

# **2019 GUIDELINES FOR WRITING RESEARCH PAPERS AND ESSAYS**

## **PACIFIC LIFE BIBLE COLLEGE**



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## PLBC POLICY :: GUIDELINES FOR WRITING

### **PLBC has chosen to require the Chicago Manual of Style for formatting and citation purposes.**

The Chicago Manual of Style (CMS) documentation system is used in both the humanities and the social sciences. It is more complex than MLA or APA because it offers two documentation systems: 1) Notes and Bibliography (-NB), and 2) Author-date (-AD); thus, this document will use these abbreviations respectively: CMS-NB and CMS-AD. The CMS-AD system follows the parenthetical format. It inserts an in-text parenthetical citation at the point of reference in the text of the document that includes the author's name and the date of publication which then interacts with the end documentation by pointing to a specific entry on the References List page. The CMS-NB system uses superscripted numbers rather than parenthetical information in the text of the document. The superscripted number is a raised numeral located at the end of a clause or sentence identifying the content as outside source material. This superscripted number draws the reader's attention to a citation note bearing the same number located at the bottom of a page or at the end of a book or document.

Most instructors at PLBC will require the CMS-NB system. However, your instructor may give different stylistic instructions and these instructions take precedence over this guideline. The following examples use the CMS-NB system (Chicago Manual of Style Notes and Bibliography). If you choose to use the CMS-AD system, you need to find another formatting resource guide such as [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) <http://writing.colostate.edu/guides/pdfs/guide10.pdf> or directly out of the texts listed below.

The following guidelines are summarized from

Chicago University Press Staff. *The Chicago Manual of Style*, 16th ed. Chicago: University of Chicago Press, 2010.

Clements, Jessica, Elizabeth Angeli, Karen Schiller, S. C. Gooch, Laurie Pinkert, and Allen Brizee. 2011. "General Format." The Purdue OWL, April 13.  
<https://owl.english.purdue.edu/owl/resource/717/02/>

Northey, Margot, Bradford A. Anderson, and Joel N. Lohr. *Making Sense: A Student's Guide to Research and Writing*. Don Mills, Ontario: Oxford University Press, 2012.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7<sup>th</sup> ed. Chicago: University of Chicago Press, 2007.



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## TAKE CARE AGAINST PLAGIARISM

By PLBC standards, plagiarism, or academic dishonesty, includes the failure to cite the source of a quotation or idea; the submission of the work of another person; and, the falsification of data, research, and/or references.

Note that this does not include stating a fact that is common knowledge, having someone proofread an assignment, discussing the assignment with other students before writing it (unless forbidden by the instructor), or collaboration on a research project.

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## GENERAL FORMATTING

1. **Margins:** 1" (one inch) on all sides of the paper, unless otherwise instructed.
2. **Font:**
  - a. Use one of these readable fonts: Times New Roman or Palatino. Arial, Calibri, or Myriad Pro may be acceptable for some instructors.
  - b. Use only one font throughout the paper unless a set of fonts is chosen for headings and subheadings.
  - c. The body of the paper should be 12 pt.
  - d. Footnotes, tables, and figure captions should be 10 pt.
3. **Print:** If you print, print one-sided only.
4. **Spacing and indentation**
  - a. All text in the body should be double-spaced.
  - b. The following content should be single-spaced:
    - i. Tables title
    - ii. Figure captions
    - iii. Footnotes (with spaces between entries)
    - iv. Bibliography entries (with spaces between entries)
  - c. Block quotations should be single-spaced.
    - i. A prose quotation of five or more lines should be blocked.
    - ii. A blocked quotation does not get enclosed in quotation marks.
    - iii. An extra line space should immediately precede and follow a blocked quotation.
    - iv. Blocked quotations should be indented .5" (or 5 spaces) as a whole.



