

## **Format Guidelines for Term Papers\***

### **Campbell University Divinity School**

[These guidelines are a simplified adaptation of the format suggested in Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed., rev. Wayne Booth, Gregory G. Colomb, Joseph M. Martin, et al. (Chicago: University of Chicago Press, 2018). They are general in nature and address only the categories of written material most commonly referenced in papers. Students needing guidance for the proper form of citation for more unusual types of source material should consult Turabian. Less formal formats may be appropriate for book reviews, case studies, reflection papers, and reading reports; consult the professor for guidelines.]

**Page Layout, Spacing, Fonts:** Left, right, top, and bottom margins should be set for one inch. The right margin should be left unjustified (i.e., a ragged right margin), and no more than two consecutive hyphens should appear at the right margin. Body text, unless the professor specifies otherwise, should be double-spaced. Initial lines of paragraphs should be indented half an inch. Font size should be set for 12-point throughout the paper; notes may be set in 12- or 10-point type. Sans-serif fonts (such as Arial) should not be used in formal papers; serifed fonts such as Times Roman are more appropriate for this purpose.

**Title Page:** Class papers should begin with a title page unless the professor specifies otherwise. Place the title of the paper a third of the way down the page centered in bold text. Several lines below it place your name, course number and title, and date in successive lines. *See appended sample title page.*

**Page Numbers:** Page numbers should be centered one inch from the bottom on all pages except the title page (which is not numbered). The number should appear as an Arabic numeral in the same font and font size employed for the text of the paper; no additional text such as "Page" or "Page #" should be used.

**Quotations:** Short quotations should appear within double quotation marks in the body text. Quotations of two or more sentences that exceed eight lines of text should appear as single-spaced block quotation, each line of which should be indented four spaces. A blank line should precede and follow each block quotation. No quotation marks should enclose block quotations; they should, however, be employed *within* block quotations whenever quoted material appears within the quotation.

**Notes:** Notes to source material should appear as footnotes (with the exception of references to biblical texts or other ancient texts which appear as parenthetical references) unless specified otherwise by the professor. For *footnotes*, a two-inch separator line divides the notes from the body text on each page. The separator line should be preceded and followed by a blank line. Each footnote should begin with a superscripted Arabic number; the first line of each footnote should be indented a half inch. Footnotes should be single-spaced, and a blank line should appear between each footnote.

\* Guidelines compiled by Dr. Derek Hogan 08/19/20. Students who need additional guidance or information may consult with Dr. Hogan.

## Citation Examples

Below are examples of the proper forms of citation for monographs, journal articles, articles in encyclopedias and dictionaries, and commentaries within series of commentaries. The examples are given in footnote format. Titles of books and periodicals should be italicized. For more examples and fuller explanations, consult chapters 16 and 17 in Turabian.

### Footnotes

#### Book by a single author:

<sup>3</sup>Alicia D. Myers, *Blessed Among Women?: Mothers and Motherhood in the New Testament* (New York: Oxford University Press, 2017), 59.

#### Electronic Books

For books consulted online, include a URL or the name of the database. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the notes or, if possible, track down a version with fixed page numbers.

<sup>4</sup>Caleb Oluremi Oladipo, *Will to Arise : Theological and Political Themes in African Christianity and the Renewal of Faith and Identity* (New York: Peter Lang Publishing, 2006), 26, ProQuest Ebook Central.

#### Chapter in an edited book:

<sup>5</sup>Lydia Huffman Hoyle, "Baptist Americanus," in *The Baptist River: Essays on Many Tributaries of a Diverse Tradition*, ed. W. Glenn Jonas (Macon, GA: Mercer University Press, 2008), 273.

#### Article in a journal:

<sup>6</sup>Cameron Jorgenson, "The Pleasures of Food and the Good Life." *Review & Expositor* 117 (4): 485, doi:10.1177/0034637320974785.

#### Signed article in an encyclopedia or dictionary:

<sup>7</sup>Barry A. Jones, "Canon of the Old Testament," in *Eerdmans Dictionary of the Bible*, ed. David Noel Freedman (Grand Rapids, MI: Eerdmans, 2000), 216.

### **Commentary in a series:**

<sup>8</sup>Tony Cartledge, *1 & 2 Samuel*, Smyth & Helwys Bible Commentary (Macon, GA: Smyth & Helwys, 2001), 435.

### **Commentary in a series with multiple authors writing individually on multiple biblical books in one bound volume, e.g., New Interpreter's Bible and Broadman Bible Commentary:**

<sup>9</sup>Carol A. Newsom, "The Book of Job," in *The New Interpreter's Bible*, vol. 4, ed. Leander E. Keck (Nashville: Abingdon, 1996), 361.

### **Book Review in a Journal:**

<sup>10</sup>Morna Hooker, review of *Where to Live: The Hermeneutical Significance of Paul's Citations from Scripture in Galatians 3:1-14*, by Andrew H. Wakefield, *Journal of Theological Studies* 56, no. 1 (April 2005): 167.

