Style Manual for Papers on the Master's Level

On matters of formatting and documentation, BJU Seminary academic papers principally follow Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 9th ed. (Chicago: The University of Chicago Press, 2018). You are expected to have access to Turabian and consult it as needed. A Kindle edition may be purchased from Amazon.com and provides search capability.

Turabian sometimes indicates that the writer should check "local guidelines." The material below provides these for students at BJU Seminary. The Seminary has stipulated some details of formatting that supplement, differ from, or make more specific the directions in Turabian. If you find any place where these guidelines contradict Turabian, the guidelines take precedence. They also take precedence over the advice of a faculty member. On the other hand, if you have any questions not addressed in Turabian or below, contact the professor for whom you are writing.

The Seminary office can direct you to a helpful MS-Word Turabian template online. This includes Word styles for many of the features that will be needed for formatting documents (e.g., footnotes, various levels of headings). Nevertheless, responsibility for complete alignment with Turabian and the BJU Seminary Style Manual lies solely with you.

You must not expect your professors to serve as proofreaders or editors. You must carefully proofread all submissions for matters of content, documentation, grammar, mechanics, and formatting. In addition, if English is not your first language, you should seriously consider using a qualified editor for your papers. Technical/word-processor advice should be sought from Technology Resources at the Academic Resource Center or from another knowledgeable source.

General Guidelines

- All pages should be 8.5 x 11 inches. Print on only one side of a page unless instructed to do otherwise.
- Unless otherwise indicated in the instructions below, the body of the document should be double-spaced, and the footnotes should be single-spaced. However, although these instructions informally use terminology such as "single space," "double space," and "triple space," do not use these categories in MS-Word. Instead, in the Paragraph menu set line spacing at "exactly" 12 point ("single spaced"), 24 point ("double spaced"), etc. Other cases will require indicating an exact number of points in the "Spacing Before" or "Spacing After" option.
- Justify the left margin but not the right margin.
- Use a font with serifs. Choose specifically from the following: Book Antiqua, Bookman Old Style, Cambria, Century Schoolbook, or Garamond. Use the same font in the body of the text and the footnotes.
- Unless otherwise indicated in the instructions below, the font size should be 12 points. Hebrew and Greek fonts may need to be adjusted to match the size of the surrounding English font.
- Italics may be used sparingly for emphasis, but not boldface. In addition, some headings require italics or bold.
- Indent each paragraph one-half inch.
- Each paragraph must have at least two sentences. A two-sentence paragraph would be rare but may be used for some purposes such as introducing a section of a paper. In general, however, a paragraph should have at least three and preferably more sentences. The upper limit of a paragraph would be approximately one page.
- Use the serial or Oxford comma, placed immediately before the coordinating conjunction in a series of three or more elements.

- Do not automatically hyphenate with the word processor. Hyphenate manually to eliminate long spaces on the right margin, but do not overdo it. Do not hyphenate more than two lines in a row. Never hyphenate between pages, and do not use one- or two-letter divisions. All hyphenation will be need to be rechecked each time a document is submitted.
- Instead of a hyphen, use an "en" dash (–) in between page numbers. Instead of two hyphens, use an "em" dash (—) for marking breaks and for other stylistic purposes within a sentence.
- Avoid having a single line of a paragraph at the top of a page ("widow") or at the bottom of a page ("orphan"). Such issues are best fixed manually, perhaps through light rewriting, instead of by automatic widow/orphan control.
- Citations should be in notes-bibliography style (see Turabian 9th, §§16-17). Use footnotes not endnotes.
- In footnotes and bibliography entries, abbreviate the name of the publisher. For example, instead of writing "Wm. B. Eerdmans Publishing Co.," write "Eerdmans." Exceptions may be made for the sake of clarity, but be consistent concerning such exceptions. For example, include "Press" when referring to university presses. Also include "Academic" if a work indicates that it is produced by the academic division of a publisher.
- If a book does not provide its place of publication and/or publisher, indicate so with "n.p." If a book does not provide its publication date, indicate so with "n.d."
- In the text of the document spell out any names of states. In footnotes and bibliography entries, however, use the standard two-letter postal abbreviations.
- Do not cite a source according to Kindle location or other digital information. Locate and provide the print-version page number.
- When citing online material, do not allow the word processor to format URLs as hyperlinks. You may also need to break up the URL in order to avoid excessive white space.
- Spell out cardinal and ordinal numbers one hundred and under. Exceptions: dates, page numbers, numbers in names or titles, chapter/verse references, numbers in lists/charts/tables, technical discussions where numerals would be more effective. Be consistent concerning such exceptions.
- Do not capitalize pronouns referring to deity.
- Follow the transliteration schemes given in *The SBL Handbook of Style for Biblical Studies and Related Disciplines,* 2nd ed. (Atlanta: SBL, 2014).