- d. Footnotes and Bibliographies should be single-spaced; however, leave an extra line space between note and bibliographic entries.
5. **Pagination:** Page numbers begin in the header of the first page of text with the Arabic (not Roman) number 1. Place sections in your document so that the title page and bibliography are not numbered with the body of your text.
  6. **Sections or Subheadings:** sections or subheadings can be used for longer papers.
    - a. CMS recommends you devise your own format but use consistency as your guide.
    - b. You may choose to do this informally by leaving an extra space between paragraphs.
    - c. Put an extra line space before and after subheadings, and do not place a period at the end of a heading.
      - i. Remember that too many subsections or levels can become distracting if used unnecessarily. To be necessary, at least two subheadings at every level are required.
    - d. Higher subheadings should always be more prominent than lower ones.
  7. **Title Page** (see appendix A)
    - a. All papers and essays should have a title page.
    - b. Center the title, in full caps, one-third of the way down the page.
      - i. Subtitles
        - End the title line with a colon
        - Place the subtitle on the line below the title (single-spaced; with title style capitalization).
    - c. Your name, class information, and date should be centered and one-third up from the bottom of the page (single-spaced).
  8. **Footnotes** (see appendix B)
    - a. The numbers should begin with “1” and follow consecutively throughout a given paper.
    - b. Note numbers in the text:
      - i. Note numbers are superscripted.
      - ii. Note numbers should be placed at the end of the clause or sentence to which they refer and should be placed **after** any and all punctuation.
        - Correct: Smith notes, “The end is near.”<sup>1</sup>
        - Incorrect: Smith notes, “The end is near<sup>1</sup>.”
    - c. Note numbers in the footnotes (choose only one method; use throughout the paper):
      - i. Note numbers can be full-sized and followed by a period.
      - ii. Note numbers can be superscripted without a period.



- d. Spacing:
- i. The first line of a footnote is indented .5" from the left margin.
  - ii. Subsequent lines within a footnote should be formatted flush left.
  - iii. Leave an extra line space between footnotes.
- e. Commentary:
- i. Place commentary after documentation when a footnote contains both, separate with a period.
- f. Do not repeat the hundreds digit in a page range if it does not change from the beginning to the end of the range (i.e.: 352-64 is correct, not 352-364).
- g. Short Forms for Notes
- i. The first time you make a citation, you must do so completely. If you use the same source a second or third time, you may use a shortened version. The shortened version can be done in two ways (and your field or instructor may prescribe which one to use):
    - *Author-only* This is the usual method, when the same author is only used once. If you cite from the same author in two different books, the shortened version must be the *author-title*.
      - \* Use the author's last name and page number (or other locator), separated by a comma and followed by a period.
      - \* If the source has an editor, use the editor's last name, but do not follow with *ed*.
      - \* If the source has no author, use a *title-only* note.
    - *Author-title*
      - \* A shortened title composed of up to four distinctive words from the full title is added to this note.
      - \* Use a comma to separate the author and the shortened title, and print the title with italics or quotation marks as you would in a full note.
  - ii. *Ibid.*
    - *Ibid.* is an abbreviated Latin word *ibidem* meaning 'in the same place.'
    - This should be used when the source quoted is the same as the immediately previous note.
    - You should capitalize *Ibid.* and place a period after it because it is an abbreviated word
      - \* If the page number is the same, it should look like this: *Ibid.*
      - \* If the page number is different, it should look like this: *Ibid.*, 95.



## 9. References (see appendix C)

- a. The difference between CMS-NB and MLA:
  - i. MLA uses a *Works Cited* page that only lists sources directly quoted or paraphrased.
  - ii. CMS-NB uses a *Bibliography* which includes all other sources read or reviewed while preparing to write the paper. Any material that could have lent itself to the ideas in the paper must be listed.
- b. Title (label)
  - i. Center the title in All Caps.
  - ii. CMS-NB: Label your comprehensive list of sources “Bibliography.”
  - iii. CMS-AD: Label your comprehensive list of sources “References.”
- c. Spacing
  - i. Place two lines between “Bibliography” or “References” and your first entry.
  - ii. Leave one blank line between remaining entries.
  - iii. Single-space entries.
- d. Alphabetical order
  - i. List entries in letter-by-letter alphabetical order according to the first word in each entry.
  - ii. Ignore the articles: “the,” “a,” and “an” when alphabetizing.
- e. Format<sup>1</sup>
  - i. Indent: hanging .5” (half-inch). This means that the first line has no indent and is left-justified, but every line after it does.
  - ii. Books, journals and movies are italicized, while chapters, short stories and articles are in quotation marks.
  - iii. A period is used to end each entry, except in the case of a URL.
  - iv. Arrange entries alphabetically according to author, first listed author, translator, or editor. If one of these is not present, use the title.
  - v. If the same author, etc. is used more than once, a 3-em dash (a long dash, three dashes long) goes in place of the author(s) and continues normally, though indicators such as ed. or trans. are still shown after the dash. In these cases, the sources are listed chronologically with the most recent work first.
    - Bruce, F.F. *The Message of the New Testament*. Grand Rapids: Eerdmans, 1979.

