Find additional helps at the CBTSM Research Paper Guidelines Page.
Take special note of the information on this page. The *examples* below, to which you may easily link, cover probably ninety-five percent of the documentation questions you will encounter.

Special Notes: **Abbreviating Titles in Footnotes.** Abbreviate well-known journal titles, magazine titles, lexicon titles, series titles, multi volume commentary series titles, theological dictionary titles, etc., per *SBLH* chapter 8, in *all footnote* entries, including the first entry. Do not abbreviate these, however, in bibliography entries.

Special Categories:

*Lexicons and Dictionaries.* Follow *SBLH* 7.2.28-29, per *Guidelines* for T7 17.5.3. (Click [here](#) for examples. Click [here](#) for decision tree.)

*Bible Commentaries (multi-volume/series).* (Click [here](#) for examples.)

**Footnotes.** Follow T7 17.1.4-5 with *SBLH* 7.3.9-10 [omit all editors]

**Bibliography.** Follow T7 17.1.4-5 *alone* [include general editor(s)].

*Journals.* Follow T7 17.2, but include *only* as much date information as absolutely necessary to get the job done. (Click [here](#) for examples. For *magazines* follow *SBLH* 7.2.31.)

☞ Go directly to *Encyclopedia/Dictionary Documentation Decision Tree.*
☞ Go directly to *Footnote and Bibliography Examples.*
☞ Go directly to *Journal Citation Examples.*
Essential Resources


(3) These CBTSM Research Paper Guidelines. [Guidelines]

Basic Rules

(1) Follow Turabian 7th ed. (hereafter T7),

except:

(2) Follow *SBL Handbook of Style* (hereafter SBLH) for the form of all abbreviations, capitalization and spelling, and some notations (indicated below).

(3) Follow the CBTSM Research Paper Guidelines (hereafter, Guidelines), which clarify and adjust certain points in both T7 and SBLH.

******* IMPORTANT *******

Plagiarism. Plagiarism occurs when one writer uses the thoughts, thought structure, or exact words of another without giving credit to that source of information. Plagiarism is a very serious academic offense, and is sufficient grounds for the assignment of a zero (0) grade for any seminary course as well as for expulsion from Central Baptist Theological Seminary.

******* IMPORTANT *******
Adjustments and Clarifications by T7 Paragraph Order

Follow T7 unless indicated otherwise. The purpose of this guide is not to relieve the student of the necessity of being thoroughly familiar with T7. The purpose is to disambiguate and adjust certain sections of T7 to produce a more consistent term paper schema. Some corrections may only apply to part of a T7 paragraph, so be sure you actually read the entire corresponding paragraph in T7 in conjunction with the exceptions.

Special Note: T7 gives specifications and examples for two distinctly different systems of documentation. Always use "Notes-Bibliography Style." Never use "Parenthetical Citations-Reference List Style." That is, USE chapters 16 and 17, but IGNORE chapters 18 and 19.

Some instructors may require variations from these guidelines. Your instructor will inform you of any such required variations, in writing, in the course syllabus.

T7 Part I: Research and Writing: From Planning to Production

These guidelines do not cover T7 part one (chapters 1-14).

T7 Part II: Source Citation (Documentation)

Chapter Fifteen: General Introduction to Citation Practices

15.3 two citation styles--only use bib. style

Always use bibliography style (i.e., footnotes). Never use reference-list style (i.e., parenthetical citations).

15.3.1 footnotes, not endnotes

Never use endnotes. Only use footnotes.

15.3.1 footnote numbering--superscript only

Contra T7, only use superscript style numbering (31. This is the correct style.) to identify your footnotes Do not use the standard script style. (31. This is the incorrect style.)

15.3.1 bibliography--always include

Always include a bibliography. The bibliography is the last item to appear in your paper. Entitle it BIBLIOGRAPHY in all caps, and center it two inches (2") from the top of a new page. Remember, pagination is continuous from the introduction of the paper through the last page of the bibliography.

Categorization. You may either (a) format the bibliography as a single alphabetized list, without categorization, or (b) split the bibliography into two sections. If you choose option (a), include only those works actually cited in the paper. If (b) use the following two subheadings as they appear here: Sources Cited and Sources Consulted.

Sorting: Sort the bibliography alphabetically by author's last name.
Arrange multiple works by the same author alphabetically, prioritized by title.

Always use bibliography style (i.e., footnotes). Never use reference-list style (i.e., parenthetical citations).

Contra T7, omit URL and access date from footnote and bibliography entries, when citing from the internet (or an internet database) a resource that appears as an image (e.g., PDF, TIFF, etc.) replicating exactly the print counterpart. [Example One: Google Book, Example Two: Printed Journal also Online, Example Three: Articles in PDF from ATLAS, JSTOR, etc.] Always, however, include URL and access date, whenever no print counterpart exists for the online version.

Ignore all references T7 makes to chapter 19. Do not use.

If a source exists in both print and electronic format, you must cite the print format whenever the electronic edition includes no page numbers.

Ignore all references T7 makes to chapter 19. Do not use.

