



BLUE RIDGE INSTITUTE
for **THEOLOGICAL EDUCATION**

RESEARCH PAPER
STYLE GUIDE



BLUE RIDGE INSTITUTE

FOR THEOLOGICAL EDUCATION

Style Sheet

Please read carefully and follow this style sheet as closely as possible. The standard to which students will generally follow is the *Turabian* format found in *A Manual for Writers of Research Papers, Theses, and Dissertations*.¹

Final Version

Unless indicated by the professor, the student is expected to either print a hard copy or in the case of digital formats “save as” either a Word document (.doc or .docx) or a PDF document (.pdf). Most word processors and even free versions like Google Docs are enabled to do this. If a digital version is requested, the student should save the paper as follows: {Class Code}_{Initial of first name and full last name}_{description of assignment}. For example: NT508_MLuther_Research Paper.pdf.

Format

Most papers will consist of at least 3 basic components: (1) a title page, (2) the paper itself, and (3) a bibliography or works cited.² It is left to the discretion of each professor if a “table of contents” page or other additional pages are required. In such a case, consult this helpful website: <https://www.chicagomanualofstyle.org/turabian/Student-Tip-Sheets.html>.

Page Setup

- Margins: 1” on all sides.
- Page numbers
 - Do not list or include a page number for the title page
 - Either leave the first page of the main text without a page number or put “1” at the bottom middle.
 - Put all other page numbers in the top right hand of the header section. To do this, simply double-click the header or footer area in your text. From there, go to the “page number” section.

¹ Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed. (Chicago: University of Chicago Press, 2013). For a helpful resource and tip sheet, see <https://www.chicagomanualofstyle.org/turabian/Student-Tip-Sheets.html>.

² For some, these terms are interchangeable. However, the actual distinction is that while “works cited” will only include books and articles that were actually cited in the paper, a “bibliography” may include important works as well as additional resources that were consulted though not necessarily mentioned in the paper.

Main Text

- Font: only “Times New Roman” 12pt OR “Palatino Linotype” 12pt
- Double space main text
- Align left (do not use “justify”)
- .5 inch indention for new paragraphs
- Block quotation if a quote is over 3 lines.
 - No quotation marks
 - Single space
 - Indent the entire quotation .5 inch
 - Do not indent first line
 - Leave a space before and after quotation
- Footnotes
 - To do a footnote in Word either push alt+ctl+f or alt, i, n, n, enter
 - Font size should be 10pt
 - Single space
 - Indent first line .5 inch
 - Space after each footnote
 - No endnotes or in-text citations
 - It is recommended that the student use a free citation/bibliographic managing service like Zotero or RefWorks.

Fonts

- The font must be “Times New Roman” or “Palatino Linotype” *without exception*.
- For Greek or Hebrew fonts, either copy and paste the text from a website like BibleGateway or use the *Society of Biblical Literature* fonts and setup (<https://www.sbl-site.org/educational/biblicalfonts.aspx>).

Headings

First Level Heading

(Center align, bold, capitalize first letter of main words)

Second Level Heading

(center align, italics, capitalize same as above)

Third Level Heading

(left align, bold, capitalize as above)

Fourth Level Heading

(left align, italics, capitalize as above)

Scripture Abbreviations, Citation, and Quotation

- For each book of the Bible, follow the abbreviations according to the *SBL Handbook of Style* (see: <https://www.nashotah.edu/sites/default/files/Biblical%20Abbreviations.pdf>)
- Cite a passage:

- Gen 1:1 (unless it begins a sentence, in which case, spell out “Genesis 1:1” or “First Samuel 1:1” rather than “1 Samuel 1:1”)
- Gen 1:1–2 (prefer an en-dash: for Mac press option+hyphen, for PC press ctrl+minus on the number pad; hyphen acceptable, e.g. Gen 1:1-2; however, do *not* use an em-dash, e.g. Gen 1:1—3)³
- Gen 1:1, 3; 2:7; 12:1–3; John 1:1 (use a comma to separate verses in the same book *and* chapter but a semicolon for a different chapter or book)
- To quote a passage, include the translation abbreviation but do not footnote the bibliographic information. Example: “In the beginning, God created the heavens and the earth” (Gen 1:1 ESV). If the same translation is used throughout the paper, then only cite the translation the first time.

Citations

Please follow the *Turabian* style for all papers. Be sure to write out the full title of the journal or book rather than its abbreviated form. For example, an article from *Westminster Theological Journal* should not be shortened to *WTJ*. However, the shorter version of the publisher is preferred. For example, do not write “Wm. B. Eerdmans Publishing Company” but rather simply “Eerdmans” and so on. In addition to the city of the publisher, the student may not list the state if it is a well-known location or a popular publishing house.

After the initial citation is made in the paper, a shorter version of either the article or book is expected. It should consist of only the author’s last name, title (even an abbreviated title), and the page number[s].

