5.2

THE SOUTHERN SEMINARY MANUAL OF STYLE

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PREFACE

Welcome to the *Southern Baptist Theological Seminary Manual of Style 5.2* (*SBTS MOS*), which explains the formatting and citation guidelines required of all Boyce College and Southern Seminary assignments. Having a school-specific style is for the benefit of students because it provides clear and consistent formatting guidelines across courses and results in assignments that are uniform in appearance. Adherence to style guidelines, as with any decision you make as a writer, demonstrates a care for your reader as well as a commitment to the overall quality of your paper, enhancing your ethos as an author.

In *SBTS MOS* 5.2, we have not made any substantive alterations to the previously established style guidelines but only revised 5.1 for accuracy and ease of reading. Most notably, you will find that all paper formatting guidelines are now found in chapter 1, and all citation guidelines are located in chapter 2. Chapter 3 is the updated and expanded Citation Quick Guide, and chapters 4, 5, and 6 were edited lightly for clarification.

The creation of this manual was only possible with the contributions of a number of Writing Center team members who have worked diligently on this document, including Dr. Nicholas Campbell, Noah Moon, Grace Crow, Dr. Ann Riedling, Kathy Driver, Ellie Kindlund, and Cassie Hunt. A special gratitude is extended to Jennifer Stec, our SBTS doctoral style reader, for her wisdom, insights, and significant contributions to *MOS* 5.2. We are grateful to have such a team of talented writers and editors.

Alisha Biler
Writing Center Coordinator

Louisville, Kentucky

January 2024

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USING THIS STYLE GUIDE

Every publisher requires its authors to adhere to a specific style, and as such, the Southern Baptist Theological Seminary (SBTS) requires students to follow specific guidelines for coursework. Nearly everything you need to know about formatting your papers can be found in this style guide, but sometimes this manual will refer you to Kate Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed. (Turabian), *Chicago Manual of Style*, 17th ed. (*CMOS*), or *The Society of Biblical Literature Handbook of Style*, 2nd ed. (*SBL Handbook*) Students can access the full *CMOS* via the SBTS library database, and the *SBL Handbook* can be downloaded as an e-book from the library.

In many ways, this style guide itself serves as an example of SBTS style. However, to make this guide more functional for students, we have allowed for a few style exceptions that are typically prohibited in SBTS papers, including the frequent use of first- and second-person pronouns (e.g., *we* and *you*), simplified footnotes for URLs, and active hyperlinks. While the hyperlinks in this guide are not blue or underlined, if you hover over any URL or internal reference to another *SBTS MOS* section, you will see that such references are clickable. If you are using the print version, you will find the full URL provided in the simplified footnote. This manual itself is fully searchable to help you locate relevant sections; you can also find an index in the back. Our table of contents is hyperlinked to the relevant section of the guide.

SBTS MOS 5.2 differs from version 5.1 in only slight ways; students can still use *MOS* 5.1 and have properly formatted papers. The two minor changes that we have made from 5.1 include:

1. Updated style for a third-level subheading (1.9.3), which is now easier to format. All templates have been updated with this new format.
2. When listing multiple entries in your bibliography from the same author, we have replaced the eight strokes of the underline key with Turabian's recommendation of the 3-em dash; see 2.3.2, "Arrangement of Bibliography."

We have also made a number of additions to this version in order to address the most frequently asked questions from students about SBTS style.

Notable additions include:

1. Extended block quotation guidance (1.6.1)
2. Citing Scripture (2.1)
3. Substantive footnotes (2.2.3)
4. Basic citation patterns of bibliography entries (2.4)
5. An updated and expanded Citation Quick Guide (chapter 3)
6. Guidance for punctuating quotations (5.2.6 and 5.2.7)
7. Expanded spelling and capitalization conventions (5.4)
8. Information about the doctoral style reading process (6.5)

If you have suggestions for making this guide more helpful, please email the Writing Center at writingcenter@sbts.edu.

Chapter 1 Overview: General Style Guidelines

INAUGURATED ESCHATOLOGY AND THE GRIEVING CHRISTIAN: OUR PRESENT AND FUTURE HOPE AS A FRAMEWORK FOR GRAPPLING WITH DEATH

A Research Paper
Presented to
Dr. Jeremy Pierre
The Southern Baptist Theological Seminary

In Partial Fulfillment
of the Requirements for 34300

by
John Smith
jsmith123@students.sbts.edu
October 2, 2023

*I affirm the honor code.

Template Instructions: 1.1

Title Page Formatting: 1.7

- Professor information
- Class information
- Author information
- Honor code

Title Formatting: 1.7.1

- All caps
- Not bolded
- 12-point font
- Times New Roman
- Spacing for multi-line titles

Body of Text Formatting:

- 12-point, Times New Roman font: 1.2
- Greek and Hebrew fonts: 1.2
- Exactly 24-point spacing: 1.3
- No extra space between paragraphs
- Margins: 1.4
  - 1-inch margin, generally
  - 2-inch top margins for special pages
  - Doctoral dissertations, theses, and projects, see chapter 6.
- Page numbers: 1.5
  - bottom center
  - start on first page of body of text
  - 12-point, Times New Roman font
- Paragraph indent 0.7 inch: 1.6
- Subheadings: 1.9

INAUGURATED ESCHATOLOGY AND THE GRIEVING CHRISTIAN: OUR PRESENT AND FUTURE HOPE AS A FRAMEWORK FOR GRAPPLING WITH DEATH

D. A. Carson writes poignantly in *How Long, O Lord?* that "All we have to do is live long enough, and we will be bereaved. All we have to do is live long enough, and we will die."[1] And in such a world where this is the case, how can we rightly read the apostle Paul's words that "for those who love God all things work together for good" (Rom 8:28)?[2] The premise of this paper is an attempt to answer that question: that the "already-not yet" of inaugurated eschatology provides Christians with an interpretive framework to help grapple with the reality of death in this present, fallen world. Our hope in the resurrection is not solely future-focused but instead has real, present ramifications for how we can approach both the deaths of loved ones and our own coming deaths. I pray that the reader can find here a gospel lens through which to view their grief, as we stand in this present age of the church, awaiting the final and glorious return of our Savior and King.

What Is the "Already-Not Yet"?

It is important to first define the "already-not yet," or the idea of "inaugurated eschatology." G. K. Beale, who wrote the introductory chapter for *Making All Things New* provides a great definition in just three sentences:

> The expression "already-not yet" refers to two stages of the fulfillment of the latter days. It is "already" because the latter days have dawned in Christ, but it is "not yet" since the latter

[1] D. A. Carson, *How Long, O Lord? Reflections on Suffering and Evil*, 2nd ed. (Grand Rapids: Baker Academic, 2006), 97.

[2] Unless otherwise noted, all Scripture references are from the English Standard Version (ESV).

1

CHAPTER 1

GENERAL STYLE GUIDELINES

In this chapter, you will find the overall formatting requirements of papers submitted to SBTS and Boyce College, including the use of templates as well as requirements for font, margins, spacing, page numbers, indentation, block quotes, title page, and subheadings. Doctoral students should pay close attention to this chapter as well as chapter 6 for project, thesis, or dissertation formatting.

1.1 Templates

It is recommended to use the SBTS Writing Center templates for all SBTS and Boyce College assignments. These Microsoft Word templates come pre-formatted for general papers (e.g., research papers, reflective journals, etc.), book reviews, as well as doctoral works and can be downloaded from the Writing Center website.[1]

Microsoft Word is the recommended word-processing software for students. Microsoft Word is available for free to Boyce and SBTS students when accessed through Office 365 Education with your SBTS student email address.[2] Once you have registered, install the app on your computer as only using the online version of Office 365 will lack essential formatting functionality. For this reason, we also recommend using a computer instead of a tablet for writing with SBTS style.

The Writing Center also has templates available via Google Docs for general papers and book reviews, which can be accessed with your SBTS student email address under

[1] Writing Center resource website: https://sbtswriting.squarespace.com/generalresources. All URLs in *SBTS MOS* have been left as active links to make this guide more functional for users.

[2] To download your free version of Microsoft Office, please visit this link: https://www.microsoft.com/en-us/education/products/office and enter your SBTS email address.

"Template gallery." Please note that template functionality is limited within Google Docs and requires additional manual formatting.

1.2 Font

All text should be Times New Roman, font size 12. The font size for footnotes must be either 10-point or 12-point font; doctoral students must use 10-point font for footnotes. Use bold text for subheadings; use italics for emphasis, foreign words, and the titles of bound, published works (e.g., books and journals). Do not use underlining as a substitute for italics.

The color of any document, including text, graphics, and appendixes, should be black on white. There should be no active hyperlinks in your Word document. Please note that in this style guide, we have removed the color text from hyperlinks but have left them active in order to be more user-friendly.

If you are writing in Hebrew or Greek text, use Times New Roman for the English portions of your writing and fonts from the Society of Biblical Literature for the Hebrew and Greek text unless you receive specific instructions from your professor.[3] If your subject matter requires the use of additional fonts, request permission from your professor (for class assignments) or the Office of Doctoral Studies (for theses, dissertations, and projects).

Typing in Hebrew and Greek requires that you install the relevant keyboards on your computer.[4] Two Hebrew keyboards are available on the SBL website, and the SIL keyboard is recommended. Both Windows and Mac computers have a Greek Polytonic keyboard that we recommend. Students using the Windows operating system may prefer to use the Logos keyboards.[5] For information on transliteration, see section 5.6.

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[3] Download SBL keyboards: https://www.sbl-site.org/educational/BiblicalFonts_SBLBibLit.aspx.

[4] For instructions on installing keyboards in Windows: https://support.microsoft.com/en-us/topic/how-to-change-your-keyboard-layout-babd8e34-91e5-cc30-6b59-511c4f4fae4a
For Mac: https://support.apple.com/en-ng/guide/mac-help/mchlp1406/mac.

[5] Download keyboards from Logos: https://www.logos.com/product/53264/original-languages-keyboards-for-windows.

1.3 Line Spacing

Instead of selecting “double” or “single” for document spacing, use the more precise line-spacing option of “exactly” 24 point or “exactly” 12 point. If you need to manually adjust the spacing of your document, these settings can be found by right-clicking and selecting Paragraph.

Use 10- or 12-point spacing for the contents of each footnote, depending on the size of your footnote font, and include one 12-point-spaced line between each note; use 12-point spacing for each block quotation. Subheadings of multiple lines should be 12-point spacing.

Table 1. Spacing guide

12-point spacing	*24-point spacing*
Title of the paper on page 1	Title on the title page
	Text of the paper
Block quotations	
Footnotes	One empty line between footnotes
Bibliography entries	One empty line between bibliography entries
Subheadings of multiple lines	Title on the approval sheet of doctoral dissertations, theses, and projects
Table titles and figure titles that are multiple lines	
Multi-line chapter or appendix titles	

1.4 Margins

Use 1 inch for left and right margins of all pages. For theses, dissertations, and projects, use 1.25-inch left and right margins for all pages. Use left justification only; do not use full justification.

The size of the top margin will vary depending on the page of the paper. For any new major section of your paper, including title page, first page of text, first page of the bibliography, and the first page of any special section such as an appendix, use a 2-inch top margin. For the

second and subsequent pages of a paper or major section, use a 1-inch top margin. See table 2 for a summary chart of top margins.

The bottom margin may vary slightly to accommodate footnotes: no more than 1.5 inches and no less than 0.75 inches. Set your word processor to "below text" footnote placement.

If margins change to incorrect sizes when using the template, turn on the "show/hide formatting" option in Word to make sure you did not accidentally remove a hidden page break in the template.

Table 2. Top margin guide

1-inch top margins	*2-inch top margin*
Text of paper, beginning page 2	Title page
The second and subsequent pages of a bibliography, appendix, vita, or abstract	First page of paper's text, a bibliography, a new appendix, and a new chapter

1.5 Page Numbers

All papers, theses, dissertations, and projects must have page numbers centered and placed at the bottom of the page. Use arabic numerals (1, 2, 3) for all pages of class assignments in Times New Roman font. You may need to manually change the page number font to Times New Roman, size 12.

Page numbering begins at "1" on the first page of the text of the paper and continues through the entire paper, including bibliography and appendixes; the title page should not include a page number.

For doctoral theses, dissertations, and projects, use lowercase roman numerals (i, v, x) for front matter.

If page numbers appear incorrectly when using the template, turn on the "show/hide formatting" option in Word to make sure you did not accidentally remove a hidden page break in the template.

1.6 Indentation

The first line of every paragraph and every footnote must be indented 0.7 inch. Note that this is not the default of the tab setting on your keyboard. Use a 0.35-inch indent for the left margin of block quotations and the second—and subsequent—lines of bibliography entries. The first line of a bibliography entry should be flush with the left margin. This format is known as a *hanging indent*. For more information on bibliography entries, see section 2.3 and chapter 3.

1.6.1 Block Quotations

Block quotations, or those quotations which have five or more lines of text in a normal paragraph format, should be indented 0.35 inch from the left margin for all lines of the quote. If a new paragraph begins later in the block quotation, indent the new paragraph an additional 0.35 inch; do not leave an empty line between the paragraphs. If using a Writing Center template, select the "Block Quotation" style in the template.

Block quotes should continue to use 12-point, Times New Roman font and should have 12-point spacing. There should be one empty line immediately above and below a block quotation. Material of a block quotation is not enclosed in quotation marks as the block formatting indicates to readers that it is a quotation. For any quoted material *within* the block quotation, use double quotation marks for the sub-quotations. Preserve the original punctuation, spelling, and font (e.g., italics) used by the author. If you need to make any corrections or notes in the quotation, enclose these in square brackets. For run-in block quotes, see section 5.2.6 in this style guide. See the next page for an example of text leading into a block quote.

Example:

And yet, these are the words the Holy Spirit inspired Jeremiah to write. Vroegop's words on this passage are insightful:

> Jeremiah doesn't merely lament his pain and disappointment. He uses his song of sorrow to point his heart toward what he knows to be true despite what he sees. In effect, he says, "Even in the leveling of Jerusalem, God is still in control. Despite the destruction of Judah, his mercies never come to an end. God's faithfulness is still great."
>
> This is where biblical lament is transformative. It not only gives voice to the pain you feel but also anchors your heart to truths you believe—or are trying to believe when dark clouds linger.[6]

To cite a block quotation, place the footnote after the terminal punctuation as shown above. If your block quotation is from Scripture, you may either introduce the quotation with the Scripture reference or place the citation in parentheses after the terminal punctuation of the block quotation. Put the Scripture reference in parentheses; do not add another period. Remove any verse designations from the translation you are using (these often appear as superscripts).

> So the Jews said to him, "What sign do you show us for doing these things?" Jesus answered them, "Destroy this temple, and in three days I will raise it up." The Jews then said, "It has taken forty-six years to build this temple, and will you raise it up in three days?" But he was speaking about the temple of his body. When therefore he was raised from the dead, his disciples remembered that he had said this, and they believed the Scripture and the word that Jesus had spoken. (John 2:18–22 ESV)

If your block quotation occurs in one of your footnotes, the citation immediately follows the block quotation and is enclosed in parentheses. Do not add another period.

> What is *grace*? In the New Testament, grace mean's God's love in action toward people who merited the opposite of love. Grace means God moving heaven and earth to save sinners who could not lift a finger to save themselves. Grace means God sending his only Son to the cross to descend into hell so that we guilty ones might be reconciled to God and received into heaven. "God made him who had no sign to be sin for us, so that in him we might become the righteousness of God" (2 Cor 5:21).
>
> The New Testament knows both a *will* of grace and a *work* of grace. The former is God's eternal plan to save; the latter is God's "good work in you" (Phil 1:6), whereby he calls you into living fellowship with Christ (1 Cor 1:9), raises you from death to life (Eph 2:1–6), seals you as his own by the gift of his Spirit (Eph 1:13–14), transforms you into Christ's image (2 Cor 3:18), and will finally raise your body in glory (Rom 8:30; 1 Cor 15:47–54). (J. I. Packer, Knowing God [Downers Grove, IL: IVP Books, 1973], 249)

Keep in mind that many readers skip over block quotations, and best writing practice is to use block quotes sparingly in all papers and to use them rarely—if ever—in book reviews.

1.7 Title Page

The title page has a 2-inch top margin, and each line of the title page is centered between the left and right margins. Five items of information appear on the title page: title, type of work, course identification, author information, and abbreviated honor code. The sections of the title page are divided by 1.5-inch solid separator lines, created by eighteen strokes of the underline key, centered on the page. There should be no page number on the title page. When using the template, edit all information contained between brackets, and delete the brackets from your final document. An example title page is shown in the sample research paper and sample book review in the appendixes.

1.7.1 Title

The title of the paper appears in all caps. Note that most word processors do not automatically mark spelling errors when using a font in all caps.

The lines of your title must be no more than 5 inches long. Any line of a title more than 4 inches long *may* be divided into multiple lines. If a line in the title exceeds 5 inches, the line *must* be broken. To manually break your title into multiple lines in the template and preserve proper spacing, hold Shift + Return at the desired break.

For multi-line titles, arrange the lines in inverted pyramid form (i.e., each subsequent line is shorter than the one above it) with a 24-point space between the lines. If the title contains both a main title and a subtitle, then the main title may appear on a separate line followed by a colon even if this means not using the inverted pyramid form. If a subtitle requires two lines, it must be in inverted pyramid form. See below for an example title.

SIGNIFICANT SILVER: THE KETEF HINNOM READINGS
AND THEIR CONTRIBUTION TO BIBLICAL STUDIES

With a multi-line title, the placement of the top line will vary depending on the number of lines in your title. For a one-line title, the top of the first line sits 2 inches from the top; in a two-line title, the top of the second line sits at 2 inches; in a three- or four-line title, the top of the third line sits at 2 inches; titles longer than four lines should be revised to be more concise. See figure 1 for a visual example. In the template, you can select the appropriate style by selecting "Home" in the grey menu and selecting the title style in the Styles Pane that matches the number of lines in your title.

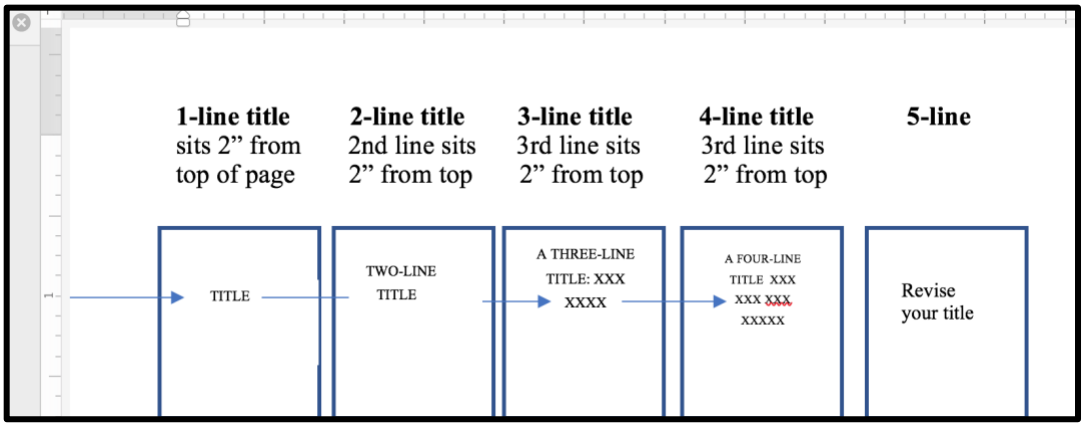


Figure 1. Position of multi-line title on title page

1.7.2 Type of Work

The title page includes three 24-point-spaced lines to introduce the type of work:

A [type of work]

Presented to [Professor's Name]

The Southern Baptist Theological Seminary *or* Boyce College

Types of works include "Book Review," "Research Paper," "Position Paper," "Spiritual Autobiography," etc. Include "Dr." before your professor's name, if applicable. If your

professor's name has initials, leave a space between the initials (e.g., T. J., not T.J.). Include either The Southern Baptist Theological Seminary or Boyce College for the school.

