Veritas Evangelical Seminary

Turabian Helper

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Dear Student,

   This brief guide is designed to help you understand and use standard practices of formatting and citing sources in your papers. The standards are based on *The Chicago Manual of Style, 16th Edition* (*CMOS*), Kate Turabian's *Manual for Writers, 8th Edition* (*Turabian*), Kate Turabian's, *Student's Guide to Writing College Papers, 4th Edition,* and *The Christian Writer's Manual of Style, 4th Edition* (*CWMS*). In a few instances, insights from *The SBL Handbook of Style, 2nd Edition* have also been incorporated.

   James Lee's expertise and diligent work are to thank for the first edition of this guide, and Rebekah Ruiz contributed further refinements. Without their labor of love this guide would not exist, and I hope this update to the project we started several years ago will allow their work to continue serving students like you for many years ahead. If you skim this guide before you begin writing and refer to it when you get stuck, it will provide answers to many of the questions you are faced with in the daunting task of crafting properly formatted papers at the college level.

May God bless you as you grow in wisdom, studying to clearly understand and communicate the good news of Jesus Christ.

In Him,

Joel Wingo
September 2016

1.1

Introduction

When writing a research paper, the student should follow accepted academic standards for citation, style, and format. Citation is the act of carefully and appropriately giving credit to those authors who have influenced your ideas, and it also gives your readers the information they need to find the source themselves. It is essential that you accurately and properly document your sources. Style and format deal with how that information is presented when writing a paper. There exist several styles to cite sources, but we will only present one approved at CCBC—the "Notes-Bibliography" style described in the *Chicago Manual of Style* and Turabian's *Manual for Writers*. The following guide is meant to provide you with basic information to get you started. More detailed information can be obtained by referring to the *Chicago Manual of Style, 16th Edition,* Turabian's *A Manual for Writers, 8th Edition,* and *The Christian Writer's Manual of Style, 4th Edition.* We begin with a discussion of basic paper formatting.

1.2

Document Format

When using Microsoft Word, most of these settings are set as default. However, the shaded text offers some guidance on how to change a setting.

Paper Type: 8-½-by-11-inch white paper

Margins: 1-inch margins on all sides

Font: Times New Roman, Calibri, Courier, Garamond, Georgia, or Helvetica

Font Size: 12-point font size (but 10-point for footnotes)

Spacing: Double-spaced, except for footnotes, bibliographic entries, and block quotations, which are single-spaced.

- o Block Quotations of five or more lines are single spaced with no quotation marks and indented from the left, with the same indentation as the beginning of a paragraph (.5"). A single blank line is inserted above and below the block quotation. 12-point font is used for block quotations.

Page Number: In the footer, centered, beginning on the first page of the body. The title page is not numbered.

MSWord>Insert>Page Numbers…>Bottom of page (footer)>centered>Do not number first page>Format>Start at "0"

Title Page: Separated and on top of paper. Do not insert a blank page following the title page.

1.3

Title Page

The following information should be set apart from the body of the paper and placed on a separate page in the order listed. *Note: some assignments may not require a separate title page. Check with your instructor to see if the title may be placed at the top of the first page of text (see Turabian, A.1.4, A.2.1.2, and 22.2.1.1).*

> Title of Paper - About a third of the way down the page, centered, bold.
> Subtitle (if applicable) – separated from the title by a colon and a single line of space
> Your Name
> Course Number & Name
> Date - write the name of the month, the day, and the year
> The title page is not numbered
> All words capitalized except articles, coordinating conjunctions, or prepositions (e.g. The Meaning of Grace in…). See "headline-style capitalization" in Turabian (22.2.1.1).
>
> Title Page Example:

The Humility of Jesus:

An Exemplary Characteristic

Jane Smith

TH310: Theology

August 1, 2016
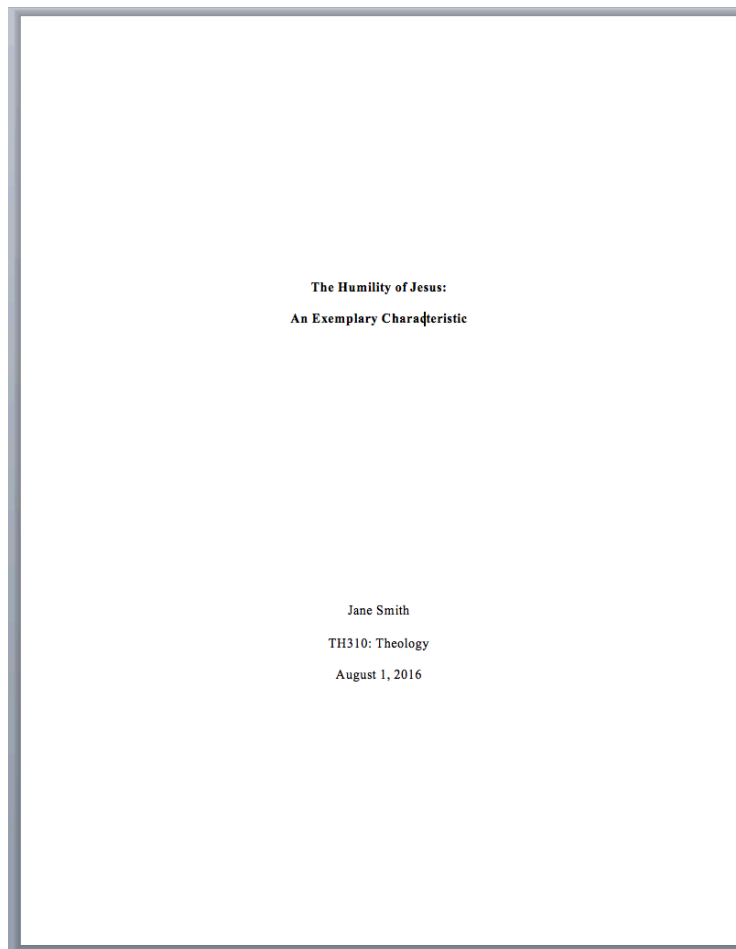
2.0

Citing Sources

Here are some basic questions you might have pondered:

2.1

When should I cite?

1. When using exact words from a source.

2. When you paraphrase ideas that are associated with the specific source, even if you do not quote exact words from it.

3. When you use any idea, data, or method that can be attributed to an identifiable source.

2.2

Why should I cite?

1. To give credit to a source that influenced your work.

2. To assure readers of the accuracy of your facts.

3. To help readers find sources to engage in further research.

4. When the words of others would present strong evidence to back up your reasons for your argument.

5. When you wish to be fair and state exactly what you disagree with.

6. When you wish to add an authority who agrees with your view.

7. When the words of others are strikingly unique, compelling, and memorable.

2.3

What kind of information will I need to cite?

You can locate relevant publication information on the first and second pages of most published material.

1. Who wrote or assembled the source?

Author(s)

Editor(s)
Translator(s)

2. What data identifies the source?

Title and subtitle
Title and subtitle of any larger work that contains the source (such as a collection, journal, or newspaper)
Page number(s)
Volume number
Issue number
Edition number
URL and date you accessed the material, for online sources

3. Who published the source and when?

Publisher's name
Place of publication (the state is optional–especially unnecessary for well-known places
    such as Chicago or New York)
Date of publication

In nearly every instance, when you use a (1) quote in your paper, you will need to have a (2) footnote to represent it, and also it will be listed in your (3) Bibliography. Abbreviations for examples of these three elements will be used below as follows:

Q: Quotation

N: Note (footnote or parenthetical note)

B: Bibliography

3.0

In-text Quotations

The writing of others should flow smoothly into your writing. Sometimes you may want to use exact words or phrases. This is called quoting. Sometimes you may wish to weave the grammar of the quote into the grammar of your own writing. In some cases when you quote, you may want to use a signal verb or phrase to carefully and smoothly integrate quotations into your text and surrounding sentences. Here is a list of some signal words:

3.1

Signal Verbs

accepts	criticizes	offers
acknowledges	declares	opposes
adds	deduces	points out
admits	demonstrates	proves
advises	denies	questions
agrees	describes	recommends
allows	discusses	reflects
answers	disputes	reasons
argues	endorses	refutes
asserts	emphasizes	rejects
believes	expresses	replies
claims	feels	remarks
charges	grants	reports
comments	hypothesizes	responds
compares	illustrates	reveals
complains	implies	says states
concedes	insists	suggests
concludes	interprets	suspects
concurs	lists	thinks
confirms	notes	urges
considers	objects	writes
contends	observes	

3.2

Examples of In-text Quotations

There are many ways to incorporate sources into your writing. However, if you are quoting four lines or fewer, use quotation marks and run it into your text. If you are quoting five or more lines, use a block quotation; see 3.3. The following are examples of in-text quoting with four lines or fewer:

> Q: In presenting his case for Christianity, Lee Strobel urges his readers to "thoughtfully consider the credibility of the witnesses, carefully sift the testimony, and rigorously subject the evidence to common sense and logic."[1]

Use an author's full name the first time you mention it, afterwards use only the last name:

> Q: In presenting his case for Christianity, Lee Strobel urges his readers to "thoughtfully consider the credibility of the witnesses, carefully sift the testimony, and rigorously subject the evidence to common sense and logic."[1] In particular, Strobel highly encourages his readers to test the eyewitness evidence for the historicity of Jesus of Nazareth.[2]

You can modify the original quote with square brackets and delete with three dots (ellipses), as long as you don't change the meaning or disturb the grammar:

> Original quote:

> > Q: In response to Blomberg's argument for the validity of the Gospels, Strobel says, "His evidence for their traditional authorship, his analysis of the extremely early date of fundamental beliefs in Jesus, his well-reasoned defense of the accuracy of the oral tradition, his thoughtful examination of apparent discrepancies – all of his testimony had established a solid foundation for me to build on."[3]

> Words modified:

> > Q: In response to Blomberg's argument for the validity of the Gospels, Strobel acknowledges, "[Blomberg's] evidence for [the Gospels'] traditional authorship, his analysis of the extremely early date of fundamental beliefs in Jesus, his well-reasoned defense of the accuracy of the oral tradition, his thoughtful examination of apparent discrepancies – all of [Blomberg's] testimony had established a solid foundation for me to build on."[3]

> Words deleted:

> > Q: In response to Blomberg's argument for the validity of the Gospels, Strobel acknowledges, "[Blomberg's] evidence for [the Gospels'] traditional authorship, his analysis of the extremely early date of fundamental beliefs in Jesus, his well-reasoned defense of the accuracy of the oral tradition, his thoughtful examination of apparent discrepancies . . . had established a solid foundation for me to build on."[3]

3.3

Block Quotations

If you quote five or more lines of a single source, use an indented block quotation. A block quotation should be left-aligned, single-spaced, and a line of space should be added before and after it. Indent the entire quotation up to the same level as first indented line of a paragraph (typically (.5") and do not use quotation marks. Indent the first line only if it begins a paragraph in the original source.

> Q: In discussing faith, Lewis gives a gentle caution to the believer:

> There are certain things in Christianity that can be understood from the outside, before you have become a Christian. But there are a great many things that cannot be understood until after you have gone a certain distance along the Christian road. These things are purely practical, though they do not look as though they were. They are directions for dealing with particular crossroads and obstacles on the journey and they do not make sense until a man has reached those places. [1]

3.4

Quoting the Bible

Citing the Bible is unique for two reasons: parenthetical notes are used instead of footnotes (for CCBC papers), and you do not need to include an entry for the Bible in the Bibliography. The first time you quote the Bible, add a footnote stating, "Unless otherwise noted, all Scripture references are taken from the [version name]." Whenever you reference a different version, or if you do not wish to identify a "default" version for your majority of your references, include the abbreviation of the version in the parenthetical note, e.g. (Matt. 29:18-20 NKJV). No comma is used between the reference and the version, and the final period is placed after the parenthetical note containing the Scripture reference. A comma and a space should be used to separate non-continuous verses, e.g. (John 3:16, 18 NKJV).

3.5

Quoting Shorter Bible Passages

When you quote a verse or verses from the Bible amounting to less than five lines, use quotation marks. You may wish to refer to the author or to the book in your text.

Example:

> Both Peter and Paul unashamedly defend the divine authority of Scripture. Peter declares that "no prophecy of Scripture came about by the prophet's own interpretation. For prophecy never had its origin in the will of man, but men spoke from God as they were carried along by the Holy Spirit" (2 Pet. 1:20-21). Looking back on the whole Old Testament, the apostle Paul wrote, "All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work" (2 Tim. 3:16-17).

3.6

Quoting Longer Bible Passages

When quoting verses that amount to more than five lines, a use block quotation.

