

**SUPPLEMENT TO TURABIAN**

**7<sup>TH</sup> EDITION**

H A R D I N G   U N I V E R S I T Y

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**GRADUATE SCHOOL *of* RELIGION**

*Transforming Leaders*

**HARDING UNIVERSITY  
GRADUATE SCHOOL OF RELIGION  
1000 CHERRY ROAD  
MEMPHIS, TN 38117**

## SUPPLEMENT TO TURABIAN

This Supplement is designed to cover forms of citations not covered by Turabian, 7th ed., and to furnish additional explanations and examples. Headings and entries in this Supplement are typed in acceptable form.

In all examples given, a footnote entry is first and the bibliography entry is last.

### Miscellaneous

1. Turn in thesis and guided research papers to your adviser. The adviser will send the two copies to the library for binding and/or filming. If personal copies are to be bound, these must come from the adviser at the same time as the library copies.
2. Payment for all copies to be bound and/or filmed is made to the business office.

### Chapter 16

#### Notes-Bibliography Style: The Basic Form

- 16.1.1 For a book, the first full footnote reference includes:
  - Name of author(s)
  - Title of book
  - Number or name of edition, if other than the first
  - Total number of volumes, if more than one  
(only if one is referring to the set as a whole)
  - Name of editor, compiler, or translator, if any
  - Name of series in which book appears, if any, with volume or number (if indicated) in the series
  - Facts of publication, consisting of place of publication, name of agency, and date; volume number, if any
  - Page number(s) of the specific citation
- 16.1.4 Titles of books, pamphlets, bulletins, and periodicals may be underlined or italicized.

- 16.2.1 In the bibliography include only materials cited in the paper relevant as background to the subject.
- 16.2.2 In the bibliography use one single alphabetical listing by author and then by title under author rather than a classified subject arrangement unless such an arrangement is specified by a faculty member.
- 16.3.1 Do not use endnotes in guided research papers or theses. Consult with professor regarding his preference for footnotes or endnotes in term papers.
- 16.3.4 Begin footnote with either a superscript number or the number followed by a period and space. Both forms are used in this supplement. Indent the first line of each footnote the same number of spaces as the paragraph indentation in the text (five to eight spaces). Separate text and footnotes with a twenty-spaced rule--that is, strike the key for underlining twenty times, beginning at the left-hand margin. This line should be on the first line beneath the text, unless positioning of footnotes prohibits it. The line should not be more than six spaces below the text. To allow positioning of this line within the guidelines, be sure the "widow and orphans" control is disengaged (i.e., setting is on the "off" position) in your word processing program. The first line of footnote material begins on the second line below the separator. When the ending of a chapter does not fill a whole page, any footnotes that apply to that page should be arranged in the usual style after the separating rule either immediately following the text or at the bottom of the page.
- 16.4.1 Either *author-only* or *author-title* notes are acceptable for shortened references when only one work by an author is used in the paper. Use *author-title* method if more than one work of an author is cited in the paper. In short references to a work by two authors with the same last name, repeat the family name.

It is permissible for a writer who must refer frequently to the same work to devise an abbreviation to be used after the first full reference. Usually confined to guided research

and thesis-length papers. Use "hereafter cited as . . ." to refer to abbreviations.

<sup>1</sup>"The Middle Assyrian Laws: Tablet A, 29," trans. Theophile J. Meek, in Ancient Near Eastern Texts Relating to the Old Testament, 3rd ed., edited by James B. Pritchard (Princeton: Princeton University Press, 1969), 182 (hereafter cited as ANET).

"The Middle Assyrian Laws: Tablet A, 19." Translated by Theophile J. Meek. In Ancient Near Eastern Texts Relating to the Old Testament, 3rd ed., edited by James B. Pritchard, 182. Princeton: Princeton University Press, 1969.

In subsequent references to ANET, use text, translator, in ANET, 206.

NOTE: When numerous articles from the same single-volume work are cited, that work may be entered in the bibliography under the editor's name and individual articles need not be listed. However, each article used from a multivolume work such as TDNT must be listed separately in the bibliography.

Pritchard, James B., ed. Ancient Near Eastern Texts Relating to the Old Testament. 3rd ed. Princeton: Princeton University Press, 1969.

16.4.2 Do not use "op. cit." and "loc. cit."

## Chapter 17

### Notes-Bibliography Style: Citing Specific Types of Sources

17.1.1 When author cannot be verified and there is no title in articles from papers or periodicals, enter the reference under title of paper or periodical.

In the case of multiple editors, indicate only editor-in-chief of the set.

<sup>1</sup>Friedrich H. W. Gesenius, Gesenius' Hebrew Grammar, ed. Emil Kautzsch, 2nd English ed., rev. Arthur E. Cowley (Oxford: Clarendon Press, 1910), 96.

Gesenius, Friedrich H. W. Gesenius' Hebrew Grammar. Edited by Emil Kautzsch. 2nd English ed. Revised by Arthur E. Cowley. Oxford: Clarendon Press, 1910.

If a title page lists an editor and translator, Include both in the same order as they appear on the title page. Included translator only if his name appears on the title page.

<sup>1</sup>Friedrich W. Blass and Albert Debrunner, A Greek Grammar of the New Testament and Other Early Christian Literature, trans. and rev. Robert W. Funk (Chicago: University of Chicago Press, 1961), 35.

Blass, Friedrich W., and Albert Debrunner. A Greek Grammar of the New Testament and Other Early Christian Literature. Translated and revised by Robert W. Funk. Chicago: University of Chicago Press, 1961.

Martin Dibelius and Hans Conzelmann, The Pastoral Epistles: A Commentary on the Pastoral Epistles, trans. Philip Buttolph and Adela Yarbro, ed. Helmut Koester, Hermeneia (Philadelphia: Fortress Press, 1972), 41.

Dibelius, Martin, and Hans Conzelmann. The Pastoral Epistles: A Commentary on the Pastoral Epistles. Translated by Philip Buttolph and Adela Yarbro. Edited by Helmut Koester. Hermeneia. Philadelphia: Fortress Press, 1972.

### Debates

<sup>1</sup>G. E. Griffin and Guy N. Woods, A Debate on the Subject of Eternal Salvation (Anton, TX: Banner of Love Press, 1958), 32.

Griffin, G. E., and Guy N. Woods. A Debate on the Subject of Eternal Salvation. Anton, TX: Banner of Love Press, 1958.

### Author's Work Edited by Another

<sup>1</sup>John M. G. Barclay, Obeying the Truth: A Study of Paul's Ethics in Galatians, ed. John Riches (Edinburgh: T. & T. Clark, 1988), 40.

Barclay, John M. G. Obeying the Truth: A Study of

Paul's Ethics in Galatians. Edited by John Riches. Edinburgh: T. & T. Clark, 1988.