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<sup>1</sup> Jessica Clements, Elizabeth Angeli, Karen Schiller, S. C. Gooch, Laurie Pinkert, and Allen Brizee. “General Format,” The Purdue OWL, April 2013, <https://owl.english.purdue.edu/owl/resource/717/02/>



- ——. *Romans*, vol. 6 of *Tyndale New Testament Commentaries*. Grand Rapids: Eerdmans, 1963.
- f. Multi-author entries
    - i. Use “and” and not “&” between multi-author entries.
    - ii. For two to three authors, write out all names.
    - iii. For four to ten authors, write out all names in the bibliography but only the first author’s name plus “et al.” in notes and parenthetical citations.
  - g. No identifiable author: When a source has no identifiable author, cite it by its title, both on the references page and in shortened form (up to four keywords from that title) in parenthetical citations throughout the text.
  - h. Write out publishers’ names in full.
  - i. Do not use access dates unless publication dates are unavailable.
  - j. If you cannot ascertain the publication date of a printed work, use the abbreviation “n.d.”
  - k. If you cannot name a specific page number when called for, you have other options: section (sec.), equation (eq.), volume (vol.), or note (n.).

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## REASONS TO CITE SOURCES - BEYOND PLAGIARISM

*Plagiarism is literary theft. Plagiarism occurs when a writer duplicates another writer's language or ideas and then calls the work his or her own. Copyright laws protect writers' words as their legal property. To avoid the charge of plagiarism, writers take care to credit those from whom they borrow and quote.<sup>2</sup>*

1. **An informal definition of plagiarism** is using someone else’s work as if it were your own. It is illegal because you are virtually stealing intellectual property. It is unethical because it asserts a claim that the information found within the document is your own. In other words, plagiarism is cheating.
2. **Plagiarism** is much easier to do now than it was twenty-five years ago (back in the dark ages when one had to actually type the words found in a book. Once that was done, citing the work was easy.) With the internet, content can be cut and pasted with ease. Students will plagiarize because they are in a hurry or inexperienced with effective reading, writing and summarizing techniques. Students should note that it is not as difficult as one would think for a faculty member grading papers to catch incidents of plagiarism.

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<sup>2</sup> “Plagiarism” *Dictionary.com* 2014 <http://dictionary.reference.com/browse/plagiarism?s=t> (Accessed 14 August 2014).



3. **Kate Turabian**<sup>3</sup> gives four reasons why you should cite your sources (rather than plagiarize).
  - a. “To give credit.” Because research is hard work, we want to credit those who do it with distinction. “When you cite the work of another, you give that writer the recognition he or she has earned.”
  - b. “To assure readers about the accuracy of your facts.” Readers need to know that you know what you are talking about, and that you do so reliably. Citations of accurate and reliable information strengthen your work.
  - c. “To show readers the research tradition that informs your work.” For this reason, your work is connected to those who “extend, support, contradict, or correct” your sources.
  - d. “To help readers follow or extend your research.” A reader may be intrigued by something you say and desire to do further research. Your citation may send them in a good direction.
4. **Situations Requiring Citations**<sup>4</sup>
  - a. “When you quote exact words from a source;
  - b. “When you paraphrase ideas that are associated with a specific source, even if you do not quote exact words from it;
  - c. “When you use any idea, data, or method attributable to any source you consulted.”
5. **Preparation of Citations**<sup>5</sup>
  - a. “Use the most reliable sources, in their most reliable version. If you find second- or third-hand information, track down the original source;
  - b. “If a source is available in multiple versions, always cite the one you actually consulted;
  - c. “Record all bibliographical information before you take notes” (this can save you an enormous amount of time rather than having to backtrack to find the necessary data);
  - d. “Record all page numbers for every quotation and paraphrase;
  - e. “As you draft,” place indicators where citations may be necessary. “It is much easier to remove an unnecessary citation when you revise than to remember where you may have relied on someone else.”

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<sup>3</sup> Kate Turabian, *A Manual for Writers, 7<sup>th</sup> Ed.* (Chicago: University of Chicago Press, 2007), 133-34.

<sup>4</sup> *Ibid.*, 134.

