



# **Research Paper Handbook**

**2010-2011**

Revised January 2010

Papers for Carolina Evangelical Divinity School (CEDS) courses should be written using the following guidelines. The divinity school has chosen to use Kate Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*<sup>1</sup>. To simplify the task of writing, the divinity school has condensed the attached guidelines from that book. These guidelines are not exhaustive, but should cover the majority of issues a student may face when writing a paper. If a specific issue is not addressed, the student should consult Turabian. Copies of this book (latest edition) are located in the divinity school library.

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<sup>1</sup>Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7<sup>th</sup> ed., revised by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams (Chicago: University of Chicago Press, 2007).

## Page Layout

Course papers for **CEEDS** classes must be typed according to the following format.

### Margins

1. Leave a margin of one inch on each of the four sides of the document.
2. Use left justification. The right margin should be ragged, not justified.

### Type Face

**CEEDS** requires that a 12-point character size be used. Suggested fonts include Times New Roman, Arial, and Garamond.

### Indentions

Indent paragraphs are one-half inch, unless other specific regulations are made. Block quotations are indented one-quarter inch or ½ tab.

### Spacing

The text should be double-spaced, except for block quotation, notes, captions, legends, and long headings, which should be single-spaced. Place two spaces between all sentences. Within text, a centered or left margin heading or subheading should be preceded by a triple space and followed by a double space.

### Pagination

1. Assign a number to every page of the paper except the title page and blank pages. On pages with large illustrations, the numbers are not shown, but the pages are counted in the pagination.
2. Number all pages in the upper right-hand corner except the first pages of chapters, of appendixes, of reference lists, and of bibliographies, where the numbers should be centered below the text.

### Headings

1. General headings (i.e. bibliography, endnotes, chapter headings) begin two inches from the top of the paper (i.e., begin typing on the thirteenth line). The text begins on the third line below the heading and title, if any, with a one-half inch indentation for the new paragraph, or with a subheading.
2. All subheadings begin on the third line below the preceding text.

## **Footnotes and Endnotes**

Please see the “Footnotes and Endnotes” section of the guideline for more information.

## **Title Page**

See sample title page on page 4.

**Title Page Instructions:**

1. Create 1-inch margins on the top, bottom, and right.
2. Center all items on the page.
3. Instructions for title page assume single line spacing.

(Two lines down from top margin)

TITLE

(4 lines down from title)

(5 lines down from line)

A Paper

(2 lines down)

Submitted to (professor's name)

(2 lines down)

Carolina Evangelical Divinity School

(2 lines down)

High Point, North Carolina

(4 lines down)

(5 lines down)

In Partial Fulfillment

(2 lines down)

of the Requirements for

(2 lines down)

(Course Name)

(4 lines down)

(5 lines down)

by

(2 lines down)

John R. Student

(2 lines down)

Month Day, Year

**Please Note:** It is important to follow the instructions. Different fonts and printers may create slightly different vertical spacing; therefore, it may not print *exactly* like this sample page.



## **Division of Words**

1. Divide words at the ends of lines according to their syllables as shown in a reliable dictionary.
2. Avoid placing two or more hyphens in a row at the right margin.
3. Word-processing programs that produce justified lines hyphenate automatically, sometimes responding to cues set in the copy to indicate preferred breaking points. Do not assume that automatic hyphenation programs always produce correct results.

### ***Exceptions and special rules***

1. Never make a one-letter division.
2. Avoid two-letter divisions, especially when the division would give a misleading appearance:  
Wrong:        *wo-man*                      *pray-er*                      *mon-ey*
3. Avoid division of a proper name unless it is one in which the correct division is obvious.
4. Never divide initials used in place of given names. It is best to write given names or initials on the same line as the family name, but it is allowable to place all the initials on one line and the family name on the next:

Wrong: *J. / I. Packer*

Right: *C. S. / Lewis*

# Punctuation

## Period

1. A period is used at the end of a complete declarative sentence, a moderately imperative sentence, and a sentence containing an indirect question.
2. A period denoting an abbreviation and coming at the end of a sentence may serve also as the closing period of the sentence. If the sentence ends with a question mark or an exclamation point, the abbreviation period is retained:

*The meeting adjourned at 5:30 p.m.*

*Was the committee meeting called for 8:00 p.m.?*

3. Periods are omitted at the ends of items in a vertical list or enumeration, unless the items are whole sentences or paragraphs.

## Question Mark

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.

## Exclamation Point

An exclamation point is used to mark an outcry or an emphatic or ironical comment (avoid overuse of this device). Do not use multiple exclamation points as terminal punctuation (such as !!!).