1.7.3 Course Identification

Course identification information is included on the title page in two 24-point-spaced lines:

In Partial Fulfillment

of the Requirements for [course number]

Include the section number for the course, if applicable (e.g., EN102B). Do not include the title of the class (e.g., English Composition).

1.7.4 Author Information

The title page includes three 24-point-spaced lines for information on the author of the paper:

by First Middle Initial. Last Name

Email@students.sbts.edu

Month Day, Year

Ensure that the line begins with "by" in lowercase, followed by the first name, optional middle initial, and last name. The second line of author information provides the student's SBTS email address. The final line includes the due date of the assignment, spelling out the month as well as providing the day and year (e.g., November 21, 2024). See example title pages in appendixes 1 and 2.

1.7.5 Honor Code

Every paper written at Boyce College and SBTS needs to give credit to outside sources used. In other words, anyone who includes work that did not originate with the student in their paper, including words or ideas generated by other people or artificial intelligence, and does

not appropriately document such work, has violated the academic integrity policy. Work submitted for multiple courses, such as reusing a previously written paper submitted for another course without prior professor approval, is also a violation of the honor code. See chapters 2 and 3 for how to appropriately document outside sources in your work.

To preserve and promote Christian academic integrity, all students must attest to the integrity of their work by including the following statement at the end of their paper: "I have written this paper exclusively for _____[fill in course number]. If I received any editing or proofreading advice, I have made all such corrections myself. I have also documented each paraphrase, direct quotation, and borrowed idea in compliance with the Turabian and SBTS style manuals."

Inclusion of the honor code, including the abbreviated version on the title page, is a statement of the student that the work presented in the paper is original, done for the purposes of that specific class, and if outside sources are used, contains appropriate documentation. Please note that changes made by an editor or proofreader are not violations of the honor code so long as they do not substantively change the content of the paper.

On the SBTS templates, the full honor code is on the bottom of the last page of text, before the bibliography page, and there is an abbreviated honor code statement on the bottom of the title page. If your professor does not specify which honor code they prefer, you may choose which one to include in your paper, or you may retain both. Ensure that you edit the course number on the full honor code if it appears in your paper. Theses, dissertations, and doctoral projects do not require the honor code.

1.8 First Page of Text

The first page of text in an assignment other than a book review, thesis, dissertation, or doctoral project should begin by restating the title of the paper. Note the following differences for the title on the first page of text as opposed to the title on the title page: (1) on the first page of text, use a 2-inch margin from the top of the page to the top of the first line of the title

regardless of how many lines are in the title; (2) a multi-line title on the first page of text should also be 12-point spaced, unlike the title page, which is 24-point spaced. See figure 2 for a visual example.

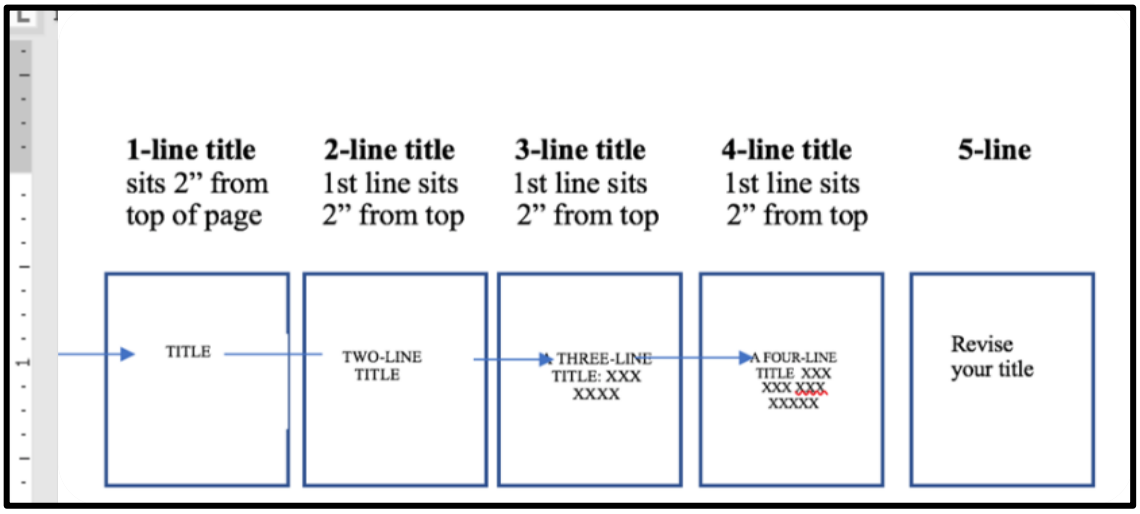


Figure 2. Position of multi-line title on first page of text

The title should be centered, printed in all caps, and match the title on the title page in wording and line breaks. Leave two empty 12-point-spaced lines between the title and the first line of text. For book review titles, see chapter 4.

1.9 Subheadings

Subheadings are useful for organizing longer papers and help the reader follow the flow of ideas by nesting related subpoints under larger main points. Think of subheadings as parallel to the parts of an outline, where the first-level subheadings represent the roman numerals in an outline: I, II, III, etc.

If your paper is long enough and you need to subdivide the main sections, do so with second-level subheadings, the equivalent of A, B, C, etc. in an outline. If you use second-level subheadings, you must have at least two points at this level. Most undergraduate and master's

level papers rarely require third-level subheadings. If you do use third-level subheadings, you must have at least two points at this level.

Leave two empty 12-point-spaced lines between a subheading and the text above it, whether you are creating a first-, second-, or third-level subheading. Leave one empty 12-point-spaced line between a subheading and subsequent text. If two levels of subheading appear with no text between them, leave one empty 12-point-spaced line between them.

When a subhead starts a page, place it immediately below the top margin with no extra space. When you have a subheading "orphaned" at the bottom of a page with no paragraph text beneath it (not including footnote material), insert a page break to begin the next page with the subheading immediately below the top margin.

1.9.1 First-Level Subheading

Subhead "1.9 Subheadings" above is an example of a first-level subheading. A first-level subhead should be centered and capitalized headline style (i.e., capitalize the first word and all other words except for articles, prepositions, and conjunctions; see *SBTS MOS* 5.8.3 or Turabian 22.3.1.1). If the subhead is more than 4 inches long, divide it into two or more 12-point-spaced lines arranged in an inverted pyramid.

1.9.2 Second-Level Subheading

Subhead "1.9.2 Second-Level Subheading" is an example of a second-level subheading. Second-level subheadings are sub-points of first-level subheadings. A second-level subheading appears in bold at the left margin and is capitalized headline style without any punctuation at the end. If the subheading is more than 3 inches long, it should be divided into two 12-point-spaced lines approximately equal in length, each starting at the left margin and arranged in an inverted pyramid.

1.9.3 Third-level Subheading

Subhead “1.9.3 Third-Level Subheading” is an example of a third-level subheading. Third-level subheadings are sub-points of second-level subheadings. A third-level subheading should be formatted like a second-level subheading except in italics rather than bold. A third-level subheading is capitalized headline style without any punctuation at the end. If the subheading is more than 3 inches long, it should be divided into two 12-point-spaced lines approximately equal in length, each starting at the left margin and arranged in an inverted pyramid.

Chapter 2 Overview: Citation Guidelines

Many papers will require the use of outside sources. This chapter provides an overview of how to properly document the use of these sources in your paper.

Citing Scripture: 2.1

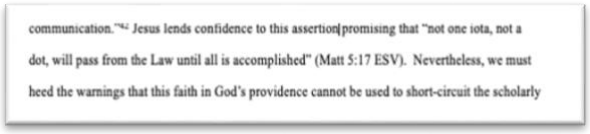
- Use parenthetical references, not footnotes
- Abbreviate the book of the Bible according to the standard list
- Include the translation when directly quoting
- Sacred texts do not get listed in bibliography
    - Citations from extrabiblical material (e.g., study notes) need to be listed in bibliography

Footnotes: 2.2

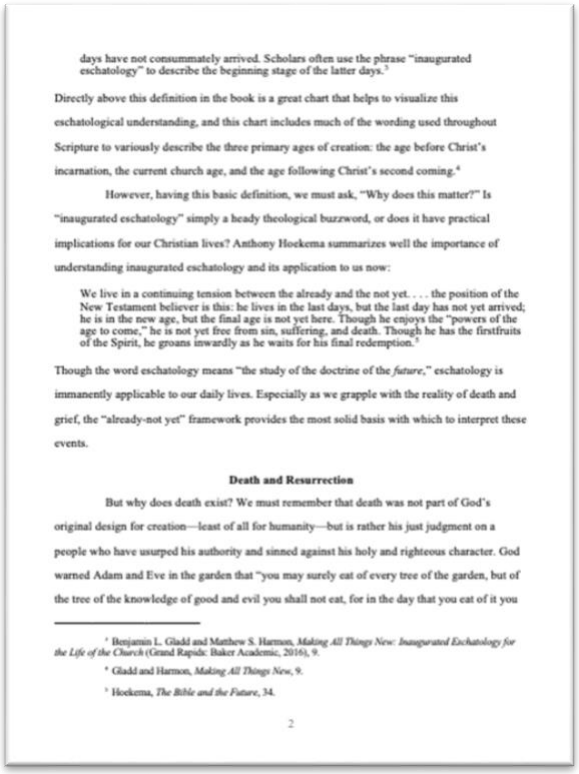
- Indent 0.7 inch
- 10- or 12-point spacing with one empty line between notes
- Use full footnotes for the first reference to a source; use shortened notes for all subsequent citations

Bibliography Page: 2.3

- Always begin on new page
- Use 2-inch top margin
- Title of page should be BIBLIOGRAPHY in all caps, centered, not bold
- 12-point spacing within citations; additional 12-point space between entries
- Alphabetize sources
- Only list sources that have footnotes in paper



communication."[4] Jesus lends confidence to this assertion[promising that "not one iota, not a dot, will pass from the Law until all is accomplished" (Matt 5:17 ESV). Nevertheless, we must heed the warnings that this faith in God's providence cannot be used to short-circuit the scholarly



days have not consummately arrived. Scholars often use the phrase "inaugurated eschatology" to describe the beginning stage of the latter days.[3]

Directly above this definition in the book is a great chart that helps to visualize this eschatological understanding, and this chart includes much of the wording used throughout Scripture to variously describe the three primary ages of creation: the age before Christ's incarnation, the current church age, and the age following Christ's second coming.[4]

However, having this basic definition, we must ask, "Why does this matter?" Is "inaugurated eschatology" simply a heady theological buzzword, or does it have practical implications for our Christian lives? Anthony Hoekema summarizes well the importance of understanding inaugurated eschatology and its application to us now:

> We live in a continuing tension between the already and the not yet. . . . the position of the New Testament believer is this: he lives in the last days, but the last day has not yet arrived; he is in the new age, but the final age is not yet here. Though he enjoys the "powers of the age to come," he is not yet free from sin, suffering, and death. Though he has the firstfruits of the Spirit, he groans inwardly as he waits for his final redemption.[5]

Though the word eschatology means "the study of the doctrine of the *future*," eschatology is immanently applicable to our daily lives. Especially as we grapple with the reality of death and grief, the "already-not yet" framework provides the most solid basis with which to interpret these events.

Death and Resurrection

But why does death exist? We must remember that death was not part of God's original design for creation—least of all for humanity—but is rather his just judgment on a people who have usurped his authority and sinned against his holy and righteous character. God warned Adam and Eve in the garden that "you may surely eat of every tree of the garden, but of the tree of the knowledge of good and evil you shall not eat, for in the day that you eat of it you

[3] Benjamin L. Gladd and Matthew S. Harmon, *Making All Things New: Inaugurated Eschatology for the Life of the Church* (Grand Rapids: Baker Academic, 2016), 9.

[4] Gladd and Harmon, *Making All Things New*, 9.

[5] Hoekema, *The Bible and the Future*, 34.

2

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Goldingay, John. *The Book of Lamentations*. New International Commentary on the Old Testament. Grand Rapids: Eerdmans, 2022.

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Hartley, John E. *The Book of Job*. New International Commentary on the Old Testament. Grand Rapids: Eerdmans, 1988.

Hibbs, Pierce Taylor. "The Power of Remembrance in the Face of Death." *Journal of Biblical Counseling* 31, no. 1 (2017): 48–55.

Hoekema, Anthony A. *The Bible and the Future*. Grand Rapids: Eerdmans, 1979.

Jones, Robert D., Kristin L. Kellen, and Rob Green. *The Gospel for Disordered Lives: An*

CHAPTER 2

CITATION GUIDELINES

Any information that comes from a source, whether quoted using the original wording or rephrased into your own words, must be cited appropriately for your paper. SBTS style follows the "Notes-Bibliography" style from Turabian or the *Chicago Manual of Style*; when referencing Turabian, ignore the "Author-Date" style as we do not use this format at SBTS. There are two primary occasions for using parenthetical citations in SBTS papers: (1) book reviews and (2) citing Scripture. For information on book review parenthetical citations, see chapter 4.

This section of the *SBTS MOS* will explain how to cite Scripture, use full, shortened, or substantive footnotes, format a bibliography page, and review the basic citation patterns. Examples of all citations are provided in chapter 3, the Citation Quick Guide.

2.1 Citing Scripture

To reference Scripture in a paper, use parenthetical citation or mention the reference directly in your sentence. You should not reference Scripture in footnotes or in the bibliography; however, if you cite extrabiblical material, such as footnote comments or articles found within a study Bible, you should use a footnote and include all of the publication information.

In your parenthetical citation, include the relevant reference information so that the reader can look up the reference independently; most often, this includes the book, chapter, and verse(s) as well as the translation when a direct quote is used. Most books of the Bible whose title is five letters or longer should be abbreviated according to the standardized abbreviation list. For the complete list of how to abbreviate the books of the Bible, see section 5.5.2. Note that there is no period with the abbreviated book names. Include the chapter number followed by a

colon and the relevant verse(s). Separate a range of verses with an en dash, not a hyphen. For instructions on creating en dashes on your keyboard, see section 5.2.2.

> "In the beginning, God created the heavens and the earth. The earth was without form and void, and darkness was over the face of the deep. And the Spirit of God was hovering over the face of the waters" (Gen 1:1–2 ESV).

Place the reference in parentheses immediately after the relevant quotation, and always place the period after the parenthetical reference. For direct quotes, do not put an additional period before the quotation mark. If the quotation ends in a question mark or an exclamation mark, you should include the end punctuation within the quote and place a period after the parenthetical citation. See the Romans 8:31 example below.

Include the translation used in a citation when directly quoting Scripture. If you will be using the same translation consistently throughout your paper, include a footnote after the parenthetical citation of the first directly quoted verse which reads "Unless otherwise noted, all Bible quotations come from the ESV." If you are switching between translations or you only have one quoted verse, append the abbreviated translation after the verses; there should be no comma between the verse and translation. A full list of translation abbreviations can be found in section 5.5.1 of this style manual.

> Death is also a power under the control of Satan (Heb 2:14).
>
> James begins his epistle by saying "Count it all joy, my brothers, when you meet trials of various kinds, for you know that the testing of your faith produces steadfastness" (Jas 1:2–3 ESV).
>
> "What then shall we say to these things? If God is for us, who can be against us?" (Rom 8:31 ESV).[1]

To cite Scripture in your sentence, spell out the name of the book in full and include the relevant chapter(s) and/or verse(s). If the book of the Bible includes a number, you may use the numeral (e.g., 1 Samuel) unless the name of the book is the first word of your sentence, in

[1] Unless otherwise noted, all Bible quotations come from the ESV.

which case you must spell out the number. If you do not include all of the reference information in the sentence, include any unmentioned elements in a parenthetical note.

> In 1 Corinthians 12–14, Paul discusses how spiritual gifts should properly function in the corporate gathering of the church.
>
> Second Samuel 7 outlines the Davidic Covenant. In 1 Timothy 3:1–13, Paul details the qualifications for elders and deacons.
>
> For example, in the book of John, Jesus is described as the "Lamb of God, who takes away the sin of the world" (1:29 ESV).

When citing multiple references within one sentence, list books in canonical order; multiple references within the same chapter should be separated by commas whereas different chapters or books should be separated by semicolons. To refer to parallel passages, or passages which relay the same events, use two backward slashes to separate the references.

> I believe that the righteous will inherit eternal life and the wicked will inherit eternal condemnation (Dan 12:2; Matt 25:34, 46; John 5:28–29; Acts 1:11; 24:15; 2 Tim 4:1; 2 Thess 1:7–9; Rev 20:13, 15; 21:68).
>
> After King Amon was put to death by his servants, Josiah became king over Judah (2 Kgs 21:23–24 // 2 Chron 22:24–25).

2.2 Footnotes

2.2.1 Footnote Format

In the body of your text, use footnotes to indicate source material in your paper regardless of whether the material is a paraphrase, summary, or direct quotation. If logically possible, avoid putting footnote numbers anywhere other than the end of a sentence. A footnote number should rarely appear in the middle of a sentence. If you have multiple consecutive sentences containing information from the same source, cite once at the end of the referenced material but do not go beyond a paragraph break.

For directly quoted material, insert the footnote immediately after the quotation following the closing quotation mark with no extra space. All punctuation for the sentence goes inside the quotation mark except for semicolons, em dashes, and colons. Even if the quoted

material occurs midsentence, you should place your footnote at the end of the sentence. For paraphrased or indirectly referenced material, place the footnote number immediately after the period at the end of the sentence.

> D. A. Carson writes poignantly in *How Long, O Lord?* that "all we have to do is live long enough, and we will be bereaved. All we have to do is live long enough, and we will die."[2]

> Beale has a very helpful section on this final judgment in Revelation in his *A New Testament Biblical Theology*. There, he writes that the resurrection occurs in three stages: "First . . . believers on earth are identified with realities that are unique to the resurrected Christ. . . . a second stage of Christians' resurrected existence is the ascent of their soul to heaven. . . . the third way that the resurrection is portrayed is as a final consummative event."[3]

To insert a footnote in Microsoft Word, place your cursor where you want the number to appear, go to the References menu in the ribbon, and select Insert Footnote. Microsoft Word will automatically number the footnotes in your document and create a corresponding number in the footer where you enter the citation information. If you are using the template, the formatting of the footer will already be in SBTS style.

The citation information for a footnote must begin at the bottom of the page on which the corresponding footnote number appears in the text. A footnote separator line of 2 inches should appear between the text and the footnote; this will automatically appear in the template. The first line of each footnote should be indented 0.7 inch. Footnotes should appear in either 10-point or 12-point font; be consistent with footnote font size throughout your paper. Doctoral students must use 10-point font for footnotes. For an example, see the footnotes on this page.

In the footer, place a space between the footnote number and the first word of the footnote as seen in footnote 1 on this page. Footnotes should be 12-point-spaced with one empty 10- or 12-point line between each note depending on the footnote font size.

---

[2] D. A. Carson, *How Long, O Lord? Reflections on Suffering and Evil*, 2nd ed. (Grand Rapids: Baker Academic, 2006), 97.

[3] G. K. Beale, *A New Testament Biblical Theology: The Unfolding of the Old Testament in the New* (Grand Rapids: Baker Academic, 2011), 335–54.

Lengthy footnotes may be continued onto the next page. The beginning of the continued footnote on the next page should not be indented. The length of the footnote separator line must remain 2 inches.

Set your footnotes to the "below text" setting. If the last page of a paper or a chapter is not a full page of text so that the footnotes sit high on the last page, put the cursor after the end of the last line of text and hit the enter key until the footnote separator line and any footnotes move to the bottom of the page.