17.1.2 If underlining titles rather than using italics, underline a final mark of punctuation, which is a part of the title, e.g., What is the Church? Do not add additional punctuation such as a comma or period to follow it.

17.1.3 Indicate reprint information only if reprint is done by other than the original publisher.

<sup>1</sup>Joseph A. Alexander, Commentary on the Acts of the Apostles, 3rd ed. (New York: Scribner, Armstrong, 1875; reprint, Classic Commentary Library, Grand Rapids: Zondervan, 1956), 181.

Alexander, Joseph A. Commentary on the Acts of the Apostles. 3rd ed. New York: Scribner, Armstrong, 1875. Reprint, Classic Commentary Library, Grand Rapids: Zondervan, 1956.

Work Reprinted in One Volume of a Multivolume Set containing Reprints of Several Works by the Same Author.

<sup>1</sup>Kenneth S. Wuest, Philippians in the Greek New Testament (Grand Rapids: Eerdmans, 1942; reprint in Wuest's Word Studies from the Greek New Testament for the English Reader, vol. 2. Grand Rapids: Eerdmans, 1966), 33.

Wuest, Kenneth S. Philippians in the Greek New Testament. Grand Rapids: Eerdmans, 1942. Reprint in Wuest's Word Studies from the Greek New Testament for the English Reader. Vol. 2. Grand Rapids: Eerdmans, 1966.

17.1.4 Multivolume Work with Distinctive Volume Titles

<sup>1</sup>Nigel Turner, Style, vol. 4 of A Grammar of New Testament Greek, by James Hope Moulton (Edinburgh: T. & T. Clark, 1976), 47-50.

Turner, Nigel. Style. Vol. 4 of A Grammar of New Testament Greek, by James Hope Moulton. Edinburgh: T. & T. Clark, 1976.

<sup>1</sup>Karl Barth, The Doctrine of Creation, trans. Geoffrey W. Bromiley and Rudolf J. Ehrlich, vol. 3, pt. 3 of Church Dogmatics, ed. Geoffrey W. Bromiley and Thomas E. Torrance (Edinburgh: T. & T. Clark, 1960), 82.

Barth, Karl. The Doctrine of Creation. Translated by Geoffrey W. Bromiley and Rudolf J. Ehrlich. Vol. 3, pt. 3 of Church Dogmatics, edited by Geoffrey W. Bromiley and Thomas F. Torrance. Edinburgh: T. & T. Clark, 1960.

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Reference to a Multivolume Work as a Whole

<sup>1</sup>Paul Tillich, Systematic Theology, 3 vols. (Chicago: University of Chicago Press, 1951-63).

Tillich, Paul. Systematic Theology. 3 vols. Chicago: University of Chicago Press, 1951-63.

Reference to an Incomplete Multivolume Set as a Whole

<sup>1</sup>J. Allenbach et al., Biblia Patristica, 7 vols. to date (Paris: Editions du Centre National de la Recherche Scientifique, 1975-).

Allenbach, J., A. Benoit, D. A. Betrand, A. Hanriot-Coustet, P. Maraval, A. Pautler, and P. Prigent. Biblia Patristica. 7 vols. to date. Paris: Editions du Centre National de la Recherche Scientifique, 1975-.

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Reference to Multivolume Work with Parts

<sup>1</sup>Emil Schürer, A History of the Jewish People in the Time of Jesus Christ (Edinburgh: T. & T. Clark, 1885), div. 2, 2:118-20.

Schürer, Emil. A History of the Jewish People in the Time of Jesus Christ. Div. 2, vol. 2. Edinburgh: T. & T. Clark, 1885.

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Reference to a Specific Volume  
in a Multivolume Work

<sup>1</sup>Paul Tillich, Systematic Theology (Chicago: University of Chicago Press, 1957), 2:15.

Tillich, Paul. Systematic Theology. Vol. 2. Chicago: University of Chicago Press, 1957.

## 17.1.5

Book in a series

Do not include editor of series in entry. Follow this form for commentaries in series. If a numbered series does not use the terms "volume" or "number" and only gives a number, indicate this number in entry without indicating "vol." or "no."

<sup>1</sup>Raymond E. Brown, The Epistles of John, The Anchor Bible, vol. 30 (Garden City, NY: Doubleday, 1982), 138.

Brown, Raymond E. The Epistles of John. The Anchor Bible, vol. 30. Garden City, NY: Doubleday, 1982.

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<sup>1</sup>Martin H. Scharlemann, Stephen: A Singular Saint, Analecta Biblica, 34 (Rome: Pontifical Biblical Institute, 1968), 96.

Scharlemann, Martin H. Stephen: A Singular Saint. Analecta Biblica, 34. Rome: Pontifical Biblical Institute, 1968.

## 17.1.6

Use only the first place of publication on the title page. If cities of other countries are given along with a U.S. city, use the U.S. city as place of publication.

## 17.1.8

Use this form to cite articles in a Festschrift. It is not necessary to indicate Festschrift infor-

mation unless this is part of the title of the book.

1. John W. Drane, "Why Did Paul Write Romans?" in Pauline Studies, ed. Donald A. Hagner and Murray J. Harris (Grand Rapids: Eerdmans, 1980), 210.

Drane, John W. "Why Did Paul Write Romans?" In Pauline Studies, edited by Donald A. Hagner and Murray J. Harris, 207-27. Grand Rapids: Eerdmans, 1980.

In subsequent citations from a multi-author work provide author's full name, title of the chapter, and title of the book (not editor of book).

1. Peter O'Brien, "Thanksgiving within the Structure of Pauline Theology," in Pauline Studies, 51.

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Follow this form for a one-volume commentary with different contributors or multivolume commentary sets with different contributors in each volume.

<sup>1</sup>W. Ward Gasque, "Malachi," in The New Layman's Bible Commentary, ed. G. C. D. Howley, F. F. Bruce, and H. L. Ellison (Grand Rapids: Zondervan, 1979), 1051-52.

Gasque, W. Ward. "Malachi." In The New Layman's Bible Commentary, edited by G. C. D. Howley, F. F. Bruce, and H. L. Ellison, 1051-57. Grand Rapids: Zondervan, 1979.

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<sup>1</sup>Bruce M. Metzger, "The Language of the New Testament," in The Interpreter's Bible, ed. George A. Buttrick (New York: Abingdon, 1951), 7:47.

Metzger, Bruce W. "The Language of the New Testament." In The Interpreter's Bible, edited by George A. Buttrick, 7:43-59. New York: Abingdon, 1951.

<sup>1</sup>Arthur Jeffrey, "Introduction and Exegesis of the Book of Daniel," in The Interpreter's Bible, ed. George A. Buttrick (New York: Abingdon, 1952), 6:372-75.

