Southwestern Assemblies of God University

Research Paper Guidelines

for the Department of Bible and Theology

Revised September 2016
Contents

Introduction ................................................................................................................................. 3

Note to Thesis Students ............................................................................................................ 3

Submission of Research Papers ................................................................................................. 3

Style and Format Requirements ............................................................................................... 3
  Style and Format ........................................................................................................................ 3
  Length of the Paper ................................................................................................................... 3
  Order of Front Matter .............................................................................................................. 4
  Font Style and Size .................................................................................................................. 4
  Margins, Spacing, and Indentations ......................................................................................... 4
  Page Numbering ..................................................................................................................... 4
  Subheadings ............................................................................................................................ 4
  Documentation ........................................................................................................................ 5
  Documentation and Abbreviations ......................................................................................... 5
  Documentation of Books ........................................................................................................ 5
  Documentation of Electronic Books ....................................................................................... 5
  Documentation of Commentaries ......................................................................................... 6
  Documentation of Journals ..................................................................................................... 6
  Documentation of Electronic Journals ................................................................................... 6
  Documentation of Websites ................................................................................................... 7
  Block Quotations .................................................................................................................... 7
  Biblical Citations .................................................................................................................... 7
  Biblical Abbreviations ............................................................................................................ 8

MODEL COVER SHEET .................................................................................................................. 9
Introduction

The purpose of this manual is to guide students through the requirements of writing a research paper in the Department of Bible and Theology. These guidelines apply to both undergraduate and graduate courses. If questions arise that this manual does not cover, please contact your professor or the department for further clarification.

Note to Thesis Students

The department produced a separate document for those writing a formal thesis. The guidelines remain the same, but it provides more detail in regards to the process. The guidelines for the thesis can be obtained from the Blackboard shell when one is registered for the course or by emailing the Department Chair (brosdahl@sagu.edu).

Submission of Research Papers

Check with the professor to see if he/she requires a hardcopy or an electronic of the paper. If it is an electronic copy, confirm the format required or needed by the professor. Always keep backup copies of your work in case it is lost, corrupted, or not successfully submitted electronically.

Style and Format Requirements

The latest edition of A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabian is the required style manual. The SBL Handbook of Style provides required abbreviations necessary for the biblical and theological writing. This manual provides points of clarification required by the Department of Bible and Theology. Where the Turabian manual and the departmental manual disagree, students must follow the requirements of the department.

Note: As a general rule, professors in the department grade papers in conformity to the guidelines presented in this manual. Students are still responsible, however, to confirm with the professor whether he/she has any special requirements. Always review the course syllabus and other guidelines provided by the professor. Students are encouraged to ask the professor for a grading rubric, if one is available, to help inform the editing of their papers.

Length of the Paper

The length of the research paper varies depending upon the requirements of the course. Check to see if the professor prefers a page-count limit or a word-count limit. In most cases, the page limit or word limit is based off the body of the paper and does not include the front or back matter. In addition, if a word count is required, most professors do not include the footnote entries as part of the word count.
Order of Front Matter

The front matter includes the title page and table of contents. It may be that a professor requires an outline rather than a table of contents.

Font Style and Size

The required font for research papers is Times New Roman. Use size 12-point font (Turabian A.1.2). Footnotes are the same font style but use a 10-point font. Ensure that the advisor and second reader can read the biblical language fonts. The Society of Biblical Literature provides downloadable fonts for Greek and Hebrew (www.sbl-site.org).

Margins, Spacing, and Indentations

All margins on top, bottom, and right will be one inch. Do not justify the right margin. Double-space all text except items such as block quotations, footnotes, front matter, and the bibliography (Turabian A.1.3). Some types of software (e.g., MS Word) put an extra space between paragraphs as a default setting. Turn off this setting, as there should be no extra space between the paragraphs. Indent the first line of all paragraphs ½ inch, except block quotes (A.1.3).

Page Numbering

Traditionally papers, theses, and dissertations have different page formatting depending upon the part of the paper. Today many departments and universities eliminated these distinctions and require consistent placement of page numbers throughout the work (A.1.4.2).