2.2.2 Full Footnotes and Shortened Footnotes

When citing a source for the first time in a text, or the first time in a new chapter for doctoral work, use a full footnote, which is a complete citation including all publication information. See section 2.4 for specific information required in a full footnote and chapter 3 for example full footnotes.

When you have already cited a source in your paper or chapter, you may use a shortened footnote that does not repeat all of the publication information of a source. Typically, shortened footnotes include the last name(s) of the author(s), a shortened title, and page number. If you shorten the title to something other than the first few words of the original title, you must choose four distinctive words from the original title.

These subsequent citations are referred to as "author-title" footnotes in Turabian; do not use "author-only" footnotes. Use shortened notes for all subsequent citations in your paper even when they appear in consecutive footnotes. Do not use ibid. in any footnotes. For more information, see Turabian 16.4.1. Footnotes 2 and 3 below are examples of shortened footnotes.

[1] Sam Rainer, *The Church Revitalization Checklist: A Hopeful and Practical Guide for Leading Your Congregation to a Brighter Tomorrow* (Carol Stream, IL: Tyndale Momentum, 2022), 25.

[2] Rainer, *The Church Revitalization Checklist*, 45–47.

[3] Rainer, *The Church Revitalization Checklist*, 59.

2.2.3 Substantive Footnotes

Occasionally, you may need to provide additional explanatory information in your footnote, known as a substantive footnote; these are more common in doctoral work. If you are providing an explanatory note that requires a footnote, write the explanatory note first and place the citation immediately after the terminal punctuation.

> [4] "Very early in my ministry I read a sermon by Mr. Moody. In it there was something to the effect that a man would not amount to anything if he had not faith. I said, 'That sermon is true. I must have faith.' I went to work and tried to work up faith." Torrey, *The Holy Spirit: Who He Is*, 281.

If you need to cite material from the body of your text and then also provide an explanatory note, provide the citation for the body of your text first and then place the explanatory note immediately after the terminal punctuation of the footnote. If the explanatory note comes from an outside source and requires a different citation from the body of your text, place the additional footnote immediately after the terminal punctuation of the explanatory note. For example:

> When a promise of God, rightly interpreted, has been discovered in the Word, a believer may pray with confidence. In Torrey's view, prevailing prayer and what he called "the prayer of faith" cannot be maintained when the Word of God is neglected.[6]

> [6] R. A. Torrey, *R. A. Torrey's Daily Meditations: A Thought, a Meditation, and a Related Scripture Passage, for Every Day in the Year*, ed. A. Chester Mann (Grand Rapids: Baker Book House, 1963), 45. In Torrey's understanding, prevailing prayer is prayer that asks and receives "precisely what we ask and . . . all we ask." R. A. Torrey, *How to Pray* (Chicago: Bible Institute Colportage Association, 1900), 21.

2.3 Bibliography Page

The bibliography page should always begin on a new page, separate from the rest of the paper. The title BIBLIOGRAPHY should appear in all caps with a 2-inch top margin. Two empty 12-point-spaced lines should separate the title from the first subhead or first bibliographic entry. See the sample research paper in appendix 1 for an example bibliography page.

2.3.1 Spacing and Indentation

Each bibliography entry should appear 12-point spaced. There should be one empty 12-point-spaced line between entries. Each entry begins at the left margin with no indentation. Subsequent lines are indented 0.35 inch (i.e., set the "Hanging" indentation to 0.35 inch).

2.3.2 Arrangement

Arrange entries alphabetically by the first element in the citation, typically the last name of the author. If there is no author (or editor), alphabetize by the first important word of the entry. If you subdivide your bibliography by resource type, entries in each section should be arranged alphabetically.

When alphabetizing by title, ignore articles (*a, an, the*) and alphabetize numerals based on how they are spelled out (e.g., *40 Questions* would be alphabetized under "f" for forty). If you have multiple works involving the same author, one where the author is the single author and one where the author is the first co-author, list the single-authored work first, followed by the co-authored works alphabetized according to the last name of the next co-author.

If your bibliography includes two or more works written, edited, translated, or compiled by the same person, list the full name for the first entry. For the second and subsequent entries for that person, use a 3-em dash to create a 0.7-inch line instead of repeating the name. Alphabetize the works according to the first important word of the title.

> Plantinga, Alvin. "Advice to Christian Philosophers." *Faith and Philosophy: Journal of the Society of Christian Philosophers* 1, no. 3 (July 1984): 253–71.
>
> ———. *The Analytic Theist: An Alvin Plantinga Reader*. Edited by James F. Sennett. Grand Rapids: William B. Eerdmans, 1998.
>
> ———. *Warranted Christian Belief*. New York: Oxford University Press, 2000.
>
> Plantinga, Alvin, and Nicholas Wolterstorff, eds. *Faith and Rationality: Reason and Belief in God*. Notre Dame, IN: University of Notre Dame Press, 1984.

Note that a line may not be used for co-authored works that appear at the end of a series of individually authored works. The author's name (which appeared at the beginning of the series) must be repeated in addition to the names of all co-authors. If subsequent works by

these same co-authors are listed, then the 3-em dash may be used in place of all those same co-authors.

2.4 Basic Citation Patterns

Footnotes and bibliography entries each follow slightly different citation guidelines. This section describes basic citation patterns, noting the differences between footnotes and bibliography entries. Examples of footnotes and bibliography entries are provided in chapter 3.

2.4.1 Order of Elements

Footnotes and bibliography entries generally include the following information: (1) author(s), (2) title of work, and (3) publication information, including location, publisher, and year.

Footnotes must also include page numbers for the relevant cited information. Page numbers are not required in bibliographic entries unless the cited work is part of a larger work (e.g., a chapter in a book or an article in a journal).

2.4.2 Punctuation

In footnotes, separate most elements (author, title, publication) with commas whereas in bibliography entries, separate elements with periods. All footnotes and bibliography entries should end in periods.

2.4.3 Author(s)

Each author's name must appear as it is listed on the title page of his/her work, including name and middle initial if applicable. Do not include any titles (e.g., Dr., Rev., etc.).

In footnotes, the author's name should appear first name followed by last name (e.g., Jonathan T. Pennington). In bibliography entries, the author's name should appear in inverted order (e.g., Pennington, Jonathan T.). If authors have a "Jr.," "Sr.," or number such as "III" with their name, that designation goes at the end of the name in the footnote (R. Albert Mohler Jr.)

and at the end of the reversed name in the bibliography (e.g., Mohler, R. Albert, Jr.). See also Turabian 16.2.2.2 “Special Types of Names.”

If there are multiple authors, list the authors in the order that they appear on the title page of the work. In footnotes, place an “and” before the final author’s name. If there are three or more authors, use commas between each name, including the final author. If your work has more than four authors, you may list the first author’s name followed by “et al.” in your full footnote rather than listing each individual author.

In bibliography entries, only invert the first author’s name; all other authors should be listed first name last name. In bibliography entries, include a comma before the “and” even if there are only two authors. List all authors in the bibliography entry even if there are more than four authors. Note that when listing editors, you only need to list the general editors and not all of the assisting or supporting editors who may have contributed to the work.

2.4.4 Titles

Most titles, including books, articles, and journals, are capitalized using headline style, where significant words are capitalized, including the first word of the subtitle. Use italics for titles of larger works (e.g., books or journal titles) and quotation marks for smaller works (e.g., article titles or video titles).

2.4.5 Publication Information

In footnotes, include the publication information in parentheses; do not do this in bibliographic entries. When providing the publication city, include the state or province abbreviation for lesser-known US and Canadian cities; include the country for lesser-known international cities. If you are unsure if the city is considered well-known, see section 5.5.3 of this style manual for a list of cities that do not require state abbreviations. If there is more than one city listed on the title page, use the city listed first.

When providing the name of the publishing company, omit the initial “The” and words such as “Publishers,” “Publishing Company,” “Inc.,” “Ltd.,” etc. Retain the word “Press.”

Section 6.1.4 of the *SBL Handbook* lists popular publishers and the commonly abbreviated forms for citations. If there is more than one publication year listed on the title page, use the most recent year.

Electronic sources, such as websites, blog articles, or online-only journals, require URLs in citations. Where possible, use the shortest URL link, such as a digital object identifier (DOI) for an electronic journal article. In your citation, avoid inserting a hard return to break the URL, but if you must do so, note the acceptable places to insert a break: *after* a colon or a double slash, *before or after* an ampersand or equals sign, or *before* a single slash, period, or any other punctuation or symbol. Hold Shift + Return to avoid extra space between the lines. See *CMOS* 14.18 for more details.

Remove the active hyperlink and ensure that the URL does not appear underlined or in blue. Do not include a URL in a footnote for a journal that can also be read in print version; only include the URL in the bibliography entry for such journals.

Chapter 3 Overview: Citation Quick Guide

3.1 Book (Turabian 17.1)

3.1.1 Book with a Single Author

[1] R. Albert Mohler Jr., *The Conviction to Lead: 25 Principles for Leadership That Matters* (Minneapolis: Bethany House, 2012), 60.

[2] Mohler, *Conviction to Lead*, 101.

Mohler, R. Albert, Jr. *The Conviction to Lead: 25 Principles for Leadership That Matters*. Minneapolis: Bethany House, 2012.

3.1.2 Book with Multiple Authors

[1] Peter J. Gentry and Stephen J. Wellum, *Kingdom through Covenant: A Biblical-Theological Understanding of the Covenants* (Wheaton, IL: Crossway, 2012), 169.

[2] Gentry and Wellum, *Kingdom through Covenant*, 703.

Gentry, Peter J., and Stephen J. Wellum. *Kingdom through Covenant: A Biblical-Theological Understanding of the Covenants*. Wheaton, IL: Crossway, 2012.

Organized by type of source, including:

- Book: 3.1
- Classical/medieval work: 3.2
- Electronic book: 3.3
- Commentary: 3.4
- Reference work: 3.5
- Journal article: 3.6
- Magazine article: 3.7
- Newspaper article: 3.8
- Book review: 3.9
- Thesis/dissertation: 3.10
- Conference paper: 3.11
- Class lecture/sermon: 3.12
- Manuscript collection: 3.13
- Website/blog/media: 3.14

If you do not find your source listed, check Turabian chapters 16–17.

Each source type includes three different example citations for the same source:

1. Full footnote
2. Shortened footnote
3. Bibliography entry

3.14.3 Video or Podcast (Turabian 17.10)
This example is of a video source embedded in a separate website, so both the website and the video source are listed. If you take the video directly from the source, then list the source only. See Turabian 17.10 and *CMOS* 14.261–267 for more examples.

[1] Dwayne Mercer, "'Making Your Life Count'—Jeremiah 1:4–10," CrossLife Church, June 4, 2014, YouTube video, 41:03, https://www.youtube.com/watch?v=M7jr2MSvcYc.

[2] Mercer, "'Making Your Life Count.'"

Mercer, Dwayne. "'Making Your Life Count'—Jeremiah 1:4–10." CrossLife Church. June 4, 2014. YouTube video, 41:03. https://www.youtube.com/watch?v=M7jr2MSvcYc.

When using an automatic citation generator, such as from the library or Zotero, set the citation format to "Turabian, 9th ed, Notes & Bibliography" or "Chicago, 17th ed, Notes & Bibliography." Always double-check the output of such generators as there are nearly always several errors.

CHAPTER 3

CITATION QUICK GUIDE

In this chapter, you will find examples of the most common citations for SBTS and Boyce College assignments. These examples will assist you in forming full footnotes, shortened footnotes, and bibliographic entries in SBTS style. To learn more about the difference between full and short footnotes, see section 2.2.2 of this style guide.

SBTS follows the citation guidelines of the *Chicago Manual of Style* and Turabian, utilizing the notes and bibliography style. Note that Turabian also offers an author and date style, which SBTS does not use. For more details on how to form citations, or if you do not see a specific source type listed here, refer to Turabian chapters 16–17 or *CMOS* chapter 14.

If your professor allows the use of automatic citation generators, it is strongly recommended that you confirm the output of such generators with the examples here as automatic citations nearly always contain several errors. If you are unsure if your citation needs the state initials for the publishing city, see section 5.5.3 of this style guide.

The following citation examples are listed by type of source and are properly formatted footnote and bibliographic citations in SBTS style. The examples in this document provide three different citation forms for the same source in the following order: (1) full footnote, (2) short footnote, and (3) bibliography entry.

3.1 Book (Turabian 17.1)

3.1.1 Book with a Single Author

[1] R. Albert Mohler Jr., *The Conviction to Lead: 25 Principles for Leadership That Matters* (Minneapolis: Bethany House, 2012), 60.

[2] Mohler, *Conviction to Lead*, 101.

Mohler, R. Albert, Jr. *The Conviction to Lead: 25 Principles for Leadership That Matters*. Minneapolis: Bethany House, 2012.

3.1.2 Book with Multiple Authors

[1] Peter J. Gentry and Stephen J. Wellum, *Kingdom through Covenant: A Biblical-Theological Understanding of the Covenants* (Wheaton, IL: Crossway, 2012), 169.

[2] Gentry and Wellum, *Kingdom through Covenant*, 703.

Gentry, Peter J., and Stephen J. Wellum. *Kingdom through Covenant: A Biblical-Theological Understanding of the Covenants*. Wheaton, IL: Crossway, 2012.

[1] Sabatino Moscati et al., *An Introduction to the Comparative Grammar of the Semitic Languages: Phonology and Morphology*, ed. Sabatino Moscati, Porta Linguarum Orientalium: Neue Serie 6 (Wiesbaden: Otto Harrassowitz, 1980), 22.

[2] Moscati et al., *An Introduction to the Comparative Grammar of the Semitic Languages*, 23.

Moscati, Sabatino, Anton Spitaler, Wolfram Von Soden, and Edward Ullendorff. *An Introduction to the Comparative Grammar of the Semitic Languages: Phonology and Morphology*. Edited by Sabatino Moscati. Porta Linguarum Orientalium: Neue Serie 6. Wiesbaden: Otto Harrassowitz, 1980.

3.1.3 Book with No Author/Editor

[1] *Catechism of the Catholic Church* (Mahwah, NJ: Paulist Press, 1994), 15.

[2] *Catechism of the Catholic Church*, 15.

Catechism of the Catholic Church. Mahwah, NJ: Paulist Press, 1994.

3.1.4 Book with Translator, No Author

When a translator or editor is listed on a book's title page instead of an author, use that person's name in the author slot. Add the abbreviation trans. or ed. (eds. in the case of multiple editors.)

[1] Jacob Neusner, trans., *The Mishnah: A New Translation* (New Haven, CT: Yale University Press, 1988), 244.

[2] Neusner, *The Mishnah*, 723.

Neusner, Jacob, trans. *The Mishnah: A New Translation*. New Haven, CT: Yale University Press, 1988.

3.1.5 Book with Editor, No Author

[1] Walter A. Elwell, ed., *Evangelical Dictionary of Theology*, 2nd ed., Baker Reference Library (Grand Rapids: Baker Academic, 2001), 4.

[2] Elwell, *Evangelical Dictionary of Theology*, 4.

Elwell, Walter A., ed. *Evangelical Dictionary of Theology*. 2nd ed. Baker Reference Library. Grand Rapids: Baker Academic, 2001.

3.1.6 Book with Author(s), in addition to Editor/Translator

A book can have both an editor and a translator. List them in the same order as on the title page of the original. If a book has more than one editor in addition to the author, use ed. (not eds.) in the footnote, as ed. is the abbreviation for "edited by."

[1] Craig A. Evans and N. T. Wright, *Jesus, The Final Days: What Really Happened*, ed. Troy A. Miller (Louisville: Westminster John Knox Press, 2009), 18.

[2] Evans and Wright, *Jesus, The Final Days*, 18.

Evans, Craig A., and N. T. Wright. *Jesus, The Final Days: What Really Happened*. Edited by Troy A. Miller. Louisville: Westminster John Knox Press, 2009.

[1] Gilles Emery, *The Trinitarian Theology of Saint Thomas Aquinas*, trans. Francesca Aran Murphy (Oxford: Oxford University Press, 2007), 30.

[2] Emery, *The Trinitarian Theology of Thomas Aquinas*, 31.

Emery, Gilles. *The Trinitarian Theology of Saint Thomas Aquinas*. Translated by Francesca Aran Murphy. Oxford: Oxford University Press, 2007.

[1] Herman Bavinck, *In the Beginning: Foundations of Creation Theology*, ed. John Bolt, trans. John Vriend (Ada, MI: Baker, 1999), 110.

[2] Bavinck, *In the Beginning*, 110.

Bavinck, Herman. *In the Beginning: Foundations of Creation Theology*. Edited by John Bolt. Translated by John Vriend. Ada, MI: Baker, 1999.

3.1.7 Book with Edition Number

Do not superscript "th" "nd" or "rd" in the edition number, e.g. "2nd ed." not "2nd ed."

[1] Joseph M. Williams and Gregory G. Colomb, *Style: The Basics of Clarity and Grace*, 4th ed. (New York: Longman, 2012), 52.

[2] Williams and Colomb, *Style*, 99–100.

Williams, Joseph M., and Gregory G. Colomb. *Style: The Basics of Clarity and Grace.* 4th ed. New York: Longman, 2012.

3.1.8 Single Chapter/Article (in an Edited Book)

This form is also used for a hymn, a poem, or a sermon in an edited book.

[1] R. Albert Mohler Jr., "When the Bible Speaks, God Speaks: The Classic View of Biblical Inerrancy," in *Five Views on Biblical Inerrancy*, ed. James R. Merrick and Stephen F. Garrett (Grand Rapids: Zondervan, 2013), 32.

[2] Mohler, "When the Bible Speaks, God Speaks," 33.

Mohler, R. Albert, Jr. "When the Bible Speaks, God Speaks: The Classic View of Biblical Inerrancy." In *Five Views on Biblical Inerrancy*, edited by James R. Merrick and Stephen F. Garrett, 29–58. Grand Rapids: Zondervan, 2013.

Don't forget the page range of the entry.

If you cite two or more chapters or articles in the same edited collection, use the full citation form for the first entry (as shown above), and then use the shortened citation form for all subsequent references to the same edited collection (as shown below).

[1] Kevin J. Vanhoozer, "Augustinian Inerrancy: Literary Meaning, Literal Truth, and Literate Interpretation in the Economy of Biblical Discourse," in Merrick and Garrett, *Five Views on Biblical Inerrancy*, 200.

[2] Vanhoozer, "Augustinian Inerrancy," 201–2.

Vanhoozer, Kevin J. "Augustinian Inerrancy: Literary Meaning, Literal Truth, and Literate Interpretation in the Economy of Biblical Discourse." In *Five Views on Biblical Inerrancy*, edited by James R. Merrick and Stephen F. Garrett, 199–235. Grand Rapids: Zondervan, 2013.

Even if you include bibliographic entries for each chapter/article, you should also include a full bibliographic reference to the edited work as a whole.

Merrick, James R., and Stephen F. Garrett, eds. *Five Views on Biblical Inerrancy*. Grand Rapids: Zondervan, 2013.

3.1.9 Preface, Foreword, Introduction to a Book

If the introduction of the book has a non-generic name, then write it out as a Single Chapter/Article (in an Edited Book) (e.g., "Introduction: New Beginnings")

[1] Menahem Mansoor, introduction to *Biblical Archaeology in Focus*, by Keith N. Schoville (Grand Rapids: Baker Book House, 1978), 11.

[2] Mansoor, introduction to *Biblical Archaeology in Focus*, 12.

Mansoor, Menahem. Introduction to *Biblical Archaeology in Focus*, by Keith N. Schoville, 11–12. Grand Rapids: Baker Book House, 1978.

Don't forget the page range of the entry.

Note: Even if you include bibliographic entries for each preface/foreword/introduction, you should also include a full bibliographic reference to the edited work as a whole.