Jeffrey, Arthur. "Introduction and Exegesis of the Book of Daniel." In The Interpreter's Bible, edited by George A. Buttrick, 6:341-549. New York: Abingdon, 1952.

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<sup>1</sup>Max Mallowan, "Assyria," in Cambridge Ancient History, 3rd ed., ed. I. E. S. Edwards, C. J. Gadd, and N. G. L. Hammond (New York: Cambridge University Press, 1970), 1:1:376-407.

Mallowan, Max. "Assyria." In Cambridge Ancient History, 3rd ed., edited by I. E. S. Edwards, C. J. Gadd, and N. G. L. Hammond, 1.1:376-407. New York: Cambridge University Press, 1970.

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<sup>1</sup>Clifford H. Moore, "Life in the Roman Empire at the Beginning of the Christian Era," in The Acts of Apostles, ed. Frederick J. Foakes-Jackson and Kirsopp Lake, The Beginnings of Christianity, pt. 1 (London: Macmillan, 1920), 1:218-25.

Moore, Clifford H. "Life in the Roman Empire at the Beginning of the Christian Era." In The Acts of Apostles, edited by Frederick J. Foakes-Jackson and Kirsopp Lake, 1:218-62. The Beginnings of Christianity, pt. 1. London: Macmillan, 1920.

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<sup>1</sup>Theodore H. Robinson, "Hebrew Poetic Form: The English Tradition," in Congress Volume, Supplements to Vetus Testamentum, vol. 1 (Leiden: Brill, 1979), 128-30.

Robinson, Theodore H. "Hebrew Poetic Form: The English Tradition." In Congress Volume, 128-49. Supplements to Vetus Testamentum, vol. 1. Leiden, Brill, 1953.

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<sup>1</sup>Barnabas Lindars, "The Israelite Tribes in Judges," in Studies in the Historical Books of the Old Testament, ed. J. A. Emerton, Supplements to Vetus Testamentum, vol. 30 (Leiden: Brill, 1979), 94-95.

Lindars, Barnabas. "The Israelite Tribes in Judges." In Studies in the Historical Books of the Old Testament, edited by J. A. Emerton, 94-112. Supplements to Vetus Testamentum, vol. 30. Leiden: Brill. 1979.

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<sup>1</sup>David E. Aune, "Magic in Early Christianity," in Aufstieg und Niedergang der römischen Welt, ed. Hildegard Temporini und Wolfgang Haase (Berlin: Walter de Gruyter, 1980), 2:23:2:1507-57.

Aune, David E. "Magic in Early Christianity." In Aufstieg und Niedergang der römischen Welt, edited by Hildegard Temporini und Wolfgang Haase, 2:23:2:1507-57. Berlin: Walter de Gruyter, 1980.

#### 17.1.8 Complete Work within a Work by One Author

<sup>1</sup>Martin Luther, "The Holy and Blessed Sacrament of Baptism, 1519," in Word and Sacrament, ed. E. Theodore Bachmann, Luther's Works, vol. 35 (Philadelphia: Muhlenberg Press, 1960), 27.

Luther, Martin. "The Holy and Blessed Sacrament of Baptism, 1519." In Word and Sacrament, edited by E. Theodore Bachmann, 23-43. Luther's Works, vol. 35. Philadelphia: Muhlenberg Press, 1960.

#### 17.2 Proceedings

Enter articles from proceedings, papers, and lectures published annually by institutions and societies like journal articles.

<sup>1</sup>Larry J. Alderink, "Cosmogonic Themes in Orphism," Society of Biblical Literature 1978 Seminar Papers, 2:127.

Alderink, Larry J. "Cosmogonic Themes in Orphism." Society of Biblical Literature 1978 Seminar Papers, 2:121-35.

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<sup>1</sup>Ellis Rivkin, "Defining the Pharisees: The Tannaitic Sources," Hebrew Union College Annual 40-41 (1969-70): 222.

Rivkin, Ellis. "Defining the Pharisees: The Tannaitic Sources." Hebrew Union College Annual 40-41 (1969-70): 205-49.

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<sup>1</sup>Mac Lynn, "Church Growth through New Church Planting," Harding University Lectures (1982): 47-48.

Lynn, Mac. "Church Growth through New Church Planting." Harding University Lectures (1982): 47-51.

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<sup>1</sup>Norman W. Porteous, "Old Testament and History," Annual of the Swedish Theological Institute 8 (1972): 21-22.

Porteous, Norman W. "Old Testament and History." Annual of the Swedish Theological Institute 8 (1972): 21-77.

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G. M. M. Pelser, "Women and Ecclesiastical Ministries in Paul," Neotestamentica 10 (1976): 95.

Pelser, G. M. M. "Women and Ecclesiastical Ministries in Paul." Neotestamentica 10 (1976): 92-109.

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<sup>1</sup>D. O. Thomas, "The Duty to Trust," Proceedings of the Aristotelian Society, n.s., 79 (1979): 89-90.

Thomas, D. O. "The Duty to Trust." Proceedings of the Aristotelian Society, n.s., 79 (1979): 89-102.

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<sup>1</sup>Ian Heinrich Eybers, "A Note Concerning the Date of Nahum's Prophecy," Proceedings of the Twelfth Meeting of Die Ou-Testamentiese Werkge-meenskap in Suid-Afrika (1969): 9-10.

Eybers, Ian Heinrich. "A Note Concerning the Date of Nahum's Prophecy." Proceedings of the Twelfth Meeting of Die Ou-Testamentiese Werk-gemeenskap in Suid-Afrika (1969): 9-12.

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Articles from the proceedings of some conferences or congresses which are published as part of a series are better treated as journal articles.

<sup>1</sup>W. J. P. Boyd, "Origen's Concept of the Love of God," Studia Patristica 14 (1976): 110-11.

Boyd, W. J. P. "Origen's Concept of the Love of God." Studia Patristica 14 (1976): 110-16.

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<sup>1</sup>P. J. Thompson, "The Infancy Gospels of St. Matthew and St. Luke Compared," Studia Evangelica 1 (1959): 217-22.

Thompson, P. J. "The Infancy Gospels of St. Matthew and St. Luke Compared." Studia Evangelica 1 (1959): 217-22.

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<sup>1</sup>Oscar S. Brooks, "A Contextual Interpretation of Galatians 3:27," Studia Biblica 3 (1978): 47.

Brooks, Oscar S. "The Contextual Interpretation of Galatians 3:27." Studia Biblica 3 (1978): 47-56.

17.2.4 Always cite a month or season if given. Capitalize seasons of the year in journal references.

Use issue number of journal only when no month or season is given and the pages are not consecutively numbered throughout the journal. When citing a journal published only in issues, use example number 2 on p. 183.

#### 17.2.4 Continued Journal Article

<sup>1</sup>John F. Walvoord, "Law in the Epistle to the Romans," Bibliotheca Sacra 94 (July-September 1937): 285.