## Comma

1. In sentences containing two or more independent clauses joined by a coordinating conjunction (*and, but, or, nor, for*), a comma is placed before the conjunction. This is not a hard-and-fast rule, however; where the sentence is short and clarity not an issue, no comma is needed.
2. A comma is omitted before a conjunction joining the parts of a compound predicate (i.e., two or more verbs having the same subject).
3. No commas should be used when the elements in a series are all joined by the same conjunction (and, or, etc.).
4. When commas occur within one or more of the elements of a series, semicolons instead of commas should be used to separate the elements.
5. Interjections, conjunctive adverbs, and the like, are set off with commas when they cause a distinct break in the flow of thought:

*Nevertheless, it is a matter of great importance.  
It is, perhaps, the best that could be expected.*

But note that when such elements do not cause a break in continuity and do not require a pause in reading, the commas should be omitted:

*It is therefore clear that no deposits were made.*

6. In using commas to set off a parenthetical element in the middle of a sentence, the writer must remember to include both commas:

*The bill, you will be pleased to hear, passed at the last session.*

7. A comma follows *namely*, *that is*, *for example*, *i.e.*, and *e.g.*

8. When a dependent clause or a long participial or prepositional phrase begins a sentence, it is followed by a comma:

*After spending a week in conferences, the commission was able to write a report.*

But a comma is usually unnecessary after a short prepositional phrase:

*For recreation the major fishes or sails.*

9. When each of several adjectives preceding a noun modifies the noun individually, the adjectives should be separated with commas:

*It was a large, well-placed, beautiful house.*

However, if the last adjective identifies the noun rather than merely modifying it, no commas should precede it.

*His is the large brick house on the corner.*

10. Use a comma to separate two identical or closely similar words:

*They marched in, in twos.*

*Whatever is, had best be accepted.*

## **Semicolon**

1. A semicolon marks a greater break in the continuity of a sentence than that indicated by a comma. A semicolon should be used between the parts of compound sentence (two or more independent clauses) when they are not connected by a conjunction.
2. If the clauses of a compound sentence are very long and there are commas within them, they should be separated with semi-colons even though they are connected by a conjunction.
3. When used transitionally between the clauses of compound sentences, the words *hence*, *however*, *indeed*, *so*, *then*, *thus*, and *yet* should be preceded by a semicolon and followed by a comma.

## Colon

Whereas the semicolon is used to separate parts of a sentence that are of equal significance, the colon is used to introduce a clause or phrase that expands, clarifies, or exemplifies the meaning of what precedes it.

## Dash

1. The dash, which in printing is an elongated hyphen called an em-dash, in typescript consists of two hyphens without space between or on either side of them.
2. A dash or a pair of dashes enclosing a phrase may indicate a sudden break in thought that disrupts the sentence structure.
3. Breaks in faltering speech or interruptions may be indicated by dashes.

## Parentheses

The principal uses of parentheses in the text of a paper are (1) to set off parenthetical elements, (2) to enclose the source of a quotation or other matter when a footnote is not used for the purpose, and (3) to set off the numbers or letters in an enumeration (like that in this sentence). The first use is a matter of choice, since both commas and dashes are also used to set off parenthetical material. In general, commas are used for material most closely related to the main clause, dashes and parentheses for material more remotely connected.

## Quotation Marks

Direct quotations other than block quotations require double quotation marks at beginning and end. If the quoted passage itself contains a quotation that is set off with double quotation marks, those marks must be changed to single quotation marks. In a block quotation, however, the double quotation marks that appear within the original matter are retained.

## Punctuation with Quotation Marks

Periods and commas should be placed inside quotation marks (even when the quotation marks enclose only one letter or figure); semicolons and colons, outside. Question marks and exclamation marks should be placed outside quotation marks unless the questions or exclamation occurs within the quotation itself.

## Ellipses

1. An omission within a sentence is shown by three spaced dots:  
*In conclusion he stated, "What we require . . . is a new method."*
2. If other punctuation comes immediately before the ellipsis, it is placed next to the word:

*“We are fighting for the holy cause of Slavdom, . . . for freedom, . . . for the Orthodox cross.”*

3. If other punctuation occurs immediately before a word that is preceded by ellipsis points, that punctuation mark is placed before the word, with the usual intervening space:

*“All this is not exactly in S’s tradition . . . ; and it was not, as I recall, your style.”*

4. An omission following a sentence is indicated by four dots. The first, placed immediately after the last word, is the period.

*“When a nation is clearly in the wrong, it ought to say so. . . . I am only enunciating principles that we apply in our own case.”*

# Capitalization, Quotations, and Underlining

## Capitalization

1. In all languages written in the Latin alphabet, proper nouns—the names of persons and places—are capitalized.
2. In English, proper adjectives—adjectives derived from proper nouns—are also capitalized.
3. In giving titles of published works in text, notes, reference list, or bibliography, the spelling of the original should be retained, but capitalization and punctuation may be altered to conform to the style used in the paper.
4. Capitalize *Bible* and *Scripture* but not *biblical*, *scriptural*, *godly*, or *godliness*.

## Quotations

1. Short, direct quotations should be incorporated into the text of the paper and enclosed in double quotation marks. But a quotation of two or more sentences which at the same time runs to four or more lines of text in a paper should be set off from the text in single-spacing and indented in its entirety one-quarter inch (½ tab) from the left marginal line, with no quotation marks at beginning or end. This is a block quotation.