Chapter Sixteen: Notes-Bibliography Style: The Basic Form

Contra T7, only use superscript style numbering (\(^31\) This is the correct style.) to identify your footnotes Do not use the standard script style. (\(31. \) This is the incorrect style.)

Categorization. You may either (a) format the bibliography as a single alphabetized list, without categorization, or (b) split the bibliography into two sections. If you choose option (a), include only those works actually cited in the paper. If (b) use the following two subheadings as they appear here: Sources Cited and Sources Consulted.

Cite essays per Fig. 16.1.5, “Single Chapter in an Edited Book.” Follow the special examples for essays appearing in commentary series, such as EBC (Expositor’s Bible Commentary, ed. Gabelein).
Go directly to Journal Citation Examples.

It is not necessary to include as much date information for journal citations as T7 suggests. Instead, apply the following criteria:

Omit issue number, month, and season, except in the cases delineated below.

For journals, never include an issue number unless:

(a) each issue begins with fresh pagination

or

(b) publication is by issue only, not volume.

For journals, never include a month or season unless:

(1) (a) or (b) above applies

and

(2) no issue number is supplied.

See Journal Citation Examples.

Contra T7, omit URL and access date from footnote and bibliography entries, when citing from the internet (or an internet database) a resource that appears as an image (e.g., PDF, TIFF, etc.) replicating exactly the print counterpart. [Example One: Google Book, Example Two: Printed Journal also Online, Example Three: Articles in PDF from ATLAS, JSTOR, etc.] Always, however, include URL and access date, whenever no print counterpart exists for the online version.

Always include a bibliography.

You may either (a) format the bibliography as a single alphabetized list, without categorization, or (b) split the bibliography into two sections. If you choose option (a), include only those works actually cited in the paper. If (b) use the following two subheadings as they appear here: Sources Cited and Sources Consulted. Do not employ a selected or single-author bibliography except in consultation with your instructor.

Do not place annotated entries in a special section. If you annotate some but not all entries in your bibliography, simply include the annotated entries right along with your non-annotated entries. Contra T7: (a) use full sentences [or meaningful phrases] ending with periods, (b) place the annotation in the same paragraph as the bibliography entry, and (c) omit brackets.
16.2.2 bibliography--sorting, arrangement
Sort the bibliography alphabetically by author’s last name. Arrange multiple works by the same author alphabetically, prioritized by title. Only use non-alphabetical or categorized listings in consultation with your instructor.

16.2.3 bibliography--omit these types
Omit the Bible, Bible versions (unless citing study Bible notes, etc.), general reference works (cite very rarely), and the other items T7 lists. Include, however, entries for all specialized (theological/linguistic) reference works, such as BDAG, BDF, GKC, etc. When in doubt, include.

16.3 not use endnotes
Never use endnotes. Only use footnotes.

16.3.1 not use endnotes
Never use endnotes. Only use footnotes.

16.3.4 footnote identification--superscript, not regular text
Contra T7, only use superscript style numbering (31. This is the correct style.) to identify your footnotes Do not use the standard script style. (31. This is the incorrect style.)

16.3.4 separator--force blank line after, no continuation separator
On each page containing footnotes, a blank line must appear between the separator line and the first footnote entry beneath it. Also, you must eliminate long (continuation) separators. For help with both of these requirements, see Footnote Separator in MS Word.

16.3.4 not use endnotes
Never use endnotes. Only use footnotes.

16.4 footnotes--shortened notes after complete (first) entry
Each time you cite a new source in your paper, always include complete bibliographic data in your footnote. In subsequent citations, use a shortened note. These are also termed “subsequent references.”

16.4.1 shortened notes--use author-title method
For shortened notes, use the author-title method, not the author-only method. You must include both the author (last name) and a shortened title (accompanied by a page number, of course).

Correct: Ball, Bright Earth, 204.

Incorrect: Ball, 204.
           Green, 276.

16.4.2 Ibid.
Always use ibid. where applicable. Contra T7, you may use ibid. even though the footnote to which it refers is not on the same page. If multiple pages separate the two notes, it is also permissible to use a shortened note instead of ibid. You might want to ask yourself, however, why you have so many pages without footnotes--i.e., evidence of research . . . .

Fig. 16.2 shortened note examples--use author-title; ignore author-only
Ignore the author-only examples. Follow the author-title examples
Cite the following parenthetically, in the text of your paper: (a) Scripture references (Gen 23:11), (b) classical and ancient Christian writings (Josephus \textit{Ant.} 2.233-35), (c) medieval works (Augustine \textit{Civ.} 20.2), (d) early English works (Ovid \textit{Am.} 1.7.27), etc. Refer to T7 for citation form (e.g., no intervening punctuation between author and title) and to \textit{SBLH} for the proper abbreviations. If you are citing a long string of works, it is appropriate to move the citation to a footnote. \textit{Do not cite books, periodicals, essays, etc., parenthetically.}

\section*{Chapter Seventeen: Notes-Bibliography Style: Citing Specific Types of Resources}

\begin{itemize}
\item Go directly to \textit{Encyclopedia/Dictionary Documentation Decision Tree}.
\item Go directly to \textit{Footnote and Bibliography Examples}.
\item Go directly to \textit{Journal Citation Examples}.
\end{itemize}

\textbf{Special Notes:} \textit{Abbreviating Titles in Footnotes.} Abbreviate well-known journal titles, magazine titles, lexicon titles, series titles, multi volume commentary series titles, theological dictionary titles, etc., per \textit{SBLH} chapter 8, in \textit{all footnote} entries, including the first entry. \textit{Do not abbreviate these, however, in bibliography entries.}

\textit{If no commonly used abbreviation exists} for a title, include the entire title in the first footnote where it appears. In square brackets immediately following the title, simply indicate the abbreviation you intend to use for it throughout the remainder of the paper.

