

**SOUTHWESTERN ASSEMBLIES OF GOD UNIVERSITY**

**SUPPLEMENTAL TURABIAN GUIDE**

**BY**

**THE DEPARTMENT OF BIBLE AND THEOLOGY**

**REVISED AUGUST 2009**

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## **INTRODUCTION**

The standard format for research papers in the Department of Bible and Theology is Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th ed. (Chicago: University of Chicago Press, 2007). The purpose of this manual is to guide you in the preferences of the department regarding the use of Turabian in research papers. It is imperative that you check with your professors to see if they have other preferences.

## **MAJOR COMPONENTS OF A RESEARCH PAPER**

There are four major components in the research paper: the title page, the table of contents, the body of the paper, and the bibliography. In some cases an appendix is added with additional necessary documents. Larger research papers, such as a Senior Paper or a Master's Thesis, includes additional requirements. Always consult your professors to ensure that you know their requirements and preferences for their papers.

## **TITLE PAGE**

A sample title page is included in the Appendix. Note that everything is typed in all caps and there is no page number, although it does count as the first page.

## **TABLE OF CONTENTS**

A table of contents includes the major headings of the paper and the corresponding page numbers. If there are several levels of headings and subheadings, the page should include at least the first and second level headings. The style of the headers in the paper must match the style in the table of contents. The table of contents for this document serves as an example of the

proper form. Note that the table of contents is the second page in the front matter and is enumerated with a lower case Roman numeral (i.e., i, ii, iii) at the bottom of the page (75 inches) and centered.

## **BODY OF THE PAPER**

### **Paper Format Guidelines**

#### ***B.C./A.D.***

When referring to the era, A.D. precedes the date and B.C. follows the date (e.g., A.D. 400 and 841 B.C.).

#### ***Biblical Citations***

Use Society of Biblical Languages abbreviations for books of the Bible except when it is the first word of a sentence (see Appendix for abbreviations). If a passage is quoted it should be followed by the abbreviation for the version of the Bible in parentheses; the period follows the final parenthetical mark. Example for a biblical quotation: Paul writes, “But everything should be done in a fitting and orderly way” (1 Cor 14:40 NIV). Example for use of a reference in a sentence: Paul calls for proper order in the church in 1 Cor 14:40. Example for the beginning of a sentence: First Corinthians 14:40 calls for proper order in the church.

#### ***Block Quotations***

Block quotations are required for quotations of five lines or longer. The quotation must be single-spaced and the whole quotation indented ½ inch; indent the first line ¾ inch. No quotation marks are used with block quotes.

#### ***Font***

The required font is Times New Roman size 12 font; footnotes use size 10.

## *Headers*

The operative word for the use of headers is consistency. The Turabian manual allows for various formats for headers. The following structure should work for most term papers at SAGU and is employed throughout this document. Remember that the same style of headers used in the paper must be used in the table of contents.

First Level: **ALL CAPS, BOLD, AND CENTERED**

Second Level: **Bold and Centered**

Third Level *Bold, Italics, Left Margin*

## *Indentation*

Indent the beginning of all paragraphs and footnotes  $\frac{3}{4}$  of an inch. See below for special indentation requirement for block quotations.

## *Margins*

Leave a margin of one inch on all sides for research papers. Do not justify the right-hand margin. There is an exception on the first page of the table of contents, the first page of the body, and the first page of the bibliography. On those pages there is a two inch margin at the top of the page to mark the beginning of a new section.

## *Page Numbers*

The front matter (i.e., table of contents) is enumerated with lower case Roman numerals (i.e., i, ii, iii) and centered at the bottom of the page. The title page counts numerically as the first page, but do not include a number on the page.

The body of the paper begins with page number 1 and is numbered consecutively to the end of the bibliography with Arabic numerals (i.e., 1, 2, 3, etc...). Page numbers are placed in the header at the upper right-hand margin. The exception is the first page of the body and the

first page of the bibliography. In these cases the page number is centered in the footer at the bottom of the page.