*O taste and see that the LORD is good;  
How blessed is the man who takes refuge in Him!  
O fear the LORD, you His saints;  
For to those who fear Him, there is no want.*
2. Quotations of poetry two or more lines in length should normally be set off from the text, line for line as in the original and centered on the page without quotation marks. Quotations of poetry may be double- or single-spaced, following the original as closely as possible:

## Underlining and Quotation Marks

1. Underline or italicize the titles of books, pamphlets, bulletins, periodicals (magazines, journals, newspapers), and long poems (such as *Paradise Lost*). Please be consistent in whichever method you choose (underlining or italicizing).
2. Titles of chapters or other divisions of a book, and titles of short stories, short poems, essays, and articles in periodicals are set in quotation marks.
3. Titles of unpublished theses, dissertations, and other papers are set in quotation marks.
4. Titles of long poems are underlined; titles of short poems are in quotation marks.

## Abbreviations and Numbers

### Abbreviations (Turabian, chapter 24)

1. When referring to whole books or to whole chapters of the Bible, spell out their names:  
*Jeremiah, chapters 42-44, records the flight of the Jews to Egypt when Jerusalem fell in 586 B.C.*
2. Whenever scriptural passages are cited by verse in a paper, whether in text, parenthetical references, or notes, abbreviate the names of the books. (See lists below.)

#### Old Testament

Gen	1-2 Kgs	Song	Obad
Exod	1-2 Chr	Isa	Jonah
Lev	Ezra	Jer	Mic
Num	Neh	Lam	Nah
Deut	Esth	Ezek	Hab
Josh	Job	Dan	Zeph
Judg	Ps (Pss)	Hos	Hag
Ruth	Prov	Joel	Zech
1-2 Sam	Eccl	Amos	Mal

#### Apocrypha

1-2 Esd	Wisd	Ep Jer	Pr
Tob	Sir or Sirach	Three	1-2 Macc
Jth	Ecclus	Sus	
Ad Est	Bar	Bel	

#### New Testament

Matt	1-2 Cor	1-2 Tim	1-3 John
Mark	Gal	Titus	Jude
Luke	Eph	Phlm	Rev
John	Phil	Heb	
Acts	Col	Jas	
Rom	1-2 Thess	1-2 Pet	

3. Reference to the Septuagint may be abbreviated LXX.
4. For eras, either B.C., A.D. or B.C.E., C.E. may be used. Era designations must be consistent throughout the paper and must be used with only its corresponding pair. Note that B.C., B.C.E., and C.E. follow the date while A.D. (Anno Domini) precedes the date. See Turabian p. 339.

### Numbers

1. Spell out all numbers through twelve and then twenty, thirty, etc., through one hundred. All

other numbers are written as figures.

2. A sentence should never begin with a figure, even when there are figures in the rest of the sentence. Either spell out the first number or, better, recast the sentence.

## Footnotes and Endnotes

### General Guidelines (Turabian, chapters 16 and 17)

1. Unless the instructor specifies differently, a student may use either footnotes or endnotes. The only difference between these types of notes is their location, not their format. Footnotes are located at the bottom of each page and endnotes are located at the end of the paper. The term “note” throughout the remainder of these guidelines refers to either type of note.
2. Notes may contain either content (material which is relevant to the discussion, but would interrupt the flow of thought if introduced in the main body of the text) or reference.
3. Notes are arranged numerically. Numbering begins at the start of each chapter, or, if there are no chapter divisions, at the beginning of the paper and they run continuously throughout.
4. In the body of the paper, the note number should be superscripted. It follows the punctuation mark, if any, except the dash, which it precedes. If the passage is an exact quotation, the note number comes at the end of the quotation, not after the author’s name.
5. In the note itself, the note number is indented one-half inch from the left margin. (*If you are using Microsoft Word, you’ll need to change the automatic format to an indent of one-half inch.*) In footnotes, the number must be superscripted. In endnotes, the number may either be superscripted or placed on the line with the note. In this case, the number is followed by a period and two spaces. If a superscripted number is used, the note begins immediately following the number (no spaces).
6. Notes are single spaced, with one blank line between successive notes. Each note ends with a period.
7. Titles of journals, dictionaries, and other sources used frequently may be abbreviated by the initials of their names, without spaces or periods between the letters. These abbreviations are permissible in notes, but not in bibliographical entries. The first use of the reference must be a full entry, with the abbreviation in parenthesis at the end of the reference. Additional notes would use the abbreviation as a shortened reference to the work.  
*Theological Dictionary of the New Testament TDNT*  
*Theological Wordbook of the Old Testament TWOT*
8. The first time a work is mentioned in a note, the entry must contain the author’s full name, the title, the specific reference (volume number, page number, etc.), and facts of publication. Once a reference has been cited in full, subsequent references to it should be in shortened form.

