entry in Turabian (web sites – 17.7.1, blogs – 17.7.2, electronic mailing lists – 17.7.3, podcasts and other multimedia files – 17.8.6, public documents – 17.9.13). However, citing the printed edition is much preferable.

N⁴⁶ Grant R. Osborne, "Historical Narrative and the Truth in the Bible," *JETS* 48 (2005): 674, <http://web.ebscohost.com/ehost/detail?vid=1&hid=9&sid=e90f86fd-7753-434d-ba3f-302130fe4c4e%40sessionmgr14&bdata=JnNpdGU9ZWZWhvc3QtbGl2ZSZzY29wZT1zaXRl#db=a6h&AN=ATLA0001512165> (accessed August 19, 2010).

B Osborne, Grant. "Historical Narrative and the Truth in the Bible." *JETS* 48 (2005): 673-688. <http://web.ebscohost.com/ehost/detail?vid=1&hid=9&sid=e90f86fd-7753-434d-ba3f-302130fe4c4e%40sessionmgr14&bdata=JnNpdGU9ZWZWhvc3QtbGl2ZSZzY29wZT1zaXRl#db#db=a6h&AN=ATLA0001512165> (accessed August 19, 2010).

See T 20.4.2 for guidelines on line-breaks for a URL which is too long for one line.

Some Reference Books Available in the Peter Macgregor Memorial Library

The Chicago Manual of Style, 15th ed. Chicago: University of Chicago Press, 2003.

Crane, Nancy B., and Li Xia. *Electronic Style: A Handbook for Citing Electronic Information*. 2nd ed. Medford, NJ: Information Today, 1996.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 7th ed. Chicago: University of Chicago Press, 2007.

Vyhmeister, Nancy Jean. *Quality Research Papers: For Students of Religion and Theology*. Grand Rapids: Zondervan, 2001.

APPENDIX A: FORMAT SAMPLE PAGES

The format samples on the following pages are provided as visual aids of format requirements, but *are not intended for use in place of a thorough knowledge of Turabian and format requirement on this guide.*

Title page

Approval page

Abstract page

Dedication page

Table of Contents

Acknowledgment

First page of chapter

Additional page

Appendix

Bibliography

Note: These pages are samples only and are not to scale in all areas.

TITLE PAGE

*1 inch top margin; 1.25 left margin for Senior Seminar Papers and Th.M. Theses
Title in uppercase, single spaced; line starting with "A Paper" should be centered on page (and double-spaced). Note capitalization carefully!*

Toronto Baptist Seminary
& Bible College

THE IMPACT OF *HEILSGESCHICHTE* ON
THE UNDERSTANDING OF THE BIBLICAL
DOCTRINE OF CREATION

A Paper

Presented in Partial Fulfillment
of the Requirements for the Course
Old Testament Biblical Theology

by

Isaac Abrahamson

November 2005

*Only month and year, and no comma
Date line sits at bottom of page*

1 inch bottom margin

APPROVAL PAGE

(For Senior Seminar Papers and Th.M. Theses only)

2 inch top margin; 1.25 inch left margin

Accepted:

[2.5 inches]

[First Reader or Project Supervisor]

Second Reader

Third Reader [or External Reader, if applicable]

[Title should be centered under line]

ii

Note page number

1 inch bottom margin

ABSTRACT PAGE

(For Senior Seminar Papers and Th.M. Theses only)

2 inch top margin; 1.25 inch left margin

ABSTRACT

The abstract is a summary of the contents of your paper. This is your opportunity to describe your research using terms that those utilizing a search engine to find relevant documents might use. Abstracts are to be no longer than 350 words.

iii

Note page number

1 inch bottom margin

DEDICATION PAGE

(For Senior Seminar Papers and Th.M. Theses only)

3 inch top margin; 1.25 inch left margin

A dedication page is optional. It has no title, is placed after the abstract, numbered but not displayed, centered and placed in inverted pyramid format, and has no closing punctuation

No page number

1 inch bottom margin

TABLE OF CONTENTS

1 inch top margin; 1.25 left margin for Senior Seminar Papers and Th.M. Theses

Note heading of the page: CONTENTS, not TABLE OF CONTENTS. 2 blank lines after CONTENTS

CONTENTS

LIST OF ILLUSTRATIONS	iv
ACKNOWLEDGMENTS	vii
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Chapter	
1. INTRODUCTION	1
First Level Subheadings Are Included and if Longer than 48 Characters, Must Run Over Single Space with a Half Inch Indent	6
Dot Leaders Must be Spaced and the Right Ending of the Leader Line Aligned Vertically	9
Page numbers Must Be Flush Right	21
Align Chapter Numbers Vertically on the Period	37
2. TITLE OF SECOND CHAPTER RUN OVER WITHOUT INDENT ONTO A SECOND LINE IF TOO LONG	41
Appendix	
1. TITLE OF APPENDIX FORMATTED LIKE CHAPTER TITLE	59
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Note page number

1 inch bottom margin

ACKNOWLEDGMENTS

(For Senior Seminar Papers and Th.M. Theses only)

2 inch top margin; 1.25 left margin

ACKNOWLEDGMENTS

A brief acknowledgment is optional. The word ACKNOWLEDGMENTS is centered and typed in uppercase immediately below the two inch margin. Two blank lines follow, with the text beginning on the third line below the word ACKNOWLEDGMENTS. The text is typed in one or more paragraphs, is left justified (not centered), double-spaced, and is ended by a period.

viii

Note page number

1 inch bottom margin

FIRST PAGE OF CHAPTER

2 inch top margin; 1.25 left margin for Senior Seminar Papers and Th.M. Theses

CHAPTER ONE

CHAPTER TITLE CENTERED, UPPERCASE, DOUBLE-SPACED,
AND IN INVERTED PYRAMID FORM

Major headings are centered at the top of the page immediately below the two inch top margin. The page number on the first page of each new section of the body and back matter is centered at the bottom of the page immediately inside the one inch margin. Except for CHAPTER number and its title, do not put two levels of headings together without intervening text.