Formatting Details

Title Page

Margins	Top: 2 inches Bottom: 1 inch Left: 1.5 inches Right: 1 inch
Spacing	Vertical, within items: single-space title; double-space other items Vertical, between items: distributed as per title-page templat Horizontal: centered
Title	Concise (10-12 words preferred) Avoid: "method, results, a study of, an experimental investigation of" No abbreviations Bold, 14 point Do not use all caps
Byline	"by" followed by double space followed by author's name (bold) Preferred name format: first name, middle initial, last name Omit all titles (Rev., Dr., PhD)
Affiliation	A Paper Submitted to the Faculty of the Seminary & Graduate School of Religion Bob Jones University in Candidacy for the Degree of <Degree Name>
City/state and month/year	Greenville, South Carolina September 2019
Page #	No page # printed but counts as i

Table Contents (to be included only with papers longer than 5 pages)

Margins	Top: 1 inch Bottom: 1 inch Left: 1.5 inches Right: 1 inch
Title	Bold, 14 point Do not use all caps.
Spacing	Triple space after title. Within any entry that runs over one line: single space Between entries: double space If a title/heading is so long that it runs over onto subsequent line(s), use a slight hanging indent. Do not allow the first line to run the full length of the line. Do not use "dot leaders" between a title/heading and its page number.
Page #	Lowercase Roman numeral, centered at bottom

Body

Margins	Top: 1 inch Bottom: 1 inch Left: 1.5 inches Right: 1 inch
Spacing	Double space except as specified below.
Titles	Bold, 14 pt. Do not use all caps.

	Centered
	Title (single spaced if longer than one line), followed by triple space
Headings	Formatting differences should clearly convey the various levels of subordination (italics and center for main heading, regular and center for first subheading, etc.). Triple space before heading, double space after heading.
Page #	Use Arabic numerals. First page: bottom center, separated from text by double space (or more if necessary to avoid widow/orphan) All other pages: top right, separated from text by double space

Footnotes (samples below)

Line	Horizontal line between text and footnote should be 2 inches long.
Numbering	Use a superscript number in the text and in the corresponding footnote. A footnote must begin on the same page where its number is given in the text.
Font	The font style in the footnote should be the same as the font style in the text. However, the font size in the footnote should be 11 points. Hebrew and Greek fonts may need to be adjusted to match the size of the surrounding English font.
Spacing	Space above and below the footnote line must be consistent. Indent the first line of the footnote by half an inch. There should be one space between the footnote number and the text of the footnote. Single space within a footnote. If there is more than one paragraph in a footnote, single space but begin new paragraph with half-inch indent. Double space between footnotes. Footnotes may carry over only one page. No page may be entirely footnotes; a page must have at least two lines of text.
Citations	The first time a source is cited within a paper, provide the full bibliographic information and the page number(s). All subsequent citations should provide only the author's last name (or the source title, typically abbreviated) and the page number(s). The Latin word *ibidem* means "in the same place. "Ibid." is the abbreviation of this word and is used to refer to the same author or source mentioned in an immediately preceding discussion or footnote. For details on the correct use of this expression, see Turabian 9th, §16.4.2.

Block Quotations

Quotation	Use block-quotation style if a quotation consists of five or more lines. Do not use quotation marks at the beginning and end of the quotation.
Font	Same font style as surrounding text, but 11 points
Indentation	Indent entire quotation by half an inch.
Spacing	Single-space entire quotation. Double-space before and after quotation.

Tables

Design	There is some latitude concerning the design of tables (e.g., lines, shading), but the design style should be consistent throughout the paper. Keep the table within the normal margins of the page. If the orientation of the table is landscape, the page number must still be placed in its normal location.
Location	Locate a table near the place in the text where the information in the table is discussed, but preferably after the end of a paragraph. If possible, a table should not be split between pages. If this unavoidable, however, repeat the table number on the next page, followed by "(continued)." Consider putting an unusually long table in an appendix.
Spacing	Triple space before table number/title. Single space table number/title if longer than one line. Single space between table number/title and table. Triple space after table number/title.
Number/title	Number sequentially all the tables within the paper. Example: Table 1.2 (chapter#.table#) Format in bold as follows: **Table 2.3 Appearances of David in Samuel and Chronicles**