## Books

For a book, the first full reference should contain the following information (as needed) in the order shown:

- Name of author(s)
- Title and subtitle, if any
- Name of editor, compiler, or translator, if any
- Name of author of preface, introduction, or forward (only if listed on the title page)
- Number or name of edition, if other than the first
- Name of series in which the book appears, if any, with volume or number in the series
- Facts of publication, consisting of
  - Place of publication
  - Name of publishing agency
  - Date of publication
- Page number(s) of specific citation

*At times, examples in the following paragraphs show only the part of the note being emphasized in the instruction (i.e. title, author).*

### *Author or Editor*

1. For notes, give the name of the author in normal order, followed by a comma. The name should appear as it does on the title page or byline. For a work by two or three authors, give the full name in normal order, separating the names of two authors with “and”; and of three authors with commas, the last comma followed by “and.” If a work has more than three authors, cite only the first name on the title page and follow it with “et al.” No comma separates the name and “et al.” A period always follows “al.”
  - <sup>1</sup>Alfred Martin and John A. Martin, *Isaiah: The Glory of the Messiah* (Chicago: Moody, 1983), 99.
2. Some works are produced by compilers or editors. List the names of the compiler(s) or editor(s), followed by “ed.,” “eds.,” “comp.,” or “comps.”
  - <sup>1</sup>R. Laird Harris, Gleason L. Archer, Jr., and Bruce K. Harris, eds.
  - <sup>2</sup>Patrick D. Miller, Jr., and Paul D. Hanson, eds.
3. Many commentaries, dictionaries, lexicons, etc., are edited by one person(s), but individual articles within the book are written by another person. The name may occur as a full name at the beginning or end of the article or it may be identified by abbreviation at the end of the article. The note must reference both the editor(s) of the volume(s) and the author(s) of the individual articles.
  - <sup>1</sup>Edwin A. Blum, “John,” in *The Bible Knowledge Commentary, New Testament Edition*, ed. John F. Walvoord and Roy B. Zuck (Wheaton, IL: SP Publications, Victor Books, 1983), 325.

4. Even if the title page includes a title for the author or editor (e.g., doctor), do not include it in the note except in the rare case in which it has significance for the subject of the paper.

### ***Title***

1. Enter the full title (and subtitle, if any) of a book as it appears on the title page. No punctuation is used between the title and the facts of publication. For an article in a periodical, enter the name of the article; follow with a comma and the name of the periodical. In the case of a chapter (or article in a book), follow the comma with the word “in” followed by the title of the book.
2. Underline or italicize the title of the book or the name of the periodical. Do not underline individual words, but rather underline the entire title including spaces. Be consistent with whatever you choose to use (italics or underlining). The titles of articles or chapters should be enclosed in quotes.

<sup>1</sup>Abraham Malamat, “The Mari Documents,” in *Ancient Israelite Religion*

<sup>2</sup>Frank Moore Cross, “Lachish Letter IV,” *Bulletin of the American Schools of Oriental Research*

3. Use any punctuation on the title page of the book. Often, however, the title page may show no punctuation at the end of a line when a subtitle is included. In this instance, include a colon between the title and the subtitle. For example, the following shows the layout on the title page of one book with title and subtitle:

Men & Women  
Enjoying the Difference

The note should be formatted by including the “&” (i.e., the word “and” is not substituted) and adding a colon following “Women”:

<sup>1</sup>Larry Crabb, *Men & Women: Enjoying the Difference*

4. If the title page contains in addition to the name of the author that of an editor, translator, or compiler, that name follows the title, being preceded by a comma and the appropriate abbreviation (“ed.,” “trans.,” or “comp.”). The abbreviated stands for “edited by,” etc., and thus is never in plural form:

<sup>1</sup>U. Cassuto, *A Commentary on the Book of Genesis*, part 1, trans. Israel Abrahams (Jerusalem: Magnes, 1961), 35.

5. Information concerning the edition is required if the work cited is other than the first edition. This new edition may be a reprint edition, paperback edition, numbered edition, or named edition. Abbreviations are used to note the edition (e.g., “rev.” for revised, “ed.” for edition, etc.). If an original publishing date or original publisher is given, it must be included in the note. New printings by the same publisher are not listed. In the following example, the second edition was printed by the same publisher as the first edition:

<sup>1</sup>Zane C. Hodges, *The Gospel Under Siege: Faith and Works in Tension*, 2<sup>nd</sup> ed. (Dallas: Rendicion Viva, 1992), 92.

In the following example, the first edition was published by Zondervan Publishing House (the title page did not list the place of the first printing), and the fourth edition, a reprint, was published by Schoettle Publishing Company:

<sup>1</sup>Gerald B. Stanton, *Kept From the Hour: Biblical Evidence for the Pretribulational Return of Christ*, 4<sup>th</sup> ed. (n.p., Zondervan, 1956; Miami Springs, FL: Schoettle, 1991), 124.