<sup>5</sup> *Ibid.*, 139.





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## USING YOUR WORD-PROCESSOR TO FORMAT CITATIONS

1. Your program may offer a feature that allows you to enter citation source data that will save time for you in the long run. This is a helpful feature.
2. Beware that this feature may have limitations and not be up to date on the most recent changes in citation methods (especially for electronic citations).
3. “Such a program may save time, but it is not a substitute for knowing the underlying principles of the style.”<sup>6</sup>

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## BASIC PATTERNS FOR FORMATTING ENTRIES

1. **Sources come in endless varieties.** Handbooks such as *The Chicago Manual of Style* or *A Manual for Writers* provide the lists to accommodate each kind.
2. **You are most likely to use only a few kinds.**<sup>7</sup> The following instructions describe a few basic patterns. You can learn the ones you use most often and then use your references (manuals) to help you with the more difficult citation patterns.
3. **Basic Example for Citing Books** (note the punctuation – it is specific and necessary).
  - a. (N) 1. First-name Last-name, *Title of Book* (Place of publication: Publisher, Year of publication), page number.
  - b. (B) Last-name, First-name. *Title of Book*. Place of Publication: Publisher, year of publication.
4. **Book by Multiple Authors**
  - a. (N) 2. Scott Lash and John Urry, *Economies of Signs & Space* (London: SAGE Publications, 1994), 241-51.
  - b. (B) Lash, Scott, and John Urry. *Economies of Signs & Space*. London: SAGE Publications, 1994.
5. **Book as a part of a multivolume work.** “How you cite a specific volume in multivolume work depends on whether the volume has a title different from the work as a whole. If so, list the title of the specific volume, followed by both the volume number and the general title. Abbreviate *vol.* and use Arabic numbers for volume numbers.”<sup>8</sup>

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<sup>6</sup> Turabian, 140.

<sup>7</sup> Ibid., 142.

<sup>8</sup> Ibid., 171.



- i. (N) F. F. Bruce, *Romans*, vol. 6 of *Tyndale New Testament Commentaries* (Grand Rapids: Eerdmans, 1963), 93.
- ii. (B) Bruce, F. F. *Romans*, vol. 6 of *Tyndale New Testament Commentaries*. Grand Rapids: Eerdmans, 1963.

#### 6. Article, Chapter, Essay, Short Story, etc., in an Edited Collection

- a. (N) 3. Ben Witherington, "Lord," in *Dictionary of Jesus and the Gospels*. Joel B. Green and Scot McKnight, eds. (Downers Grove: Intervarsity Press, 1992), 484-91.
- b. (B) Witherington, Ben. "Lord." In *Dictionary of Jesus and the Gospels*, edited by Joel B. Green and Scot McKnight. Downers Grove: Intervarsity Press, 1992.

#### 7. Journal Article in Print

Use quotation marks to set off the titles of articles within the journal. Omit the initial "the" from the journal title. The volume number follows the journal title with no punctuation and is not italicized.

- a. (N) 4. Author's First and Last Names., "Title of Article: Subtitle of Article," *Title of Journal* Volume Number (Date of Publication): XX-XX.
- b. (B) Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Title of Journal* Volume Number (Date of Publication): XX-XX.

#### 8. Journal Article Online

- a. (N) 5. Christopher Menzel, "Actualism," *The Stanford Encyclopedia of Philosophy* Summer 2014 Edition, Edward N. Zalta (ed.), <<http://plato.stanford.edu/archives/sum2014/entries/actualism/>>.
- b. (B) Menzel, Christopher, "Actualism", *The Stanford Encyclopedia of Philosophy* (Summer 2014 Edition), Edward N. Zalta (ed.), <<http://plato.stanford.edu/archives/sum2014/entries/actualism/>>.

#### 9. Sacred Books

"Cite the Bible and sacred works of other religious traditions in footnotes, endnotes, or parenthetical notes. You do not need to include these works in your bibliography"<sup>9</sup> unless your source is from a commentary section of the Bible (i.e.: Study Bible commentary).

- a. (N) 1 Thess. 4:11, 5:2-5, 5:14.
- b. Use abbreviated name of the book, chapter and verse; never a page number.
- c. Since books and number differ among versions of the scriptures, identify the version you are using in your first citation, either with the spelled-out name or an accepted abbreviation. If you use more than one version, indicate which one every time.
  - i. 2 Kings 11:8 (New Revised Standard Version).