Examples of most every conceivable type of book or journal article can be found Westminister Theological Seminary’s *Citation & Formatting Guide* (pp. 19–51; <https://d3h3guilcrzx4v.cloudfront.net/uploads/images/files/CTW/CTW%20Resource%20Citation%20and%20Formatting%20Guide%20Fourth%20Edition.pdf>).

Journals⁴

¹ Timothy L. Decker, “Faithfulness to Christ as Covenant Fidelity: The Pastoral Purpose behind the Old Testament Allusions in the Seven Messages of Revelation 2–3,” *Andrews University Seminary Studies* 55, no. 2 (2017): 165–193.

² Decker, “Faithfulness to Christ as Covenant Fidelity,” 177.

Decker, Timothy L. “Faithfulness to Christ as Covenant Fidelity: The Pastoral Purpose behind the Old Testament Allusions in the Seven Messages of Revelation 2–3.” *Andrews University Seminary Studies* 55, no. 2 (2017): 165–193.

³ A helpful tip: use the auto correct function to your advantage. Under File>Options>Proofing>AutoCorrect Options, you can set three hyphens to change to an en-dash. This way, you simply push the hyphen key 3 times very quickly, and it automatically changes to an en-dash! The reason for 3 hyphens is that Word automatically changes 2 hyphens into an em-dash.

⁴ For a long list of open access journals that the students can avail themselves, see <https://www.westernseminary.edu/files/resources/sj-library/Free%20Religion%20Journals%20on%20the%20Internet.pdf>.

Chapter/Section from a Book

¹ Joseph L. Mangina, “God, Israel, and Ecclesia in the Apocalypse,” in *Revelation and the Politics of Apocalyptic Interpretation*, ed. Richard B. Hays and Stefan Alkier (Waco: Baylor University Press, 2012), 85–105.

² Mangina, “God, Israel, and Ecclesia in the Apocalypse,” 99.

Mangina, Joseph L. “God, Israel, and Ecclesia in the Apocalypse.” In *Revelation and the Politics of Apocalyptic Interpretation*, edited by Richard B. Hays and Stefan Alkier, 85–105. Waco: Baylor University Press, 2012.

Article from a Reference Work (Dictionary, Encyclopedia, etc.)

¹ J. M. LeMon and B. A. Strawn, “Parallelism,” *Dictionary of the Old Testament: Wisdom, Poetry & Writings*, ed. Tremper Longman III and Peter Enns (Downers Grove: IVP Academic, 2008), 502–515.

² LeMon and Strawn, “Parallelism,” 513.

LeMon, J. M., and B. A. Strawn. “Parallelism.” *Dictionary of the Old Testament: Wisdom, Poetry & Writings*, edited by Tremper Longman III and Peter Enns, 502–515. Downers Grove: IVP Academic, 2008.

Book (single author)

¹ Michael J. Kruger, *Canon Revisited: Establishing the Origins and Authority of the New Testament Books* (Wheaton: Crossway, 2012).

² Kruger, *Canon Revisited*, 45.

Kruger, Michael J. *Canon Revisited: Establishing the Origins and Authority of the New Testament Books*. Wheaton: Crossway, 2012.

Book (two authors)

¹ D. A. Carson and Douglas J. Moo, *An Introduction to the New Testament*, 2nd ed. (Grand Rapids: Zondervan, 2005).

Carson, D. A., and Douglas J. Moo. *An Introduction to the New Testament*. 2nd ed. Grand Rapids: Zondervan, 2005.

Book (three or more authors)

¹ Nancy deClaissé-Walford, Rolf A. Jacobson, and Beth LaNeel Tanner, *The Book of Psalms*, New International Commentary on the Old Testament (Grand Rapids: Eerdmans, 2014).

deClaissé-Walford, Nancy, Rolf A. Jacobson, and Beth LaNeel Tanner. *The Book of Psalms*. New International Commentary on the Old Testament. Grand Rapids: Eerdmans, 2014.

Edited Book

¹ Michael J. Kruger, ed., *A Biblical-Theological Introduction to the New Testament: The Gospel Realized* (Wheaton: Crossway, 2016).

Kruger, Michael J., ed. *A Biblical-Theological Introduction to the New Testament: The Gospel Realized*. Wheaton: Crossway, 2016.

Book w/ Specific Edition

¹ Everett Ferguson, *Backgrounds of Early Christianity*, 3rd ed. (Grand Rapids: Eerdmans, 2003).

Ferguson, Everett. *Backgrounds of Early Christianity*. 3rd ed. Grand Rapids: Eerdmans, 2003.

Entire Multi-Volume Work

¹ Herman Bavinck, *Reformed Dogmatics*, ed. John Bolt, trans. John Vriend, 4 vols. (Grand Rapids: Baker Academic, 2008).

Bavinck, Herman. *Reformed Dogmatics*. Edited by John Bolt. Translated by John Vriend. 4 Vols. Grand Rapids: Baker Academic, 2008.

Specific Volume from a Multi-Volume Work

¹ John Owen, *The Works of John Owen*, (Carlisle, PA: Banner of Truth, 1968) 10:34.