Schoville, Keith N. *Biblical Archaeology in Focus*. Grand Rapids: Baker Book House, 1978.

3.1.10 One Source Quoted in Another

Responsible writers are always expected to consult the original source whenever possible. However, if the original source is unavailable (e.g., out of print), cite the original source as "quoted in" the secondary source. For more information, see Turabian 17.9.3.

[1] Charles Haddon Spurgeon, *The Sword and the Trowel* (London: Passmore & Alabaster, 1869), 349, quoted in Kirk R. MacGregor, *Contemporary Theology: An Introduction: Classical, Evangelical, Philosophical, and Global Perspectives* (Grand Rapids: Zondervan, 2019), 76.

[2] Spurgeon, *The Sword and the Trowel*, 349, quoted in MacGregor, *Contemporary Theology*, 76.

Spurgeon, Charles Haddon. *The Sword and the Trowel*. London: Passmore & Alabaster, 1869, 349. Quoted in Kirk R. MacGregor, *Contemporary Theology: An Introduction: Classical, Evangelical, Philosophical, and Global Perspectives* (Grand Rapids: Zondervan, 2019).

3.1.11 Book with a Series Number

This is an example of a single volume in an edited series. Do ***not*** include the name(s) of the series editor(s). Delete "The" before the series name.

[1] Constantine Campbell, *Verbal Aspect and Non-Indicative Verbs: Further Soundings in the Greek of the New Testament*, Studies in Biblical Greek 15 (New York: Peter Lang, 2008), 108–9.

[2] Campbell, *Verbal Aspect and Non-Indicative Verbs*, 115–17.

Campbell, Constantine. *Verbal Aspect and Non-Indicative Verbs: Further Soundings in the Greek of the New Testament*. Studies in Biblical Greek 15. New York: Peter Lang, 2008.

3.1.12 Book with a Volume Number

This is an example of a multi-volume book with a single title. The footnotes list the volume with the page number. If multiple volumes are used, list both in a single bibliographic entry.

[1] Michael Horton, *Justification*, New Studies in Dogmatics (Grand Rapids: Zondervan, 2018), 1:27.

[2] Horton, *Justification*, 2:169.

Horton, Michael. *Justification*. 2 vols. New Studies in Dogmatics. Grand Rapids: Zondervan, 2018.

If only one volume is used, cite this volume only.

Horton, Michael. *Justification*. Vol. 1. New Studies in Dogmatics. Grand Rapids: Zondervan, 2018.

If the volume entry has its own title, then use one of the following options. The first option is somewhat generic. The second option is more specific.

[1] John Owen, *The Works of John Owen*, vol. 3, *Pneumatologia*, ed. William H. Gould (Edinburgh: Banner of Truth Trust, 1967), 161.

[2] Owen, *The Works of John Owen*, 3:162.

Owen, John. *The Works of John Owen*. Vol. 3, *Pneumatologia*. Edited by William H. Gould. Edinburgh: Banner of Truth Trust, 1967.

[1] John Owen, *Pneumatologia*, vol. 3 of *The Works of John Owen*, ed. William H. Gould (Edinburgh: Banner of Truth Trust, 1967), 161.

[2] Owen, *Pneumatologia*, 162.

Owen, John. *Pneumatologia*. Vol. 3 of *The Works of John Owen*. Edited by William H. Gould. Edinburgh: Banner of Truth Trust, 1967.

3.1.13 Material in Footnotes

If the note cited is the only footnote on a particular page or is an unnumbered footnote, the page number is followed by "n" alone.

[1] Myk Habets, *The Progressive Mystery: Tracing the Elusive Spirit in Scripture and Tradition* (Bellingham, WA: Lexham Press, 2019), 183n.

If there are multiple footnotes on a particular page, then use "n" (for singular note) or "nn" (for multiple notes followed by the footnote number(s) being referenced.

[2] Habets, *The Progressive Mystery*, 86n20, 129nn13–14, 174–75n8.

Habets, Myk. *The Progressive Mystery: Tracing the Elusive Spirit in Scripture and Tradition*. Bellingham, WA: Lexham Press, 2019.

3.1.14 Reprint Edition

[1] Arthur W. Pink, *The Attributes of God* (1975; repr., Grand Rapids: Baker Books, 1997), 12–13.

[2] Pink, *The Attributes of God*, 26.

Pink, Arthur W. *The Attributes of God*. 1975. Reprint, Grand Rapids: Baker Books, 2006.

3.2 Classical, Medieval, or Early English Literary Work (Turabian 17.8; CMOS 14.253; SBL 6.4.2)

Since classical, medieval, or early English works are in the public domain and have been widely published over the centuries, these works can often be cited by book, canto, stanza, and line; act, scene, and line; or similar divisions. This form works well for works written in the original language, such as the Augustine example.

[1] Spenser, *The Faerie Queene*, bk. 2, canto 8, st. 14.

[2] Milton, *Paradise Lost*, bk. 1, lines 83–86.

[3] Tacitus, *Ann*. 15.18–19.

If your paper is concerned with textual analysis or includes translated works, then it is appropriate to cite the translator and the page number in the translated edition.

In the first example, the student is using a translation by Raymond Canning. In a doctoral dissertation, project or thesis, we recommend creating an abbreviation in the List of Abbreviations (LoA). For example:

Canning Augustine of Hippo. *Instructing Beginners in the Faith*. Translated by Raymond Canning. Edited by Boniface Ramsey. Augustine Series, vol. 5. Hyde Park, NY: New City Press, 2006 No period at the end of an entry in the LoA.

The footnote includes the citation followed by the (translator's name, page number).

[1] Augustine, *Instructing Beginners in the Faith* 4, 7 (Canning, 34).

If a source is listed in the LoA, it is not listed again in the bibliography.

In this second example, the student is not using a LoA and should include a note indicating the short-form citation.

[1] Pseudo-Macarius, *Homily* 12.18, in *Pseudo-Macarius: The Fifty Spiritual Homilies and the Great Letter*, ed. and trans. George A. Maloney, Classics of Western Spirituality (Mahwah, NJ: Paulist Press, 1992), 104. Hereafter, all citations will be given as "Pseudo-Macarius, *Homily* 12.18 (Maloney, 104)."

[2] Pseudo-Macarius, *Homily* 12.18 (Maloney, 104).

Pseudo-Macarius. *Pseudo-Macarius: The Fifty Spiritual Homilies and the Great Letter*. Edited and translated by George A. Maloney. Classics of Western Spirituality. Mahwah, NJ: Paulist Press, 1992.

In this third example, the student is using the *Nicene and Post-Nicene Fathers,* Series 2.

[1] Gregory of Nazianzus, *Oration* 2.1, trans. C. G. Browne and J. E. Swallow, in *A Select Library of the Nicene and Post-Nicene Fathers of the Christian Church*, ed. Philip Schaff and Henry Wace, Series 2, vol. 7, *S. Gregory of Nazianzus, Archbishop of Constantinople, Select Orations and Select Letters* (Peabody, MA: Hendrickson, 1999), 204. Hereafter, all citations will be given as "Nazianzus, Oration 2 (NPNF^2, 204)."

[2] Nazianzus, *Oration* 2.5 (*NPNF*^{2}, 210).

Gregory of Nazianzus. *Oration* 2. Translated by C. G. Browne and J. E. Swallow. In *A Select Library of the Nicene and Post-Nicene Fathers of the Christian Church*, edited by Philip Schaff and Henry Wace, Series 2, vol. 7, *S. Gregory of Nazianzus, Archbishop of Constantinople, Select Orations and Select Letters*, 204–27. Peabody, MA: Hendrickson, 1999.

Note: Students writing and publishing in ancient Near Eastern, biblical, and early Christian studies should consult *SBL Handbook* for additional citation and abbreviation guidance.

3.3 Electronic Book (Turabian 17.1.10)

3.3.1 Electronic Book (with Page Numbers)

[1] Timothy S. Lane and Paul David Tripp, *How People Change* (Greensboro, NC: New Growth Press, 2008), 24, Kindle.

[2] Lane and Tripp, *How People Change*, 56.

Lane, Timothy S., and Paul David Tripp. *How People Change*. Greensboro, NC: New Growth Press, 2008. Kindle.

3.3.2 Electronic Book (without Page Numbers)

Page numbers are more precise and preferred wherever possible, even if this means finding a hard copy of the book in the library. Cite by chapter and section number (or by section name if sections are unnumbered.

[1] D. Martyn Lloyd-Jones, *Preaching and Preachers* (Grand Rapids: Zondervan, 2011), chap. 1, "The Primary of Preaching," sec. 1, "The Decline and Fall of Preaching," para. 2, Kindle.

[2] Lloyd-Jones, *Preaching and Preachers*, chap. 1, sec. 2, "Attitudes in the Church," para. 1.

[3] Lloyd-Jones, *Preaching and Preachers*, chap. 2, "No Substitute," sec. 2, "The Knowledge That Saves," para. 1.

Lloyd-Jones, D. Martyn. *Preaching and Preachers*. Grand Rapids: Zondervan, 2011. Kindle.

In the first example above ([1]), the chapter and section titles are listed. For greater specificity, the paragraph number referred to is listed. In the second example ([2]), the chapter name is not repeated since it was listed in ([1]), but the new section number and name are listed. In ([3]), since this is a new chapter, the chapter and section numbers and names are listed.

Use the following abbreviations: “book” = bk., “part” = pt., “section” = sec., and “paragraph” = para. For more information concerning how to properly format electronic book sources in footnotes and bibliographies, see Turabian 17.1.10, “Electronic Books.”

3.3.3 Electronic Book (Online)

Documents that are no longer in copyright are often freely available online. However, these sources should not be cited as a website. Responsible writers make every attempt to use a source that provides scanned pages with the original title and copyright pages and fixed page numbers. When using the online version of a document, the URL should be the last part of a **full** citation based on the principles outlined in Turabian.

[1] Robert Keith, *The History of the Affairs of Church and State in Scotland: From the Beginning of the Reformation in the Reign of King James V. to the Retreat of Queen Mary into England, Anno 1568* (Edinburgh: Thomas and Walter Ruddimans, 1734), 51, Google Books.

[2] Keith, *History of the Affairs in Scotland*, 68.

Keith, Robert. *The History of the Affairs of Church and State in Scotland: From the Beginning of the Reformation in the Reign of King James V. to the Retreat of Queen Mary into England, Anno 1568*. Edinburgh: Thomas and Walter Ruddimans, 1734. Google Books. https://books.google.com/books/about/The_History_Of_the_Affairs_of_Church_and.html?id=ZiVDAAAAcAAJ.

3.3.4 Electronic Book (Bible Software)

Add the software edition number if available.

[1] Ludwig Koehler and Walter Baumgartner, “ידע,” in *The Hebrew and Aramaic Lexicon of the Old Testament*, trans. and ed. M. E. J. Richardson (Leiden, Netherlands: Brill, 2000), Accordance Bible Software 13.

[2] Koehler and Baumgartner, “ידע.”

Koehler, Ludwig, and Walter Baumgartner. “ידע,” in *The Hebrew and Aramaic Lexicon of the Old Testament*. Translated and edited by M. E. J. Richardson. Leiden, Netherlands: Brill, 2000. Accordance Bible Software 13.

3.4 Commentary

When you are citing a commentary, decide if it is part of a commentary series or a commentary set. This will determine which format to use. Delete "The" before a series name.

3.4.1 Commentary Series (Turabian 17.1.5)

In a commentary series, each book has its own title and its own author. The series will also have a title. Include the series volume number if available. When citing a book in a commentary series, the book title is italicized, but the title of a commentary series is not italicized.

[1] Thomas R. Schreiner, *1 Corinthians: An Introduction and Commentary*, Tyndale New Testament Commentaries, vol. 7 (Downers Grove, IL: IVP Academic, 2018), 53.

[2] Schreiner, *1 Corinthians*, 85.

Schreiner, Thomas R. *1 Corinthians: An Introduction and Commentary*. Tyndale New Testament Commentaries, vol. 7. Downers Grove, IL: IVP Academic, 2018.

3.4.2 Commentary Series (Single Author)

[1] John MacArthur, *Matthew 1–7*, MacArthur New Testament Commentary (Chicago: Moody, 1985), 104.

[2] MacArthur, *Matthew 1–7*, 156.

MacArthur, John. *Matthew 1–7*. MacArthur New Testament Commentary. Chicago: Moody, 1985.

3.4.3 Commentary Set (Turabian 17.1.8.2)

A commentary set is an edited collection with contributions by multiple authors. This format is used when a volume contains book-length entries by different authors. In the following example, commentaries on Matthew and Mark are bound together in one volume, but each commentary has a different author. *Matthew* is in italics because it is a book-length contribution to the volume. Therefore, the citation is similar to the "Single Chapter/Article (in an EditedBook) citation. Do not forget to add editor name(s) and the page range of the contribution in the bibliography entry.

[1] D. A. Carson, *Matthew*, in *The Expositor's Bible Commentary*, vol. 9, *Matthew and Mark*, ed. Tremper Longman III and David E. Garland, rev. ed. (Grand Rapids: Zondervan, 2010), 25.

[2] Carson, *Matthew*, 26.

Carson, D. A. *Matthew*. In *The Expositor's Bible Commentary*, vol. 9, *Matthew and Mark*, edited by Tremper Longman III and David E. Garland, 23–670. Rev. ed. Grand Rapids: Zondervan, 2010.

3.4.4 Compilation Commentary

A compilation commentary compiles short entries from multiple authors into a larger volume. This commentary should be listed in the bibliography under its editor(s), and individual entries should be cited using the "Single Chapter/Article (in an Edited Book)" format.

[1] Wolfgang Capito, "God's Power Creates Not Only from Nothing, but Even from Contraries," in *Genesis 1–11*, ed. John L. Thompson, Reformation Commentary on Scripture: Old Testament I (Downers Grove, IL: IVP Academic, 2012), 18.

[2] Capito, "God's Power Creates," 18.

Capito, Wolfgang. "God's Power Creates Not Only from Nothing, but Even from Contraries." In *Genesis 1–11*, edited by John L. Thompson, 18. Reformation Commentary on Scripture: Old Testament I. Downers Grove, IL: IVP Academic, 2012.

The commentary must also have a full citation in the bibliography.

Thompson, John L., ed. *Genesis 1–11*. Reformed Commentary on Scripture: Old Testament I. Downers Grove, IL: IVP Academic, 2012.

3.4.5 Translated Commentary

[1] Ernst Käsemann, *Commentary on Romans*, ed. and trans. Geoffrey W. Bromiley (Grand Rapids: Eerdmans, 1980), 56.

[2] Käsemann, *Romans*, 75.

Käsemann, Ernst. *Commentary on Romans*. Edited and translated by Geoffrey W. Bromiley. Grand Rapids: Eerdmans, 1980.

3.5 Reference Work (Turabian 17.9)

3.5.1 Work with Individually Authored Entries

Dictionaries or encyclopedias with entries by individual authors should be cited as a "Single Chapter/Article in an Edited Book."

[1] Robert D. Hoberman, "Pausal Forms," in *Encyclopedia of Arabic Language and Linguistics*, vol. 3, *Lat-Pu*, ed. Kees Versteegh (Leiden, Netherlands: Brill, 2007), 568–70.

[2] Hoberman, "Pausal Forms," 564.

Hoberman, Robert. "Pausal Forms." In *Encyclopedia of Arabic Language and Linguistics*, vol. 3, *Lat-Pu*, edited by Kees Versteegh, 564–70. Leiden, Netherlands: Brill, 2007.

The encyclopedia/dictionary must also have a full citation in the bibliography.

Versteegh, Kees, ed. *Encyclopedia of Arabic Language and Linguistics*. 5 vols. Leiden, Netherlands: Brill, 2007.

3.5.2 Work with Entries Alphabetically Arranged (Not Individually Authored)

For dictionaries with terms that are alphabetically arranged and not individually authored, the footnote should include s.v. (*sub verbo*, "under the word").

[1] *Merriam-Webster's Collegiate Dictionary*, 11th ed. (Springfield, MA: Merriam-Webster, 2020), s.v. "demography."

[2] *Merriam-Webster's Collegiate Dictionary*, s.v. "ethnography."

Merriam-Webster's Collegiate Dictionary. 11th ed. Springfield, MA: Merriam-Webster, 2020.

3.6 Journal Article (Turabian 17.2)

3.6.1 Print Journal

Always delete "The" before a journal name.

[1] David E. Aune, "The Form and Function of the Proclamations to the Seven Churches (Revelation 2–3)," *New Testament Studies* 36, no. 2 (April 1990): 185.

[2] Aune, "The Form and Function of the Proclamations to the Seven Churches," 192.

Aune, David E. "The Form and Function of the Proclamations to the Seven Churches (Revelation 2–3)." *New Testament Studies* 36, no. 2 (April 1990): 182–204.

3.6.2 Online Journal

For a journal article available online, append a URL in the bibliography entry. Use a DOI or JSTOR link if possible.

[1] Obbie Tyler Todd, "Baptist Federalism: Religious Liberty and Public Virtue in the Early Republic," *Journal of Church and State* 63, no. 3 (Summer 2021): 443.

[2] Todd, "Baptist Federalism," 452–53.

Todd, Obbie Tyler. "Baptist Federalism: Religious Liberty and Public Virtue in the Early Republic." *Journal of Church and State* 63, no. 3 (Summer 2021): 440–60. https://doi.org/10.1093/jcs/csaa035.

3.7 Magazine Article (Turabian 17.3)

3.7.1 Print Magazine

[1] Jeremy Weber, "God at Work along the Refugee Highway," *Christianity Today*, March 2016, 29.

[2] Weber, "God at Work along the Refugee Highway," 33.

Weber, Jeremy. "God at Work along the Refugee Highway." *Christianity Today*, March 2016.

3.7.2 Online Magazine

Magazine articles consulted online should append a URL in the footnote and bibliography entries, as typically there will be no page numbers to cite.

[1] Jeremy Weber, "Hope on the Refugee Highway: A Special Report on Christians in Iraq and Greece," *Christianity Today*, February 19, 2016, https://www.christianitytoday.com/ct/2016/march/hope-on-refugee-highway-christians-iraq-greece-syria-isis.html.

[2] Weber, "Hope on the Refugee Highway."

Weber, Jeremy. "Hope on the Refugee Highway." *Christianity Today*, February 19, 2016. https://www.christianitytoday.com/ct/2016/march/hope-on-refugee-highway-christians-iraq-greece-syria-isis.html.

3.8 Newspaper Article (Turabian 17.4)

Turabian allows citing a newspaper article in running text (Turabian 17.4.3) and omitting it from footnotes and bibliography. We recommend following the guidance of your professor or program of study. If in doubt, cite the source in your footnote and bibliography.

[1] Amber Ferguson, "Nonstop Worship Service at Kentucky College Set to End After Attracting Thousands," *Washington Post*, February 19, 2023.

[2] Ferguson, "Nonstop Worship Service at Kentucky College Set to End."

Ferguson, Amber. "Nonstop Worship Service at Kentucky College Set to End After Attracting Thousands." *Washington Post*, February 19, 2023.

3.9 Book Review (Turabian 17.9.2)

[1] Sally Guthrie, review of *Saint Gregory of Nazianzus: An Intellectual Biography*, by John A. McGuckin, *Novum Testamentum* 46, no. 1 (January 2004): 99.

[2] Guthrie, review of *Saint Gregory of Nazianzus*, 99.

Guthrie, Sally. Review of *Saint Gregory of Nazianzus: An Intellectual Biography*, by John A. McGuckin. *Novum Testamentum* 46, no. 1 (January 2004): 95–99.

3.10 Thesis/Dissertation (Turabian 17.7.1)

[1] Jason Shane DeRouchie, "A Call to Covenant Love: Text Grammar and Literary Structure in Deuteronomy 5–11" (PhD diss., The Southern Baptist Theological Seminary, 2005), 76.