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<sup>9</sup> Turabian, 190.



- ii. 1 Cor. 6:1-10 (NIV).

## 10. Websites

When accessing information from a website, it is your responsibility to do your due diligence. Ask yourself: who is the author and find out! Ask yourself: who is responsible for the publication of the website and find out! Ask yourself: when was this published and find out! Your research will be stronger if you are quoting from a person who has been responsibly published rather than from someone who may or not be anonymous, but you have not done your due diligence to find out. Click the “about” button, which will usually supply you with a great deal of information (information you should know *before* you choose to cite from the website because you have deemed the information worthy of quoting).

“An entry for a website should include both the owner or site sponsor and the author; if no author is given, the site owner or sponsor stands in for the author. Website titles are generally set in roman (not italics) with title capitalization, but titles that are similar to books or other such publications may be in italics; sections or pages within a website are enclosed in quotation marks; blog titles are analogous to periodical titles and so are set in italics.”<sup>10</sup>

### a. General format:

- i. Author if a site has one,
- ii. The title of the site,
- iii. The sponsor (publisher or owner)
- iv. The date of publication or modified date (date of most recent changes)
- v. The site’s URL (do not underline the URL –remove it if it underlines automatically)
- vi. Do not italicize a Web site title unless the site is an online book or periodical.
- vii. Use quotation marks for the titles of sections or pages in a Web site.
- viii. If a site does not have a date of publication or modified date, give the date you accessed the site (“accessed January 3, 2010”).

### b. Note:

(1number). Chesapeake and Ohio Canal National Historical Park, National Park Service, last modified April 9, 2010, <http://www.nps.gov/choh/index.htm>.

### c. Bibliography:

Chesapeake and Ohio Canal National Historical Park. National Park Service. Last modified April 9, 2010. <http://www.nps.gov/choh/index.htm>.

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<sup>10</sup> *Chicago Manual of Style: QuickStudy* Guide. USA: Barcharts, 2012.



## 11. Blog Entry

- a. Treat as a short document from a Web site (see item 35). Put the title of the post in quotation marks, and italicize the name of the blog. Insert “blog” in parentheses after the name if the word blog is not part of the name.
- b. Note

37. Miland Brown, “The Flawed Montevideo Convention of 1933,” *World History Blog*, <http://www.worldhistoryblog.com/2008/05/flawed-montevideo-convention-of-1933.html>

- c. Bibliography

Brown, Miland. “The Flawed Montevideo Convention of 1933.” *World History Blog*. <http://www.worldhistoryblog.com/2008/05/flawed-montevideo-convention-of-1933.html>.

**FOR CITATION PATTERNS THAT ARE BEYOND THESE BASIC EXAMPLES, YOU MUST SEARCH ONE OF THE CITATION MANUALS, PREFERABLY ONE OF THE LATEST EDITIONS POSSIBLE.**

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## TIPS ON GRAMMAR AND STYLE

### 1. Quotation marks

- a. Commas and periods belong inside quotation marks, as do other punctuation marks in most cases.
  - i. Correct: “In the beginning was the Word.”
  - ii. Incorrect: “In the beginning was the Word”.
- b. Semi-colons and colons can sometimes fall outside quotation marks.
  - i. Correct: He argued, “The Word became flesh”; nevertheless, he doubted.
  - ii. Incorrect: He argued, “The Word became flesh;” nevertheless, he doubted.
- c. In the case of parenthetical documentation, the period comes after the reference.
  - i. Correct: “When in doubt, document” (Timmerman and Hettinga 1987, 62).
  - ii. Incorrect: “When in doubt, document.” (Timmerman and Hettinga 1987, 62)
- d. In the case of numbered footnotes, the period comes before the superscripted number. The superscripted number is always last.
  - i. Correct: “When in doubt, document.”<sup>1</sup>
  - ii. Incorrect: “When in doubt, document”.<sup>1</sup>
  - iii. Incorrect: “When in doubt, document.<sup>1</sup>”
- e. Always use quotation marks in pairs.
- f. Use single quotation marks within a quotation if it is a quote within a quote.



## 2. Block quotations

- a. Run four or fewer quoted lines into your running text.
- b. Set off five or more lines as an indented block.
- c. Block quotations do not need quotation marks.

