

TBS Style Sheet

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1 A Style Sheet for the Writing of Term Papers

1.1 Introduction

The style sheet is an introduction to some of the basic conventions which apply in the presentation of a scholarly paper. It follows the guidelines laid out in *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian. Cross references to the relevant sections in Turabian are indicated by **T** plus the section number.

1.1.1 Reference books available in the Peter Macgregor Memorial Library:

The Chicago Manual of Style, 15th ed. Chicago: University of Chicago Press, 2003.

Crane, Nancy B., and Li Xia. *Electronic Style: A Handbook for Citing Electronic Information*, 2d ed. Medford, N.J.: Information Today, 1996.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. Chicago : University of Chicago Press, 1996.

Vyhmeister, Nancy Jean. *Quality Research Papers: For Students of Religion and Theology*. Grand Rapids: Zondervan, 2001.

1.2 Plagiarism

Plagiarism (derived from the Latin *plagiarius*, "kidnapper") is the act of presenting the ideas or words of another as your own.

Each student is responsible to see that all work submitted under his/her name is indeed his/her own. If you represent the work of others as your own, you are being dishonest and your work is academically worthless.

1. Acknowledgement is not necessary for material which is common knowledge, for example, widely-held opinions, or facts, which can be found in several sources.
2. Acknowledgement is *essential* for information or ideas which come from a particular individual's research or thought.
 - i If verbatim quotations of a writer's terminology, phrases, sentences, or paragraphs are used, these must appear in quotation marks with the appropriate documentation.
 - ii The same holds true for ideas or critical opinions: if your discussion repeats or in any way makes use of another's work, this must be noted.
 - iii Acknowledgement should be made in the body of the essay, in a footnote.
 - iv The source must also be included in the bibliography.

- v Sources to be acknowledged include not only printed material, but also broadcasts, speeches, films, unpublished notes, letters, etc.
- 3. Simply rephrasing someone's writing on a subject does not make his thinking yours. To say what someone else has said, but "in your own words," and not to acknowledge the source of the thinking behind those words, is still plagiarism.
- 4. Simply listing a source in the bibliography without acknowledging in the body of the essay specific instances of quotation, paraphrase, or influence, is plagiarism. The student is still concealing work that is not his or her own.
- 5. After you have digested and evaluated the thoughts of others, you should aim to develop and present your own thinking and ideas. Quoting or paraphrasing another writer is helpful if you want a position to argue against, or if you want to support your own argument, but you should avoid stringing together a lot of quotes from books.

See the following websites for a thorough discussion of this topic:

i Plagiarism: Its Nature and Consequences -
www.lib.duke.edu/libguide/plagiarism.htm

ii Avoiding Plagiarism - www.lib.duke.edu/libguide/plagiarism2.htm

1.3 General Format [T 1.1]

Term papers should be orderly in format and consistent in their handling of references and quotations.

Proof-read your paper carefully, using a good standard dictionary to correct spelling errors, and a reputable grammar book to correct grammatical errors. If you are using a computer, do not depend only on the "Spell Check" for proof-reading. A word may be spelled correctly, but you may be using the wrong word.

Example: They did not see there friends. WRONG
 They did not see their friends. RIGHT

1. Use plain white paper of standard size (8 1/2" x 11").
2. Choose either Arial or Times New Roman, no larger than 12 points (including the title page). A size of 10 points is acceptable for footnotes.
3. Leave a margin of at least one inch on all four edges of the page.
4. Paragraph indentation should be consistent.
5. The text should be double-spaced except for block quotations, notes, captions, and long headings, which should be single-spaced with a blank line between items. [T 1.2]
6. Number your pages. [T 1.4]
7. Include a title page with the name of the seminary (usually centered near to the top of the sheet), the full title of the paper, the course, the date and the name of the writer. You need not number the title page. [T 1.7]

Toronto Baptist Seminary
& Bible College

THE IMPACT OF *HEILSGESCHICHTE* ON
THE UNDERSTANDING OF THE BIBLICAL
DOCTRINE OF CREATION

A Paper

Presented in Partial Fulfillment
of the Requirements for the Course
Old Testament Biblical Theology

by

Isaac Abrahamson

November 2005

1.4 Mechanics Of Writing

1.4.1 Titles

1. Underline or put in italics all titles of books, long poems, plays, periodicals, newspapers, pamphlets, and collections of essays or short stories or poems (i.e., titles of works published separately). [T 4.16]

Examples: *Pilgrim's Progress*; *Paradise Lost*; *Documents from Old Testament Times*; *The Gospel Witness*

or

Pilgrim's Progress; Paradise Lost; Documents from Old Testament Times; The Gospel Witness

2. Enclose in quotation marks all titles of short poems, short stories, essays, articles, chapters, and parts of larger works. [T 4.17]

Examples: "The Shark"; "The Standard of Kingdom Righteousness," *God's Righteous Kingdom*, Chapter 6.