\textbf{Special Categories:}

\begin{itemize}
\item \textit{Lexicons and Dictionaries.} Follow \textit{SBLH} 7.2.28-29, per \textit{Guidelines} on T7 17.5.3. (Click \textit{here} for examples. Click \textit{here} for decision tree.)
\item \textit{Bible Commentaries (multi-volume/series).} (Click \textit{here} for examples.)
\begin{itemize}
\item \textit{Footnotes.} Follow T7 17.1.4-5 with \textit{SBLH} 7.3.9-10 [omit all editors]
\item \textit{Bibliography.} Follow T7 17.1.4-5 \textbf{alone} [include general editor(s)].
\end{itemize}
\item \textit{Journals.} Follow T7 17.2, but include only as much date information as absolutely necessary. (Click \textit{here} for examples. For \textit{magazines} follow \textit{SBLH} 7.2.31.)
\end{itemize}

\begin{itemize}
\item Go directly to \textit{Encyclopedia/Dictionary Documentation Decision Tree}.
\item Go directly to \textit{Footnote and Bibliography Examples}.
\item Go directly to \textit{Journal Citation Examples}.
\end{itemize}
### Research Paper Guidelines

#### 17.1.3 reprints--include original and reprint publisher

Always include information for both the original and the reprint publisher whenever these two are different. It is not necessary to indicate reprints by the same publisher, but be sure you cite the printing you actually consulted, as minor changes may have occurred in the reprinting process.

#### 17.1.5 series titles--include in notes and bib., abbreviate in notes

Contra T7, do include series titles in your footnote and bibliography entries. Abbreviate these in *notes only*, whenever a common abbreviation already exists. If no commonly used abbreviation exists for a series title, include the entire title in the first footnote where it appears. In square brackets immediately following the title, simply indicate the abbreviation you intend to use for it throughout the remainder of the paper. *Do not abbreviate any titles in your bibliography.*

#### 17.1.5 series--include number

Always indicate the volume or number of the series if it appears in the front matter of the source.

#### 17.1.5 series--include editor, except in commentary series footnotes

In your bibliography always indicate the name of the series editor when available. For *commentary series*, however, omit the editor in footnotes (following *SBLH*), but include the editor in bibliography entries.

#### 17.1.6 publisher and place--always indicate if known, else n.p.

Contra T7, always indicate the name of the publisher and the place of publication, if known. If the identity of either is fairly certain, even if not clearly indicated in the document, indicate this in square brackets. Use n.p. for "no publisher" and/or "no place" when these are truly indeterminate.

#### 17.1.6 abbreviations of states--never all caps, follow *SBLH* 8.1.1

For state abbreviations, follow only *SBLH* 8.1.1. *Do not follow T7.* *Never use two-letter-all-caps abbreviations for states.* These look ugly in footnotes and bibliography entries.

#### 17.1.6 publisher's name--follow title page

Change from T6. Give the name of the publisher exactly as it appears on the title page, per T7, even if this means the publisher's name will appear differently in various entries within your notes and bibliography. Omit, however, those items suggested for omission in T7, 175 (Inc., Ltd., etc.).

#### 17.1.6 publisher's name--not drop "press" if "university"

Never drop the word "press" from the name of a university press. The University of Texas publishes nothing, but the University of Texas Press does.

#### 17.1.7 online items without page numbers--use preceding subheading

When citing an online source that has no formal pagination, always include the previous subheading as a finding aid. Follow the example at T7 17.1.10. *Do not cite page numbers such as those your web browser may arbitrarily assign when, for instance, you print out an html document.* Reminder: if a source exists in both print and online format, you must cite the print version if the online version lacks pagination.
17.1.8 portions of books (e.g., "essays")--cite each separately

Create a separate footnote and bibliography entry for each essay cited, even if you cite more than one essay from the same volume. Use the standard short form for each in subsequent footnotes. You may also include an entry in your bibliography for the entire volume, but, contra T7, you are not always required to do so.

17.1.10 online books--omit URL, date accessed, if image of print counterpart

Contra T7, omit URL and access date from footnote and bibliography entries, when citing from the internet (or an internet database) a resource that appears as an image (e.g., PDF, TIFF, etc.) replicating exactly the print counterpart. [Example One: Google Book, Example Two: Printed Journal also Online, Example Three: Articles in PDF from ATLAS, JSTOR, etc.] Always, however, include URL and access date, whenever no print counterpart exists for the online version.