## 3. Split infinitives

- a. An infinitive is a verb form that is usually introduced by *to*; the infinitive may be used as a noun, as an adjective, or as an adverb.
- b. A split infinitive is an infinitive that is interrupted by an adverb. To correct split infinitives, place the adverb before or after the infinitive.
  - i. Incorrect: >She used to secretly admire him. >You have to really watch him.
  - ii. Correct: >She used to admire him secretly. >You really have to watch him.

## 4. Ellipses (...)

- a. Ellipses are used to leave material out of a quotation. They are never needed at the beginning or end of a quotation.
- b. Ellipses need a space between the last word and first period and between the last period and the next word.

## 5. Italics

- a. Italics are reserved for book titles, for words in a foreign language, or for emphasis.
- b. Italics used for emphasis should be used sparingly.

## 6. CMS encourages the use of bias-free and gender-neutral language. Check for details in the manuals and guides.

## 7. Capitalization of Bible and Christ

- a. *Bible* and *Christ* are proper nouns and should be capitalized.
- b. However, *biblical* and *christological* are adjectives and do not need to be capitalized (it is not wrong for them to be capitalized).
- c. It is not necessary but preferred that you capitalize pronouns referring to God.

## 8. A.D. and B.C.; C.E. and B.C.E.

- a. A.D. = *anno Domini* which means "In the year of our Lord."
  - i. The abbreviation is always used BEFORE the year.
    - Correct: Jerusalem fell in A.D. 70.
- b. B.C. = *before Christ*
  - i. The abbreviation is always used AFTER the year.
    - Correct: Jesus was actually born around 4 B.C.
- c. C.E. (*common era*) and B.C.E. (*before common era*)
  - i. The use of these abbreviations is increasing in scholarly literature, perhaps as an attempt to speak of history outside of the perspective of the Christian faith.
- d. As Christians and theologians, it is acceptable to use A.D. and B.C.



- e. The Society for Biblical Literature Handbook of Style (SBLHS) preferred style is B.C.E. and C.E. (with periods).

## 9. Numbers

- a. Date: Always expressed with numbers: 1975, A.D. 70
- b. Numbers: Spell out the words of numbers up to 100: four gospels (not 4 gospels); seventy years (not 70 years).
- c. For large numbers: “The population is three million” (not “The population is 3,000,000”).

## 10. Point of View (POV) First, Second, and Third Person: the perspective from which a work is written.

- a. First person: when the writer or narrator is referring to him or herself.
  - i. Pronoun usage: *I, me, my, and mine*
  - ii. Instances:
    - Fiction, novels and stories, and autobiographies are often written in first person.
    - Non-fiction material: a personal reflection essay, if the writing is about you.
  - iii. First person is rarely seen in academic writing because it is considered to be less objective.
- b. Second person: the reader is directly addressed.
  - i. Pronoun usage: *you, your, and yours*.
  - ii. Instances:
    - Grover used second person in the book *the Monster at the End of this Book*. (“If you don not turn any pages, we will never get to the end of the book.”)
    - Children’s books are often written in second person.
    - Instruction manuals, advice columns and how-to guides
  - c. Third person: is more like a camera recording events; the writer does not interject self into the story or essay, it has the potential of being more objective because it helps the writer focus more on the *argument* and *evidence*.
    - i. Pronoun usage: *he, she, his, hers, their, theirs*
    - ii. Instances:
      - Fiction
      - Academic writing
    - iii. Can you never use “I?” In many cases, using the first person pronoun can improve your writing, by offering the following benefits:
      - Assertiveness: In some cases you might wish to emphasize agency (who is doing what); for instance, if you need to point out how valuable your particular project is to an academic discipline or to claim your unique perspective or argument.



- Clarity: Because trying to avoid the first person can lead to awkward constructions and vagueness, using the first person can improve your writing style.
- Positioning yourself in the essay: In some projects, you need to explain how your research or ideas build on or depart from the work of others, in which case you'll need to say "I," "we," "my," or "our"; if you wish to claim some kind of authority on the topic, first person may help you do so."<sup>11</sup>

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<sup>11</sup> *Should I use I?* The Writing Center University of North Carolina. 2010-2014.  
<http://writingcenter.unc.edu/handouts/should-i-use-i/>



## Appendix A

CMS TITLE:  
CENTER TITLE IN FULL CAPS  
PLACE 1/3 DOWN THE PAGE

Your Name  
Class Information  
Date  
(Belongs centered, 1/3 up from the bottom)





## Appendix B

or gods.”<sup>55</sup> As has already been mentioned, *kyrios* may be used as casually as “sir” or “owner of property” or as a recognition of “deity.” Some examples exist where “*kyrios* seems to refer to ability and the right to exercise authority and power,”<sup>56</sup> such as: “The Son of Man is lord of the Sabbath” (Mark 2:28), and God is “the Lord of the harvest” (Luke 10:2).