First Level Subheading

Subheadings vary in format, depending on the level. Key format requirements for subheadings include:

1. Two single space blank lines precede a subheading, and one single space blank line follows.
2. A centered subheading longer than 48 characters must be divided into two or more lines in inverted pyramid form; a side subheading longer than half a line must be divided into two or more lines of equal length. See the sample subheadings on the next page.¹

¹Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th ed. (Chicago, IL: University of Chicago Press, 2007), 397-398.

ADDITIONAL PAGES

1 inch top margin; 1.25 left margin for Senior Seminar Papers and Th.M. Theses

Note page number top right

Placement of Footnotes

2

A footnote must begin on the same the page on which it is referenced, but can runover to the bottom of the next page if the note is too long.² Separate text and footnote with a two-inch solid line and one blank line. The first note begins on the third line below the text.³ Footnote numbers in text and footnote should be 12 point and at least 10 point. Set footnotes below text, and not at bottom of page.

Second Level Subheading, Centered and Capitalized Headline Style but not Italicized

A second level subheading is centered but not italicized. If the subheading is longer than forty-eight characters, it is divided into two or more single-spaced lines in inverted pyramid form.

Third Level Subheading Flush Left, Italicized, and Headline Style

A third level subheading is set flush with the left margin and is italicized. If the subheading is longer than half a line, it is divided into two or more equal lines and single-spaced.

Fourth Level Subheading Flush Left, Not Italicized, and Headline Style

A fourth level subheading is set flush with the left margin and is not italicized. If the subheading is longer than half a line, then it is divided into two or more equal lines and single-spaced.

²Ibid., 152.

³Ibid., 233-234. Footnotes are numbered consecutively within a chapter. But each chapter begins over again with footnote number one. Once a reference is cited in complete form, use "Ibid." (16.4.2) for the same reference without intervening reference, or shortened form *author-title* for a reference following an intervening reference. Do not use *author-only* method. Do not use endnotes.

[No page number]

APPENDIX

2 inch top margin

APPENDIX ONE

An appendix is formatted like the first page of a chapter. The appendix number—and the title of each appendix if there is more than one appendix—appears immediately below the two inch top margin.

If a two inch top margin is not possible (as may occur if you include predesigned forms, charts, questionnaires, etc.), you may create an appendix “title page” instead. Include the appendix number and title, as is customary, but follow them with a brief description of the contents of the upcoming appendix. The appendix itself then begins on the next line immediately below the one inch top margin.

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Note page number

BIBLIOGRAPHY

2 inch top margin

BIBLIOGRAPHY

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Note page number

APPENDIX B: HELP FOR MICROSOFT WORD (2003) USERS

FOOTNOTES

To correct footnotes going to the next page

1. In the Select FOOTNOTE TEXT in the STYLES AND FORMATTING menu, right click and select MODIFY.
2. Select FORMAT and PARAGRAPH to enter the paragraph menu.
3. Choose the tab LINE AND PAGE BREAKS
4. Deselect Widow/Orphan control

To insert footnotes below text

1. Insert a footnote
2. In the footnote box that appears under LOCATION select BELOW TEXT from the pull down menu.

To insert a short line for runover footnotes

1. In the VIEW menu make sure you are in NORMAL VIEW
2. In the VIEW menu select FOOTNOTES.
3. In the footnote menu at the bottom, select FOOTNOTE SEPARATOR from the pull down menu
4. Highlight and copy the two inch bar.
5. In the footnote menu select FOOTNOTE CONTINUATION SEPARATOR.
6. Highlight the long line and paste the shorter two inch line.

MARGINS

To insert different sized top margins

1. Select the text you wish to keep together with the same margin.
2. From the FILE menu select PAGE SETUP.
3. From the MARGINS tab set the correct margin size.
4. Under PREVIEW select SELECTED TEXT.
5. Click OKAY.

Note: This inserts sections into your document and may alter page numbering. Make sure all pages are numbered and formatted correctly.

PAGES NUMBERS

TBS style requires the page number to be at the bottom of the page for the first page of each section, and subsequent pages to be numbered at the top right of the page. To insert these page numbers:

1. In the VIEW menu choose HEADERS AND FOOTERS.
2. In the HEADER AND FOOTER toolbar select PAGE SETUP (The symbol is an open book.)
3. Make sure the box next to DIFFERENT FIRST PAGE is checked.
4. On the first page insert the page number in the footer.
5. On the second page insert the page number in the header.

If your document contains different sections additional steps may be required.

6. Insert the footnotes as above.
7. Go to the header of the second page. This should have a page number in it. In the HEADER AND FOOTER toolbar select LINK TO PREVIOUS (the symbol is two pages connected by a dotted line). This unlinks this footnote from the previous one.
8. Go back to the header on the first page and delete the page number (if one is present).
9. Repeat these steps for the footer, unlinking the sections, and deleting the page number in the bottom from the second page and beyond.

WORD COUNT

The abstract page requires an exact word count. Additionally, many professors have word count rather than page limit requirements for papers. To count words in the document (or any selected section),

1. Highlight the section you wish to count.
2. Go to TOOLS menu and select WORD COUNT. This brings up a list of statistics about your document, including the number of words.