Example:

Q: Paul encourages the Ephesians to

> Look carefully then how you walk, not as unwise but as wise, making the best use of the time, because the days are evil. Therefore do not be foolish, but understand what the will of the Lord is. And do not get drunk with wine, for that is debauchery, but be filled with the Spirit, addressing one another in psalms and hymns and spiritual songs, singing and making melody to the Lord with your heart … (Eph. 5:15–19 ESV)

In a block quotation, no period follows the reference itself.
When quoting many verses of Scripture, do not include a verse number for each verse in the quotation.
Here is a list of abbreviations for a number of versions:

3.7

Bible Version Abbreviations

Well Known Formal Equivalent Versions

Full Traditional Name	Abbreviation
English Standard Version	ESV
King James Version or Authorized Version	KJV or AV
New American Standard Bible (1995)	NASB95
New American Standard Bible (1971)	NASB
New King James Version	NKJV

Other Versions

Amplified Bible	AB
American Revised Version	ARV
American Standard Version	ASV
Contemporary English Version	CEV
Douay Version	DV
English Revised Version	ERV
Good News Translation	GNT
Holman Christian Standard Bible	HCSB
Jerusalem Bible (1966)	JB
The Living Bible	LB
The Message Bible	MSG
The NET Bible (New English Translation)	NET
New American Bible	NAB
New Century Version	NCV
New English Bible	NEB
New Living Translation	NLT
New International Version (2011)	NIV
New International Version (1984)	NIV84
New Jerusalem Bible (1985)	NJB
New Revised Standard Version	NRSV

The New Testament in Modern English	Phillips
New World Translation (Jehovah's Witnesses)	NWT
Revised Standard Version	RSV
Todays New International Version	TNIV
Vulgate	Vulg.
Wuest Expanded Translation	Wuest

3.8

Bible Book Abbreviations

Books of the Bible should be abbreviated in footnotes and in parenthetical citations, but not in in the text of your work. When you refer to an entire book or to whole chapters from the Bible, write the full name of the book, do not abbreviate, italicize, or underline.

Example:

Genesis 2-3 records the creation, temptation, and fall of humankind.

While in prison, Paul penned First Corinthians.

Here is a list of abbreviations for the books of the Bible, which should be used for Scripture references when citing the Bible:

Old Testament Books

Full Name	Abbreviation
Genesis	Gen.
Exodus	Exod.
Leviticus	Lev.
Numbers	Num.
Deuteronomy	Deut.
Joshua	Josh.
Judges	Judg.
Ruth	Ruth
1 Samuel	1 Sam.
2 Samuel	2 Sam.
1 Kings	1 Kings
2 Kings	2 Kings
1 Chronicles	1 Chron.
2 Chronicles	2 Chron.
Ezra	Ezra
Nehemiah	Neh.
Esther	Est.
Job	Job
Psalm(s)	Ps. (Pss.)

Proverbs	Prov.
Ecclesiastes	Eccl.
Song of Solomon	Song of Sol.
Isaiah	Isa.
Jeremiah	Jer.
Lamentations	Lam.
Ezekiel	Ezek.
Daniel	Dan.
Hosea	Hos.
Joel	Joel
Amos	Amos
Obadiah	Obad.
Jonah	Jon.
Micah	Mic.
Nahum	Nah.
Habakkuk	Hab.
Zephaniah	Zeph.
Haggai	Hag.
Zechariah	Zech.
Malachi	Mal.

New Testament Books

Full Name	Abbreviation
Matthew	Matt.
Mark	Mark
Luke	Luke
John	John
Acts	Acts
Romans	Rom.
1 Corinthians	1 Cor.
2 Corinthians	2 Cor.
Galatians	Gal.
Ephesians	Eph.
Philippians	Phil.
Colossians	Col.

1 Thessalonians	1 Thess.
2 Thessalonians	2 Thess.
1 Timothy	1 Tim.
2 Timothy	2 Tim.
Titus	Titus
Philemon	Philem.
Hebrews	Heb.
James	James
1 Peter	1 Pet.
2 Peter	2 Pet.
1 John	1 John
2 John	2 John
3 John	3 John
Jude	Jude
Revelation	Rev.

4.0

Introduction to Footnotes

Whenever you use an outside source, you must write a note for that source in the form of a long or short footnote. Notice, some quotations above use a superscript number at the end of the sentence to signal that you have used a source (the superscript is that number at the end of the quotation mark or sentence that sits slightly above the rest of the sentence, e.g. [123456]). The superscript informs the reader that information about that source can be found in the footnote of the paper. The footnote corresponds to the number of the superscript and provides relevant information about that source as well as a relevant page number. The first time you note a source, use a long footnote, then use a short note or parenthetical note afterwards for the same source. A long footnote contains full publication information, whereas the short does not. The short note will be discussed later (see 5.0 - 5.7) as well as the parenthetical note (see 5.6 below, or 3.4 for Scripture references).

Use 10-point font for footnotes, and indent the number and the first line, with the same indentation as the first line of a paragraph in the body.