Jesus identified himself with Jehovah and used the personal name of God, I Am (Exodus 3:14; John 8:24; 18:5, 6; Mark 14:62). “I tell you the truth, Jesus answered, ‘before Abraham was born, I am!’” (John 8:58). This is Jesus’ reference to God’s introduction to Moses in Exodus 3:12-15. “God introduced Himself once and forever as the great I Am...the completely self-sufficient, self-existent God of all creation in context with the promise to be with man.”<sup>57</sup> The significance of this revelation by Christ is that Jews listening would know exactly what He meant by this. In the Fourth Gospel, there are seven I am sayings that identify the roles of the Lord: The Bread of Life; The Light of the World; The Gate; The Good Shepherd; The Resurrection and the Life; The Way, the Truth, and the Life; and the Vine. Each is more than merely a role; the sayings contribute blessings of provision, of salvation, of life, of truth and fruit to people in relationship with Jesus Christ, the Lord.

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<sup>55</sup>Strauss, Mark, *Four Portraits, One Jesus: An Introduction to Jesus and the Gospels* (Grand Rapids: Zondervan), 487.

<sup>56</sup>Witherington, Ben, “Lord” in *The Dictionary of Jesus and the Gospels*, ed. Joel Green and Scot McKnight 484-492 (Downers Grove: InterVarsity Press, 1992), 489.

<sup>57</sup>Moore, Beth and Dale McCleskey, *The Beloved Disciples: Following John to the Heart of Jesus* (Nashville: B & H Pub. Group), 156.



## APPENDIX C

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## APPENDIX D: Bible Abbreviations (SBL Handbook of Style)