### ***General Facts of Publication***

1. The facts of publication include the place (city), publisher, and date. The name of the place is followed by a colon, then one space, then the name of the publisher, followed by a comma, a single space, and the copyright date. If the name of more than two cities appears under the publisher's imprint, the first name is the only one given in the note. For example, if the title page lists the following cities under the name of the publisher, "Nashville - Atlanta - Camden - New York," the note would list only Nashville as the place of publication.
2. If the city is well known, the state need not be listed. If the city is not well known, however, the name of the state should be included, with the name of the state abbreviated using US postal codes:  
(Minneapolis: Bethany House, 1985)  
(Downers Grove, IL: InterVarsity, 1990)
3. Sometimes, some of the facts of publication are not given. If neither the title page nor the copyright page gives a place of publication, write "n.p." (for "no place"). The same abbreviation ("n.p.") is used if no publisher is given. Use a single "n.p." if neither the place nor the publisher is listed. If no date of publication is listed, write "n.d."  
<sup>1</sup>Susan T. Foh, *Women and the Word of God: A Response to Biblical Feminism* (n.p.: Presbyterian and Reformed Publishing, 1980), 23.
4. Words such as "Company," "Publishers," "Inc.," and "Ltd" may be omitted when used with the publisher's name. The word "Press" may be omitted unless it is used in reference to a university press, then the word "Press" must be included.  
(Downers Grove, IL: InterVarsity, 1998)  
(Chicago: University of Chicago Press, 2002)
5. If the title page of a book issued by a subsidiary of a publisher lists both names, the note should list both as well:  
<sup>1</sup>Harold H. Hoehner, *Chronological Aspects of the Life of Christ* (Grand Rapids, MI: Zondervan, Academie Books, 1977), 54.
6. Page numbers should list the precise pages to which the note refers. Do not use abbreviations such as "83f." or "172ff." Do not precede the page numbers with "p." or "pp."

## Lexicons, Dictionaries, and Encyclopedias (Turabian 17.5.3)

1. In citing alphabetically arranged reference works such as encyclopedias, dictionaries, and lexicons, it is best to give the title of the article preceded by “s.v.” (*sub verbo*, “under the word”) rather than volume and page numbers. Usually, notes for dictionaries and encyclopedias omit the place of publication and publisher’s name. However, for biblical reference material, **CEDS** requires that the data be included. For Greek, Hebrew, or other foreign language articles, do not translate or transliterate the article title. Contrast the following examples:

<sup>1</sup>Webster’s *Ninth New Collegiate Dictionary* (1989), s.v. “believe.”

<sup>2</sup>F. Wilbur Gingrich, *Shorter Lexicon of the Greek New Testament* (Chicago: University of Chicago Press, 1965), s.v. “πιστεωω”

2. Articles may be signed (or initialed) by the author of the article or they may be unsigned. If the article is signed or initialed, cite the author of the article. In note one below, the author was identified by his initials at the end of the article. In note two, located in the same text, no author was listed:

<sup>1</sup>R. K. Harrison, ed., *Encyclopedia of Biblical and Christian Ethics*, rev. ed. (Nashville: Thomas Nelson, 1992), s.v. “Divorce,” by S. J. Mikolaski.

<sup>2</sup>R. K. Harrison, ed., *Encyclopedia of Biblical and Christian Ethics*, rev. ed. (Nashville: Thomas Nelson, 1992), s.v. “Honesty.”

## Multi-volume Works (Turabian 17.1.4; 17.1.5)

Multi-volume works are common in biblical studies. Typically, works may be of one author and bear the same title (note one below); or they may be by one author having different titles (note two below); or they may be by different authors bearing different titles, with the entire work carrying an overall title and having a general editor (note three below):

<sup>1</sup>Johannes P. Louw and Eugene A. Nida, eds., *Greek-English Lexicon of the New Testament Based on Semantic Domains* (New York: United Bible Societies, 1988), 2:57.

<sup>2</sup>Lewis Sperry Chafer, *Systematic Theology*, vol. 3, *Soteriology* (Dallas: Dallas Divinity school Press, 1948), 139.

<sup>3</sup>Simon J. DeVries, *1 Kings*, Word Biblical Commentary, vol. 12, ed. David A. Hubbard and Glenn W. Barker (Waco, TX: Word Books, 1985), 121.

Note that multi-volume works may be published over a period of time. If the works are complete, give the range of years published in the footnote (e.g., “1956–1968”). If the works are not complete, give the date the publication began and follow with a hyphen (e.g., “1985–”).

## Journals and Periodicals (Turabian 17.2-4)

1. The first full reference of a journal or periodical includes the following, in the order shown:

Name of author(s)  
Title of article  
Name of periodical  
Volume number or issue  
Publication date, if any, in parentheses  
Page number(s)

The place and publisher are normally omitted.

2. The title of the article is enclosed in quotation marks. The volume number is listed immediately following the title of the publication, with no punctuation. The date is enclosed in parentheses immediately after the volume number, followed by a colon, and the page number(s). If the issue is numbered, the issue number is given after the volume number:

<sup>1</sup>James Dobson, "Why I Use Fighting Words," *Christianity Today* 39, no. 7 (June 19, 1995): 27-30.

<sup>2</sup>Fred Smith, "The Care and Feeding of Critics," *Leadership* 16, no. 1 (Winter 1995): 28.

### **Dissertations and Theses** (Turabian 17.6.1)

Dissertations and theses should list the author's name, followed by the title in quotes. In parentheses, give the description of the document, including the type of document, the institution, and the date. Page numbers are listed after the parentheses:

<sup>1</sup>Dennis O. Wretlind, "An Exegetical Investigation of Financial Stewardship in the New Testament Church" (Th.M. thesis, Western Conservative Baptist Divinity School, 1975), 81.