### ***Punctuation***

See the Turabian manual for guidance on the proper use of punctuation in your paper. A single space should follow periods and other terminal punctuations.

### ***Quotations***

Place the period at the end of a quotation inside the final quotation mark. The footnote marker comes after the quotation mark. Example: Olson disagrees, “The major theological differences between Calvin and Arminius centers in the character of God.”<sup>4</sup>

### ***Spacing***

The main body of the paper must be double-spaced with the exception of inclusions such as block quotations or other special features following distinct rules. Footnotes are typically single-spaced with a double-space between each footnote entry. Some professors may require the omission of the extra space between the notes.

## **Documentation/Citations**

### ***Footnotes and Endnotes***

Most professors in the Bible and Theology Department require footnotes for documentation (i.e., also known as the Bibliographic Style). You signal that you have used a source by place a superscript number at the end of the sentence in which you refer to it. You then provide the source information in a correspondingly numbered note at the bottom of the page (i.e., a footnote). Some professor may ask for endnotes, which places all the source notes at the

end of a paper. The style of footnotes varies according to the type of source. Samples follow for the most common sources used by students. For additional sources see the Turabian manual.

### ***Bibliography***

The bibliography lists all the sources used in a paper in alphabetical order. Bible versions and well-known dictionaries and encyclopedias are not listed in the bibliography, even though they are cited in a footnote in the paper. Note: the format for bibliographic entries is distinct from the footnote entries. The samples provided below show examples of both footnotes and bibliographic entries.

### **Sample Citation and Bibliographic Entries**

The following examples provide the content need for common footnotes. See the sample page in the Appendix for the proper indentation and layout on the page.

**N** refers to a footnote

**B** refers to a bibliographic entry

#### ***Single Author Book***

N <sup>2</sup>John A. T. Robinson, *Redating the New Testament* (Philadelphia: Westminster Press, 1976), 200.

B Robinson, John A. T. *Redating the New Testament*. Philadelphia: Westminster Press, 1976.

#### ***Editions***

N <sup>1</sup>William H. Halverson, *A Concise Introduction to Philosophy*, 3d ed. (New York: Random House, 1976), 210-12.

B Halverson, William H. *A Concise Introduction to Philosophy*. 3d ed. New York: Random House, 1976.

#### ***Editor(s) of Book***

N <sup>3</sup>Stanley M. Horton, ed., *Systematic Theology*, rev. ed. (Springfield, MO: Logion Press, 1995).

B Horton, Stanley M. *Systematic Theology*. Rev. ed. Springfield, MO: Logion Press, 1995.

- N <sup>5</sup>David F. Wells and John D. Woodbridge, eds., *The Evangelicals: What They Believe, Who They Are, Where They are Changing* (Nashville: Abingdon Press, 1975), 204-5.
- B Wells, David F. and John D. Woodbridge, eds. *The Evangelicals: What They Believe, Who They Are, Where They are Changing*. Nashville: Abingdon Press, 1975.

### **Commentaries**

- N <sup>5</sup>Allen P. Ross, "Proverbs," in *The Expositor's Bible Commentary*, ed. Frank E. Gaebelein, vol. 5 (Grand Rapids: Zondervan Publishing House, 1991), 931.
- B Ross, Allen P. "Proverbs." In *The Expositor's Bible Commentary*, edited by Frank E. Gaebelein, vol. 5. Grand Rapids: Zondervan Publishing House, 1991.

### **Article in a Journal**

- N <sup>1</sup>Stanley N. Gundry, "Hermeneutics or Zeitgeist as the Determining Factor in the History of Eschatologies," *Journal of the Evangelical Theological Society* 20 (March 1977): 45.
- B Gundry, Stanley N. "Hermeneutics or Zeitgeist as the Determining Factor in the History of Eschatologies." *Journal of the Evangelical Theological Society* 20 (March 1977): 45-57.