Ulysses is a fictional character; "Ulysses" is a dramatic monologue by Tennyson;

Ulysses (or *Ulysses*) is a novel by James Joyce.

3. Books of the Bible are neither underlined nor enclosed in quotation marks.

1.4.2 Quotations [T chap. 5]

1. i Prose

If you have a shorter quotation, incorporate it into your own paragraph, and enclose it in double quotation marks.

Example: Milton believed that readers should have freedom in selecting books: he declared that books "cannot be suppressed without the fall of learning."

A prose quotation of two or more sentences, or in more than four lines, is generally set off from the text in single-spacing and indented in its entirety four spaces from the left margin. No quotation marks are put at the beginning or the end. This is called a *block quotation*. [T 5.4]

ii Poetry

Quotations of two or more lines of poetry are normally set off from the text and centered on the page. No quotation marks are used. [T 5.6]

If a poetic quotation is being included in the running text, use a slash or virgule (/), with a space before and a space after, to separate one line from another. Retain the capitalization of the original. Put quotation marks at the beginning and end of the line or lines quoted. [T 5.8]

Example: In *Paradise Lost*, during the Council in Heaven at the beginning of Book III, God says that He made men "just and right, / Sufficient to have stood, though free to fall" (98, 99).

Note that one quotation contained within another is indicated by single quotation marks except for block quotations that retain double quotation marks within the original matter. [T 5.11]

2. All quotations must be exact in every detail. If a portion of a sentence to be quoted is omitted, such omission must be indicated by the use of three spaced dots (. . .). If the omission occurs at the end of the quoted sentence, use four dots. [T 5.19]

Occasionally you may have to add a word or phrase to clarify a reference or give grammatical completeness. Enclose the interpolated matter in square brackets, not parentheses. If you are typing and your typewriter does not have square brackets, ink them in. [T 5.35]

Example: Jane Austen's use of irony can be as gentle as a friendly conversation: "Mr. Knightley had a cheerful manner, which always did . . . [Mr. Woodhouse] good; and his many inquiries after 'poor Isabelle' and her children were answered most satisfactorily."

If the quotation contains an error, this may be indicated by [sic] or [?], at the author's discretion. [T 5.36]

3. i When you quote, you must take care that the grammar and punctuation in the passage quoted fit into the context of your own writing. Do not enclose a lengthy quotation within a sentence of your own, since the enclosing sentence will be difficult to keep in mind.
- ii Where the words you have used to introduce the quotation make a complete sentence in themselves, follow them with a colon (:).

Example: Paul wrote the Corinthians: "Make love your aim" (1 Cor 14.1).

When the quotation is an integral part of a sentence punctuate between your words and the quotation as the case requires (usually a comma or no punctuation at all).

Example: Since certainty could only be attained through reason, "rationalism stimulated a search for a theology of immediacy and inwardness."¹

- iii Periods and commas should be placed inside quotation marks. Semicolons and colons go outside. Question marks and exclamation points should be placed outside quotation marks unless the question or exclamation is part of the quotation. [T 5.17]

1.4.3 Abbreviations [T chap. 2]

1. Scholarly Abbreviations and Reference Works

- i The following words and abbreviations are commonly used and universally understood by scholars.

c. (Latin *circa*) about, used with approximate dates (*ca.* is also used)

cf. (Latin *confer*) compare

ch. or chap. (plural chs. or chaps.) chapter

ed. edition

e.g. (*exempli gratia*) for example; such as

et al. (Latin *et alia*) and others

etc. (*et cetera*) and others; and so forth

ibid. (Latin *ibidem*) in the same place (i.e., the single title cited in the note immediately preceding)

i.e. (*id est*) that is

n.b. (Latin *nota bene*) note well

p. (plural pp.) page, pages. This abbreviation is often not used anymore

[sic] (Latin) so; thus (to confirm questionable reading in quotation)

v. (plural vv.) verse, verses

- ii Capitalize the first letter of an abbreviation if it is in a footnote.

Example: *Ibid.*, 62.

2. Books of the Bible:

In the text, references to whole books of the Bible or whole chapters are spelled out.