17.1.10 online items without page numbers--use preceding subheading

When citing an online source that has no formal pagination, always include the previous subheading as a finding aid. Follow the example at T7 17.1.10. Do not cite page numbers such as those your web browser may arbitrarily assign when, for instance, you print out an html document. Reminder: if a source exists in both print and online format, you must cite the print version if the online version lacks pagination.

17.2 journal or magazine?

When the question arises as to whether or not a resource is a journal or magazine, check the front matter of the issue you are citing. If it calls itself a journal, treat it as a journal. If it calls itself a magazine, treat it as a magazine. Else, if it has multi-colored pictures, slick pages, many advertisements, and articles split across different page ranges, treat it as a magazine. If the matter still remains unclear, treat those sources containing notes/documentation as journals and those without as magazines.

17.2.4 journals--include minimal issue info

Contra T7, only include the minimum amount of volume/issue info necessary to locate a journal article. Follow the Journal Citation Examples. For magazines, simply follow SBLH 7.2.31.

17.2.4 journals--include minimal date info

Contra T7, only include the year for the date portion of journal citations. Follow the Journal Citation Examples. For magazines, simply follow SBLH 7.2.31.

17.2.7 articles published online--omit URL, date accessed, if image of print counterpart

Contra T7, omit URL and access date from footnote and bibliography entries, when citing from the internet (or an internet database) a resource that appears as an image (e.g., PDF, TIFF, etc.) replicating exactly the print counterpart. [Example One: Google Book, Example Two: Printed Journal also Online, Example Three: Articles in PDF from ATLAS, JSTOR, etc.] Always, however, include URL and access date, whenever no print counterpart exists for the online version.

17.3 print magazines--follow SBLH 7.2.31

Ignore T7. Follow SBLH 7.2.31, since it has a little more scholarly format, and since the kinds of magazines cited in academic papers tend toward the scholarly end of the spectrum. For an academic paper, cite popular magazines only with calculated purposefulness and great discretion.
For online magazines, follow *SBLH* 7.2.31, then simply add the online information required by T7 at the end of the entry, if applicable. For applicability, please see next entry on 17.3 (below) in these guidelines.

Contra T7, *omit URL and access date* from footnote and bibliography entries, when citing from the internet (or an internet database) a resource that appears as an *image* (e.g., PDF, TIFF, etc.) replicating exactly the print counterpart. [Example One: Google Book. Example Two: Printed Journal also Online. Example Three: Articles in PDF from ATLAs, JSTOR, etc.] Always, however, *include URL and access date*, whenever no print counterpart exists for the online version.

When citing an online magazine that has no formal pagination, always include the previous subheading as a finding aid. *Do not cite page numbers such as those your web browser may arbitrarily assign when, for instance, you print out an html document.* Reminder: if a source exists in both print and online format, you must cite the print version if the online version lacks pagination.

Cite the following parenthetically, in the text of your paper: (a) Scripture references (Gen 23:11), (b) classical and ancient Christian writings (Josephus *Ant.* 2.233-35), (c) medieval works (Augustine *Civ.* 20.2), (d) early English works (Ovid *Am.* 1.7.27), etc. Refer to T7 for citation form (e.g., no intervening punctuation between author and title) and to *SBLH* for the proper abbreviations. If you are citing a long string of works, it is appropriate to move the citation to a footnote. *Do not cite books, periodicals, essays, etc., parenthetically.*

Follow *SBLH* before *Oxford Classical Dictionary* for abbreviations for classical works.

Follow *SBLH* 8.3.1 and 8.3.2 for the form of all abbreviations for books of the Bible. *Always abbreviate* the book of the Bible whenever you cite a specific *chapter and verse* (e.g., Rom 3:23), unless the reference begins a sentence. In that case, spell out the name of the book of the Bible. Also, in the text of the paper, never abbreviate the book of the Bible when simply naming that book or simply naming book and chapter (e.g., Romans, Romans 3, Romans 3-7). You may use the abbreviated references: (a) in the running text of your paper (without parentheses), (b) set off parenthetically, or (c) --only if you are citing a long string of references that would substantially break up the reading of the text--in a footnote. Note that for books of the Bible *SBLH* omits the period after the abbreviation. *Do not use the Scripture abbreviations supplied in T7.*
It is not necessary to identify the version used for every Scripture quotation. Instead, the first time you quote Scripture, insert a footnote with the following wording: "All citations of Scripture are from the XXX unless otherwise noted." Afterward, identify right in the text, as T7 shows, any quotes from other versions.Abbreviate the reference to the version (RSV); do not spell it out (Revised Standard Version).

Note: omit Bible versions from your bibliography.

17.5.3 specialized dictionaries, encyclopedias, and other reference works

General encyclopedias and dictionaries should rarely, if ever, be cited in an academic paper. However, specialized encyclopedias may be cited occasionally. Theological lexicons, dictionaries, and the like, will of course appear frequently.

Carefully distinguish between encyclopedias and dictionaries containing signed articles and those containing unsigned articles. Also, carefully distinguish between works arranged by theological topic and those arranged by biblical words or word groups.