### **Article in a Journal from EBSCO**

- N <sup>1</sup>Stanley N. Gundry, "Hermeneutics or Zeitgeist as the Determining Factor in the History of Eschatologies," *Journal of the Evangelical Theological Society* 20 (March 1977): 45, <http://search.ebscohost.com/login.aspx?direct=true&db=rft&AN=ATLA0000761620&site=ehost-live> (accessed August 31, 2009).
- B Gundry, Stanley N. "Hermeneutics or Zeitgeist as the Determining Factor in the History of Eschatologies." *Journal of the Evangelical Theological Society* 20 (March 1977): 45-57. <http://search.ebscohost.com/login.aspx?direct=true&db=rft&AN=ATLA0000761620&site=ehost-live> (accessed August 31, 2009).

### **Secondary Source Quotation**

- N Rupert Cross, *Evidence*, 3d ed. (London: Butterworth, 1967), 380; quoted in Norman Anderson, *A Lawyer among the Theologians* (Grand Rapids: William B. Eerdmans, 1974), 21.
- B Cross, Rupert. *Evidence*. 3d ed. London: Butterworth, 1967. Quoted in Norman Anderson, *A Lawyer among the Theologians*, 21. Grand Rapids: William B. Eerdmans, 1974.

### **Reference Works**

Well-known reference works such as dictionaries and encyclopedias should be cited in footnotes rather than in the bibliography.

- N <sup>14</sup>*The Oxford Dictionary of English Etymology*, 2d ed., s.v. "History."
- N <sup>15</sup>*Encyclopedia Britannica*, 15th ed. S.v. "Salvation."

### **Theological Encyclopedias and Dictionaries**

- N <sup>3</sup>PHEME PERKINS, "Gnosticism," in *New Interpreter's Dictionary of the Bible*, ed. Katherine Doob Sakenfeld, vol. 2 (Nashville: Abingdon Press, 2007), 583.

- B Perkins, Pheme. "Gnosticism." In *New Interpreter's Dictionary of the Bible*, edited by Katherine Doob Sakenfeld, vol. 2, 581-84. Nashville: Abingdon Press, 2007.
- N <sup>4</sup>Rowan Williams, "Justification," in *Encyclopedia of Christian Theology*, ed. Jean-Yves Lacoste, vol. 2 (New York: Routledge, 2005), 843.
- B Williams, Rowan. "Justification." In *Encyclopedia of Christian Theology*, edited by Jean-Yves Lacoste, vol. 2, 843-49. New York: Routledge, 2005

### ***Bible Software***

Include the typical bibliographic information followed by the title of the software.

- N <sup>16</sup>John S. Feinberg, Paul D. Feinberg and Aldous Huxley, *Ethics for a Brave New World* (Wheaton, IL: Crossway Books, 1993), 3, Logos Bible Software.
- B Feinberg, John S., Paul D. Feinberg and Aldous Huxley. *Ethics for a Brave New World*. Wheaton, IL: Crossway Boos, 1993. Logos Bible Software.

### ***Websites***

Websites are challenging do to the inconsistency of the information that is available. Include as much of the following as possible: author, title of the page, title or owner of the site, URL, and access date.

- N <sup>14</sup>Federation of American Scientists, "Resolution Comparison: Reading License Plates and Headlines," <http://www.fas.org> (accessed June 1, 2005).
- B Federation of American Scientists. "Resolution Comparison: Reading License Plates and Headlines." <http://www.fas.org> (accessed June 1, 2005).

### ***Subsequent References: Ibid. and Shortened References***

You need to give the full reference in a footnote only once. The second and later times you refer to a source you have already described, you should use the abbreviation, "Ibid." (for *ibidem*, "in the same place") or a shortened reference. Use "Ibid." for the second mention of a work when there are no intervening references (Ibid., if the same page or Ibid., 23 if a different page). If a subsequent appears on another page or has an intervening reference to another source, use a shortened title and page number. Examples:

<sup>3</sup>Clancy P. Hayes, *Reach All Your Students: Strategies for the Learning Journey* (Springfield, MO: Gospel Publishing House, 2007), 25.

<sup>4</sup>Ibid.

<sup>5</sup>Ibid., 38.