Walvoord, John F. "Law in the Epistle to the Romans." Bibliotheca Sacra 94 (January-March 1937): 15-30; (July-September 1937): 281-95.

17.2.5 If an article begins in one part of magazine and continues on later pages, cite pages on which the article appears (i.e., 1, 12 or 2, 22-23).

#### 17.2.7 Articles Published Online

1. Carl Spain, "Modern Challenges to Christian Morals," Abilene Christian College Lectures, 1960, <http://www.mun.ca/rels/restmov/texts/race/haymes15.html>; (accessed June 3, 1996).

Spain, Carl. "Modern Challenges to Christian Morals." Abilene Christian College Lectures, 1960.  
<http://www.mun.ca/rels/restmov/texts/race/haymes15.html> (accessed June 3 1996).

1. Marsha Wiggins Frame, "The Spiritual Genogram in Family Therapy," Journal of Marital and Family Therapy 26 (April 2000), under "Creation of the Spiritual Genogram," available from WilsonSelect through OCLC FirstSearch <http://newfirstsearch.oclc.org> (accessed Aug.18, 2000).

Frame, Marsha Wiggins. "The Spiritual Genogram in Family Therapy." Journal of Marital and

Family Therapy 26 (April 2000): 211-16.  
Available from WilsonSelect through OCLC  
FirstSearch <http://newfirstsearch.oclc.org>  
(accessed Aug. 18, 2000).

- 17.3 If volume number is indicated, use form for article in a journal (T17.2).

Classical, Patristic, and Medieval Works and  
Inscriptions & Papyri collections

- 17.5.1 Do not abbreviate references to Greek and Latin classical works or medieval works. Indicate translated name of author and translated title of work whenever possible. In footnotes facts of publication are omitted. In bibliography use translated name of author and title as it appears on the title page and include facts of publication.

Examples:

<sup>1</sup>Augustine On the Trinity 1.10.20.

Augustine. On the Trinity. A Select Library of Nicene and Post-Nicene Fathers of the Christian Church, 1st ser., vol. 3. N.p., n.d. Reprint, Grand Rapids: Eerdmans, 1956.

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<sup>1</sup>Clement 34.8.

1 Clement. In The Apostolic Fathers, vol. 1. Loeb Classical Library. Cambridge: Harvard University Press, 1912.

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<sup>1</sup>Eusebius Ecclesiastical History 1.8.11.

Eusebius. The Ecclesiastical History. 2 vols. Loeb Classical Library. Cambridge: Harvard University Press, 1926.

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<sup>1</sup>Herodotus History 1.73.

Herodotus. History. 4 vols. Loeb Classical Library. Cambridge: Harvard University Press, 1920-25.

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<sup>1</sup>Ignatius To the Magnesians 7.1.

Ignatius. To the Magnesians. In The Apostolic Fathers, vol. 1. Loeb Classical Library. Cambridge: Harvard University Press, 1912.

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<sup>1</sup>Plutarch Table Talk 2.1.2.

Plutarch. Table Talk. In Moralia, vols. 8-9. Loeb Classical Library. Cambridge: Harvard University Press, 1961-69.

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<sup>1</sup>Philo On the Creation 16.

Philo. On the Creation. In Philo, with an English Translation, vol. 1. Loeb Classical Library. Cambridge: Harvard University Press, 1929.

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<sup>1</sup>Irenaeus Against Heresies 2.12.1.

Irenaeus. Against Heresies. The Ante-Nicene Fathers, vol. 1. N.p., n.d. Reprint, Grand Rapids: Eerdmans, 1975.

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<sup>1</sup>Irenaeus Against Heresies 2.12.1.

Irenaeus. Contra Haereses. Patrologiae Graecae, vol. 7. Paris: Migne, n.d. Reprint, Turnhout, Belgium: Brepols, n.d.

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<sup>1</sup>Justin Martyr 1 Apology 28.

Justin Martyr. First Apology. The Ante-Nicene Fathers, vol. 1. N.p., n.d. Reprint, Grand Rapids: Eerdmans, 1975.

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<sup>1</sup>Origen Against Celsus 4.33.

Origen. Gegen Celsus. 2 vols. In Origenes Werke, vols. 1-2. Die griechischen christlichen Schriftsteller, vols. 2-3. (Leipzig: J. C. Hinrichs'sche Buchhandlung, 1899).

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<sup>1</sup>Origen Against Celsus 4.33

Origen. Contra Celsum. Translated with an introduction and notes by Henry Chadwick. Cambridge: Cambridge University Press, 1953.

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<sup>1</sup>John Chrysostom Homilies on 1 Corinthians 35.

John Chrysostom. The Homilies of S. John Chrysostom on the First Epistle of St. Paul the Apostle to the Corinthians. 2 vols. A Library of Fathers of the Holy Catholic Church, vols. 4-5. Oxford: John Henry Parker, 1839.

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<sup>1</sup>Irenaeus Against Heresies 2.6.2.

Irenaeus. Sancti Irenaei Episcopi Lugdunensis Libros quinque adversus Haereses. 2 vols. Cambridge, England: Typis Academicis, 1857.

#### Inscriptions

<sup>1</sup>SEG 23. 447. 15.

Supplementum epigraphicum Graecum. 25 vols. Edited by J. J. E. Hondius and A. G. Woodhead. Alphen aan den Rijn, The Netherlands: Sijthoff & Noordhoff, 1923-71. Reprint, Amsterdam: J. C. Gieben, 1984. Vol. 26 to date. Edited by H. W. Pleket and R. S. Stroud. Amsterdam: J. C. Gieben, 1982-.

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SIG 2. 888. 24.

Sylloge inscriptionum Graecarum. 3rd ed. 4 vols.  
 Edited by Wilhelm Dittenberger. Leipzig: S.  
 Hirzel, 1915-24. Reprint, Hildesheim, Ger-  
 many: Georg Olms, 1982.

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OGI 2. 664.10.

Orientis Graeci inscriptiones selectae. 2 vols.  
 Edited by Wilhelm Dittenberger. Leipzig: S.  
 Hirzel, 1903-5. Reprint, Hildesheim, Germany:  
 Georg Olms, 1986.

Enter papyri from collections in the same form as  
 inscriptions.

### The Bible and Other Sacred Works

- 17.5.2 If a version other than the King James is used throughout the paper, make a statement to this effect in the first footnote: "All biblical references in this paper are taken from the New Revised Standard Version." See Turabian 24.6.4 and The SBL Handbook of Style (72-3) for standard abbreviations of modern versions.

References to the Bible, Apocrypha, Pseudepigrapha, and Dead Sea Scrolls may be placed in parentheses within the text. After a quotation followed by a scripture reference, insert the end punctuation at the close of the scripture reference. "Kings of the earth shall bring their glory into it" (Rev. 21:24).