For unsigned encyclopedia and dictionary articles that do not span multiple pages, follow T7 17.5.3. For unsigned articles that do span multiple pages, also follow T7 17.5.3, but add the specific page number(s) cited, at the end of the footnote. Do include an entry in the bibliography for all specialized encyclopedias and dictionaries containing unsigned articles, following the bibliography format specified in SBLH 7.2.29 (54).

For signed encyclopedia and dictionary articles not arranged by biblical word or word group, follow SBLH 7.2.28. In that paragraph, example (footnote) 33 is a first citation, while example (footnote) 36 is a subsequent citation. SBLH 7.2.28 also provides the correct bibliography format for signed encyclopedia and dictionary articles.

For signed or unsigned articles in most lexicons and theological dictionaries arranged by biblical word or word group (in any language), follow SBLH 7.2.29 for the note, but follow 7.2.28 for the bibliography for signed articles, while following 7.2.29 for the bibliography for works containing unsigned articles.

Note: For a few frequently cited, single volume works containing unsigned articles (BAG/BAGD/BDAG, BDB, LS, MM), an abbreviated note format exists. For two
other works (BDF, Louw-Nida) usually cited by paragraph, an abbreviated format also exists. You will find examples of these in the Footnote and Bibliography Examples.

Chapter Eighteen: IGNORE THIS CHAPTER.
Chapter Nineteen: IGNORE THIS CHAPTER.

T7 Part III: Style

Chapter Twenty: Spelling

20.2 elegance and use of the possessive form ('s) Elegance. Your writing style will evidence greater elegance if you reserve the use of 's for indication of possession in the sense of "ownership." For instance, "the effects of the argument" and "the economic outlook for 2009" both read far more elegantly than "the argument's effects" and "2009's economic outlook." Do arguments possess effects? Do years possess outlooks? Think about it.

20.4.2 URL line-breaks / wraps / font Only break/wrap where recommended by T7. Remove all underlining and ensure the font is Times New Roman 12 point black.

Chapter Twenty-One: Punctuation

21.1 period--only one space following Special note: Only one (1) space follows any major stop when a document is prepared using a proportional font (e.g., Times New Roman). If your instructor requests that you use a fixed font (e.g., Courier New), then follow all major stops, except the colon, with two (2) spaces. The colon is followed by a single space.

21.1 period--proper use in vertical lists Follow T7 for short (one sentence) lists. For vertical lists, also follow T7 on punctuation and capitalization, but do not use the numbering style shown in the example. Instead, enclose the numerals used for enumeration in parentheses. Indent each item, single space, and use a hanging indent for second and subsequent lines, as follows:

(1) item one (no final period unless complete sentence)
(2) Item two is a much longer item. When it reaches the end of the line, it should wrap with a hanging indent, as you can see. The first word here has initial caps as well, since it is a complete sentence.
(3) third and last item in list (no period since not a sentence, even though last item in list)

21.2.1 comma--with coordinating Always place a comma before the coordinating conjunction in any
sentence in which a subject is stated in both the first and second halves (e.g., John arrived early, and Mary came an hour later.).

21.2.2 comma--in series
Do use a comma following series-ending expressions in the text of the paper.

21.3 semicolon--not use with coordinating conjunction
Contra T7, never follow a semicolon with a coordinating conjunction; instead, restructure your sentence.

21.4 colon--spacing following
Note that spacing following a colon varies depending on the contexts in which it appears. Intra-sentence colons should be followed by a single, not a double space. Carefully note the other paragraphs mentioned in 21.4.

21.7.3 dash--proper form
Change from T6. In your bibliography, to represent the repeated name of an author or editor, use six (6) hyphens -------- or three (3) em-dashes ----- instead of the old style six (6) underline characters __________. [MS word converts each series of three hyphens to an em-dash, so you will need nine (9) hyphens in that case. In OpenOffice, type Alt–NumPad–0151 and release, three (3) times.]

21.10 single quotes--when to use, vs. italics, etc.
Prefer 22.2.2 when setting off words and concepts unless doing so is likely to confuse your reader. Defining a term? Italicize only the first use; thereafter, use standard typeface. Special term(s) occurring occasionally throughout the paper but not requiring definition? Italicize.

21.11.2 period--for sentence within parentheses
Contra T7, always include a period before the right hand parenthesis whenever the contents of the parenthetical expression forms a complete sentence. The example in T7 should read: Use periods in all these situations. (Your readers will expect them.)

Chapter Twenty-Two: Names, Special Terms, and Titles of Works

22.0 italics--not substitute underlining
Never use underlining as a substitute for italics.

22.1 names--additional conventions
Follow SBLH for naming conventions not covered in T7.

22.1 pronouns for God--lowercase
DO NOT capitalize pronouns that refer to God, the Godhead, or persons of the Trinity. Use lowercase he, him, his, etc., following SBLH 4.4.8 and Chicago Manual (15th ed.) 8.102.

22.3.1 capitalization--title of paper
The title of your paper should appear in all caps. Otherwise, follow T7. For notes and bibliography follow the title capitalization rules for "bibliography-style citation" not "reference-list style."
Chapter Twenty-Three: Numbers

23.2.4 inclusive numbers--for page ranges, etc.
T7 is quite complex here. Follow this simple rule. In spanned page numbers, the second number should include at least two digits (e.g., 10-15, 33-35, 101-15). Simple.