Bible References

Default version	Generally speaking, a paper should have a default Bible version. The first time a Bible verse is quoted in the document, footnote the default version, and this will cover all future quotations from that version. Example: Unless otherwise noted, Scripture quotations are from the *Holy Bible: English Standard Version* (Wheaton: Crossway, 2011).
Citations	When quoting or otherwise citing Bible passages, give the chapter/verse reference(s) parenthetically in the text of the document. However, footnote chapter/verse references when giving a list of more than five passages.
Spelling and abbreviations	Use Arabic numerals with the names of biblical books, e.g., 1 Corinthians. With such numbered books of the Bible, do not allow the number to be on a different line than the book name. However, the book name itself may be hyphenated. Spell out the name of a biblical book when it belongs grammatically to a sentence. When the name of a numbered biblical book is the first word of a sentence, spell out the number. Example: Second Chronicles 30 describes Hezekiah's Passover celebration. Abbreviate the name of a biblical book when it occurs in parentheses. When abbreviating biblical books, use the *shorter* abbreviations as listed in Turabian 9th, §24.6. This entails *not* placing a period after the abbreviation.
"En" dashes	Instead of using a hyphen, use an "en" dash (–) to replace the word "through" in between elements. Specifically, use an "en" dash between verse ranges within a chapter (e.g., Rom 1:8–15), between chapter ranges (e.g., Rom 1–2), and between verse ranges that span chapters (e.g., Rom 1:18–3:20).

Appendices

General Formatting	Margins, spacing, title, headings, and page numbers are formatted the same as in the body of the paper.
Title	If there is more than one appendix, identify each with one with an Arabic numeral (e.g., Appendix 1) or a letter of the alphabet (e.g., Appendix A). Also provide a title summarizing the content of the appendix.

Bibliography (samples below)

General formatting	Margins, title, headings, and page numbers are formatted the same as in the body of the document.
Title and Headings	"Bibliography" or "Selected Bibliography" at the top of the first page Any headings (e.g., Linguistic Works, Commentaries, Monographs) are at the discretion of the writer, though you would do well to consult with your professor. Format any headings consistently with heading styles used in the body of the paper.
Indentation	Half-inch hanging indent
Spacing	Single space within each entry, double space between entries.
Citations	Alphabetize first by author name, then by whatever comes immediately after. Ignore articles in alphabetizing titles. If an author is repeated, substitute three continuous "em" dashes (———). If an author is repeated at the top of a page, reuse the name for the first mention on that page.

Sample Footnote Forms

[1] G. K. Beale, *A New Testament Biblical Theology: The Unfolding of the Old Testament in the New* (Grand Rapids: Baker, 2011), 20–21.

[2] Eugene H. Merrill, Mark F. Rooker, and Michael A. Grisanti, *The World and the Word: An Introduction to the Old Testament* (Nashville: B&H Academic, 2011), 234.

[3] Bruce C. Birch, et al., *A Theological Introduction to the Old Testament,* 2nd ed. (Nashville: Abingdon, 2005), 129.

[4] Benjamin Breckinridge Warfield, *The Inspiration and Authority of the Bible*, ed. Samuel G. Craig (Philadelphia: Presbyterian and Reformed, 1948), 374, n. 67.

[5] E. Kautzsch, ed., *Gesenius' Hebrew Grammar*, trans. A. E. Cowley, 2nd ed. (Oxford: Clarendon, 1910), §124d.

[6] Gerhard von Rad, *The Theology of Israel's Historical Traditions*, vol. 1 of *Old Testament Theology*, trans. D. M. G. Stalker (New York: Harper & Row, 1962), 175.

[7] John Piper, *Future Grace: The Purifying Power of the Promises of God,* rev. ed. (Colorado Springs: Multnomah, 2012), 130.

[8] Douglas K. Stuart, *Exodus,* NAC (Nashville: Broadman & Holman, 2006), 335–37.

[9] D. A. Carson, "Matthew," in *EBCRev,* ed. Tremper Longman III and David Garland (Grand Rapids: Zondervan, 2010), 9:172–80.

[10] F. W. Farrar, *The Life of Christ* (New York: A. L. Burt, n.d.), 398.

[11] John W. Haley, *Alleged Discrepancies of the Bible* (1874; reprint, Grand Rapids: Baker, 1977), 33.

[12] R. E. Hayden, "Judith, Book of," *The Zondervan Encyclopedia of the Bible*, ed. Merrill C. Tenney and Moisés Silva (Grand Rapids: Zondervan, 2009), 3:865–66.

[13] Hannes Olivier, "ישר," *NIDOTTE,* ed. Willem A. VanGemeren (Grand Rapids: Zondervan, 1997), 2:563–68.

[14] Charles Lee Feinberg, "The Value of Archaeological Studies for Biblical Research," in *Tradition and Testament: Essays in Honor of Charles Lee Feinberg*, ed. John S. Feinberg and Paul D. Feinberg (Chicago: Moody, 1981), 274.

[15] Robert S. Smith, "Songs of the Seer: The Purpose of Revelation's Hymns," *Themelios* 43/2 (2018): 198.

[16] H. A. Hoffner, "Some Contributions of Hittitology to Old Testament Study," *TynBul* 20 (1969): 28–29.