[2] DeRouchie, "A Call to Covenant Love," 135.

DeRouchie, Jason Shane. "A Call to Covenant Love: Text Grammar and Literary Structure in Deuteronomy 5–11." PhD diss., The Southern Baptist Theological Seminary, 2005.

3.11 Academic Paper Presented at Conference or Meeting (Turabian 17.7.2)

[1] Daniel I. Block, "The Deuteronomic Torah: A Call for Responsible and Compassionate Patricentrism" (paper presented at the annual meeting of the Evangelical Theological Society, Atlanta, November 17–19, 2015).

[2] Block, "The Deuteronomic Torah."

Block, Daniel I. "The Deuteronomic Torah: A Call for Responsible and Compassionate Patricentrism." Paper presented at the annual meeting of the Evangelical Theological Society, Atlanta, November 17–19, 2015.

3.12 Class Lecture or Sermon

Class lectures and notes should be cited sparingly. Sometimes, your professors will advise you to consult their lecture materials. If a sermon does not have a printed transcript, it should be cited but not quoted. Formatting is based on Turabian 17.7.2.

[1] John David Trentham, "The Essence of Christian Discipleship" (unpublished class notes for 45150, The Southern Baptist Theological Seminary, Fall Semester, 2018), 4.

[2] Trentham, "The Essence of Christian Discipleship," 5.

Trentham, John David. "The Essence of Christian Discipleship." Unpublished class notes for 45150. The Southern Baptist Theological Seminary, Fall Semester, 2018.

[1] Paul Washer, "Regeneration vs Decisionism" (sermon preached at Deeper Conference, First Baptist Church, Woodstock, GA, October 17–18, 2008).

[2] Washer, "Regeneration vs Decisionism."

Washer, Paul. "Regeneration vs Decisionism." Sermon preached at Deeper Conference, First Baptist Church, Woodstock, GA, October 17–18, 2008.

3.13 Manuscript Collection (Turabian 17.7.4)

Students citing manuscript collections should consult Turabian for general guidelines and *CMOS* for additional examples. Manuscript collections are cited in the bibliography, and individual documents are referenced (with physical location, if available) in the footnotes but not listed in the bibliography. Give the full citation information in the first footnote, then indicate the short-form citation you will use for the remainder of your paper.

[1] Edith C. Torrey to Mr. Perry, November 14, 1958, box 4, folder 10, Reuben A. Torrey Collection, Crowell Resource Learning Center, Moody Bible Institute, Chicago. Hereafter, this collection is referred to as Torrey Collection (Moody).

[2] R. A. Torrey to John M. MacInnis, May 8, 1928, box 4, folder 4, Torrey Collection (Moody).

Torrey, Reuben A. Collection. Crowell Learning Resource Center. Moody Bible Institute, Chicago.

3.14 Website, Blog, and Media (Turabian 17.5, 17.10)

Turabian recommends citing a website, blog, or media source in your bibliography if it is central to your argument or frequently cited. We recommend following the guidance of your professor or program of study. If in doubt, cite the source in your bibliography.

3.14.1 Website (Turabian 17.5.1)

If there is no author, the source is listed under the site owner or sponsor. Be sure to include the date when the material was published or last modified. *Include an access date only if there is no publication date or last modified date posted*. The example below **does** have a publication or last modified date, so there is **no** access date.

[1] Don Whitney, "Four Ways to Start the Semester Spiritually Strong," Southern Equip, The Southern Baptist Theological Seminary, August 18, 2023, https://equip.sbts.edu/article/four-ways-to-start-the-semester-spiritually-strong/.

[2] Whitney, "Four Ways to Start the Semester Spiritually Strong."

Whitney, Don. "Four Ways to Start the Semester Spiritually Strong." Southern Equip, The Southern Baptist Theological Seminary, August 18, 2023. https://equip.sbts.edu/article/four-ways-to-start-the-semester-spiritually-strong.

The example below **does not** have a publication or modified date, so there **is** an access date.

[1] Michael J. Svigel, "Orthodoxy in Retrospect," RetroChristianity, accessed October 30, 2018, http://www.retrochristianity.org/orthodoxy-in-retrospect/.

[2] Svigel, "Orthodoxy in Retrospect."

Svigel, Michael J. "Orthodoxy in Retrospect." RetroChristianity. Accessed October 30, 2018. http://www.retrochristianity.org/orthodoxy-in-retrospect/.

The example below **does not** have an author, so it is listed with the title of the page first. In the bibliography, the source should be listed in the author slot.

[1] "Abstract of Principles," The Southern Baptist Theological Seminary, accessed May 15, 2023, http://www.sbts.edu/about/abstract/.

[2] "Abstract of Principles."

The Southern Baptist Theological Seminary. "Abstract of Principles." Accessed May 15, 2023. http://www.sbts.edu/about/abstract/.

3.14.2 Blog Entry (Turabian 17.5.2)

Put the title of the blog in *italics* and add "blog" in parentheses if it is not clear from the title. If the blog is part of a larger organization, add organization name after "*blog title* (blog)".

[1] John Piper, "O Come, O Come Emmanuel," *Desiring God* (blog), December 13, 2015, http://www.desiringgod.org/articles/o-come-o-come-emmanuel.

[2] Piper, "O Come, O Come Emmanuel."

Piper, John. “O Come, O Come Emmanuel.” *Desiring God* (blog), December 13, 2015. http://www.desiringgod.org/articles/o-come-o-come-emmanuel.

3.14.3 Video or Podcast (Turabian 17.10)

This example is of a video source embedded in a separate website, so both the website and the video source are listed. If you take the video directly from the source, then list the source only. See Turabian 17.10 and *CMOS* 14.261–267 for more examples.

[1] Dwayne Mercer, “‘Making Your Life Count’—Jeremiah 1:4–10,” CrossLife Church, June 4, 2014, YouTube video, 41:03, https://www.youtube.com/watch?v=M7jr2MSvcYc.

[2] Mercer, “‘Making Your Life Count.’”

Mercer, Dwayne. “‘Making Your Life Count’—Jeremiah 1:4–10.” CrossLife Church. June 4, 2014. YouTube video, 41:03. https://www.youtube.com/watch?v=M7jr2MSvcYc.

[1] Hershael York, “Having Heroes in Ministry,” April 21, 2023, in *Pastor Well*, produced by Southern Equip, podcast, 12:09, https://podcasts.apple.com/us/podcast/having-heroes-in-ministry/id1462930151?i=1000610058551.

[2] York, “Having Heroes in Ministry.”

York, Hershael. “Having Heroes in Ministry.” April 21, 2023. *Pastor Well*. Produced by Southern Equip. Podcast, 12:09. https://podcasts.apple.com/us/podcast/having-heroes-in-ministry/id1462930151?i=1000610058551.

3.15 Generative AI Citation

Note: It is SBTS and Boyce College policy that generative artificial intelligence (AI), including but not limited to ChatGPT, generative features on Grammarly, etc., can only be used with explicit permission from the professor. When AI use is approved by the professor, students must cite in their paper where such programs were used.

CMOS current guidance is to not include such generators in bibliography pages unless you are able to provide a link which is open to the public. There are no short citations for this source; each time it is used, the source should be provided in full.[1]

[1] ChatGPT, response to “Explain how to make pizza dough from common household ingredients,” OpenAI, January 12, 2024.

[1] “Citation, Documentation of Sources,” *The Chicago Manual of Style Online*, accessed January 12, 2024, https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0422.html.

Chapter 4 Overview: Book Review Style Guidelines

Use the SBTS Writing Center book review template. A book review includes four major sections: introduction, summary, critical evaluation, and conclusion.

FOREVER:
WHY YOU CAN'T LIVE WITHOUT IT

A Book Review
Presented to
Dr. George MacDonald
Boyce College

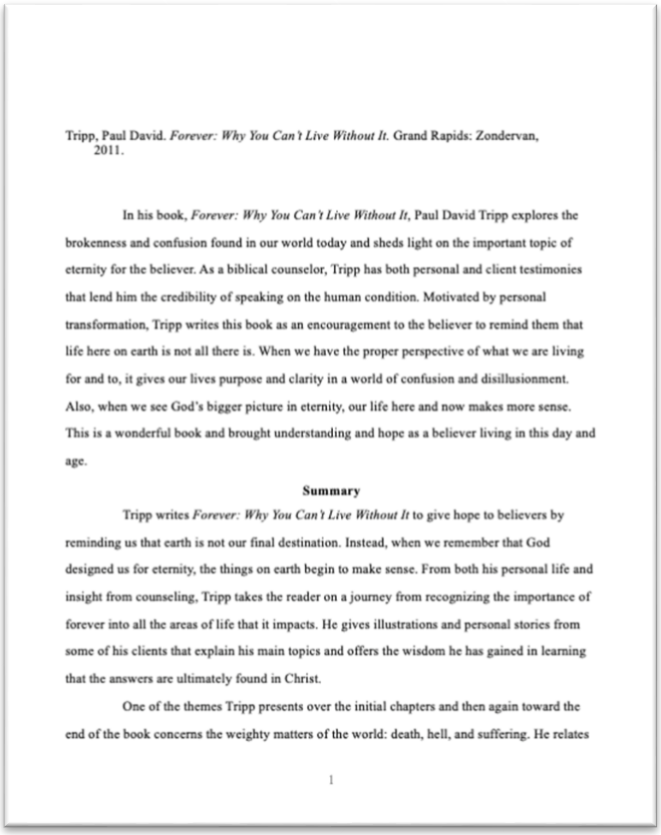
In Partial Fulfillment
of the Requirements for EN102A

by
Clive S. Lewis
Clewis213@students.sbts.edu
October 16, 1940

*I affirm the honor code.

Title page of the book review: 4.1

- Use book review template
- Title of book review:
  - Book title, with subtitle
  - All caps
  - Italics



Tripp, Paul David. *Forever: Why You Can't Live Without It.* Grand Rapids: Zondervan, 2011.

In his book, *Forever: Why You Can't Live Without It*, Paul David Tripp explores the brokenness and confusion found in our world today and sheds light on the important topic of eternity for the believer. As a biblical counselor, Tripp has both personal and client testimonies that lend him the credibility of speaking on the human condition. Motivated by personal transformation, Tripp writes this book as an encouragement to the believer to remind them that life here on earth is not all there is. When we have the proper perspective of what we are living for and to, it gives our lives purpose and clarity in a world of confusion and disillusionment. Also, when we see God's bigger picture in eternity, our life here and now makes more sense. This is a wonderful book and brought understanding and hope as a believer living in this day and age.

Summary

Tripp writes *Forever: Why You Can't Live Without It* to give hope to believers by reminding us that earth is not our final destination. Instead, when we remember that God designed us for eternity, the things on earth begin to make sense. From both his personal life and insight from counseling, Tripp takes the reader on a journey from recognizing the importance of forever into all the areas of life that it impacts. He gives illustrations and personal stories from some of his clients that explain his main topics and offers the wisdom he has gained in learning that the answers are ultimately found in Christ.

One of the themes Tripp presents over the initial chapters and then again toward the end of the book concerns the weighty matters of the world: death, hell, and suffering. He relates

1

First page of the book review: 4.2

- 2-inch top margin
- Use the bibliographic entry as the title
  - Left-justify and single-space the entry
- Page number beginning bottom of first page of text

Body of Book Review: 4.4

- Use first-level subheading format for summary, critical evaluation, and conclusion sections
  - No introduction subheading
- Cite using parenthetical references; do not use footnotes
  - Example: (35–46).
- No bibliography page required unless outside sources used in review beyond book being reviewed

CHAPTER 4

BOOK REVIEW STYLE GUIDELINES

The format of a book review is a modified form of the style for a research paper. It adopts the same general formatting guidelines (e.g., margins, indentation, and font) discussed in chapter 1. This chapter addresses only the features unique to the book review assignment, including: how to structure a book review title page, the bibliographic citation on the first page of text in place of a title, using appropriate subheadings for a book review, and how to cite page numbers appropriately. Book review resources for students, including the book review template and example papers, are available on the SBTS Writing Center website.[1] See appendix 2 for a sample book review.

4.1 Title Page

Follow the guidelines in section 1.7 of this style guide for the title page of a book review with a few alterations. The title of the book review should be the title of the book you are reviewing, including the subtitle. Italicize the title. You can force a line break, using Shift + Return, between the main title and the subtitle even if this does not follow the inverted pyramid rule. Put "A Book Review" on the line to identify the type of paper.

4.2 First Page of Text

Use a 2-inch top margin for the first page of text. Instead of a title on this page, include a full bibliographic citation of the book being reviewed. To construct the citation in SBTS style, see the appropriate entry in chapter 3.

[1] https://sbtswriting.squarespace.com/generalresources

The citation should have a hanging indent (i.e., the first line is left justified and subsequent lines are indented 0.35 inch). Do not include the number of pages or the price of the book. Leave two empty 12-point-spaced lines between the bibliographic citation and the body of your review.

4.3 Page Citations

Any time you cite information from the book that can be traced back to a specific page or range of pages in the book, you must provide those page numbers. This includes all direct quotations, summaries, and paraphrases. If the information is generally found throughout the entire book (e.g., the book's main thesis), you do not need to provide a page citation. Consider the page citations as a guide for your reader to look up this information in the book on his or her own.

Cite the page numbers in parentheses at the end of the sentence containing the referenced material. In the parentheses, include only the number(s) of the relevant page(s) (104). Do not include the author's name in the parentheses. Do not use the abbreviations p., pg., or pp. Use an en dash to separate a range of numbers (110–11). Place the period to end the sentence outside of the closing parenthesis. If citing a direct quotation that ends in a period, do not place any punctuation at the end of the direct quote and place the period on the outside of the closing parenthesis. Question marks and exclamation points precede quotation marks if they are part of the quoted matter or follow the quotation marks if they pertain to the entire sentence of which the quotation is a part. For more instruction on punctuating quotations, see 5.2.6 in this style guide.

> McLaughlin encourages her reader to ask, "How do these counterintuitive strands of biblical wisdom weave together in the fabric of a life?" (62).

Typically, you will not cite other works in a book review, so footnotes and a bibliography page are unnecessary unless your professor specifically asks you to reference additional works in your review.

4.4 Divisions of a Book Review

While no model can fit every book review assignment, what follows provides general guidelines if your professors do not provide their own guidelines for book reviews. The guidelines below discuss a five-page review. Remember that the most important guidelines for any book review are the specifications provided by the professor making the assignment.

4.4.1 Introduction

In most five-page reviews, the introduction is typically one or two paragraphs. Begin the review with a section that briefly introduces the book and the book's author. Biographical information about the author (education, training, experience, etc.) should be included only as it demonstrates the author's competency to write the book. The first time the author's name is mentioned, you should include the first name and last name. Thereafter, you should refer to the author by last name only (e.g., Piper); do not use titles (Dr., Rev., etc.). You do not need a subheading for the introduction section.

4.4.2 Summary

A book review provides a comprehensive summary of the book. First, address the author's purpose and the primary thesis that he or she is presenting. In a longer review, you might relate that purpose or thesis to the work of others in the field. Include context for the book, such as any relevant audience, time period, or organizational information. Follow this information with a summary of the main points by which the author argues the thesis or accomplishes the book's purpose.

Overall, the summary should extend to no more than two pages in a five-page review. Avoid chapter-by-chapter summarizing; instead, provide a synthesized overview of the book. Furthermore, avoid over-quoting the author. Instead, summarize the author's ideas in your own words. Any information that can be traced back to a specific page or range of pages must be documented with page numbers in parentheses as outlined in 4.3.

4.4.3 Critical Evaluation

In a book review, *critical* implies a careful weighing of the claims and arguments used to support them—that is, your analysis of the author's success (or failure) in achieving his or her goal for the book. *Critical* can be either negative or positive. On the one hand, you should avoid bland endorsements, such as "This is a good book that should be recommended reading for everyone." Avoid blanket dismissals as well, such as "This is a useless book not worth reading." On the other hand, avoid trivial criticisms. Instead, engage the main points that relate to the author's argument. Questions to ask yourself may include the following:

1. Are the claims and arguments well supported? Do factual errors occur among the author's main contentions? What are the strengths and weaknesses in the author's argumentation? For example, you might include an evaluation of the arguments biblically and theologically, if appropriate.
2. Does the author approach the subject with any overall perspectives (or presuppositions) that influence or condition his or her conclusions? These may be theological, experiential, philosophical, denominational, or cultural perspectives. Do these perspectives limit the value of the work or its applicability (in certain cultures, certain settings, etc.)?
3. If you've read other books on the topic, how does the author's presentation fare compared to other work done in the field? How successful and significant is this work when evaluated within its own field? To what extent does work done in other fields affirm or challenge the author's claims?

Throughout your critique, be specific in your evaluations. Do not just tell the reader about the book; show the reader with concrete examples from the book. As previously suggested, include page numbers when making specific references to the book; however, avoid lengthy quotations, including block quotations, in order to be concise.

4.4.4 Conclusion

In a final paragraph or two, give your overall evaluation of the book. In light of its strengths and weaknesses, state the value of the work for your own research, general knowledge, or ministry. Conclude with a brief comment about the author's achievement and to whom the book would be useful. Be discerning and specific rather than broad and general about any recommendation because your professors will assess your grasp of the book when they read your recommendation.

Chapter 5 Overview: Miscellaneous Formatting Guidelines

Ellipses: 5.2.1 and Dashes: 5.2.2

- Use spaces between the three dots of an ellipsis
- Know when to use an en dash, an em dash, and a hyphen

YES: "and . . . he wrote"	**NO:** "and…he wrote"
En dash: 123–257 **Em dash:** "joy—the end"	**Hyphen:** first-level rank

Hoekema writes, "Christ not only redeems his people from sin; he also redeems them from the results of sin, and death is one of them."[1]

"For in the day that you eat of it you shall surely die" (Gen 2:16–17).

"What then shall we say to these things? If God is for us, who can be against us?" (Rom 8:31).

Paul asserts his claim by saying that he is "speaking the truth in Christ"; this verse highlights the source of Paul's authority in writing.

Punctuation: 5.2 & Spelling: 5.4

- For quotations: 5.2.6
- Use of serial (Oxford) comma required: 5.2.3
- Commonly misspelled words: 5.4.1

Numbers: 5.3

- Use 1/4 (not 1/4)
- Use 3rd (not 3rd)
- Use no. (not #) in citations
- When to use numerals or words: 5.3.1
- Numerical sequences: 5.3.2

First Number	Second Number	Examples
1–99	Use all digits	3–10, 71–72, 96–117
100 or multiples of 100	Use all digits	100–104, 1100–1113
101 through 109, 201 through 209, etc.	Use changed part only	101–8, 808–33, 1103–4
110 through 199, 210 through 299, etc.	Use two unless more are needed to include all changed parts	321–28, 498–532, 1087–89, 1496–500

Amos	Amos
Obad	Obadiah
Jonah	Jonah
Mic	Micah
Nah	Nahum
Hab	Habakkuk
Zeph	Zephaniah
Hag	Haggai
Zech	Zechariah
Mal	Malachi
New Testament	
Matt	Matthew
Mark	Mark
Luke	Luke
John	John
Acts	Acts
Rom	Romans
1–2 Cor	1–2 Corinthians

Abbreviations and Capitalization Conventions

- Standard abbreviations for books of the Bible: 5.5.2
- Use state abbreviations in citations for lesser-known publishing cities: 5.5.3
- Headline-style capitalization: 5.4.3
- Capitalization word list: 5.4.4

CHAPTER 5

MISCELLANEOUS FORMATTING GUIDELINES

This chapter will explain SBTS style and grammatical conventions commonly found in the body of your paper's text, such as lists, punctuation—including how to punctuate quotations appropriately,—when and how to use numbers as words or numerals, spelling and capitalization conventions, Hebrew and Greek transliteration, as well as formatting for tables and figures. The sample paper in appendix 1 exemplifies many of the formatting guidelines addressed in this chapter.