23.3.2 eras--A.D. / B.C. / B.C.E. / C.E.
Contra T7, do not omit periods from all-caps abbreviations for eras. Instead, follow SBLH 8.1.2. You may use either convention (B.C./A.D. or B.C.E./C.E.), but be consistent throughout the paper. (Note proper placement: A.D. 33 but 33 C.E.; 586 B.C. and also 586 B.C.E.) Reminder: follow SBLH for the form of all abbreviations, unless otherwise instructed.

23.4.2 enumerated lists--form
Follow T7 for short (one sentence) lists. For vertical lists, also follow T7 on punctuation and capitalization, but do not use the numbering style shown in the example. Instead, enclose the numerals used for enumeration in parentheses. Indent each item, single space, and use a hanging indent for second and subsequent lines, as follows:

(1) item one (no final period unless complete sentence)
(2) Item two is a much longer item. When it reaches the end of the line, it should wrap with a hanging indent, as you can see. The first word here has initial caps as well, since it is a complete sentence.
(3) third and last item in list (no period since not a sentence, even though last item in list)

Chapter Twenty-Four: Abbreviations

General Rule: To determine the circumstances under which abbreviation is permissible, follow T7. To determine what form of an abbreviation should be used, follow SBLH chapter 8, and appendices A, F, and H.

Exception: In footnotes, abbreviate the titles of well-known journals, series, and reference works, even though T7 does not call for this. SBLH contains the list of abbreviations you should use. (Note: do not abbreviate any titles in the bibliography.)

24.1.2 [abbrev. in text] Do not abbreviate technical phrases in the text of your paper unless a standard abbreviation already exists in the discipline. E.g., do not abbreviate "Day of the Lord" as DOL.

24.1.2 [abbrev. list] Do not insert a list of abbreviations for term papers. If you find it necessary to create an abbreviation (e.g., for an unusual journal title), give the full form accompanied by the abbreviation at its first occurrence in the text of the paper. Include a note that the
abbreviation will be used through the remainder of the paper.

24.1.3 [punct. in abbrev.] Ignore T7. Follow SBLH for punctuation in abbreviations.

24.1.3 [typography in abbrev.] Follow SBLH. Do italicize abbreviations of the title of a work if the title would be italicized when spelled out.


24.4.3 [eras] Contra T7, do not omit periods from all-caps abbreviations for eras. Instead, follow SBLH 8.1.2. You may use either convention (B.C./A.D. or B.C.E./C.E.), but be consistent throughout the paper. (Note proper placement: A.D. 33, but 33 C.E.; 586 B.C. and also 586 B.C.E.)

24.6 [versions] It is not necessary to identify the version used for every Scripture quotation. Instead, the first time you quote Scripture, insert a footnote with the following wording: "All citations of Scripture are from the XXX unless otherwise noted." Afterward, identify right in the text, as T7 shows, any quotes from other versions.

24.6 [Scripture citations] Follow SBLH for the form of all abbreviations for books of the Bible. Do not use the abbreviations in T7. Always abbreviate the book of the Bible, even in the text of your paper, when you cite a specific chapter and verse (e.g., Rom 3:23), unless the reference begins a sentence. In that case, spell out the name of the book of the Bible. In the text of the paper, never abbreviate the book of the Bible when simply naming that book or simply naming book and chapter (e.g., Romans; Romans 3, Romans 3-7). You may abbreviate in all cases in your footnotes.

24.6.1 [OT abbrev.] Do not use. Follow SBLH 8.3.1.

24.6.2 [Apoc. abbrev.] Do not use. Follow SBLH 8.3.3.

24.6.3 [NT abbrev.] Do not use. Follow SBLH 8.3.2.

24.6.4 [Version abbrev.] You may follow T7, but SBLH 8.2 has a longer list.

24.7 [Gen. abbrev.] Do not use. Follow SBLH 8.1.3.

Chapter Twenty-Five: Quotations

25.2.1 [run-in quot.] Follow T7, but never document any citation in your paper by using a parenthetical reference (contra the implication of T7, 349). Always use footnotes.

25.2.2 [block quot.] Follow T7, but never document any citation in your paper by using a parenthetical reference (contra the implication of T7, 351). Always use footnotes.

25.2.2 [block indent.] Indent all direct quotations of four or more lines ½ inch from the left
margin, single-spaced, without quotation marks.

25.2.2 [block if orig. par.] Indent block quotations ½ inch. Indent the first line of block quotations that happen to reflect the form of an original paragraph (in the source being quoted) an additional ½ inch. That is, indent the entire block ½ inch and indent the first line an additional ½ inch, so the reader can tell that the quotation represents the beginning of a paragraph in the quoted source.

25.3 [mod. quot.] Do follow the "general guidelines" given here by T7.

25.3.1 [sic] Use [sic] only to indicate grammatical, syntactical, or spelling errors in a quoted source. For factual errors, use [] containing the factual correction immediately following the mis-statement, (e.g., "... for 1961 [1960]").