[17] H. L. Ginsberg, "Ugaritic Studies and the Bible," *The Biblical Archaeologist Reader, 2*, ed. David Noel Freedman and Edward F. Campbell Jr. (Garden City, NY: Anchor, 1964), 49–50.

[18] S. N. Kramer, trans., "Lipit-Ishtar Lawcode," in *Ancient Near Eastern Texts*, ed. James B. Pritchard, 3rd ed. (Princeton: Princeton University Press, 1969), 160.

[19] Kevin DeYoung, "10 Things You Should Know about the Ten Commandments"; accessed November 29, 2018, https://www.thegospelcoalition.org/article/10-things-ten-commandments/.

[20] Michael Kibbe, review of *Commentary on Hebrews,* by Thomas R. Schreiner, in *JETS* 59/1 (2016): 194.

[21] H. S. Nyberg, *Studien zum Hoseabuche* (Uppsala: Uppsala Universitets Ärsskrift, 1935), 64, quoted in James Barr, *Comparative Philology and the Text of the Old Testament* (Oxford: Clarendon, 1968), 74.

[22] David M. Minnick, "To Him That Overcometh: A Literary, Intratextual, and Theological Analysis of the Function and Significance of the Seven Letters in the Book of Revelation" (PhD diss., Bob Jones University, 2017).

Sample Bibliography Forms

Note: The bracketed numbers to the left have been included in order to help match the bibliography forms with the preceding footnote forms and with the following index to forms. *Such numbers are not used in an actual bibliography.*

[1] Beale, G. K. *A New Testament Biblical Theology: The Unfolding of the Old Testament in the New.* Grand Rapids: Baker, 2011.

[2] Merrill, Eugene H., Mark F. Rooker, and Michael A. Grisanti. *The World and the Word: An Introduction to the Old Testament* Nashville: B&H Academic, 2011.

[3] Birch, Bruce C., et al. *A Theological Introduction to the Old Testament.* 2nd ed. Nashville: Abingdon, 2005.

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[6] von Rad, Gerhard. *The Theology of Israel's Historical Traditions.* Vol. 1 of *Old Testament Theology.* Translated by D. M. G. Stalker. New York: Harper & Row, 1962.

[7] Piper, John. *Future Grace: The Purifying Power of the Promises of God.* Rev. ed. Colorado Springs: Multnomah, 2012.

[8] Stuart, Douglas K. *Exodus.* NAC. Nashville: Broadman & Holman, 2006.

[9] Carson, D. A. "Matthew." In *EBCRev,* edited by Tremper Longman III and David Garland, 9:23–670. Grand Rapids: Zondervan, 2010.

[10] Farrar, F. W. *The Life of Christ.* New York: A. L. Burt, n.d.

[11] Haley, John W. *Alleged Discrepancies of the Bible.* 1874; reprint, Grand Rapids: Baker, 1977.

[12] Hayden, R. E. "Judith, Book of." *The Zondervan Encyclopedia of the Bible*, edited by Merrill C. Tenney and Moisés Silva, 3:864–67. Grand Rapids: Zondervan, 2009.

[13] VanGemeren, Willem A., ed. *NIDOTTE.* 5 vols. Grand Rapids: Zondervan, 1997.

[14] Feinberg, Charles Lee. "The Value of Archaeological Studies for Biblical Research." In *Tradition and Testament: Essays in Honor of Charles Lee Feinberg,* edited by John S. Feinberg and Paul D. Feinberg, 265–91. Chicago: Moody, 1981.

[15] Smith, Robert S. "Songs of the Seer: The Purpose of Revelation's Hymns." *Themelios* 43/2 (2018): 193–204.

[16] Hoffner, H. A. "Some Contributions of Hittitology to Old Testament Study." *Tyndale Bulletin* 20 (1969): 27–55.

[17] Ginsberg, H. L. "Ugaritic Studies and the Bible." *The Biblical Archaeologist Reader*, 2, edited by Edward F. Campbell Jr. and David Noel Freedman, 34–50. Garden City, NY: Anchor, 1964.

[18] Pritchard, James B., ed. *Ancient Near Eastern Texts.* 3rd ed. Princeton: Princeton University Press, 1969.

[19] DeYoung, Kevin. "10 Things You Should Know about the Ten Commandments." Accessed November 29, 2018. https://www.thegospelcoalition.org/article/10-things-ten-commandments/.

[20] Kibbe, Michael. Review of *Commentary on Hebrews,* by Thomas R. Schreiner. *JETS* 59/1 (2016): 193–96.

[21] Barr, James. *Comparative Philology and the Text of the Old Testament.* Oxford: Clarendon, 1968.

[22] Minnick, David M. "To Him That Overcometh: A Literary, Intratextual, and Theological Analysis of the Function and Significance of the Seven Letters in the Book of Revelation." PhD diss., Bob Jones University, 2017.

Index of Sample Footnote and Bibliography Forms