Abbreviate biblical books in exact references (see Turabian 24.6) according to the lists below. Example: Matt. 5:7, but Exodus 3. Place periods after biblical abbreviations. Do not abbreviate

biblical books on title pages or in headings and subheadings.

Bible Abbreviations: Old Testament

Genesis	Gen.	Ecclesiastes	Eccles.
Exodus	Exod.	Song of Solomon	Song
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 Kings	Obadiah	Obad.
2 Kings	2 Kings	Jonah	Jon.
1 Chronicles	1 Chron.	Micah	Mic.
2 Chronicles	2 Chron.	Nahum	Nah.
Ezra	Ezra	Habakkuk	Hab.
Nehemiah	Neh.	Zephaniah	Zeph.
Esther	Esth.	Haggai	Hag.
Job	Job	Zechariah	Zech.
Psalms	Ps.	Malachi	Mal.
Proverbs	Prov.		

Bible Abbreviations: New Testament

Matthew	Matt.	1 Timothy	1 Tim.
Mark	Mark	2 Timothy	2 Tim.
Luke	Luke	Titus	Titus
John	John	Philemon	Philm.
The Acts	Acts	Hebrews	Heb.
Romans	Rom.	James	Jas.
1 Corinthians	1 Cor.	1 Peter	1 Pet.
2 Corinthians	2 Cor.	2 Peter	2 Pet.
Galatians	Gal.	1 John	1 John
Ephesians	Eph.	2 John	2 John
Philippians	Phil.	3 John	3 John
Colossians	Col.	Jude	Jude
1 Thessalonians	1 Thess.	Revelation	Rev.
2 Thessalonians	2 Thess.		

References to Bibles and non-Christian sacred scriptures **should be entered in bibliography** in alphabetical order by title, disregarding initial articles. Collections of sacred writings from different religions or collections in which there is no standard list which comprises a particular cor-

pus (e.g., Sacred Books of the East, The Old Testament Pseudepigrapha, or New Testament Apocrypha) are entered in bibliography under editor.

Biblia Hebraica Stuttgartensia. 4<sup>th</sup> rev. ed.  
 Edited by Karl Elliger and Wilhelm Rudolph.  
 Stuttgart: Deutsche Biblestiftung, 1990.

The Complete Bible, an American Translation.  
 Edited by J. M. Powis Smith and Edgar J.  
 Goodspeed. Chicago: University of Chicago  
 Press, 1939.

The Greek New Testament. 4th rev. ed. Edited by  
 Barbara Aland, Kurt Aland, Johannes Karavido-  
 poulos, Carlo M. Martini, and Bruce Metzger.  
 London: United Bible Societies, 1993.

The Holy Bible: Authorized Version. Oxford: Oxford  
 University Press, 1917.

The Holy Bible: New International Version. Grand  
 Rapids: Zondervan, 1978.

The HarperCollins Study Bible: New Revised  
 Standard Version, with the  
 Apocryphal/Deuterocanonical Books. Edited by  
 Wayne A. Meeks. New York: HarperCollins,  
 1993.

The Holy Bible: Today's New International Version.  
 Grand Rapids: Zondervan, 2005.

Novum Testamentum Graece. 26th ed. Edited by Eber-  
 hard Nestle, Erwin Nestle, Kurt Aland, Mat-  
 thew Black, Carlo Martini, Bruce M. Metzger,  
 and Allen Wikgren. Stuttgart: Deutsche Bibel-  
 stiftung, 1979.

#### Apocrypha

<sup>1</sup>Tob. 4:5.

The Oxford Annotated Apocrypha: The Apocrypha of  
 the Old Testament: Revised Standard Version.  
 Edited by Bruce M. Metzger. New York: Oxford  
 University Press, 1965.

#### Apocrypha Abbreviations

1 Esdras

1 Esd.

1 Maccabees	1 Macc.
2 Maccabees	2 Macc.
3 Maccabees	3 Macc.
Tobit	Tob.
Judith	Jdt.
Sirach	Sir.
or Ecclesiasticus	Ecclus.
Wisdom of Solomon	Wis.
1 Baruch	1 Bar.
Epistle of Jeremy or Letter of Jeremiah	Ep. Jer.
Prayer of Manasses	Pr. Man.
Prayer of Azariah and Song of the Three Children	Pr. Azar.
Susanna	Sus.
Bel and the Dragon	Bel
Additions to Esther	Add. Esth.

#### Old Testament Pseudepigrapha

NOTE: See list of abbreviations of O.T. pseudepigraphical works in The SBL Handbook of Style, 74-75.

<sup>1</sup>1 En. 1:5.

Charlesworth, James E., ed. The Old Testament Pseudepigrapha. 2 vols. Garden City, NY: Doubleday, 1983-85.

#### New Testament Apocrypha

NOTE: See list of abbreviations of N.T. apocryphal works in The SBL Handbook of Style, 83-84.

<sup>1</sup>Gos. Pet. 6:21. [Gospel of Peter]

Schneemelcher, Wilhelm, ed. New Testament Apocrypha. Rev. ed. 2 vols. English translation edited by R. McLachlan Wilson. Louisville: Westminster/John Knox Press, 1991-92.

#### Nag Hammadi Tractate

NOTE: For abbreviations of Nag Hammadi tractates, see The SBL Handbook of Style, 82-83.

<sup>1</sup>Gos. Thom. 31. [Gospel of Thomas]

The Nag Hammadi Library in English. Translated by Members of the Coptic Gnostic Library Project

of the Institute for Antiquity and Christianity. New York: Harper & Row, 1977.

### Qumran Materials

NOTE: See list of abbreviations of names of Dead Sea Scrolls and related texts see The SBL Handbook of Style, 75-77.

<sup>1</sup>1QS 9:9. [Abbreviation for Rule of the Community, Manual of Discipline]

The Dead Sea Scrolls Translated: The Qumran Texts in English. 2nd ed. Edited By Florentino Garcia Martinez. Translated by Wilfred G. E. Watson. Grand Rapids: Eerdmans, 1996.

### Sacred Books of the East

<sup>1</sup>Bhagavadgita 18:34.

Müller, Friedrich Max, ed. Sacred Books of the East. 50 vols. Oxford, England: Clarendon Press, 1879-1910. Reprint, Delhi: Motilal Banarsidass, 1962-66.

### Talmud

NOTE: For list of abbreviations of tractates of the Talmud, see The SBL Handbook of Style, 79-80.

<sup>1</sup>b. Menah. 91b.

The Babylonian Talmud. 35 vols. Edited by Isidore Epstein. London: Soncino Press, 1935-48.

### Mishnah

NOTE: For list of abbreviations of tractates of the Mishnah, see The SBL Handbook of Style, 79-80.