5.1 Lists

To enumerate words or phrases *within* a paragraph, use numbers or letters surrounded by parentheses to set off (1) the enumerated words, (2) the enumerated phrases, or (3) whatever you are listing. The previous sentence exemplifies in-paragraph numbering.

For any freestanding list in the body of the text, use arabic numerals; do not use bullet points. If the list has nine or fewer items, the numbers must be flush with the left margin. If the list has ten or more items, the double-digit numbers must be flush with the left margin and the single-digit numbers indented so that the periods after all numbers are aligned. Use 12-point spacing within each item of the list, with the text of each item indented 0.25 inch from the left margin. Leave one empty single-spaced line between items and one single-spaced line before and after the list. See an example of a freestanding list in section 4.4.3.

If the text of each enumerated item extends beyond four lines, do not use an enumerated list. Use standard paragraphs that begin with the words "First," "Second," "Third," etc.

5.2 Punctuation

5.2.1 Ellipses

Use three spaced dots for omission *within* a quoted sentence. Do not use ellipses if you are starting a quote midsentence nor if you are ending midsentence. Be sure to have a space before and after the ellipses as well as between each period.

> "The metanarrative of the Bible . . . is so pervasive, so all-encompassing, that we can hear an echo of it . . . in all other stories."

Use four spaced dots for omission between quoted sentences—three to indicate omission and one for the period of the sentence. If punctuation immediately precedes an ellipsis (e.g., a period, semicolon, etc.), the punctuation mark appears without any space between the word and the punctuation mark (as in after "self-giving" in the example below). After the punctuation mark, leave one space and begin the first period of the ellipsis. If the terminal mark between sentences is a question mark instead of a period, use a question mark followed by three spaced dots. For more examples, see Turabian 25.3.2.1–4.

> "To the contrary, we find ourselves, in Christ, right in the middle of the Trinitarian Persons' mutual delight and self-giving. . . . Our union with Christ through the Spirit helps us make sense of Peter's statement of our shockingly close proximity to God."

To place an ellipsis before the end of one sentence and to start the beginning of the next sentence, place four equally spaced dots. In the example below, this sentence's period is the fourth ellipsis dot, but since "things" does not end the sentence in the original document, the four dots are equally spaced.

> "When men engage in abstractions, they are basically doing one of two things . . . . If they are Hebraic in their 'abstractions,' they are describing."

5.2.2 Hyphens and Dashes

Hyphens (-) are used to combine two words into a single word. An en dash (–) is used between number ranges (pages, chapters, and verses). An em dash (—) is used for asides and

explanatory notes within a sentence. Do not space before or after a dash. Do not use a hyphen (-) for number ranges or asides. See Turabian 21.7.2 for more information.

Hyphen: “The green-eyed monster raged.”

En Dash: God created humans (Gen 1:26–30).

Jonathan Pennington, *Come and See: The Journey of Knowing God through Scripture* (Wheaton, IL: Crossway, 2023), 60–65.

Em Dash: Upon discovering the errors—all ninety-four of them—the publisher recalled the books.

En dashes are created in MS Word with Control + Minus (-) on a PC or Option + Dash (-) for Mac users. Em dashes are created with Control + Alt + Minus (-) on PC or Option + Shift + Dash (-) on Mac.

5.2.3 Commas in a Series

A serial comma (also called an Oxford comma) must appear before the “and” and “or,” indicating the last item in a series of three or more items. See Turabian 21.2.2.

Incorrect: Lewis uses atmosphere, danger and narrative development.

Correct: Lewis uses atmosphere, danger, and narrative development.

5.2.4 Parentheses and Brackets

Parentheses ( ) are punctuation marks used to enclosed non-essential information in a sentence. Parentheses in a quotation should not be changed. If you need to correct or add information in a quotation, you should use square brackets [ ]. Use *sic* in italics and place it within square brackets to indicate that a spelling error was made in the original quotation. In your text, if you must put parentheses within parentheses, change the inner parentheses to square brackets. See Turabian 21.8 for guidelines regarding parentheses and brackets.

(The information [found online] was contained in the book).

“The sentence had an eror [*sic*].”

5.2.5 Terminal Punctuation and Initials

Terminal punctuation, quotation marks, footnote references following terminal punctuation, and colons must be followed by only one space, *not* two spaces. For initials in author names, ensure that there is one space between all initials (e.g., J. I. Packer, not J.I. Packer).

Be careful in your paper not to italicize any punctuation that is not a part of a book/journal title. You can look at the formatting of your document by going to the Styles Pane on the Home tab (on the grey ribbon) and selecting "Show direct formatting guides." This action will reveal all of the formatting outside of normal font, including italic and bold font.

5.2.6 Punctuating Quotations

When using quotations in your writing, pay close attention to the required punctuation preceding the quotation. Use a comma when introducing a quote with a reporting verb, such as *saying*, *writes*, or *argued*, and capitalize the first word of the quotation. Do not put a comma before a quotation when *that* precedes the quotation or when the main sentence naturally flows into the quotation, such as *says that* or *argued that*. In these instances, do not capitalize the first word of the quote. You may use a colon instead of a comma if the sentence leading up to the quotation is a complete sentence; you must capitalize the first word of the quotation. These same rules apply for block quotations as well. See the examples below or *CMOS* 6.41 and 6.65.

> Albert Mohler argues, "The receding influence of Christianity in Switzerland can be traced directly to theological liberalism in its churches and the increasing secularity of Swiss culture."[1]
>
> "The receding influence of Christianity in Switzerland can be traced directly to theological liberalism in its churches and the increasing secularity of Swiss culture," argues the author.
>
> Mohler writes that "voting by an unexpectedly large margin, the Swiss overwhelmingly adopted a national ban."[1]
>
> The article addresses many controversial issues: "Voting by an unexpectedly large margin, the Swiss overwhelmingly adopted a national ban."[1]

The first time (in *each* chapter) you introduce an author, you must use his or her full name. Thereafter, you should refer to the author by last name only (e.g., Piper); do not use titles (Dr., Rev., etc.). See the examples above.

5.2.7 Closing Quotation Punctuation

According to American usage, a closing period or a comma precedes a closing quotation mark, whether it is part of the quoted matter or not. The exception to this rule is when using a parenthetical citation, such as citation of Scripture or in a book review. For quotations with a footnote, the footnote is placed immediately after the closing quotation mark.

Question marks and exclamation points precede quotation marks if they are part of the quoted matter or follow the quotation marks if they pertain to the entire sentence of which the quotation is a part. Semicolons and colons follow quotation marks. If the quoted passage ends with a semicolon or a colon in the original, the mark may be changed to a period or a comma to fit the structure of the main sentence. For more information, see Turabian 21.12.2.1.

> Hoekema writes, "Christ not only redeems his people from sin; he also redeems them from the results of sin, and death is one of them."[10]
>
> "For in the day that you eat of it you shall surely die" (Gen 2:16–17).
>
> "What then shall we say to these things? If God is for us, who can be against us?" (Rom 8:31).
>
> Paul asserts his claim by saying that he is "speaking the truth in Christ"; this verse highlights the source of Paul's authority in writing.

5.2.8 Smart Quotes and Straight Quotes

SBTS style uses smart (curved) quotation marks and apostrophes, never straight quotation marks and apostrophes. To set MS Word for smart quotes go to File > Options > Proofing > Auto Correct Options > Auto Format > Replace “Straight quotes” with “smart quotes.”

"Example of straight quotes"

“Example of smart quotes.”

Note that even when MS Word is set to smart quotes, straight quotation marks are often imported into the document when pasting from a website or e-book. Microsoft Word will automatically reformat straight quotes into smart quotes if you delete the quotation marks and retype them.

5.3 Numbers

See Turabian 23 for guidelines regarding numbers. Note that any number serving as the first word of a sentence must be written as a word, including books of the Bible (e.g., First Chronicles 1–9 represents . . .). Use 2nd, 3rd, 4th, etc.; do not use superscripts like 2nd or 3rd. Use the full-sized 1/2 and 3/4 rather than the smaller ½ and ¾. Use “no.” to abbreviate *number* rather than the # sign. Note that “no.” should only be used within citations and not in headings or sentences.

5.3.1 Using Numbers in the Body of Papers

Numbers that can be written as one or two words are spelled out, including whole numbers ending with *hundred, thousand, hundred thousand, million*, etc. Numbers that are three words or more are expressed as numerals: fifty is one word and is written out; fifty-one is two words and is written out; fifty-three thousand is three words but is a whole number ending with “thousand,” so it is written out; 501 is three words (five hundred one), so it is expressed with

numerals. Note that numbers from twenty-one through ninety-nine are hyphenated, and all others are not. See *CMOS* 7.89.

Express numbers in a series as numerals: “The respondents were distributed as follows: 100 were freshmen, 51 were sophomores, 25 were juniors, and 10 were seniors,” or, “The most frequently missed questions were numbers 50, 51, and 52.” If you are repeatedly using a phrase with a number, such as this style guide and its use of measurements, you may use a numeral for these more than occasional uses.

To avoid confusion, spell out one set of numbers in an expression that involves two or more series of numbers. For example, “In the first survey, 21 respondents failed to meet inclusion criteria; in the second survey, only 5 respondents failed to meet inclusion criteria.”

Multiple chapters, parts, sessions, phases, stages, steps, etc., are numbered and referenced with arabic numerals (e.g., chapter 1, chapter 2, etc.). Do not capitalize the word chapter, session, phase, etc.

Write out the word “percent” after numeric values except for within direct quotations.

> Of those who responded, 5 percent agreed.
>
> John claims, “5% of respondents agree.”

The percent symbol may be used in tables to save space (see Turabian 23.4.1). However, headings in a table must be written as “percentage” not “percent” or “%”.

Decimal numbers are expressed with one leading zero when they are a decimal fraction of less than 1.00 if the quantity being described can exceed 1.00 (e.g., The mean was 0.75 books read per month). For decimals where the value can never exceed 1.00, such as probabilities or correlation coefficients, do not include a leading zero before the decimal point (e.g., $p < .05$). All numbers presented in tables must be decimal aligned.

5.3.2 Numerical Sequences

Use the abbreviation system in table 3 for inclusive page numbers. Dates that fall within the same century should be abbreviated but not when they count backwards (e.g., BC/BCE). For example, 1933–36 is abbreviated but 1899–1900 is not, and 1290–1280 BC is not abbreviated because BC/BCE dates are counted backwards (see Turabian 23.2.4). When writing out date ranges, if you start with "from/between," you must end with "to/and." For example, write "from 2004 to 2010" and "between 2003 and 2005." Note that an unspaced en dash is used to separate inclusive numbers.

Table 3. Abbreviation system for inclusive numbers[1]

First Number	Second Number	Examples
1–99	Use all digits	3–10, 71–72, 96–117
100 or multiples of 100	Use all digits	100–104, 1100–1113
101 through 109, 201 through 209, etc.	Use changed part only	101–8, 808–33, 1103–4
110 through 199, 210 through 299, etc.	Use two unless more are needed to include all changed parts	321–28, 498–532, 1087–89, 1496–500

5.4 Spelling and Capitalization

Section 5.4.4 in this manual provides a short list of words with frequent capitalization errors in biblical and theological academic studies. The *SBL Handbook* provides a more thorough list (see 4.3.6 "Capitalization and Spelling Examples"). Consult *CMOS* 7 for any spelling or capitalization conventions not addressed in this style guide; see the *SBL Handbook* for any spelling or capitalization conventions related to biblical and theological studies not addressed in this style guide.

[1] Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed. (Chicago: University of Chicago Press, 2018), table 23.2.

5.4.1 Spelling Conventions

American spelling conventions should be followed except for quotations, which should contain the original spelling. To make possessives of singular nouns, including those that end in *s*, *x*, or *z*, add -'s to the end of the noun, such as in *Jesus's words* or *Moses's sandals*. Plural possessive nouns ending in *s*, *x*, or *z* should only add an apostrophe, such as *the church fathers' views*. When forming plurals, no apostrophes should be used, such as "The Millers" or "the two Germanys." See Turabian 20 for more information.

Contractions such as *can't* or *won't* are considered by most style guides to be informal, and they are not allowed in doctoral work at SBTS.

5.4.2 Divine Pronouns

Current practice in academic writing is to avoid capitalizing divine pronouns (*he*, *his*, *him*; see *SBL Handbook* 4.3.4.3 "Pronouns Referring to God"). Students who feel strongly about keeping pronouns capitalized may follow their conscience but should be consistent in capitalization conventions throughout their paper.

5.4.3 Headline-Style and Sentence-Style Capitalization

Headline-style capitalization is used for the title of most works, including books, journal titles, and article titles. Headline-style capitalization is also used in subheadings for SBTS style. To capitalize in headline style, use the following guidelines: (1) capitalize the first and last words in titles and subtitles along with all significant words, including nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions; (2) lowercase the articles *the*, *a*, and *an* unless they are the first word of a title or subtitle; (3) lowercase prepositions, such as *down*, *through*, *to*, *of*, unless they are used as part of a Latin expression, like *De Facto*; (4) lowercase short, coordinating conjunctions, such as *and*, *but*, *for*, *or*, and *nor*; (5) lowercase *to* when used as an infinitive, like *to Be*, and lowercase *as* at all times; (6) lowercase the part of a proper name that would be lowercased in text, such as *de* or *von*. For more information, see *CMOS* 8.159.

Sentence-style capitalization only capitalizes the first word of a sentence or title, including the first word after a colon such as in a subtitle, and any proper nouns. Use sentence-style capitalization for table and figure titles.

5.4.4 Capitalization List

This list contains the most common words with capitalization errors in biblical and theological academic studies.[2] For a more complete list, see *SBL Handbook.*

Acts of the Apostles
AD (*anno Domini*)—precedes date, avoid using with centuries
the Almighty
ancient Near East
ante-Nicene fathers
Apocrypha, apocryphal
an apostle, the apostles, apostle Paul
ark (Noah's)
ark of the covenant
BC (before Christ)—follows date
BCE (before the common era)—follows date
the Beatitudes
Bible, biblical; also see Scripture
book of Job
catholic (universal), Catholic (Roman Catholic Church)
century—spell out numbers in the text (the twentieth century, twentieth-century theology; note that when the century term is an adjective, it is hyphenated)
chapter 5 (note that the chapter number is a numeral, not a word)
CE (common era)—follows date
Christian (both noun and adjective)
Christian era
Christology, christological
Church—capitalize in titles (First Baptist Church, Roman Catholic Church, Church of England), lowercase for universal church (the church, a Baptist church, the Methodist church)
church father(s)
Creator
the Dark Ages
day of Pentecost, day of judgment, Day of the Lord
the Decalogue
Deuteronomy, deuteronomic, the Deuteronomist
the Diaspora, diaspora Jews
epistle—lowercase when not a title (this epistle, these epistles)
the Epistles—capitalize for the whole group in the New Testament and in titles (the Epistle of James, the First Epistle of John, the Pastoral Epistles)

[2] Society of Biblical Literature, *The SBL Handbook of Style: For Biblical Studies and Related Disciplines*, 2nd ed. (Atlanta: SBL Press, 2014), 37–52

the exile (the Babylonian captivity)
the exodus
the fall
the fall of Rome
the Father, our heavenly Father, the fatherhood of God
the Fathers, church fathers
the flood
Gentile(s) (noun and adjective)
Gnosticism, gnostic (noun and adjective)
godly, godlike
gospel—the good news
Gospel—capitalize when referring to one of the gospels (Gospel of Mark, the Fourth Gospel, the synoptic Gospels, the Gospel)
heaven
hell
Holy Week
judgment day
kingdom of God
Koran—use Qur'an instead
law of Moses, the Law (the Pentateuch)
Lord's Supper
medieval, medieval theology
the Messiah (Christ), messianic
Middle Ages, late Middle Ages, the High Middle Ages
Mishnah
Near Eastern
neo-Classicism
Nicene Creed
parable of the Good Samaritan
Passover
Pentateuch
Pharisee
Protestant
Psalm 45; a praise psalm, twenty-third Psalm; in parentheses and footnotes: Ps 23; Pss 21–26
Qur'an
Reformation
Renaissance
Scripture (when referring to the Bible), Scriptures, the Scriptures, scriptural, scripture (non-biblical general reference to religious writings)
the second coming
Sermon on the Mount
the Son, Son of God, Son of Man
Sunday school
the Supper
Ten Commandments
Trinity, Trinitarian, triune
the Word, the Word of God (for Jesus or the Bible)

5.5 Abbreviations

The *SBL Handbook* provides a thorough list of the standard abbreviations in biblical and theological academic studies (see 8.1, "General Abbreviations"). Words that are abbreviated must be spelled out initially with the abbreviation in parentheses and then only the abbreviation should be used for the remainder of the paper. For example, the first use would be "Old Testament (OT)" and then for the remainder of the paper only the abbreviation OT would be used.

5.5.1 Biblical Abbreviations

Below are abbreviations for Bible texts, versions, biblical books, etc., as they appear in *SBL Handbook*.[3]

Divisions of the canon

HB	Hebrew Bible
NT	New Testament
OT	Old Testament

Units of text:

chap./chaps.	chapter/chapters
v./vv.	verse/verses
bk.	book
para.	paragraph
par(r).	and the parallel text(s); see [*SBL*] §8.2.2
pt.	part
sec.	section
vol.	volume

Ancient texts, text types, and versions:

Byz.	Byzantine
Copt.	Coptic
LXX	Septuagint
MT	Masoretic Text
Syr.	Syriac
TR	Textus Receptus
Vulg.	Vulgate

Modern editions:

BF^2	British and Foreign Bible Societies, 2nd ed.
BHK	*Biblia Hebraica*, ed. R. Kittel
BHL	*Biblia Hebraica Leningradensia*, ed. A. Dotan
BHQ	*Biblia Hebraica Quinta*

[3] Society of Biblical Literature, *SBL Handbook*, 122–23.