Owen, John. *The Works of John Owen*. Vol. 10. Carlisle, PA: Banner of Truth, 1968.

Book Translated into English

¹ John Calvin, *Institutes of the Christian Religion*, ed. John T. McNeill, trans. Ford Lewis Battles (Louisville: WJK Press, 2006).

Calvin, John. *Institutes of the Christian Religion*. Edited by John T. McNeill. Translated by Ford Lewis Battles. Louisville: WJK Press, 2006.

Book in a Series (Commentaries, Specific Study, etc.)

¹ G. K. Beale, *The Temple and the Church's Mission: A Biblical Theology of the Dwelling Place of God*, New Studies in Biblical Theology (Downers Grove: IVP Academic, 2004).

Beale, G. K. *The Temple and the Church's Mission: A Biblical Theology of the Dwelling Place of God*. New Studies in Biblical Theology. Downers Grove: IVP Academic, 2004.

Blog or Website Article

¹ R. Scott Clark, "Sabbaths Or Sabbath In Colossians 2:16–17?" *The Heidelblog*, November 4, 2014, accessed March 23, 2018, <https://heidelblog.net/2014/11/sabbaths-or-sabbath-in-colossians-21617/>.

Clark, R. Scott. "Sabbaths Or Sabbath In Colossians 2:16–17?" *The Heidelblog*, November 4, 2014. Accessed March 23, 2018. <https://heidelblog.net/2014/11/sabbaths-or-sabbath-in-colossians-21617/>.

Dissertation/Thesis

¹ William Duncan Rankin, "Carnal Union with Christ in the Theology of T.F. Torrance" (PhD diss., University of Edinburgh, 1997), 42.

Rankin, William Duncan. "Carnal Union with Christ in the Theology of T.F. Torrance." PhD diss., University of Edinburgh, 1997.

Title Page

The "title page" is the cover that precedes the actual paper. Its presentation is meant to be simple and plain, free from clutter. Unless stated by the professor otherwise, please follow the style format as indicated below.

Works Cited (or Bibliography)

The "works cited" section comes at the conclusion of the paper. Its purpose is to list all of the bibliographic references that were either quoted or noted in the research paper for the sake of the reader. The format should be single space, the first line not indented, all subsequent lines indented .5 inch, and with a space between each reference. In the event of using multiple works by the same author, the subsequent works should replace the author's name with _____ (10 underscore marks).

[sample; 5 single-space spaces]

Blue Ridge Institute for Theological Education

Main Title in Middle Align and Bold with a Colon if Necessary:

Subtitle the same as the Main Title Except for the Colon

Martin Luther

HT504: Church History II

October 31, 1517

Works Cited [sample]

[2 single-space spaces in between]

- Aune, David E. "The Form and Function of the Proclamations to the Seven Churches (Revelation 2–3)." *New Testament Studies* 36, no. 2 (1990): 182–204.
- Bauckham, Richard. *The Climax of Prophecy: Studies on the Book of Revelation*. Edinburgh: T&T Clark, 1993.
- _____. *The Theology of the Book of Revelation*. Cambridge: Cambridge University Press, 1993.
- _____. "The Throne of God and the Worship of Jesus." In *The Jewish Roots of Christological Monotheism*, 43–69. Leiden: Brill, 1999.
- Campbell, Gordon. "Findings, Seals, Trumpets, and Bowls: Variations upon the Theme of Covenant Rupture and Restoration in the Book of Revelation." *Westminster Theological Journal* 66, no. 1 (March 2004): 71–96.
- _____. *Reading Revelation: A Thematic Approach*. English ed. Cambridge: James Clarke and Co, 2012.
- Decker, Timothy L. "'Live Long in the Land': The Covenantal Character of the Old Testament Allusions in the Message to Laodicea (Revelation 3:14–22)." *Neotestamentica* 48, no. 2 (2014): 417–446.
- deSilva, David A. *Seeing Things John's Way: The Rhetoric of the Book of Revelation*. Louisville: WJK Press, 2009.
- Gorman, Michael J. *Reading Revelation Responsibly: Uncivil Worship and Witness: Following the Lamb into the New Creation*. Eugene, OR: Cascade Books, 2011.
- Hemer, Colin J. *The Letters to the Seven Churches of Asia in Their Local Setting*. Grand Rapids: Eerdmans, 2001.
- Kline, Meredith G. *Treaty of the Great King: The Covenant Structure of Deuteronomy*. Grand Rapids: Eerdmans, 1963.
- Koester, Craig R. *Revelation and the End of All Things*. Grand Rapids: Eerdmans, 2001.
- Moyise, Steve. *Studies in the Book of Revelation*. Edinburgh: T&T Clark, 2001.
- Smalley, Stephen S. *The Revelation to John: A Commentary on the Greek Text of the Apocalypse*. Downers Grove: IVP Academic, 2005.
- Sutton, Ray R. *That You May Prosper: Dominion by Covenant*. Tyler, TX: Institute for Christian Economics, 1987.