<sup>1</sup>m. Menah. 5:2.

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

### Midrash

NOTE: For listing of abbreviations of the books in The Midrash, see The SBL Handbook of Style, 81.

<sup>1</sup>Midr. Lev. 11:5.

Midrash Rabbah. 10 vols. Edited by Harry Freedman and Maurice Simon. London: Soncino Press, 1939.

### Tosefta

NOTE: For list of abbreviations of tractates of the Tosefta, see The SBL Handbook of Style, 79-80.

<sup>1</sup>t. Ber. 1:1.

The Tosefta. 6 vols. Translated by Jacob Neusner. New York: KTAV Publishing House, 1977-86.

### Targumic Materials

NOTE: For abbreviations of Targumic materials, see The SBL Handbook of Style, 80.

EXCEPTION: Following the abbreviation Tg., use the Supplement's abbreviations for books of the Bible.

<sup>1</sup>Tg. Isa. 30:26. [Targum of Isaiah]

The Isaiah Targum. Introduction, translation, apparatus, and notes by Bruce D. Chilton. The Aramaic Bible, vol. 11. Wilmington, DE: Michael Glazier, 1987.

17.5.3 Disregard this form for signed articles from general encyclopedias. Enter them as follows:

<sup>1</sup>George B. Caird, "Paul the Apostle, Saint," in The New Encyclopaedia Britannica, 15th ed.

Caird, George B. "Paul the Apostle, Saint." In The New Encyclopaedia Britannica, 15th ed.

\* \* \* \* \*

Enter articles from religious and classical encyclopedias and dictionaries as component part of a book according to the following examples. Include full publication data for these dictionaries and encyclopedias. If author is not given, enter under title of article. When multiple

references from dictionaries and encyclopedias are used, enter all references by individual author in the bibliography.

<sup>1</sup>A. Leo Oppenheim, "Assyria and Babylonia," in The Interpreter's Dictionary of the Bible, ed. George Arthur Buttrick (New York: Abingdon, 1962), 1:271.

Oppenheim, A. Leo. "Assyria and Babylonia." In The Interpreter's Dictionary of the Bible, edited by George Arthur Buttrick, 1:262-304. New York: Abingdon, 1962.

\* \* \* \* \*

<sup>1</sup>Willi Marxsen, "Christology in the New Testament," in The Interpreter's Dictionary of the Bible, Supplementary Volume, ed. Keith R. Crim (Nashville: Abingdon, 1976), 152-53.

Marxsen, Willi. "Christology in the New Testament." In The Interpreter's Dictionary of the Bible, Supplementary Volume, edited by Keith R. Crim, 146-56. Nashville: Abingdon, 1976.

\* \* \* \* \*

<sup>1</sup>John Murray, "Covenant," in The New Bible Dictionary, ed. J. D. Douglas (Grand Rapids: Eerdmans, 1962), 266.

Murray, John. "Covenant." In The New Bible Dictionary, edited by J. D. Douglas, 264-68. Grand Rapids: Eerdmans, 1962.

\* \* \* \* \*

<sup>1</sup>Chicago University, Oriental Institute. The Assyrian Dictionary (Chicago: Oriental Institute, 1968), 1:2:68.

Chicago University. Oriental Institute. The Assyrian Dictionary, 1:2:68. Chicago: Oriental Institute, 1968.

\* \* \* \* \*

<sup>1</sup>Herbert J. Rose, "Artemis," in Oxford Classical Dictionary, 2nd ed., ed. Nicholas G. L.

Hammond and Howard H. Scullard (Oxford: Clarendon, 1970), 126-27.

Rose, Herbert J. "Artemis." In Oxford Classical Dictionary, 2nd ed., edited by Nicholas G. L. Hammond and Howard H. Scullard, 126-27. Oxford: Clarendon, 1970.

\* \* \* \* \*

<sup>1</sup>Walter Grundmann, "ἁγιαθός," in Theological Dictionary of the New Testament, ed. Gerhard Kittel, trans. and ed. Geoffrey W. Bromiley (Grand Rapids: Eerdmans, 1964), 1:11.

Grundmann, Walter. "ἁγιαθός." In Theological Dictionary of the New Testament, edited by Gerhard Kittel, translated and edited by Geoffrey W. Bromiley, 1:11-18. Grand Rapids: Eerdmans, 1964.

NOTE: For TDNT entries in which only one subdivision is being used, cite by the author of the subdivision: Karl Georg Kuhn, "The Concept of Holiness in Rabbinic Judaism."

In subsequent references to TDNT, use Supplement 16.4.1 (hereafter cited as TDNT): author, "word," in TDNT, volume:pages.

\* \* \* \* \*

<sup>1</sup>Walter Bauer, A Greek-English Lexicon of the New Testament and Other Early Christian Literature, 3rd ed., rev. and ed. Frederick W. Danker (Chicago: University of Chicago Press, 2000), 5.

Bauer, Walter. A Greek-English Lexicon of the New Testament and Other Early Christian Literature. 3rd ed. Revised and edited by Frederick W. Danker. Chicago: University of Chicago Press, 2000.

\* \* \* \* \*

<sup>1</sup>James Hope Moulton and George Milligan, The Vocabulary of the Greek Testament (London: Hodder & Stoughton, 1930; reprint, Grand Rapids: Eerdmans, 1974), 100.

Moulton, James Hope, and George Milligan. The Vocabulary of the Greek Testament. London: Hodder & Stoughton, 1930. Reprint, Grand Rapids: Eerdmans, 1974.

\* \* \* \* \*

<sup>1</sup>Joachim Guhrt, "Diatheke," in The New International Dictionary of New Testament Theology, ed. Colin Brown (Grand Rapids: Zondervan, 1975), 1:365-72.

Guhrt, Joachim. "Diatheke." In The New International Dictionary of New Testament Theology, edited by Colin Brown, 1:365-72. Grand Rapids: Zondervan, 1975.

17.5.5 Use this form for an Abstract.

Abstract of Journal Article

1. Eugene E. Lemcio, "The Gospels and Canonical Criticism," Biblical Theology Bulletin 11 (Oct. 1981): 114-22, abstract in New Testament Abstracts 26 (1982): 120.

Lemcio, Eugene E. "The Gospels and Canonical Criticism." Biblical Theology Bulletin 11 (Oct. 1981): 114-22, abstract in New Testament Abstracts 26 (1982): 120.

English Abstract of Hebrew Article

1. Y. M. Grintz, "The Antiquity and the Uniqueness of the Book of Genesis," abstract of Hebrew, Proceedings of the Fifth World Congress of Jewish Studies 1 (1969): 223.

Grintz, Y. M. "The Antiquity and the Uniqueness of the Book of Genesis." Abstract of Hebrew. Proceedings of the Fifth World Congress of Jewish Studies 1 (1969): 223.