BHS	*Biblia Hebraica Stuttgartensia*
HBCE	The Hebrew Bible: A Critical Edition
NA^{28}	*Novum Testamentum Graece*, Nestle-Aland, 28th ed.
SBLGNT	The Greek New Testament: SBL Edition
UBS^{5}	*The Greek New Testament*, United Bible Societies, 5th ed.
WH	Westcott-Hort

Modern versions:

ASV	American Standard Version
CSB	Christian Standard Bible
CEB	Common English Bible
CEV	Contemporary English Version
ESV	English Standard Version
GNB	Good News Bible
Goodspeed	*The New Testament: An American Translation*, by Edgar J. Goodspeed; *The Apocrypha: An American Translation*, by Edgar J. Goodspeed. For *The Complete Bible*, see Smith-Goodspeed.
HCSB	Holman Christian Standard Bible
JB	Jerusalem Bible
KJV	King James Version
Lamsa	*Holy Bible from Ancient Eastern Manuscripts . . . Translated from the Peshitta*, by George M. Lamsa
LB	Living Bible
MLB	Modern Language Bible
Moffatt	*The New Testament: A New Translation*, James Moffatt
NAB	New American Bible
NABR	New American Bible, Revised Edition
NASB	New American Standard Bible
NEB	New English Bible
NET	New English Translation
NETS	*A New English Translation of the Septuagint*. Edited by Albert Pietersma and Benjamin G. Wright. New York: Oxford University Press, 2007
NIV	New International Version
NIVI	New International Version, Inclusive Language Edition
NJB	New Jerusalem Bible
NJPS	*Tanakh: The Holy Scriptures: The New JPS Translation according to the Traditional Hebrew Text*
NKJV	New King James Version
NLT	New Living Translation
NRSV	New Revised Standard Version
Phillips	The New Testament in Modern English, J. B. Phillips
REB	Revised English Bible
RSV	Revised Standard Version
RV	Revised Version
Smith-Goodspeed	*The Complete Bible: An American Translation*, OT trans. J. M. Powis Smith et al.; Apocrypha and NT trans. Edgar J. Goodspeed
SV	*The Complete Gospels Annotated Scholars Version*, ed. Robert J. Miller
TEV	Today's English Version (= Good News Bible)
TNIV	Today's New International Version
THGNT	Tyndale House Greek New Testament
Weymouth	*The New Testament in Modern Speech*, R. F. Weymouth

5.5.2 Books of the Bible Abbreviation List

Use the abbreviations of books of the Bible in footnotes and parenthetical Scripture references. These abbreviations do not include a period, nor are they italicized. These abbreviations follow *SBL Handbook* standardized format.[4]

Gen	Genesis
Exod	Exodus
Lev	Leviticus
Num	Numbers
Deut	Deuteronomy
Josh	Joshua
Judg	Judges
Ruth	Ruth
1–2 Sam	1–2 Samuel
1–4 Kgdms	1–4 Kingdoms (LXX)
1–2 Kgs	1–2 Kings
1–2 Chr	1–2 Chronicles
Ezra	Ezra
Neh	Nehemiah
Esth	Esther
Job	Job
Ps/Pss	Psalm/Psalms
Prov	Proverbs
Eccl (or Qoh)	Ecclesiastes (or Qoheleth)
Song (or Cant)	Song of Songs (Song of Solomon, or Canticles)
Isa	Isaiah
Jer	Jeremiah
Lam	Lamentations
Ezek	Ezekiel
Dan	Daniel
Hos	Hosea
Joel	Joel
Amos	Amos
Obad	Obadiah
Jonah	Jonah
Mic	Micah
Nah	Nahum
Hab	Habakkuk
Zeph	Zephaniah
Hag	Haggai
Zech	Zechariah
Mal	Malachi
Matt	Matthew
Mark	Mark
Luke	Luke
John	John

[4] Society of Biblical Literature, *SBL Handbook*, 124–25.

Acts	Acts
Rom	Romans
1–2 Cor	1–2 Corinthians
Gal	Galatians
Eph	Ephesians
Phil	Philippians
Col	Colossians
1–2 Thess	1–2 Thessalonians
1–2 Tim	1–2 Timothy
Titus	Titus
Phlm	Philemon
Heb	Hebrews
Jas	James
1–2 Pet	1–2 Peter
1–2–3 John	1–2–3 John
Jude	Jude
Rev	Revelation

Students requiring abbreviations for the Apocrypha and Septuagint, the Old Testament Pseudepigrapha, Dead Sea Scrolls and related texts, Philo, Josephus, Mishnah, Talmud, targumic texts, other rabbinic works, apostolic fathers, Nag Hammadi codices, New Testament Apocrypha and Pseudepigrapha, classical and ancient Christian writings, Latin names of biblical books, papyri, ostraca, epigraphical citations, and ancient Near Eastern texts should consult the *SBL Handbook* (see 8.3.3–17). Consistency should always be maintained.

5.5.3 State Abbreviations in Citations

Use postal codes—two uppercase letters in all caps, no periods—to abbreviate US states and Canadian provinces in bibliography and footnote entries (see Turabian 24.3.1). Do not use state or province abbreviations with the largest or best-known cities in the United States and Canada. Do not use state abbreviations when the publisher is located in one of these cities:

Atlanta	Houston	New York
Baltimore	Indianapolis	Oklahoma City
Berkley	Las Vegas	Philadelphia
Boston	New York	Phoenix
Chicago	Louisville	San Antonio
Dallas	Memphis	San Diego
Denver	Minneapolis	San Francisco
Detroit	Nashville	Seattle
Grand Rapids (*Grand Rapids is a major publishing city*)		

If the state is mentioned in the publisher's name, omit the state abbreviation after the city. For instance, in the example below, "Indiana" is included in the publisher's name, so even though Bloomington is not one of the largest cities in the US, the state abbreviation is not listed after the city.

[6] Russell E. Richey, *Early American Methodism* (Bloomington: Indiana University Press, 1991), 76.

For a well-known international city of publication, omit the country name. For a less well-known international city, include the country name but do not abbreviate it. The exception is for less well-known cities in the United Kingdom, which you may abbreviate UK. Be consistent with the use of states/countries in the footnote and its corresponding bibliography entry.

Oxford: Oxford University Press
Fearn, Scotland: Christian Focus

5.6 Transliteration

Students are encouraged to incorporate Hebrew and Greek fonts in their writing (see chapter 1 of this style guide for more information). If transliteration is necessary, students should use the following transliteration styles from the *SBL Handbook* (5.1.2 "General-Purposes Style" and 5.3 "Greek"), reproduced below. The style should be consistent throughout—either transliterations or Greek/Hebrew font but not a mixture of Greek/Hebrew font and transliterations of the Greek/Hebrew.

Table 4. Hebrew consonant transliteration

Character		*Transliteration*	*Character*		*Transliteration*
א	*aleph*	*ʾ* or omit	מ, ם	*mem*	*m*
ב	*bet*	*b; v* [spirant]	נ, ן	*nun*	*n*
ג	*gimel*	*g; gh* [spirant]	ס	*samek*	*s*
ד	*dalet*	*d; dh* [spirant]	ע	*ayin*	*ʾ* or omit
ה	*he*	*h*	פ, ף	*pe*	*p; f* [spirant]
ו	*vav*	*v* or *w*	צ, ץ	*tsade*	*ts*
ז	*zayin*	*z*	ק	*qoph*	*q*
ח	*khet*	*h* or *kh*	ר	*resh*	*r*
ט	*tet*	*t*	שׂ	*sin*	*s*
י	*yod*	*y*	שׁ	*shin*	*sh*
כ, ך	*kaph*	*k; kh* [spirant]	ת	*tav*	*t; th* [spirant]
ל	*lamed*	*l*			

Table 5. Hebrew vowel transliteration

Character		*Transliteration*	*Character*		*Transliteration*
◌ַ	*patakh*	*a*	◌ָ	*qamets khatuph*	*o*
◌ַ	furtive *patakh*	*a*	◌ֹ	*holem*	*o*
◌ָ	*qamets*	*a*	וֹ	*holem vav*	*o*
◌ָה	*qamats he*	*ah*	◌ֻ	*qibbuts*	*u*
◌ֶ	*segol*	*e*	וּ	*shureq*	*u*
◌ֵ	*tsere*	*e*	◌ֳ	*khateph qamets*	*o*
◌ֵי	*tsere yod*	*e*	◌ֲ	*khateph patakh*	*a*
◌ִ	short *hireq*	*i*	◌ֱ	*khateph segol*	*e*
◌ִי	*hireq yod*	*i*	◌ְ	vocal *shewa*	*e*

Table 6. Greek alphabet transliteration

Character		*Transliteration*	*Character*		*Transliteration*
α	*alpha*	*a*	ξ	*xi*	*x*
β	*bēta*	*b*	ο	*omicron*	*o*
γ	*gamma*	*g*	π	*pi*	*p*
γ	*gamma* nasal	*n* (before γ, κ, ξ, χ)	ρ	*rho*	*r*
δ	*delta*	*d*	ῥ	initial *rho* (or in medial double *rho*: e.g., *Pyrrhos*)	*rh*
ε	*epsilon*	*e*	σ, ς	*sigma*	*s*
ζ	*zēta*	*z*	τ	*tau*	*t*
η	*ēta*	*ē*	υ	*upsilon*	*y* (not in diphthong)
θ	*thēta*	*th*	υ	*upsilon*	*u* (in diphthongs: *au eu _u, ou, ui*)
ι	*iōta*	*i*	φ	*phi*	*ph*
κ	*kappa*	*k*	χ	*chi*	*ch*
λ	*lambda*	*l*	ψ	*psi*	*ps*
μ	*mu*	*m*	ω	*ōmega*	*ō*
ν	*nu*	*n*	‘	rough breathing	*h* (preceding initial vowel or diphthong)

5.6.1 Using Translations, Transliterations, and Foreign Fonts

When using foreign languages in a paper, the translation is in quotation marks, transliteration italicized, and foreign script should be in SBL font.

Jesus was called the "light" (John 1:5).

Jesus was called φῶς (John 1:5).

Jesus was called *phōs* (John 1:5).

5.7 Tables and Figures

Tables are used for data presented in rows and columns; all other graphics should be labeled as figures in a thesis, dissertation, or project (see Turabian 26 "Tables and Figures").

5.7.1 Tables

Every table must have both a number and a title above it, centered on the page. The word "Table" should precede the number, which begins at 1 and proceeds sequentially throughout the text of a thesis, dissertation, or project. A period should follow the table number. The title of a table follows the table number and should be capitalized sentence style (i.e., only the first word and proper nouns are capitalized) with no final punctuation. The length of the table title should not extend beyond the width of the table. Longer titles should be broken into two or more single-spaced lines and appear in inverted pyramid style. A single space should separate the table title from the table itself.

Numbering tables in appendixes should restart at 1 prefixed with the letter "A": for example, Table A1. Numbering should proceed sequentially throughout all appendixes. When tables appearing in appendixes are referenced in the text, always include with the reference the appropriate appendix number: for example, "See table A1 in appendix 1."

A full border should outline tables. Use borders on all sides of a cell except where data spans two cells and the interior border would not be appropriate. All borders and rules should be 1/2 point or hairline width.

Tables are presented in the same font, size, and color as the body of text. If reducing the font size in a table allows for the table to be on a single page instead of spanning two pages, 10-point font size is allowed. Bold, underline, and colored text should be avoided for emphasis, but italic font may be used for category titles within the table.

In tables with numerical data, cells should appear right aligned and decimal aligned with an equal number of decimal places. When no data is contained in a cell, use an em dash (—) to indicate no data rather than a hyphen (-) or zeros; however, use zeros to indicate computed results in a distribution of data. Decimal numbers are expressed with one leading zero when they are a decimal fraction of less than 1.00 if the quantity being described can exceed 1.00 (e.g., The mean was 0.75 books read per month). For decimals where the value can never exceed 1.00, such as probabilities or correlation coefficients, do not include a leading zero before the decimal point (e.g., $p < .05$). Do not repeat % or $ symbols in each cell but indicate the symbol in the categorical title.

If necessary, a table note should appear below the table, separated by a single space. Notes aid readers in interpreting the data or explaining the table. They should appear left justified and should be capitalized sentence style with no terminal punctuation. The word "Note" followed by a colon should precede the note. All text in the note should appear left justified and with 12-point spacing.

Any table and its corresponding title (and note, if any), should be separated from text or other graphic above and below with three empty 12-point spaced lines. Tables appear centered between the left and right margins horizontally and, when filling a full page, between the top and bottom margins.

If a table can fit on one page but remaining space in the document does not allow for the table to fit on the page, the whole table may appear at the top of the next page. If necessary to avoid large white space, you may move text to fill the preceding page when the whole table is moved to the next page.

When a table is larger than one full page, continue the table on the next page. The column headings must be repeated on the second page. In MS Word, select the row to be repeated, then go to the Main Menu and select Table . . . Repeat Header Rows. You can also select Layout on the grey ribbon and click on the Repeat Header Rows button. The table note, if any, should appear on the final page below the last line of the table. For an example table spanning two pages, see table 7 in section 6.2.

5.7.2 Figures

Every figure must have a number and title. The formatting is similar to the formatting for tables except in the placement of titles. Figure numbers and titles appear *below* the figure and are separated from the figure by a 12-point spaced line. Numbering for figures is separate from table numbering; it should begin at Figure 1. for the first figure and continue consecutively for each figure throughout the document.

Unlike tables, figures do not require a border unless they are reproductions and part of the original documents. If necessary, a figure note or legend should appear below the figure title, separated by a single space. Otherwise, the formatting is the same as for table notes.

All graphics and research instruments must fit within the margin specifications for papers, theses, dissertations, or projects to ensure proper integration in the document.

Configure all figures according to grayscale colors to ensure appropriate sharpness, clarity, and contrast when printed with black ink.

Chapter 6 Overview: Style Guidelines for Prospectuses, Theses, Dissertations, and Projects

A prospectus, thesis, dissertation, or doctoral project follows the general style guidelines but also requires some additional elements. You should download the template for your degree from the Writing Center or respective doctoral office. Pay close attention to the front/end materials and details regarding chapters. Be prepared to consult *Turabian* for questions not resolved in this style guide.

Templates: 6.1

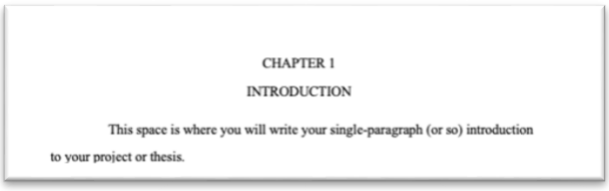
- Download the appropriate template for your degree to ensure that all pages are in the correct order and are properly formatted.

6.2 Order of Pages for Dissertations, Theses, Projects

Page Type	Page Required?	Counted in page count?	Numbering
Copyright Page	Required	Not counted	No page number
Title Page	Required	Counted (i) but no page number visible	Not numbered
Approval Sheet	Required	Counted (ii) but no page number visible	Not numbered
Dedication Page	Not required	Counted (iii) but no page number visible	Not numbered
Table of Contents	Required	Counted (iv) (iii if no dedication page)	Lower case roman numerals
List of Abbreviations	Required if used	Counted	Lower case roman numerals
List of Tables	Required if used	Counted	Lower case roman numerals
List of Figures or Music Examples	Required if used	Counted	Lower case roman numerals
Preface	Required	Counted	Roman numerals (lower case)
Body of Text	Required	Counted	Arabic numerals beginning with "1"
Appendixes	Not required	Counted	Arabic numerals
Bibliography	Required	Counted	Arabic numerals
Abstract	Required	Not counted	No page number
Vita	Required	Not counted	No page number

Chapters and Footnotes: 6.2

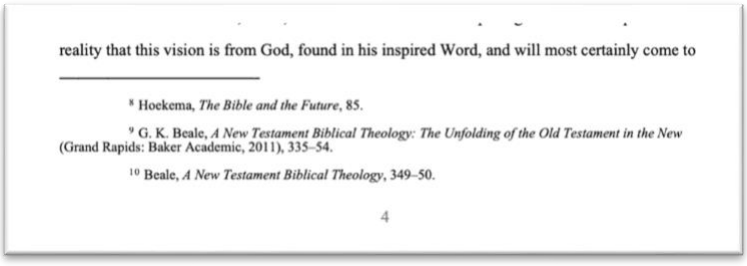
- Every chapter will have its own number in addition to a title.
- Front materials require lowercase roman numerals; chapters use arabic numerals that continue throughout the document.
- Footnote numbers begin again with each chapter
- The first time you cite a work in each chapter requires a full footnote citation.



CHAPTER 1

INTRODUCTION

This space is where you will write your single-paragraph (or so) introduction to your project or thesis.



reality that this vision is from God, found in his inspired Word, and will most certainly come to

[8] Hoekema, *The Bible and the Future*, 85.

[9] G. K. Beale, *A New Testament Biblical Theology: The Unfolding of the Old Testament in the New* (Grand Rapids: Baker Academic, 2011), 335–54.

[10] Beale, *A New Testament Biblical Theology*, 349–50.

4

CHAPTER 6

STYLE GUIDELINES FOR PROSPECTUSES, THESES, DISSERTATIONS, AND PROJECTS

The style guidelines for prospectuses, theses, dissertations, and projects follow the style manual guidelines discussed in chapter 1. Students should follow the style and citation guidance outlined in the style manual; however, some formatting elements are unique to the doctoral programs. Section 6.1 describes the doctoral writing templates. Section 6.2 describes the standard order of pages for dissertations, theses, and projects, including the elements required of a thesis, dissertation, and project. Section 6.3 addresses the use of color in the document. Section 6.4 is specific to the prospectus/proposal. Section 6.5 describes the style reading process.

6.1 Doctoral Templates

Each doctoral office has a set of templates that doctoral students must use in the writing process. These templates have been pre-formatted to meet the style and formatting requirements for each degree program. The template contains detailed instructions for each template page and element.

6.2 Order of Pages for Dissertations, Theses, and Projects

Table 7. Order of pages for dissertations, theses, projects

Page Type	*Page Required?*	*Counted in page count?*	*Numbering*
Copyright Page	Required	Not counted	No page number
Title Page	Required	Counted (i) but no page number visible	Not numbered
Approval Sheet	Required	Counted (ii) but no page number visible	Not numbered

Page Type	*Page Required?*	*Counted in page count?*	*Numbering*
Dedication Page	Not required	Counted (iii) but no page number visible	Not numbered
Table of Contents	Required	Counted (iv) (iii if no dedication page); first visible page number	Lowercase roman numerals
List of Abbreviations	Required if used	Counted	Lowercase roman numerals
List of Tables	Required if used	Counted	Lowercase roman numerals
List of Figures or Music Examples	Required if used	Counted	Lowercase roman numerals
Preface	Required	Counted	Lowercase roman numerals
Body of Text	Required	Counted	Arabic numerals beginning with "1"
Appendixes	Not required	Counted	Arabic numerals
Bibliography	Required	Counted	Arabic numerals
Abstract	Required	Not counted	No page number
Vita	Required	Not counted	No page number

The title page should not show a page number. If there is any front matter, it should be paginated with lowercase roman numerals. Use arabic numerals beginning with the first page of text (page "1") and continuing throughout the rest of the project, including sections subsequent to the main body of the paper (i.e., appendix, bibliography), excluding the abstract and vita. Center all page numbers below the bottom margin, 0.7 inch from the bottom of the sheet.

6.2.1 Copyright Page

The copyright page includes the word "Copyright," followed by the copyright symbol, the expected year of graduation, and the author's full legal name (no initials). Below this line, the copyright notice should appear single-spaced and read, "The Southern Baptist Theological

Seminary has permission to reproduce and disseminate this document in any form by any means for purposes chosen by the Seminary, including, without limitation, preservation or instruction."

6.2.2 Title Page

The layout of the title page for a prospectus, thesis, dissertation, thesis, or project follows the instructions discussed in section 1.7 with the following exceptions.

The first section provides the title of the work. There are three title style options in the template: a 1-line title, a 2-line title, and a 3- or 4-line title. Titles of 5 or more lines should be revised. Select the appropriate style for your title length. Failure to update the title line style will disrupt the remaining title page spacing.

The second section identifies the work as either a "Prospectus," "Proposal," "Dissertation," "Thesis," or "Project."

The third section identifies the degree for which this work is a requirement. In the Degree field, write out the entire degree name. Do *not* use abbreviations.

The fourth section includes the student's full legal name (no initials) as well as month and year of expected graduation. Write out the entire month and year (e.g., December 2025). Do not separate with a comma. It should *not* include a student's email address.

6.2.3 Approval Sheet

The heading **APPROVAL SHEET** (bold and in all caps) appears centered and 2 inches from the top of the page. The dissertation, thesis, or project title is automatically formatted via the "Approval Work Title" style on the style panes. This title should be *identical* in form to the Title Page title (i.e., inverted pyramid and same wording and line breaks).

The next section provides the names of the student's chair or supervisor, committee member(s), and defense date. Type the formal names of each committee member. Always include the middle initial(s) when available (consult the SBTS catalog or website for formal names). Do not add professional titles (e.g., Dr. or Professor) before the formal name or degrees

after the formal name. Do not include a line for an external reader even if an external reader serves as an additional member of your committee.

6.2.4 Dedication Page

A dedication page is optional. The dedication appears centered and in the middle of the page.

6.2.5 Table of Contents

The table of contents (ToC) has been automatically formatted to update according to the correct usage of the styles within the template. As you write your chapters and insert subheadings, follow the instructions in the template to update the table of contents and view the new chapter and subheading titles. If you include one or more appendixes in the template, the ToC will also update the appendix titles.