<sup>2</sup>Thomas Kem Oberholtzer, "An Analysis and Exposition of the Eschatology of the Warning Passages in the Book of Hebrews" (Th.D. diss., Dallas Theological Seminary, 1984), 23.

### **Electronic Documents** (Turabian 17.5.7-9; 17.7)

Citations of electronic documents follow the same general form as citations of printed materials. The same basic information is needed: author and title of the particular item; name and description of the source cited; city of publication, if any; publisher or vendor (or both); date of publication or access (or both); and identifying numbers or pathway needed for access to the material. Electronic documents are not as stable as print documents. Therefore, information is often needed to locate electronic documents.

Please follow the guidelines below. Because of the wide variety of online resources, it is impossible to include samples for each kind of resource. Please use these guidelines keeping in mind the purpose of the footnote: to enable someone to locate the document from the information provided.

### **Book Online**

<sup>1</sup>Jonathan Edwards, *A Treatise Concerning Religious Affections*; n.p.; available from <http://www.jonathanedwards.com/text/RA/RAOutline.htm>; Internet; accessed 8 July 2003.

### **Electronic Book**

<sup>1</sup>J. K. Rowling, *Harry Potter and the Chamber of Secrets*, E-book (New York: Arthur A. Levine Books, 1999), 37.

### **Logos or Another CD-ROM** (Turabian 17.5.8)

<sup>1</sup>Charles Hodge, *Systematic Theology* (Oak Harbor, WA: Logos Research Systems, 1997), [CD-ROM] Logos Bible Software, Series X.

### **An Entire Internet Site** (Turabian 17.7.1)

<sup>1</sup>Mark Trigsted, ed., *JonathanEdwards.com* (Flower Mound, TX), available from <http://www.jonathanedwards.com>; Internet; accessed 8 July 2003.

### **Journal Article from Online Source** (an internet publication with a print counterpart)

<sup>1</sup>Charles Truehart, "Welcome to the Next Church," *Atlantic Monthly* 278:37-58, August 1996; available from <http://www.theatlantic.com/atlantic/issues/96aug/nxtchrch/nxtchrch.htm>; Internet; accessed 5 May 1997.

### **Web Site Page or Article** (without a print counterpart, Turabian 17.7.1)

<sup>1</sup>Matthew Thomas Farrell, "History of the Discovery of Thomas and Comments on the Text," n.p.; available from <http://www.miseri.edu/davies/thomas/farrell.htm>; Internet; accessed 5 May 1997.

### **Other Unpublished Materials**

Because of the wide variety of unpublished materials available, it is impossible to list all the possibilities for notes. For more examples, see Turabian, 17.6.

### **Scriptural References**

Whenever scriptural passages are cited, whether in a note or in the text, use the abbreviations for the book(s) listed above (see "Abbreviations and Numbers," and Turabian chapter 24). Follow the chapter and verse numbers with the abbreviation for the version of the Bible from which the passage is taken. The King James Version is assumed and does not require notation. If the version is widely used, only the abbreviation is needed (e.g., New American Standard, New International Version, and New King James Version). If the version cited is less widely used, the first reference to it should include both the abbreviation and the name of the version spelled out. Subsequent citations require only the abbreviation. In note 1 below, a verse from the King James Version is cited. In note 2, a verse from the New American Standard Version is cited. In notes 3 and 4, verses from a less widely used translation are cited:

<sup>1</sup>Gen 3:16.

<sup>2</sup>Eph 5:21-22 NASB.

<sup>3</sup>Gen 4:7 NEB (New English Bible).

<sup>4</sup>Gen 3:16 NEB.

### **Secondary Quotations** (Turabian 17.10)

**CEDS** prefers the use of primary quotes, rather than secondary quotations. However, secondary quotations are sometimes unavoidable. In that case, both the original source and the secondary source must be noted:

<sup>1</sup>Henry A. Ironside, *Lectures on Daniel the Prophet* (New York: Loizeaux Brothers, n.d.), 215-216, quoted in J. Dwight Pentecost, *Things to Come: A Study in Biblical Eschatology* (Findlay, OH: Dunham, 1958), 343.

### **Subsequent References** (Turabian 16.4)

1. When a work has been cited in full form, later references should use a shortened form. This involves the use of shortened titles or the Latin abbreviation “*ibid.*” when appropriate. The abbreviations “*op. cit.*” and “*loc. cit.*,” formerly used in references, should no longer be used.

2. When references to the same work follow one another without any intervening reference, even if the references are separated by several pages, the abbreviation “*ibid.*” (for the Latin *ibidem*, “in the same place”) is used:

<sup>1</sup>Alec Motyer, *The Prophecy of Isaiah: An Introduction and Commentary* (Downer Groves, IL: InterVarsity, 1993), 128.

<sup>2</sup>*Ibid.*, 145.

3. If only one work is used by an author, a subsequent reference separated from the original reference by one (or more) notes from other sources, only the author’s name and page number are needed, as in note three below. If a work has been identified in previous notes by an abbreviation, use the abbreviation in place of the author’s name (note four below).