17.5.7 Microform Editions

<sup>1</sup>Bruce B. Miller, "Rethinking God's Immutability," paper presented to the Evangelical Theo-

logical Society, Southwest regional meeting, March 8, 1988 (Portland, OR: Theological Research Exchange Network, 1988), microfiche, 5.

Miller, Bruce B. "Rethinking God's Immutability," paper presented to the Evangelical Theological Society, Southwest regional meeting, March 8, 1988. Portland, OR: Theological Research Exchange Network, 1988. Microfiche.

## 17.5.8

CD-ROMs or DVD-ROMsCD-ROM

1. Jack Lewis, "Bible, Bishops'," in The Anchor Bible Dictionary on CD-ROM, Logos version 2.1 (Oak Harbor, WA: Logos Research Systems, 1997).

Lewis, Jack. "Bible, Bishops'." In The Anchor Bible Dictionary on CD-ROM. Logos Version 2.1. Oak Harbor, WA: Logos Research Systems, 1977.

## 17.6.2

Lectures and PapersClass Lecture Notes

<sup>1</sup>Richard Oster, Class Lecture Notes, New Testament Theology, Harding University Graduate School of Religion, Fall, 2006.

Oster, Richard. Class Lecture Notes, New Testament Theology. Harding University Graduate School of Religion, Fall, 2006.

## 17.6.3

## Interviews and Personal Communications

Letter

<sup>1</sup>Ovid Butler, Forest Home, IN, to Alexander Campbell, [Bethany, VA], March 29, 1851, Millennial Harbinger, 4th ser., 1 (August 1851): 431.

Butler, Ovid, Forest Home, IN, to Alexander Campbell, [Bethany, VA], March 29, 1851, Millennial Harbinger, 4th ser., 1 (August 1851): 430-34.

Personal Letter Not in a Collection

<sup>1</sup>Alan Cranston, Nashville, to John Smith, Memphis, October 22, 1962.

Cranston, Alan, Nashville, to John Smith, Memphis, October 22, 1962.

17.6.4 Manuscript Collections

Church Record Not in a Collection

<sup>1</sup>"Church Record," Church of Christ, Perry, IL, 1874-90.

"Church Record." Church of Christ, Perry, IL, 1874-90.

17.8.4 Sound Recordings

Cassette

<sup>1</sup>Richard Farson, "The Family and the Future," Thesis Theological Cassettes 11 (February 1971).

Farson, Richard. "The Family and the Future." The-  
sis Theological Cassettes 11 (February 1971).

\* \* \* \* \*

<sup>1</sup>Earl West, "Is Material Prosperity a Sign of God's Favor?" Oklahoma Christian College Lectures (Oklahoma City: Oklahoma Christian College Media Center, 1977), audiocassette.

West, Earl. "Is Material Prosperity a Sign of God's Favor?" Oklahoma Christian College Lectures. Oklahoma City: Oklahoma Christian College Media Center, 1977. Audiocassette.

\* \* \* \* \*

Cassette without Publisher or Date:

<sup>1</sup>Harold Hazelip, "The Restoration Principle," (N.p., n.d.), audiocassette.

Hazelip, Harold. "The Restoration Principle." N.p., n.d. Audiocassette.

#### 17.10 One Source Quoted in Another (Secondary Citation)

When this form is used, the primary source (unavailable to you) would not appear in your bibliography.

### Chapter 18 Parenthetical Citations

- 18.1 Consult with faculty member concerning his regulation on the use of parenthetical references and reference lists.

### Chapter 20 Spelling

- 20.4.1 Do not hyphenate the last word on a page. Do not make two-letter hyphenation at the end or beginning of a typed line. Do not use justified margins or proportional spacing.

### Chapter 22 Names, Special Terms, and Titles of Works

- 22.1 Capitalization in Religious Writings:

Follow Chicago Manual of Style, 15th ed., 8:97-119, and Webster's Third New International Dictionary of the English Language, Unabridged. See also The SBL Handbook of Style, 19-22, 153-64.

8:99-100 Capitalize alternative or descriptive names for God; designations of prophets, apostles, saints, and other revered persons are often capitalized:

Holy Ghost; Holy Spirit	Prince of Peace
the Paraclete	the Trinity
King of Kings	Providence
Lamb of God	the Savior (Jesus Christ)
the Logos	Son of God
Messiah (Jesus Christ)	Son of man
the Paraclete	the Word
the apostles	the Apostle to the Gentiles
the Baptist	the Beloved Apostle
the Evangelist(s)	the Fathers; church fathers
Messiah (Jewish)	the Virgin (Mary)
the Twelve	the apostle Paul

8:102 Pronouns referring to the foregoing are seldom capitalized except in instances where capitalization offers a simple way to avoid ambiguity:

God gives man	but:	God in his mercy
what He wills.		Jesus and his disciples

Nor are most derivatives, whether adjectives or nouns, capitalized:

christological	but:	Christology
godlike		Christlike
messianic hope		Christian
synoptic problem		

8:112 Capitalize the Bible in its different versions:

Authorized, or King James Version	God's Word
Scripture(s) (i.e., the Bible)	Word of God

Also the books of the Bible:

Book of Job  
 Psalm 22  
 Psalms (but a psalm, the penitential Psalms)  
 the Fourth Gospel  
 the Epistle to the Romans  
 the Gospel of John

8:114 Capitalize various divisions and sections of the Bible:

Apocrypha	the Prophets, the Writings
the Law	the Gospels, the Epistles
the synoptic Gospels	the pastoral Epistles
the Synoptics	prison Epistles

## Letters

## Pauline Epistles

Adjectives derived from the names of sacred books are generally lowercased:

biblical	apocryphal
scriptural	minor prophets
gospel (capitalize when used as a noun)	

Shorter religious writings and utterances are usually capitalized:

Ten Commandments  
the Beatitudes  
Sermon on the Mount

8:116 Religious events and religious concepts of major theological importance are often capitalized. The trend seems to be moving away from capitalization. Be consistent throughout your paper. See The SBL Handbook of Style, 22.

the Atonement	the Fall (of man)
the Creation	Lord's Supper
the Deluge	Original Sin
the Eucharist	the Second Coming of Christ
the Exodus (from Egypt)	
Church (see Chicago <u>Manual of Style</u> , 8:106)	

22.2.1 Do not underline or put in quotation marks words in alphabets with letter forms varying widely from English, e.g., Greek, Hebrew, Aramaic. Underline or italicize transliterated words.

22.3.1 Use headline style capitalization for titles in English.

Chapter 25  
Quotations

25.2 Disregard sentence number requirement for block quotation. Any prose quotation which runs to four or more typewritten lines should be set off from the text in single spacing, indented four spaces from the left margin. Use double quotation marks for quotations within an indented block quotation.