Once you complete your prospectus/proposal or final draft, you will need to follow the template instructions to format the table of contents in preparation for the appropriate style reading. The template includes a video tutorial link to help you format the ToC. Because any manual changes made to the ToC are removed when you click “Update Field,” updating the ToC should be reserved for the final editing stage of your prospectus/proposal or final draft.

6.2.6 Lists in Preliminary Pages

If your dissertation, thesis, or project contains abbreviations, tables, or figures, you must include preliminary pages for those lists. All doctoral templates contain preformatted preliminary list pages. Students can delete any unused pages, but we encourage you to keep these pages until you are sure that you will not need them.

In a list of abbreviations, four blank spaces must appear between the longest abbreviation and its descriptive text. Logically, shorter abbreviations will have more spaces between their entries and their descriptive text. The template is populated with examples that you can replace. The template is set up to automatically format additional entries.

The list of abbreviations should include titles of sources used so frequently in your footnotes that the abbreviation helps declutter the footnotes (e.g., titles of commentary series, titles of journals, specialty dictionaries, or lexicons.) The list should *not* include abbreviations of versions of the Bible, names of churches, programs, or institutions (e.g., the IMB). To abbreviate any of those, when you first mention the name in the body of your project, write it out fully, insert the abbreviation in parentheses, and then finish the sentence. Then use the abbreviation thereafter. It does not need to be fully written out in any other chapter, and the abbreviation does not need to be introduced again. For example, "The bylaws of First Baptist Church of Reedsburg (FBCR) concur with this stance. Further, FBCR's bylaws state . . . " Abbreviations for cited sources must provide full citations if the abbreviation is used in lieu of full and shortened notes. These citations should not be repeated in the bibliography. See the templates for examples.

The list of tables (or figures) contains the titles of each table and the associated page number. Each title should be sentence-capitalized and numbered in ascending order (i.e., 1, 2, 3, 4). Appendix table (or figure) numbers should be prefaced with "A" and restart with "1" (i.e., A1, A2, A3, A4). If a list of tables or figures contains more than nine entries, then indent the first nine entries so that the periods after the two-digit numbers align with the periods after the single-digit numbers. Manually break long multi-line table (figure) titles (using Shift + Enter) to allow at least half an inch of space between any portion of the table (figure) title and the page number.

6.2.7 Preface

The preface is a place to acknowledge the influence, assistance, or support of individuals or organizations throughout your education and/or particularly during the course of writing the dissertation, thesis, or project. It is also a place for personal reflection; as such, it should not include any argumentation of or discussion about your research topic or ministry context. You could also mention your supervisor and his or her efforts on your behalf.

The heading PREFACE, in all caps, appears 2 inches from the top of the page. The preface begins on the third line below the heading. The author's name (informal is permissible

only here) appears on the third line below the last line of the preface, right justified. The city and state of composition appear on the next line, left justified. Do not abbreviate the state name. The month and year of anticipated graduation appear on the next line. Use standard dating (e.g., December 2025). Do not abbreviate the month.

6.2.8 Body of Text

On the first page of each chapter, the word CHAPTER, in all caps, followed by its corresponding arabic numeral, should appear 2 inches from the top of the page. The chapter title is placed in all caps on the second single-spaced line below the word CHAPTER. If the chapter title is more than 4 inches long, it must be divided, arranged inverted pyramid style (i.e., each subsequent line is shorter than the line above it), and be 12-point spaced. The title of the dissertation, thesis, or project never serves as the title of chapter 1. Instead, use INTRODUCTION as the title for chapter 1 unless your supervisor approves some other title.

After typing in the chapter title, press enter to automatically change to “body of text” style. Doctoral pages should always use exactly 24-point spacing, never double-spacing. Line spacing, indentation, and block quotation guidelines all conform to previous sections of this manual. See chapter 1 for these specifications.

Follow the template outline provided by the appropriate doctoral office for the content of your work. Before making changes to the chapter order provided in the template, consult your supervisor.

6.2.9 Footnotes

Footnotes are numbered consecutively, starting over with number 1 at the beginning of each chapter. Footnote entries must be given in full the first time a work is cited. However, first references may use abbreviations only if they are given in a list of abbreviations at the beginning of your work. Subsequent references within a chapter should be shortened. For more information on footnotes see section 2.2, chapter 3, and Turabian chapter 17.

6.2.10 Appendixes

If your work has one or more appendixes, you must number each appendix as you do chapters (APPENDIX 1, APPENDIX 2, etc.), and each must have its own title. The doctoral template is preformatted to update the appendixes in the table of contents. As with chapters, the pagination of your work continues successively through the appendix or appendixes with the page numbers centered at the bottom margin.

6.2.11 Bibliography

The bibliography should include the sources footnoted throughout your dissertation, theses, or project. You *may* choose to have a divided bibliography for the purposes of your prospectus/proposal (one for the footnote citations that appear in your prospectus/proposal and one for the sources you expect to engage throughout your work). However, most defense drafts will have a single bibliography unless your supervisor or office has approved a divided bibliography.

SBTS style uses Turabian style bibliography forms (9th ed.); see chapter 17. Most citation forms are covered in chapter 3 of this style guide. If citing a theological work for which there is no specific guidance or example in this style guide, consult the *SBL Handbook.*

6.2.12 Abstract

The dissertation, thesis, or project title is automatically formatted via the "Abstract Title" style on the style pane. This title should be *identical* in form to the Title Page title (i.e., inverted pyramid and same wording and line breaks). The only difference is that the title is 12-point spaced on this page.

The abstract of the dissertation, thesis, or project presents a brief synopsis of the work. It will appear in a database along with bibliographic information on your dissertation, thesis, or project. The standard SBTS abstract is a chapter-by-chapter summary of your manuscript. The doctoral offices have provided additional abstract instructions in the template. The body of the

abstract may not exceed 150 words for theses and projects. A dissertation abstract should be about 350 words and no more than 500 words.

In the prospectus/proposal phase, do not add your anticipated degree designation (PhD, EdD, DMiss, DEdMin, DMin, ThM) after your name. Add the designation to your final defense draft.

6.2.13 Vita

The vita provides brief autobiographical information. It appears on a page by itself after the abstract and should not be more than one page. It includes the following categories of information: author's name, education (e.g., colleges, universities, and seminaries attended as well as degrees conferred), academic publications if any, professional organizations (e.g., Society of Biblical Literature, The Evangelical Theological Society), and academic and ministerial employment. For each section, list items from earliest (top) to most recent (bottom). If you are still in a position, do not add "present" to the date; leave the dash open (e.g., January 2023–). Do not include seminar papers, conference papers, materials prepared for a project, your thesis, or your dissertation. Only peer-reviewed articles and scholarly books you have published should be included in the vita. You may delete sections if they do not apply to you, but you may *not* modify section names, add new section names, or reorder the sections.

6.3 Using Color

The primary color of the document, including text, graphics, and appendixes, should be black on white. However, color is allowed in rare situations when permission is granted in advance by the doctoral studies office (supervisors cannot grant this permission). In graphics or appendixes, color is permitted only when it has a functional and necessary purpose (e.g., using colored diagrams to illustrate the synoptic problem). Colors are not permitted for purely aesthetic reasons.

6.4 Prospectus/Proposal

PhD, EdD, and DMiss students prepare a prospectus as the initial stage of the dissertation or thesis process, while DMin and DEdMin students write a proposal. DMin and DEdMin students should follow instructions provided by the PDS office.[1] EdD students should consult the Course Sequence and Writing Process page for guidelines regarding the organization and development of the prospectus. DMiss students and PhD students should follow instructions provided by the RDS office.

6.5 Preliminary and Full Draft Style Readings

All research (PhD, EdD, DMiss) and professional doctoral students (DMin, DEdMin) must submit their prospectus or proposal, all front and back matter, and the style submission checklist for a preliminary style reading before moving on to writing the dissertation, thesis, or project. For the preliminary style reading, the bibliography should only contain the sources cited in the submitted prospectus/proposal. The purpose of a preliminary style reading is to identify any pattern of errors regarding general form, style, and citation form (both footnotes and bibliography entries).

A full or defense draft style reading must also be submitted after completion of the dissertation, thesis, or project. A student must have an approved style reading prior to uploading a final draft to ProQuest. Doctoral students will find *SBTS MOS* helpful in addressing many formatting questions. The manual is a supplement to Turabian. *SBTS MOS* does not reproduce Turabian style guidelines; rather, it clarifies, specifies, or emends those guidelines to cater to the specific needs of SBTS and its students. Ultimately, the manual ensures that all doctoral work is kingdom-worthy and a professional reflection of the students, SBTS, and its faculty at large.

Preliminary and full draft style readings should be submitted to the Style Reading portal for the respective doctoral office (RDS or PDS), along with a signed copy of the style submission checklist. Students whose submissions do not comply with the checklist will

[1] https://inside.sbts.edu/pds-student-resources/pds-writing-resources/

automatically have their submissions returned to be corrected and then resubmitted for another style reading. The resubmission fee is $125 for a rejected preliminary submission and $250 for a rejected defense draft.

APPENDIX 1

SAMPLE RESEARCH PAPER

The following pages are excerpts of an example research paper to illustrate the matters of formatting and style presented in this guide. Please note that the page numbers that follow are representative of the sample paper and not the page numbers of this guide. This page serves as an example of a formatted appendix and an appendix introduction.

INAUGURATED ESCHATOLOGY AND THE GRIEVING CHRISTIAN: OUR PRESENT AND FUTURE HOPE AS A FRAMEWORK FOR GRAPPLING WITH DEATH

A Research Paper

Presented to

Dr. Jeremy Pierre

The Southern Baptist Theological Seminary

In Partial Fulfillment

of the Requirements for 34300

---

by

John Student

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October 2, 2023

*I affirm the honor code.

INAUGURATED ESCHATOLOGY AND THE GRIEVING CHRISTIAN: OUR PRESENT AND FUTURE HOPE AS A FRAMEWORK FOR GRAPPLING WITH DEATH

D. A. Carson writes poignantly in *How Long, O Lord?* that "all we have to do is live long enough, and we will be bereaved. All we have to do is live long enough, and we will die."[1] And in such a world where this is the case, how can we rightly read the apostle Paul's words that "for those who love God all things work together for good" (Rom 8:28)?[2] The premise of this paper is an attempt to answer that question: that the "already-not yet" of inaugurated eschatology provides Christians with an interpretive framework to help grapple with the reality of death in this present, fallen world. Our hope in the resurrection is not solely future-focused but instead has real, present ramifications for how we can approach both the deaths of loved ones and our own coming deaths. I pray that the reader can find here a gospel lens through which to view their grief, as we stand in this present age of the church, awaiting the final and glorious return of our Savior and King.

What Is the "Already-Not Yet"?

It is important to first define the "already-not yet," or the idea of "inaugurated eschatology." G. K. Beale, who wrote the introductory chapter for *Making All Things New*, provides a great definition in just three sentences: "The expression 'already-not yet' refers to two stages of the fulfillment of the latter days. It is 'already' because the latter days have dawned in

[1] D. A. Carson, *How Long, O Lord? Reflections on Suffering and Evil*, 2nd ed. (Grand Rapids: Baker Academic, 2006), 97.

[2] Unless otherwise noted, all Scripture references are from the English Standard Version (ESV).

Christ, but it is 'not yet' since the latter days have not consummately arrived. Scholars often use the phrase 'inaugurated eschatology' to describe the beginning stage of the latter days."[3] Directly above this definition in the book is a great chart that helps to visualize this eschatological understanding, and this chart includes much of the wording used throughout Scripture to variously describe the three primary ages of creation: the age before Christ's incarnation, the current church age, and the age following Christ's second coming.[4]

However, having this basic definition, we must ask, "Why does this matter?" Is "inaugurated eschatology" simply a heady theological buzzword, or does it have practical implications for our Christian lives? Anthony Hoekema summarizes well the importance of understanding inaugurated eschatology and its application to us now:

> We live in a continuing tension between the already and the not yet. . . . the position of the New Testament believer is this: he lives in the last days, but the last day has not yet arrived; he is in the new age, but the final age is not yet here. Though he enjoys the "powers of the age to come," he is not yet free from sin, suffering, and death. Though he has the firstfruits of the Spirit, he groans inwardly as he waits for his final redemption.[5]

Though the word eschatology means "the study of the doctrine of the *future*," eschatology is imminently applicable to our daily lives. Especially as we grapple with the reality of death and grief, the "already-not yet" framework provides the most solid basis with which to interpret these events.

Death and Resurrection

We must remember that death was not part of God's original design for creation but is rather his just judgment on a people who have usurped his authority and sinned against his holy and righteous character. God warned Adam and Eve in the garden that "you may surely eat of every tree of the garden, but of the tree of the knowledge of good and evil you shall not eat, for

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[3] Benjamin L. Gladd and Matthew S. Harmon, *Making All Things New: Inaugurated Eschatology for the Life of the Church* (Grand Rapids: Baker Academic, 2016), 9.

[4] Gladd and Harmon, *Making All Things New*, 9.

[5] Hoekema, *The Bible and the Future*, 34.

Conclusion: Making All Things New

In counseling an individual grappling with the death of a loved one, we must not ignore or dismiss the pain caused by it. We do serious injustice to a counselee by refusing to allow them to rightly grieve the loss they have experienced. It is in this very "glorious lament" that we often find our most solid hope in Christ. This idea is exemplified in the following quote from Pierce Taylor Hibbs, a theologian at Westminster Seminary, who wrote about experiencing the death of a close friend. In the final paragraph of the article, he writes,

> Death, after all, cannot silence Christ. He raised Lazarus as a foretaste of something much bigger. When God raised Jesus from the dead, he was made alive—forever. And our Christ who lives speaks as much to us today as he did to Martha and Mary two thousand years ago. While death can make a thousand threats to steal our physical and spiritual life, it cannot hush the Son of God, who continues to speak through his Word. And when the Spirit helps us to remember all that Christ has done, we cling to our only hope. We cling to life himself. Over our lifetime, God will shore up our faith again and again and again—as many times as it takes until we are eternally in his presence. On that day, we will be fully united with the Father, Son, and Holy Spirit, and death will be but a memory.[29]

Especially when grieving a death, we cannot remain in a state of lament. There must be a movement forward in hope, even as difficult as that might seem in the moment. And the primary pathway towards that hope is inaugurated eschatology and the assurance it brings that God is "making all things new."

*Honor Code: I have written this paper exclusively for 34300. If I received any editing or proofreading advice, I have made all such corrections myself. I have also documented each paraphrase, direct quotation, and borrowed idea in compliance with the Turabian and SBTS style manuals.

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[29] Pierce Taylor Hibbs, "The Power of Remembrance in the Face of Death," *Journal of Biblical Counseling* 31, no. 1 (2017): 55.

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APPENDIX 2

SAMPLE BOOK REVIEW

The following pages are excerpts of an example book review to illustrate the matters of formatting and style presented in this guide. Please note that the page numbers that follow are representative of the sample paper and not the page numbers of this guide. This page serves as an example of a formatted appendix and an appendix introduction.

CHARITABLE WRITING:

CULTIVATING VIRTUE THROUGH OUR WORDS

A Book Review

Presented to

Dr. Alisha Biler

Boyce College

In Partial Fulfillment

of the Requirements for EN102

---

by

Jane Student

jstudent111@students.sbts.edu

March 15, 2021

*I affirm the honor code.

Gibson, Richard Hughes, and Edward Beitler III. *Charitable Writing: Cultivating Virtue through Our Words*. Downers Grove, IL: Intervarsity Press, 2020.

Charitable Writing by Richard Hughes Gibson and Edward Beitler III is a contemplative approach to the practice of Christian writing. Gibson codirects Manibus Press, an artist publishing company, which shows in this work as an art-infused meditation on the writing practices of the great Christian figures throughout church history. Beitler is an English professor at Wheaton College. This book is written for the student, encouraging them to write in love rather than simply when under compulsion. However, the work has implications for Christians of any age or education. This work is both thought provoking as well as inspiring and can transform the way Christians think about writing. There are three main arguments the authors present: writing charitably requires character, it must be understood as an art, rather than a weapon, and it is a responsibility.

Summary

Charitable Writing can be seen as a response to an uncharitable culture of writing in the modern world. Through paintings, metaphors, and history, Gibson and Beitler attempt to convince Christian readers that writing is more than simply a means to a passing grade in a high school or college class.

The first major theme or argument the authors spend a great deal of words exploring is the idea that charitable writing requires character. The writing and the writer are inseparable. According to chapters 1–4, the foundation of writing is not a formula or a specific methodology but rather the character of the writer himself. In this way, the writing is a true and honest expression of the author, not simply a mask he wears. This is reminiscent of God's *agape* love.

an obvious implication that writing, and particularly argument, fall under the category of loving one's neighbor (101–103). The authors furthermore contend that the "argument is war" metaphor is unloving. This approach to writing can both make us "fail to see [the people we debate] as creatures formed, like us, in the image of God" and "rob ourselves of opportunities to grow in the virtues that Christ models and commands" (113). In seeing arguments as war, we harm others and ourselves. From this analysis, the authors argue for more charitable metaphors for argument, such as seeing argument a communal feast in which all participants are equals who are feasting on the same resource of knowledge. In the final section of the book entitled "Keeping Time Hopefully," writing charitably includes the responsibility of taking more time than one would likely prefer to take. To close, the concept of writing as a spiritual discipline is suggested in the final chapter of the book. This too, supports the claim that charitable writing is a responsibility.

Critical Evaluation

Charitable Writing explores rhetoric, argument, and writing in general in a way that many students are unfamiliar with. Being a relatively unique concept, it is a bold work that will inevitably fall short in some places. However, the work by Gibson and Beitler is commendable as a guide to writing as Christians in un-Christian writing settings.

One fault found in the book is the clever word use as a foundation for specific arguments. Being quite capable in communicating in an attractive way that grabs the reader's attention, the authors sometimes rely too much on their skill at the expense of solid grounding for argument. One example of this shortcoming is found when the authors are discussing the concept of participation in writing communities. They write, "Participation is transformed from saying your piece into sharing in the peace of Christ" (74). From this play on words, the authors create an entirely new argument about how we partake of the peace of Christ. It is possibly an interesting transition, but "passing the peace" has no apparent relevance to the original topic. This is problematic because it sacrifices logical integrity in the argument for pretty language. For students who have a limited experience in the argument-building process, this could falsely

Another effective aspect of *Charitable Writing* is how the authors give excellent, practical advice on how to correctly make counterarguments. Effective writing is not about presenting an opponent to your viewpoint as unintelligent or evil. To highlight this, the authors cite a novelist who encourages arguers to use "steel-man arguments" (144). An argument of this type would restate an opposing viewpoint in the most convincing and positive light in order to do justice to the work and character of the opponent, rather than commit the logical fallacy of "a strawman," in which an opponent's argument is restated in a way that makes it easy to refute. This is a good practice because it is not only charitable but also practical. Writers may get far in the world of debate by tearing opponents down by underrepresenting their arguments, but the Christian way ought to be charitable and effective.

Conclusion

Gibson and Beitler tackle a much needed but underwritten topic. Any attempt so daring almost inevitably includes some mistakes. However, the work lays a solid foundation for students as they grow and cultivate habits of writing. It encourages love and virtue not only on paper or on the keyboard, but also in everyday life as Christians seek to exemplify Christ in all aspects of life. Christians should read *Charitable Writing* with an open mind, an open Bible, and an open heart. The lessons it teaches are surprisingly impactful when one takes the chance to reevaluate writing for the glory of God.

*Honor Code: I have written this paper exclusively for EN102. If I received any editing or proofreading advice, I have made all such corrections myself. I have also documented each paraphrase, direct quotation, and borrowed idea in compliance with the Turabian and SBTS style manuals.

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