Example: Jeremiah 42–44 records the flight of the Jews to Egypt when Jerusalem fell.

Exact references to scriptural passages, whether used in the text, in parenthetical citations, or in notes employ abbreviations for the names of most books of the Bible. [T 2.21]

Traditionally, a colon is used between chapter and verse (first two examples), but in current biblical work, a period is frequently used (third example).

Heb 13:8, 12.

Ruth 3:1-18.

2 Kgs 11.12.

Standard biblical abbreviations can be found in *The Chicago Manual of Style*, 15th ed., 15.51-54.

Gen	Ps (Pss)	Nah	Phil
Exod	Prov	Hab	Col
Lev	Eccl	Zeph	1-2 Thess
Num	Cant	Hag	1-2 Tim

Deut	Isa	Zech	Titus
Josh	Jer	Mal	Phlm
Judg	Lam	Matt	Heb
Ruth	Ezek	Mark	Jas
1-2 Sam	Dan	Luke	1-2 Pet
1-2 Kgs	Hos	John	1-2-3 John
1-2 Chr	Joel	Acts	Jude
Ezra	Amos	Rom	Rev
Neh	Obad	1-2 Cor	
Esth	Jonah	Gal	
Job	Mic	Eph	

Note that the abbreviations of the books of the Bible are not followed by a period.

1.5 Acknowledgement of Sources

You must make specific acknowledgement of all material from primary or secondary sources, including:

1. quotations from or allusions to primary sources,
2. phrases or sentences taken from secondary sources (including lecture notes),
3. borrowings from secondary sources (ideas or information taken from secondary sources and put in your own words).

All such material must be documented by exact references, and all direct quotations must be enclosed in quotation marks.

1.5.1 Footnotes [T chap. 8]

1. The two main functions of footnotes are to document quotations or borrowed material, and to supply additional information or comment which you regard as useful but not essential to the argument of your paper. [T 8.3]
2. Material to be documented or amplified in a footnote should be followed by an arabic numeral typed slightly above the line (superscript). This numeral is repeated before the footnote which provides the source of the material or amplifies it. [T 8.7, 8.8]
3. Notes should be placed in numerical order at the foot of the page below a short rule or separator. [T 8.15]. Do not use endnotes.
4. Footnotes should be preceded by superscript numbers. Most computer systems can generate footnotes with superscript numbers. [T 8.10] The first line of the footnote is indented the same amount as paragraph openings in the text. [T 8.10]

5. The bibliographical information you give in a footnote is similar to that given in your bibliography, but with the addition of page references or similar reference to location. Note that the elements are separated by commas. The facts of publication are in parenthesis. Refer to pages by number alone. [T 8.70]

Examples:

⁴D. A. Carson, *The Gospel According to John* (Grand Rapids: Eerdmans, 1991), 219-223.

⁵A. Joseph Greig, "Some formative aspects in the Development of Gerhard von Rad's Idea of History." *AUSS* 16 (1978): 314.

After this first complete reference, the book or the article may be referred to, in later notes, in abbreviated form.

Examples: ⁸Carson, *John*, 479.

⁹Greig, 315.

Notice the difference in form between a footnote and a bibliography entry.
[T 9.7]

i Footnote - The first line is indented. The author's personal name comes first.

⁴D. A. Carson, *The Gospel According to John* (Grand Rapids: Eerdmans, 1991), 219-223.

ii Bibliography Entry - The second line is indented. The author's surname comes first.

Carson, D. A. *The Gospel According to John*. Grand Rapids: Eerdmans, 1991.

6. Information about the edition, publisher, place and date of publication can be found on the back of the title page of the book you are quoting from. The back of the title page may read something like "c. 1964. First impression 1966. Fifth impression 1968." Although the fifth impression is the one you are actually using, the date of publication must be the copyright date, 1964. With so many paperback editions of classic works now available, the book you are using may be a reprint of a much earlier edition. In this case full information must be given to avoid giving the impression that a classic study is a recently written book. Thus: Emile Male, *The Gothic Image: Religious Art in France of the Thirteenth Century*, transcribed from the 3d ed. by Dora Nussey (1913; reprint, London: Fontana Library, 1961), 90.