Old Testament OT	Traditional		Short Form	New Testament NT	Traditional		Short Form
Genesis	Gen		Gn	Matthew	Matt		Mt
Exodus	Exod		Ex	Mark	Mark		Mk
Leviticus	Lev		Lv	Luke	Luke		Lk
Numbers	Num		Nm	John	John		Jn
Deuteronomy	Deut		Dt	Acts	Acts		Acts
Joshua	Josh		Jo	Romans	Rom		Rom
Judges	Judg		Jgs	First, Second Corinthians	1 & 2 Cor		1, 2 Cor
Ruth	Ruth		Ru	Galatians	Gal		Gal
First, Second Samuel	1, 2 Sam		1, 2 Sm	Ephesians	Eph		Eph
First, Second Kings	1, 2 Kings		1, 2 Kgs	Philippians	Phil		Phil
First, Second Chronicles	1, 2 Chr		1, 2 Chr	Colossians	Col		Col
Ezra	Ezra		Ezr	First, Second Thessalonians	1, 2 Thess		1, 2 Thes
Nehemiah	Neh		Neh	First, Second Timothy	1, 2 Tim		1, 2 Tim
Esther	Esth		Est	Titus	Titus		Ti
Job	Job		Jb	Philemon	Phlm		Phlm
Psalms	Ps (sing); Pss (plural)			Hebrews	Heb		Heb
Proverbs	Prov		Prv	James	Jas		Jas
Ecclesiastes	Eccles		Eccl	First, Second Peter	1, 2 Pet		1, 2 Pt
Song of Solomon	Song			Sg	1, 2, 3 John		1, 2, 3 Jn
Isaiah	Isa		Is	Jude	Jude		Jude
Jeremiah	Jer		Jer	Revelation	Rev		Rv
Lamentations	Lam		Lam	<b>Apocrypha</b>			
Ezekiel	Ezek		Ez	Baruch	Bar.		Bar
Daniel	Dan		Dn	Bel and the Dragon	Bel and Dragon		--
Hosea	Hosea		Hos	Ecclesiasticus (Sirach)	Ecclus.		Sir
Joel	Joel		Jl	1 Esdras	1 Esd.		--
Amos	Amos		Am	2 Esdras	2 Esd.		--
Obadiah	Obad		Ob	Judith	Jth.		Jdt
Jonah	Jonaj		Jon	1 Maccabees	1 Macc.		1 Mc
Micah	Mic		Mi	2 Maccabees	2 Macc.		2 Mc
Nahum	Nah		Na	Prayer of Manasses	Pr. Of Man.		--
Habakkuk	Hab		Hb	Song of the Three Holy Children	Song of Three Children --		
Zephaniah	Zeph		Zep	Susanna	Sus.		--
Haggai	Hag		Hg	Tobit	Tob.		Tb
Zechariah	Zech		Zec	Wisdom of Solomon	Wisd. Of Sol.		Ws
Malachi	Mal		Mal	Additions to Esther	--		--
<b>Technical Abbreviations</b>				<b>Ancient Texts</b>		<b>Languages</b>	
Chapter(s)	ch; ch(s)	Literally	lit	Coptic	<i>Copt.</i>	(Biblical) Aramaic	(Bibl.) Aram.
Verse(s)	v (v)	Manuscript(s)	MS(s)	Septuagint	<i>LXX</i>	Egyptian	Eg.
Definition	def	No date	n.d.	Masoretic Text OT	<i>MT</i>	English	Eng.
No place, no publisher, no page			n.p.	Nag Hammadi Codex	<i>NHC</i>	German	Ger.
Codex	cod.	Example	<i>e.g.</i>	Vulgate	<i>Vg.</i>	Greek	Gk.
Commentary	Comm.	And others	<i>et al</i>			Hebrew	Heb.
Israelite	Isr.	And the rest	<i>etc.</i>			Latin	Lat.
Century	c.	Column(s)	col(s)			Semitic	Sem.
<b>Bible Editions</b>							
American Standard Version			ASV	New English Bible			NEB
Contemporary English Version			CEV	New International Version			NIV
English Standard Version			ESV	New Jerusalem Bible			NJB
Good News Bible			GNB	<i>Tanakh: The Holy Scriptures: The New JPS Translation according to the Traditional Hebrew Text</i>			NJPS
Hebrew Bible (canon)			HB				
Jerusalem Bible			JB	New King James Version			NKJV
King James Version			KJV	New Revised Standard Version			NRSV
Jerusalem Bible			JB	<i>The New Testament in Modern English, J.B. Phillips</i>			PHILLIPS
Living Bible			LB	Revised English Bible			REB
Modern Language Bible			MLB	Revised English Bible			REB
<i>The New Testament: A New Translation, J. Moffat</i>			MOFFATT	Revised Standard Version			RV
New American Bible			NAB	Today's English Version (Good News)			TEV
New American Standard Bible			NASB	<i>The New Testament in Modern Speech, R. F.</i>			WEYMOUTH



## Appendix E: Proofreading symbols & Correction Symbols

	Transpose (reverse order)	<b>abbr</b>	Abbreviation
	Capitalize	<b>adj</b>	Misuse of adjective
	Lowercase	<b>adv</b>	Misuse of adverb
	Add space	<b>agr</b>	Faulty agreement
	Close up space	<b>akw</b>	Awkward
	Delete	<b>coord</b>	Faulty coordination
	Insert	<b>cs</b>	Comma splice
	Insert period	<b>dm</b>	Dangling modifier
	Insert comma	<b>frag</b>	Fragment sentence
	Insert semicolon	<b>inc</b>	Incomplete construction
	Insert colon	<b>irreg</b>	Irregular verb error
	Insert apostrophe	<b>mm</b>	Misplaced modifier
	Insert quotation marks	<b>mood</b>	Error in mood
	Insert hyphen	<b>pass</b>	Ineffective passive voice
	New paragraph	<b>ref</b>	Error in pronoun reference
<b>No</b>	No new paragraph	<b>rep</b>	Careless repetition
		<b>rev</b>	Revise
		<b>run-on</b>	Run-on sentence
		<b>sp</b>	Misspelled word
		<b>sub</b>	Faulty subordination
		<b>t or tense</b>	Error in verb tense
		<b>v</b>	Voice
		<b>vb</b>	Error in verb form
		<b>wc</b>	Word choice
		<b>w</b>	Wordy
		<b>ww</b>	Wrong word (usually homonym)
		<b>//</b>	Faulty parallelism
		<b>x</b>	Obvious error

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