<sup>1</sup>Alec Motyer, *The Prophecy of Isaiah: An Introduction and Commentary* (Downer Groves, IL: InterVarsity, 1993), 128.

<sup>2</sup>Alfred Martin and John A. Martin, *Isaiah: The Glory of the Messiah* (Chicago: Moody, 1983), 99.

<sup>3</sup>Motyer, 167.

<sup>4</sup>*TDNT*, s.v., “πιστεωω.”

4. If more than one work by an author is cited, subsequent references should contain the author’s name and an abbreviated title of the work cited (compare notes one and three below). The abbreviated title generally drops any subtitles and, if the original title is more than five words

long, may not contain the entire title of the work. The shortened title must be the same each time it is used:

<sup>1</sup>Erwin W. Lutzer, *Exploding the Myths That Could Destroy America* (Chicago: Moody, 1986), 107.

<sup>2</sup>Erwin W. Lutzer, *Pastor to Pastor* (Chicago: Moody, 1987), 105.

<sup>3</sup>Lutzer, *Exploding the Myths*, 109.

# Bibliography

## General Guidelines (Turabian chapters 16 and 17)

1. The bibliography lists those sources used in writing the paper and sources consulted for the paper but not cited. Since no bibliography lists every work related to a topic, the heading should be “SELECTED BIBLIOGRAPHY” or “SOURCES CITED.”
2. Bibliographies differ from notes in the following ways:
  - a. The author’s name is listed last-name first, and the references are listed alphabetically.
  - b. The first line is flush left, with all subsequent lines, if any, indented one-half inch.
  - c. If a work has more than one author (or editor), only the first name listed is reversed.
  - d. In a note, commas and parentheses are used, but in a bibliographical entry, periods are used at the end of each main part (author’s name, title of work, and facts of publication). Bibliographical references to periodicals, however, retain the parentheses around the dates of publication when these follow the volume number.
  - e. Bibliographical entries are single spaced, with a single blank line between entries.
  - f. The title of the book or journal may either be underlined or italicized in the bibliography. Whichever format is used must be used throughout the bibliography.
3. In a succession of works by the same author, the name is given in the first bibliographic entry, and an eight-space underline ending with a period takes its place in subsequent entries:  
Lutzer, Erwin W. *Exploding the Myths That Could Destroy America*. Chicago: Moody, 1986.

\_\_\_\_\_. *Pastor to Pastor*. Chicago: Moody, 1987.

### Single Author (Turabian pp. 162-3)

Lutzer, Erwin W. *Exploding the Myths That Could Destroy America*. Chicago: Moody, 1986.

### Multiple Authors (Turabian p. 163)

Martin, Alfred, and John A. Martin. *Isaiah: The Glory of the Messiah*. Chicago: Moody, 1983.

### Author’s Work Translated by Another (Turabian p. 164)

Cassuto, U. *A Commentary on the Book of Genesis*, part 1. Translated by Israel Abrahams. Jerusalem: Magnes, 1961.

### Edition Other Than First, Published by the Original Publisher (Turabian pp. 170-1)

Hodges, Zane C. *The Gospel Under Siege: Faith and Works in Tension*. 2<sup>nd</sup> ed. Dallas: Rendencion Viva, 1992.

### Edition Other Than First, Published by a Different Publisher (Turabian 17.1.8)

Stanton, Gerald B. *Kept From the Hour: Biblical Evidence for the Pretribulational Return of Christ*. 4<sup>th</sup> ed. N.p.: Zondervan, 1956; Miami Springs, FL: Schoettle, 1991.

**Component Part by One Author in a Work by Another Author (or Editor)** (Turabian 17.1.8)

Edwin A. Blum. "John." In *The Bible Knowledge Commentary*. New Testament Edition. Ed. John F. Walvoord and Roy B. Zuck. Wheaton, IL: SP Publications, Victor Books, 1983.

**Separately Titled Volume in Multivolume Work with a General Title and One Author (or Editor)**

Chafer, Lewis Sperry. *Systematic Theology*. Vol. 3. *Soteriology*. Dallas: Dallas Divinity school Press, 1948.

Simon J. DeVries. *1 Kings*. Word Biblical Commentary. Vol. 12. Ed. David A. Hubbard and Glenn W. Barker. Waco, TX: Word Books, 1985.

**Secondary Source of Quotation** (Turabian p. 215)

Ironside, Henry A. *Lectures on Daniel the Prophet*. New York: Loizeaux Brothers, n.d. Quoted in J. Dwight Pentecost. *Things to Come: A Study in Biblical Eschatology*. Findlay, OH: Dunham, 1958.

**Thesis or Dissertation** (Turabian p. 194)

Oberholtzer, Thomas Kem. "An Analysis and Exposition of the Eschatology of the Warning Passages in the Book of Hebrews." Th.D. diss., Dallas Theological Seminary, 1984.

**Lexical Entry**

Gingrich, F. Wilbur. *Shorter Lexicon of the Greek New Testament*. Chicago: University of Chicago Press, 1965.