1.5.2 Bibliography [T chap. 9]

1. A bibliography is a list of all the sources you have used in writing your paper, whether or not you have quoted from them or referred to them. Do not include books that you have looked at but not found useful. Current dictionaries and the Bible are not usually listed. Always list the book which is, or includes, the work you are writing your paper on. Other headings that could be used are: Selected Bibliography, Works Cited, or Sources Consulted. [T 9.2]

2. A bibliography should be arranged alphabetically according to the authors' last names on a separate final page or pages. It should give enough information to enable your reader to find the particular books and articles you have used. If no author's name is given for the articles you are citing, begin the entry with the title, and alphabetize this work by its title.
3. A bibliographical entry characteristically has three main divisions - **author, title, and publication information** - each followed by a period and a single space. [T 9.11]

Arrange the information as follows:

- i Author's name - Put the last name first. Always give the author's name as it appears on the title page.
- ii Title of the book - Underline or *italicize*.
- iii Place of publication: publisher, date of publication - other publishing information such as translator, edition, number of volumes, and name of the series goes after the title. See examples below.

If a city in the United States is well-known, you do not need to include the State. [T 8.53]

The name of a publisher should be shortened (e.g. "Eerdmans," not "Wm. B. Eerdmans Publishing Co."). The name Press should be kept only for University Press. [T 8.59]

4. Each entry in a bibliography should begin at the left margin and should be typed in single-spaced lines. The second and subsequent lines in each entry should be indented five spaces from the left margin. Put one blank line between entries. [T 9.8]

The following are examples of bibliographical entries. Note the punctuation.

- i. A book by a single author [T 9.9]

Chantry, Walter J. *God's Righteous Kingdom*. Carlisle, Penn.: Banner of Truth, 1980. [T 2.13]

- ii. A book by more than one author or editor [T 9.10]

Willard, Frances E., and Mary A. Livermore, eds. *A Woman of the Century: Fourteen Hundred-Seventy Biographical Sketches of Leading American Women*. Chicago: Moulton, 1893.

- iii. A translation

Origen. "Commentary on the Gospel of John." *The Ante-Nicene Fathers*. Translated and edited by Allan Menzies. Vol. X. Grand Rapids: Eerdmans, 1951. [T 11.12]

- iv. A multivolume work

Roberts, William. *Memoirs of Hannah More*. 2 vols. London: Seely and Burnside, 1834.

v. Editions and reprints

Keach, Benjamin. *Tropologia*. 1682; London: William Hill Collingridge, City Press, 1855.

Sandeen, Ernest R. *Roots of Fundamentalism: British and American Millenarianism, 1800–1930*. Chicago: University of Chicago Press, 1970. Reprint, Grand Rapids: Baker, 1978.

Schaff, Philip, comp. *Creeds of Christendom*, 6th ed. Vol.3, 1931; Grand Rapids: Baker, 1983.

vi. An article in a book

Packer, J. I. "Contemporary Views of Revelation." In *Revelation and the Bible: Contemporary Evangelical Thought*. ed. Carl F. Henry, 87-104. London: Tyndale, 1958. [T 11.26]

vii. An article in a journal (Note parentheses around date of publication.)

[T 11.39]

Osborne, Grant R. "Hermeneutics and Women in the Church." *JETS* 20 (1977): 337-52.

viii. Lectures, speeches, and addresses

Garlington, D. "The Tested Last Adam." Sixth International Baptist Conference. Toronto, October 20, 1992.

5. Electronic Sources [T 8.141]

i Citations for *electronic media* such as CD-ROMs, diskettes, magnetic tapes include the following information (note that references are basically the same as those for a print source with the addition of information about format):

author (if available)

title

format (CD-ROM, etc.)

publishing information (if available): city, publisher, year of publication.

Examples:

Lanham, Richard D. "The Electronic Word: Democracy, Technology, and the Arts." [diskette]. Chicago: University of Chicago Press, 1993.

Westminster Theological Seminary. *Contextualizing without compromising. A case study in reaching hip hop culture*. [CD-ROM], MC041-MC048. Philadelphia: Westminster, 2004.

ii Citations for *online sources* such as online articles, books, conferences, databases, electronic mails, interviews—whether through World Wide Web pages, Gopher sites or Telnet sites—include the following information:

author

title

date of creation (if available)

volume and paging (if available)

publication information

availability (address for site such as URL or telnet address)

date of access

Example:

Erez, Edna. "Domestic Violence and the Criminal Justice System: An Overview." *Online Journal of Issues in Nursing* 7, no. 1 (January 2002). <http://www.nursingworld.org/ojin/topic17/tpc17_3.htm> (accessed March 22, 2004).

For further information on the citation of electronic sources, you may consult <<http://www.bedfordstmartins.com/online/cite7.html>>.