## Appendix: Paper Format

Follow Turabian, A Manual for Writers, 7th ed., for information on spacing, margins, indentions, punctuation, and capitalization unless Supplement differs from Turabian. Then follow the Supplement. Consult Vincent Kiernan, Writing Your Dissertation with Microsoft Word: A Step-by-Step Guide (Alexandria, VA: Mattily Publishing, 2005) for tips and tricks in using Microsoft Word.

A.1.1 Margins: 1 1/2 inch left; 1 inch top, right, and bottom margins. Size of paper for theses and guided research papers: 8 1/2 x 11, 20-weight, 50 percent or more rag content, bond paper. For term papers, use a good grade of bond paper. DO NOT PUT YOUR FINAL DRAFT OF THESES OR GUIDED RESEARCH PAPER ON 50 PERCENT OR MORE RAG CONTENT PAPER UNTIL MANUSCRIPT HAS FINAL APPROVAL OF YOUR FACULTY CHAIRMAN.

A.1.2 Typeface

A decision made by the faculty on December 13, 1995, regarding computer fonts for theses and projects gave the following guidelines:

The font standard by which all theses and projects are measured is the typewriter pica 10 characters per inch (10 cpi). This size is best suited for microfilming needs. A smaller size is not acceptable.

Computer generated fonts are considered equivalent to the pica standard if they meet the following conditions:

1. No more or less than six lines of single spaced text occupy one vertical inch.
2. Spacing must be fixed pitch (non-proportional), that is, all characters must have the same spacing (sometimes referred to as mono-spaced). This rule excludes proportional spacing.
3. The computer font most likely to reproduce the required spacing in most word processors is the 12 point Courier [or Courier New] Font.

HUGSR prefers a Courier Font if available and it meets the standard pica 10 cpi.

4. Students are responsible to ensure that the Courier Font of their word processors meet the font standard. Five spaces must equal one-half inch or 10 millimeters.

#### A.1.3 Spacing and Indentation

Indent paragraphs five to eight spaces. Use same spacing to indent footnotes and run-over lines of bibliographic entry. Leave one space after commas and semicolons, after punctuation ending sentences, and after colons except in scriptural references, between hours and minutes, and between volume and page numbers. Do not space after periods in such abbreviations as i.e., e.g., A.M., P.M., A.D., B.C., U.S., N.Y., B.A., Ph.D.; but leave a space after periods following initials of personal names (F. F. Bruce). Only one space follows each part of the footnote and bibliographical entry.

#### A.1.4 Pagination

Number preliminary pages with lowercase Roman numerals centered at the foot of the page, at least three-fourths of an inch (but not more than one inch) from the bottom edge. Number the remaining parts of the paper with Arabic numerals centered or flush right at the top of the page at least three-fourths of an inch (but not more than one inch) below the top edge. On pages with major headings, place the number at the foot of the page, centered at least three-fourths of an inch (but not more than one inch) from the bottom edge. Leave one blank line between page number at the top of the page and text of paper. If the text comes to the bottom of a page with a page number at the bottom, leave one blank line between the text and page number. Try the following instructions to move page numbers to bottom of pages with major headings when using Microsoft Word:

1. Place cursor on page you want to change number on.
2. Go to "insert" at top.
  - a. Click on "Break."
  - b. Click on "next page" under section break

types

- c. Click on "ok"
- d. Page # should move to bottom of page

- 3. Go to "view" at top (you will need more space between text and page #)
  - a. Click on "header and footer"
  - b. Move to "footer"
  - c. Be sure "link to previous" is **not** activated on the header/footer toolbar
  - d. Delete number at bottom of page
  - e. Hit enter a couple of times
  - f. Type in number at bottom
  - g. Close header/footer

A.2.1 If a title page is used, do not repeat the title on page one of the paper. A Table of Contents is unnecessary for term papers. Use Figure A.4 on p. [381] as sample for Table of Contents. Use headline style capitalization only. Do not double space between subheadings.

A.2.2 Text

Headings for major sections of the paper must begin one inch from the top of the paper, centered and typed in full capitals. If the title (major heading) is longer than forty-eight spaces, set it in two (or more) single spaced lines, in inverted-pyramid form. Leave two blank lines between last line of heading and the text. Chapter headings are not used for term papers of approximately fifteen pages.

When typing the paper, at least one line of text follows a heading that occurs in the text of paper at the bottom of the page. If space does not permit this, the heading should be typed on the next page even though some blank space will be left at the bottom of the page. Leave two blank lines between the text and subheading and one blank line between the heading and text. All subheadings should be typed headline style. Do not use extra lines in place of headings to indicate divisions between sections.

Type subheadings according to the following example.

Type subheadings that start a page two spaces below the page number. Type subheadings as follows:

First-level, centered heading (underlined, boldfaced, or italicized) capitalized headline style:

Traditional Controversy between  
Medieval Church and State

Second-level, centered heading (not underlined, boldfaced, or italicized) capitalized headline style:

Reappearance of Religious Legalism

Third-level, side heading (underlined, boldfaced, or italicized) capitalized headline style, beginning at the left margin:

Legalism and the Poets

Fourth-level, side heading (not underlined, boldfaced, or italicized) capitalized headline style:

The Gospel as It is Related to Jesus

Fifth-level heading run into (at the beginning of) a paragraph (underlined, boldfaced, or italicized) capitalized headline style:

The Gospel Legalized in the Church. The Gospel that the early Christians preached within the pagan sects was also a product of their experiences.

SAMPLE TITLE PAGES

**Center each line**

*2 inches from top*

THE ENDING OF THE GOSPEL OF MARK

*5 single spaces; type on 6<sup>th</sup> line*

A Term Paper

Presented to Professor Allen Black

Harding University Graduate School of Religion

Memphis, Tennessee

*7 single spaces; type on 8<sup>th</sup> line*

As a Requirement in

Course 5231

Gospel of Mark

*7 single spaces; type on 8<sup>th</sup> line*

By

Don B. Smart

March 3, 2007

**Center each line**

*2 inches from top*

NEW TESTAMENT MINISTRY IN THE PRESENT AGE

*4 single spaces; type on 5<sup>th</sup> line*

A Thesis Presented to the Faculty of Harding

University Graduate School of Religion

Memphis, Tennessee

*4 single spaces; type on 5<sup>th</sup> line*

In Partial Fulfillment

of the Requirements for the Degree of

Doctor of Ministry

*3 single spaces; type on 4<sup>th</sup> line*

By

Robert Brown

*3 single spaces; type on 4<sup>th</sup> line*

May 2008

*3 single spaces; type on 4<sup>th</sup> line*

Chairman\_\_\_\_\_

Reader\_\_\_\_\_

Reader\_\_\_\_\_

Dean\_\_\_\_\_

Date Approved\_\_\_\_\_

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