Number all the pages in the upper right corner of the page in the header at least ½ inch from the edge of the paper (A.1.4.2). Use Arabic numerals in sequential order. The Title Page counts as page one, but do not put a page number on it.

Subheadings

Subheadings are an effective tool to help the reader follow the paper. Use headline-style capitalization for all headers (A.2.2.4). Subheadings should have three spaces before the header and two following. Do not have a header at the bottom of the page without text following the header (i.e., a dangling header). Any subdivision must have at least two parts (e.g., if one has an A, one must have at least a B; if a 1, at least a 2). Turabian does not require one style, but the department requires the following format:

Level 1: Centered and Bold
Level 2: Centered and Regular
Level 3: Italics at the left margin
Documentation

Footnotes are the required form of documentation (i.e., Bibliographic Method). Format footnotes according to the latest edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian (16.3). Number the footnotes consecutively beginning with 1. Do not superscript the numbers in the footnotes.

Indent the first line of footnotes ½ inch (16.3.4). Footnotes are single-spaced entries with a double-space between entries (16.3.4.1). Use the shortened form of *author-title* notes for repeat entries [last name, title, page number] (16.4.1). Use the term *ibid* to shorten a citation to a work cited in the immediately preceding note. It should be capitalized and followed by a period since it is an abbreviation. If the citation is from a different page, a comma should follow the period and the page number added, followed by a period (16.4.2).

Documentation and Abbreviations

*The SBL Handbook of Style* offers two extensive lists of abbreviations for journals, series, and other standard reference works. The first abbreviation list is alphabetized by source (*SBLHS* 8.4.1) and the second by abbreviation (*SBLHS* 8.4.2). If the work cited is in these lists, use the standard abbreviation provided.

Note that both lists italicize abbreviations of journal titles and abbreviations based on book titles (e.g., *JBL, COS*) but do not italicize the abbreviations of book series (e.g., WGRW, JSOTSUp) or abbreviations based on personal names (e.g., BAGD, BDB).

If a work is not included in the abbreviation lists of *SBLHS* or some other authoritative resource (e.g., *IATG, CAD*), use complete titles throughout or include a list of additional abbreviations on a separate page at the beginning of the paper (after the title page and before the main text).

Documentation of Books

The citation of books (17.1) varies due to the wide variety of types of books and information needed to properly identify the source. For example, style changes if a book has one author, multiple authors, or an editor. It changes if the book is part of a series or single chapter in a compiled work. The basic format for a book includes author, title, city of publication, publisher, date of publication, and page cited. For the examples below and all other examples, “N” is for footnote and “B” for Bibliography.


Documentation of Electronic Books

Electronic books are cited like their printed counterparts (17.1.10). Be sure the publication information is for the book and not the software. If one reads the book online in a library or commercial database, give the name of the database (AdobePDF eBook, Proquest...
and the access date. If one downloads the book, specify the format (Kindle, iBooks, Logos, Accordance) but do not give an access date. When citing an electronic book, do not include the URL in the footnote, but do include it in the bibliography.


Documentation of Commentaries

Commentaries require the full information of the author, volume title, series title, editor, volume number, and publishing information (17.1.8.2). Many reference works like commentaries, lexicons, biblical and theological dictionaries have approved abbreviations. See the directions on abbreviations in this manual.


Documentation of Journals

Scholarly or academic journals are different than more popular magazines or webpage type of presentations (17.2). Academic journals are an essential part of any quality research.


Documentation of Electronic Journals

Electronic journals should include all the appropriate information for a journal entry. Do not include the URL in the footnote, but do include it in the bibliography. (17.2; 15.4.1).

Documentation of Websites

When citing a website do not include the URL address in the footnote, even though Turabian recommends one do so (17.7.1). Do include the URL address in the bibliography only. The footnote should include all other appropriate bibliographic information, including the access date. The access date is essential since websites constantly change. If possible include an author’s name, article title, website name, and access date.


Block Quotations

Block quotations are required for quotations of five lines or more. Single-space a block quotation and leave a blank line before and after it. Indent the entire quotation ½ inch and do not use quotation marks to begin or end the quote (25.2.2).

Biblical Citations

It is common for papers in the fields of Bible and theology to cite or reference the Bible throughout the paper. This is particularly true for exegetical papers that interact extensively with the biblical text. Rather than placing these references in a footnote, the department requires students to employ parenthetical citation following the citation or reference (16.4.3.1).