**Article in a Journal** (Turabian 17.2)

Smith, Fred. "The Care and Feeding of Critics." *Leadership* 16, no. 1 (Winter 1995): 175-84.

**Article in an Encyclopedia (Unsigned)** (Turabian 17.5.3)

Harrison, R. K., ed. *Encyclopedia of Biblical and Christian Ethics*. Rev. ed. Nashville: Thomas Nelson, 1992. S.v. "Honesty."

**Article in an Encyclopedia (Signed or Initialed)** (Turabian 17.5.3)

Harrison, R. K., ed. *Encyclopedia of Biblical and Christian Ethics*. Rev. ed. Nashville: Thomas Nelson, 1992. S.v. "Divorce," by S. J. Mikolaski.

**Book Online**

Edwards, Jonathan. *A Treatise Concerning Religious Affections*. Available from <http://www.jonathanedwards.com/text/RA/RAOutline.htm>. Internet. Accessed 8 July 2003.

**An Entire Internet Site** (Turabian 17.7.1)

Trigsted, Mark, ed. *JonathanEdwards.com*. Flower Mound, TX. Available from <http://www.jonathanedwards.com.htm>. Internet. Accessed 8 July 2003.

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Truehart, Charles. "Welcome to the Next Church." *Atlantic Monthly* 278 (August 1996). Available from <http://www.theatlantic.com/atlantic/issues/96aug/nxtchrch/nxtchrch.htm>. Internet. Accessed 5 May 1997.

**Web Site Page or Article** (without a print counterpart, Turabian 17.7.1)

Farrell, Matthew Thomas. "History of the Discovery of Thomas and Comments on the Text." Available from <http://www.miseri.edu/davies/Thomas/Farrell.htm>. Internet. Accessed 5 May 1997.

**Electronic Book**

Rowling, J. K. *Harry Potter and the Chamber of Secrets*. E-book. New York: Arthur A. Levine Books, 1999.

**Logos Research Systems or Other CD-ROM** (Turabian 17.5.8)

If you are using Logos, you may allow Logos to format your Bibliography according to Turabian rules but you will need to add Logos Research Systems, Inc., with the version date of the system:

Archer, Gleason Leonard. *A Survey of Old Testament Introduction*. 3<sup>rd</sup> ed. Chicago: Moody, 1994. CD-ROM. Logos Bible Software, Series X.

Hodge, Charles. *Systematic Theology*. Oak Harbor, WA: Logos Research Systems, 1997. CD-ROM. Logos Bible Software, Series X.

**Other Unpublished Materials**

Because of the wide variety of unpublished materials available, it is impossible to list all the possibilities for notes. For more examples, see Turabian, 17.6.

# Plagiarism Statement

## What Is “Plagiarism”?

Plagiarism is the theft or unattributed use of the intellectual property of another. Webster’s *Ninth New Collegiate Dictionary* provides the following definition of the word “plagiarize”: to steal and pass off (the ideas or words of another) as one’s own—to use (a created production) without crediting the source—to commit literary theft—to present as new and original an idea or product derived from an existing source.

## Why Is Plagiarism an Issue for Seminary Students?

Educators have a traditional concern that material be credited properly as a part of the learning process. To this view the Christian minister adds a commitment to the worth of persons, to the importance of the search for truth, and to the integrity of belief and behavior. The prohibition of theft, at least as old as the Ten Commandments, extends to the misrepresentation of an individual’s most personal property: words and ideas.

The divinity school community considers plagiarism to be inappropriate. It also identifies plagiarism as an offense against the community and, as such, cause for disciplinary action, as noted in the *CEDS Student Handbook*.

## In What Situations Should a Seminary Student Be Concerned about Plagiarism?

The opportunity for plagiarism exists in any presentation or exchange of ideas. It may occur in speech or writing. The context may extend from conversational and informal writing to public addresses and documented research. This range includes essays, reviews, class presentations, term papers, sermons, program notes, lectures, analyses, translations, take-home examinations, research projects, theses, and dissertations.

## What Types of Borrowing Must Be Identified to Avoid Plagiarism?

Any borrowing of ideas or their expression that the creator might identify as personal intellectual property must be acknowledged. This is true no matter what type of source is used, whether it is authoritative or published, or of a less formal nature. This includes borrowing from another student, previous or current, with or without that person’s permission. Examples of borrowing include: direct quotations, indirect quotations, paraphrases, summaries, ideas or concepts, interpretations of facts or materials, views of disputed information, and results of field research.

## How Should These Borrowings Be Identified in Order to Avoid Plagiarism?

Whatever the type of borrowing or the context of its use, the appropriated material should be attributed to its source. At the least, the name of the individual or source should be given with the material. In less formal situations, it may be sufficient to say or write: As \_\_\_\_\_ said “....” In formal writing, there are standard formats for documenting sources. The guide to this type of

documentation at CEDS is *A Manual for Writers*, by Kate L. Turabian, 7<sup>th</sup> edition and the *Research Paper Handbook*. The type of attribution necessary for a particular assignment or presentation is at the discretion of the professor.