25.3.2 [omissions from quot.] Do follow the "general method" given here by T7 (355-56); ignore the "textual studies method" (356-57).

25.3.2 [ellipses form] Note that some word processors automatically eliminate spaces between the dots in ellipses marks so that they appear as "..." instead of as "..."—You are responsible to correct such errors.

Appendix: Paper Format and Submission

A Term Paper Template is available for MS Word and Open/LibreOffice. At this point (03/06/12) they are still "beta" but useful. Please email your comments/corrections to Dr. Straub so that the templates may be improved.

A.1 General Format Requirements

A.1.1 [margins] Set text margins to one inch (1") on all sides. Beware. Some software, such as MS Word, defaults to a 1.25" left hand margin. Set header and footer margins to one-half inch (.5"). This will ensure proper placement of page numbers in relation to the edge of the paper.

A.1.2 [typeface] The official font to be used in all parts of the paper is Times New Roman 12 point black. Use only Times New Roman 12 point black in footnotes. Do not use any other font size. Note: the superscripted footnote number will appear smaller; this is acceptable. Apply font modifications to headings only as indicated per the Heading/Subheading Example. Note: some word processors apply a different color to internet links. If your printer is color-capable, ensure that all printout is black before submitting the paper. URLs should not be underlined in any of your citations. Do not use underlining anywhere in the paper except when directly quoting an original source in which underlining is present.
A.1.3 [spacing/indentation] Simply use double spacing, not vertical spacing (e.g., "exactly 24 points") wherever T7 calls for double spacing. Apply indentation in ½ inch increments. Indent block quotations, including poetry, ½ inch.

A.1.4 [page numbering, pagination] Set header/footer margins to one-half inch (.5”). Include only page numbers, no other information, in headers/footers. Follow the schema below:

- Title page: count but no number appears
- Blank page (optional for term papers): continue count, but no number appears
- Contents (optional for term papers): continue count, use lowercase roman
  - First page: bottom center [in this case, iii]
  - Subsequent pages: remains bottom center [in this case iv, etc.]
- Body: restart count, use arabic [intro through conclusion is a single section]
  - First page: bottom center [in this case, 1]
  - Subsequent pages: top right [in this case, 2, etc.]
- Appendices (each, [optional for term papers]): continue count, use arabic
  - First page: bottom center
  - Subsequent pages: top right
- Bibliography: continue count, use arabic
  - First page: bottom center
  - Subsequent pages: top right

A.1.5 [titles] Only the following items appear in all caps in a term paper: the title, the heading "contents" (if a table of contents is included), the heading "bibliography," and the heading "appendix: title." Use only the official font (Times New Roman 12 point black) for everything in the paper, including all titles, headings, etc. See the Heading/Subheading Example.

A.2 Format Requirements for Specific Elements

A.2.1 Front Matter

A.2.1 [submission page] Omit for term papers.

A.2.1 [title page] Follow the Title Page Example or use the Term Paper Template. (See above.) Special note: wrap long titles at 48 characters as an inverted pyramid.

A.2.1 [copyright page] Omit for term papers.

A.2.1 [blank page] Optional for term papers.

A.2.1 [dedication] Omit for term papers.

A.2.1 [epigraph] Omit for term papers.
A.2.1 [table of contents] Optional for term papers. If included, follow Table of Contents Example or use the Term Paper Template. (See above.)

A.2.1 [list of figures, tables, illustrations] Omit the creation of a list for small tables (1/2 page or less). Treat large tables (over 1/2 page) as appendices.

A.2.1 [preface] Omit for term papers.

A.2.1 [acknowledgments] Omit for term papers.

A.2.1 [list of abbreviations] Omit for term papers. If you find it necessary to create an abbreviation (e.g., for an unusual journal title), give the full form accompanied by the abbreviation at its first occurrence (usually this will be in a footnote). Include a note that the abbreviation will be used through the remainder of the paper.

A.2.1 [glossary] Omit for term papers. Define terms as necessary within the body and/or footnotes of the paper.


Figs. A.1/A.2 (378-79) [title page] Do not use. Instead, follow the Title Page Example or use the Term Paper Template. (See above.)

Figs. A.3/A.4 (380-81) [contents] Do not use. Table of contents is optional for term papers. Instead, if included, follow Table of Contents Example or use the Term Paper Template. (See above.)

Fig. A.5 [list of tables] (382) Omit for term papers.

Fig. A.6 [list of illustrations] (383) Omit for term papers.

Fig. A.7 [list of abbreviations] (384) Omit for term papers. If you find it necessary to create an abbreviation (e.g., for an unusual journal title), give the full form accompanied by the abbreviation at its first occurrence (usually this will be in a footnote). Include a note that the abbreviation will be used through the remainder of the paper.

Fig. A.8 [glossary] (385) Omit for term papers. Define terms in the text/footnotes of the paper.

A.2.2 Text

A.2.2 introduction page--repeat title of paper one inch from top On the first page of the body of the paper, one inch (1”) from the top, repeat the title in all caps just as it appears on the title page. The heading Introduction (formatted as you see it here) is centered below the title, with two blank lines intervening.