<sup>6</sup>Bill Hull, *Jesus Christ Disciple-Maker* (Colorado Springs, CO: Navpress, 1984), 13.

<sup>7</sup>Hayes, *Reach All Your Students*, 45

# Sample

SOUTHWESTERN ASSEMBLIES OF GOD UNIVERSITY **Line 4**

PREDESTINATION IN THE THEOLOGY OF CALVIN **Line 10**

PRESENTED TO BRUCE ROSDAHL, Ph.D. **Line 18**

IN PARTIAL FULFILLMENT

OF THE REQUIREMENTS FOR THE COURSE

SYSTEMATIC THEOLOGY I

THE 3123

DEPARTMENT OF BIBLE AND THEOLOGY **Line 30**

BY STUDENT NAME **Line 36**

SUITE 7777 **Line 40**

SEPTEMBER 26, 2009 **Line 44**

Pearlman made his theological mark on the young fellowship by providing a substantive systematic theology that guided future generations.<sup>1</sup>

3 spaces before headings

## **Ernest S. Williams and the Doctrine of Sanctification**

### ***Historical Background***

3/4 indent The roots of Ernest Swing Williams' Pentecostal heritage trace to the famed Azusa Street Mission. Williams (1885-1981) was born in San Bernadino, California, and reared in a devout Free Methodist home. Williams went to the Azusa Mission and was baptized in the Holy Spirit.<sup>2</sup> Bell described his most pressing concern.

1/2 indent The real test lies on the line of whether the person is a peaceful, harmonious worker and upbuilder in the kingdom, or a factious man with a harsh spirit, one who constantly makes trouble and tears up the assemblies with his bad spirit, contention and wrong methods. But it was agreed at the first General Council in Hot Springs not to make these matters of doctrine a test of ordination and ministerial fellowship.<sup>3</sup>

Bell began to stress theological harmony more than the finer points of disagreement. It was an approach he called preaching the truth with sweetness.<sup>4</sup>

3 spaces before headings

### ***Theological Concerns***

Some thirty-six years after the controversy, its impact seemed to linger. Ernest Williams reminisced of the effect of Pentecostalism, "It brought a lot of controversy for a short period of time but it left the movement with a crystallized teaching on sanctification."<sup>5</sup>

set footnotes to "below text"

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<sup>1</sup>Harald Lindstrom, *Wesley and Sanctification* (Nappanee, IN: Francis Asbury Press, 1980), 126.

<sup>2</sup>Ernest S. Williams, *Interview with E. S. Williams and Alice Flower*, video, interview by Ed Nelson (Dallas, TX: Lakewood Productions, 1982).

<sup>3</sup>E. N. Bell, "Questions and Answers," *Weekly Evangel* 12 (12 August 1916): 8.

<sup>4</sup>*Ibid.*, 23.

<sup>5</sup>Lindstrom, *Wesley and Sanctification*, 134-42.

# Sample

2 inch margin on first page

## BIBLIOGRAPHY

- Bell, E. N. "Questions and Answers." *Weekly Evangel* 12 (12 August 1916): 8-14.
- Boardman, William E. *The Higher Christian Life*. New York: Sheldon and Co., 1859.
- Durham, William H. "The Second Work of Grace People Answered." *Pentecostal Testimony* 1 (1911): 5-7.
- Frodsham, Stanley H. *With Signs Following: The Story of the Pentecostal Revival in the Twentieth Century*. Rev. ed. Springfield, MO: Gospel Publishing House, 1946.
- Harris, Ralph W. *Our Faith and Fellowship*. Springfield, MO: Gospel Publishing House, 1963.
- Lindstrom, Harald. *Wesley and Sanctification*. Nappanee, IN: Francis Asbury Press, 1980.
- Williams, Ernest S. *Interview with E. S. Williams and Alice Flower*. Interview by Ed Nelson. Dallas, TX: Lakewood Productions, 1982.

Page number on bottom  
on first page

## ABBREVIATIONS OF BIBLICAL BOOKS

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