Jesus made clear the necessity of spiritual rebirth when he told Nicodemus “unless one is born again he cannot see the kingdom of God” (John 3:3).

If the reference appears in the sentence, no parenthetical citation is necessary. If the context of the discussion makes clear the larger context of the book and chapter, the parenthetical citation can include just the verse(s). Use v. for a single verse and vv. for multiple verses.

First Jesus tells Nicodemus you must be “born again” (v. 3). He follows Nicodemus’ question by declaring he must “be born of water and the Spirit” (v. 5).

If one version of the Bible is used throughout the paper, identify the version in a footnote. A phrase such as “All references are from the NASB and for all future references unless noted” will suffice. If, on the other hand, various versions are used, these must be identified with each reference; otherwise the reader will not know the version. This can be done in the parenthetical citation (John 3:3, NASB).
Biblical Abbreviations

Abbreviations follow the format recommended by the Society of Biblical Literature.

### Old Testament

<table>
<thead>
<tr>
<th>Book</th>
<th>Abbreviation</th>
<th>Book</th>
<th>Abbreviation</th>
<th>Book</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genesis</td>
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<td>Song of Songs</td>
<td>Song</td>
<td>Isaiah</td>
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<tr>
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<td>Exod</td>
<td>Jeremiah</td>
<td>Jer</td>
<td>Lamentations</td>
<td>Lam</td>
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<td>Ezek</td>
<td>Daniel</td>
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<tr>
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<td>Hos</td>
<td>Joel</td>
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<tr>
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<td>Deut</td>
<td>Obadiah</td>
<td>Obad</td>
<td>Jonah</td>
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<tr>
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<td>Micah</td>
<td>Mic</td>
<td>Jonah</td>
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<tr>
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<td>Nahum</td>
<td>Nah</td>
<td>Hab</td>
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<tr>
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<td>Habakkuk</td>
<td>Hab</td>
<td>Zephaniah</td>
<td>Zeph</td>
</tr>
<tr>
<td>1-2 Samuel</td>
<td>1 Sam</td>
<td>Haggai</td>
<td>Hag</td>
<td>Zechariah</td>
<td>Zech</td>
</tr>
<tr>
<td>1-2 Kings</td>
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<td>Zechariah</td>
<td>Zech</td>
<td>Malachi</td>
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<tr>
<td>1-2 Chronicles</td>
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<td>Psalms</td>
<td>Ps/Pss</td>
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<tr>
<td>Proverbs</td>
<td>Prov</td>
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<td>Ecclesiastes</td>
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</table>

### New Testament

<table>
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<th>Book</th>
<th>Abbreviation</th>
<th>Book</th>
<th>Abbreviation</th>
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<tbody>
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<td>1 Thess</td>
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<tr>
<td>Mark</td>
<td>Mark</td>
<td>1-2 Timothy</td>
<td>1 Tim</td>
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<tr>
<td>John</td>
<td>John</td>
<td>Philemon</td>
<td>Phlm</td>
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<tr>
<td>Acts</td>
<td>Acts</td>
<td>Hebrews</td>
<td>Heb</td>
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<tr>
<td>Romans</td>
<td>Rom</td>
<td>James</td>
<td>Jms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-2 Corinthians</td>
<td>1 Cor</td>
<td>1-2 Peter</td>
<td>1 Pet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Galatians</td>
<td>Gal</td>
<td>1-3 John</td>
<td>1 John</td>
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<tr>
<td>Ephesians</td>
<td>Eph</td>
<td>Jude</td>
<td>Jude</td>
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<td>Phil</td>
<td>Revelation</td>
<td>Rev</td>
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<tr>
<td>Colossians</td>
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</table>
MODEL COVER SHEET

SOUTHWESTERN ASSEMBLIES OF GOD UNIVERSITY

History of Modern Revivals
REL 4113.00

Professor: Terry Minter, Ph.D.

The Semi-Pelagian Foundation of the Theology of Charles G. Finney

STUDENT DATA:

Name (use official name as it appears in eCAMS)

E-mail

Phone

Semester

Date