A.2.2 [parts] Ignore. Term papers do not have formal parts in the sense used here.
A.2.2 [chapters] Ignore. Term papers do not have chapters.

A.2.2 sections, headings, and subheadings

Follow the Heading/Subheading Example. Do not treat major sections of a term paper as chapters. Do not begin each major section on a new page. Do not use all caps headings; instead, use 1st level subheadings to demarcate major sections. Only the title of the paper, table of contents (optional) and the back matter headings (bibliography, appendix, etc.) should be treated as main headings, appearing in all caps. Each back matter heading should begin a new page, centered 2" from the top of the paper. Text begins on the third (3rd) line below such a main heading. Text begins on the second (2nd) line below a 1st level subheading.

A.2.2 headings and subheadings--wrap long at 48

Observe long headings and subheadings, wrapping the text if it exceeds 48 characters. Maintain single spacing within the heading or subheading.

A.2.2 headings and subheadings--spacing

Do insert an extra blank line before every subheading that follows a paragraph of text, but contra T7, do not insert an extra blank line after any subheading. Only one blank line should intervene between any two sequential subheadings. Always leave two blank lines after any ALL CAPS heading, no matter what other conditions prevail. Follow the Heading/Subheading Example.

A.2.2 [notes or parenthetical citations]

Always use bibliography style (i.e., footnotes). Never use reference-list style (i.e., parenthetical citations).

A.2.2 [tables and figures]

Insert small tables (1/2 page or less) right into the text of your paper. Treat large tables (over 1/2 page) as appendices.

A.2.2 [conclusion]

Do not start a new page for the conclusion. Simply insert the subheading Conclusion, formatted as you see it here, as part of the running text of your document.

Fig. A.9 [first page of chapter] Ignore.

Fig. A.10 [text with footnotes] A nice example, but (a) use superscripted footnote numbers, and (b) ensure a blank line appears beneath the footnote separator.

Fig. A.11 [parenthetical citations] Ignore. Never use parenthetical citations.

Fig. A.12 [text and figure] Good for the point it makes, but (a) use superscripted footnote numbers, and (b) ensure a blank line appears beneath the footnote separator.

Fig. A.13 [landscape table] Consult course instructor. Treat as appendix.

A.2.3 Back Matter
A.2.3 [appendixes] Label each appendix APPENDIX ONE: TITLE, APPENDIX TWO: TITLE, etc., in all caps. Start each on a new page. Treat these as typical new-page-all-caps headings. Remember, pagination is continuous from the introduction of the paper through the last page of the bibliography.

A.2.3 [glossary] Omit for term papers. Define terms as necessary within the body and/or footnotes of the paper.

A.2.3 [endnotes] Never use endnotes. Only use footnotes.

A.2.3 [bibliography] The bibliography is the last item to appear in your paper. Entitle it BIBLIOGRAPHY in all caps, and center it two inches (2") from the top of a new page. Remember, pagination is continuous from the introduction of the paper through the last page of the bibliography. Categorization. You may either (a) format the bibliography as a single alphabetized list, without categorization, or (b) split the bibliography into two sections. If you choose option (a), include only those works actually cited in the paper. If (b) use the following two subheadings as they appear here: Sources Cited and Sources Consulted. Sorting: Sort the bibliography alphabetically by author's last name. Arrange multiple works by the same author alphabetically, prioritized by title.

Fig. A.14 (400) [endnotes] Never use endnotes. Only use footnotes.

Fig. A.15 (401) [bibliography] Follow T7!

Fig. A.16 (402) [reference list] Ignore. Never use reference list form. Follow Figure A.15 instead.

A.3 Submission Requirements

No special notes for this section of T7. Follow course syllabus, instructor's directions.

Additional notes:

Page Layout: Never "widow" a single line of a paragraph at the top or bottom of a page.

Bibliography Layout: Every line in each bibliographic entry must appear on the same page. Do not permit any single entry to span pages.
Transliteration. Do not transliterate Hebrew, Aramaic, or Greek. Include all diacritical markings. Non-biblical languages may be transliterated. Do retain transliteration, even of biblical languages when quoting a source employing transliteration. Unless quoting a source that uses non-italicized transliteration, italicize all transliterated characters. Consult with your instructor regarding inclusion/exclusion of vowel/breathing/cantillation marks, accents, etc.

Parenthetical References to Verses of a Text: When inserting parenthetical references to specific verses within a passage, omit the abbreviations v. and vv., unless confusion would result from the omission. For example, if discussing Romans 5:1-12, refer to verse 5 as (5), not (v. 5), and verses 5-7 as (5-7), not (vv. 5-7).

Links to T7 Helps and Examples.

CBTSM Research Guidelines Page (goto this page first) !!
Title Page Example
Encyclopedia/Dictionary Documentation Decision Tree
Heading/Subheading Example
Table of Contents Example
Footnote and Bibliography Examples
Journal Citation Examples
MS Word Helps (Paul Fuller, 2006)
Footnote Separator in MS Word
MS Word Term Paper Template
Open/LibreOffice Term Paper Template
This T7 Research Guidelines Document