### **Website:**

Web pages and other website content can be cited as shown here. For a source that does not list a date of publication, posting, or revision, include an access date.

<sup>11</sup>Alicia D. Myers, "Childhood in the Greco-Roman World," Bible Odyssey, accessed June 5, 2021, <https://www.bibleodyssey.org/people/related-articles/childhood-in-the-greco-roman-world>.

## **Bibliographies**

Papers should conclude with a bibliography listing full facts of publication for all sources cited in the paper. The bibliography should begin on a separate page, but its pages should be numbered consecutively with the body of the paper. A heading such as "Selected Bibliography" should be centered two inches from the top of the initial page of the bibliography, followed by two blank lines. Bibliographical entries are listed alphabetically according to last names of authors. In the event that more than one work by the same author is included, the works should be listed in order of date of publication. After the initial bibliographical entry for an author, subsequent entries substitute a 3-em dash followed by a period for the name of the author. The first line of each entry is flush-left, but subsequent lines are indented a half inch. All entries are single-spaced; a blank line should appear between each entry. In some cases it may be helpful to subdivide the bibliography into "Primary Texts" and "Secondary Literature."

The format for bibliographical entries differs slightly from that specified for footnotes and end-notes, as illustrated by the following examples (carefully compare with the footnote examples above):

**Book by a single author:**

Myers, Alicia D. *Blessed Among Women?: Mothers and Motherhood in the New Testament*. New York: Oxford University Press, 2017.

**Electronic Book:**

Caleb Oluremi Oladipo, *Will to Arise: Theological and Political Themes in African Christianity and the Renewal of Faith and Identity*. New York: Peter Lang Publishing, 2006. ProQuest Ebook Central.

**Chapter in an edited book:**

Hoyle, Lydia Huffman. "Baptist Americanus." In *The Baptist River: Essays on Many Tributaries of a Diverse Tradition*, ed. W. Glenn Jonas, 269-284. Macon, GA: Mercer University Press, 2008.

**Article in a journal:**

Jorgenson, Cameron. "The Pleasures of Food and the Good Life." *Review & Expositor* 117 no. 4 (Fall 2020): 483–96. doi:10.1177/0034637320974785.

**Signed article in an encyclopedia or dictionary:**

Jones, Barry A. "Canon of the Old Testament." In *Eerdmans Dictionary of the Bible*, ed. David Noel Freedman, 215-17. Grand Rapids, MI: Eerdmans, 2000.

**Commentary in a series:**

Cartledge, Tony. *1 & 2 Samuel*, Smyth & Helwys Bible Commentary. Macon, GA: Smyth & Helwys, 2001.

**Commentary in a series with multiple authors writing individually on multiple biblical books in one bound volume, e.g., New Interpreter's Bible and Broadman Bible Commentary:**

Newsom, Carol A. "The Book of Job." In *The New Interpreter's Bible*, vol. 4, ed. Leander E. Keck, 317-637. Nashville: Abingdon, 1996.

**Book Review in a Journal:**

Hooker, Morna, Review of *Where to Live: The Hermeneutical Significance of Paul's Citations from Scripture in Galatians 3:1-14*, by Andrew H. Wakefield. *Journal of Theological Studies* 56, no. 1 (April 2005): 165-68.

**Website:**

Alicia D. Myers, "Childhood in the Greco-Roman World," Bible Odyssey, accessed June 5, 2021, <https://www.bibleodyssey.org/people/related-articles/childhood-in-the-greco-roman-world>.

**Inclusive Language:** In conformity to standard contemporary English usage and in keeping with the spirit of the Christian gospel, students are expected to employ gender-inclusive language in generic or third-person references to people, unless the context requires gender-specific language. For example, human beings should be referred to collectively as "humanity" rather than "man." In the case of third-person pronouns which are not intended to specify gender, language may be made inclusive through one of the following methods:

1. Pronouns of both genders may be employed in tandem. Example: "If anyone wants to be a disciple of Jesus, he/she must take up his/her cross." Or: "If anyone wants to be a disciple of Jesus, he or she must take up his or her cross."
2. Plural pronouns may be substituted for singular pronouns in many cases. Example: "If any want to become disciples of Jesus, they must take up their crosses." **Beware of mixing plural and singular pronouns in the same sentence!** Improper: "If anyone wants to become a disciple of Jesus, they must take up their cross."
3. The gender of pronouns may be alternated in successive sentences. Example: "If anyone wants to be a disciple of Jesus, she must take up her cross. Until he is willing to lose his life for the sake of the salvation of others, he cannot truly follow Jesus."

The use of gender-inclusive language with reference to God is at the discretion of the individual student.

## **Issues of Ordination in the Pastoral Epistles**

Jane Doe

DIVI 1101: New Testament II

November 1, 2020