Single-space footnotes, but if more than one footnote appears on a page, insert a blank line of space between each footnote.

Note: Although Turabian calls for a superscript number at the end of a quote in the body and a full-size number followed by a period and a space at the beginning of the footnote, it is permissible to use your word processor software's automatic footnote settings for numbering. Most programs use a superscript at the beginning of the footnote, and/or do not include a period following the number.

4.1

MSWord, Apple, & Open Office shortcuts

Microsoft Word and other software programs have made it easy to include a footnote into your paper. At the end of your quote, paraphrase, or summary, follow the procedure to include a footnote:

MSWord>Insert>Footnote

Apple Pages>Insert>Footnote

Open Office Writer> >Insert>Footnote/Endnote

4.2

Here are the patterns and some examples of how to make a long footnote:

Long Note - Single Author

N: Note Number. Author's First Name and Last Name, *Title of Book: Subtitle of Book* (Place of Publication, state is optional: Publisher's Name, Date of Publication), Page-Page.

1. Lee Strobel, *The Case For Christ: A Journalist's Personal Investigation of the Evidence for Jesus* (Grand Rapids, Michigan: Zondervan, 1998), 18-19.

4.3

Long Note - Two Authors

N: Note Number. 1st Author First Name and Last Name and 2nd Author First Name and Last Name, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), Page-Page.

2. Norman Geisler and Ron Rhodes, *Conviction Without Compromise: Standing Strong in the Core Beliefs of the Christian Faith* (Eugene, Oregon: Harvest House Publishers, 2008), 45-46.

4.4

Long Note - Three or More Authors

N: Note Number. 1st Author First Name and Last Name, 2nd Author First and Last Name, and 3rd Author First and Last Name, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), Page-Page.

3. William Lane Craig, James P. Moreland, and Francis Beckwith, *To Everyone an Answer: A Case for the Christian Worldview* (Downers Grove, Illinois: Intervarsity Press, 1998), 10-11.

N: Note Number. 1st Author First Name and Last Name, 2nd Author First and Last Name, 3rd Author First and Last Name, and 4th Author First and Last Name, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), Page-Page.

4. John Hick, Clark H. Pinnock, Alister E. McGrath, and R. Douglas Geivett, *Four Views on Salvation in a Pluralistic World* (Grand Rapids, Michigan: Zondervan Publishing House, 1995), 95-96.

4.5

Long Note - Editor or Author(s) plus Editor

Editor Only:

N: Note Number. Editor's First and Last Name, ed., *Title of Book: Subtitle of Book.* (Place of Publication: Publisher's Name, Date of Publication), Page-Page.

5. Ronald F. Youngblood, ed., *Nelson's New Illustrated Bible Dictionary: Completely Revised And Updated Edition. (*Nashville, Tennessee: Thomas Nelson, 1990), 33-34.

Author plus Editor:

N: Note Number. Author's First and Last Names, *Title of Book: Subtitle of Book*, ed. Editor's First and Last Names (Place of Publication: Publisher's Name, Date of Publication), Page-Page.

6. Lewis Sperry Chafer, *Systematic Theology Abridged*, ed. John F. Walvoord (Wheaton, Illinois: Victor Books, 1974), 76.

4.6

Long Note - Edition Number

N: Note Number. Author's First and Last Name, *Title of Book: Subtitle of Book,* Edition Number ed. (Place of Publication: Publisher's Name, Date of Publication), Page-Page.

7. Warren W. Wiersbe, *Be Joyful: A Practical Study of Philippians*, 15th ed. (Wheaton, Illinois: Victor Books, 1974), 56-57.

4.7

Long Note - Journal Article in Print

Reminder: the title of the article is set in quotation marks, and the title of the journal is italicized.

N: Note Number. Author's First and Last Name, "Title of Article: Subtitle of Article," *Title of Journal* Volume Number (Date of Publication): Page-Page.

8. Norman L. Geisler, "Jesus and Muhammed in the Qur'an: A Comparison and Contrast," *Southern Baptist Journal of Theology* 8, no. 1 (Spring 2004): 50.

4.8

Long Note - Journal Article Online

N: Note Number. Author's First Name and Last Names, "Title of Article: Subtitle of Article," *Title of Journal* Volume Number (Date of Publication), under "Descriptive Locator," URL (accessed Date of Access).

9. Andrew Bernhard, "Dating Early Christian Gospels," *Journal of Biblical Studies* 1, no. 4 (Oct-Dec 2001), under "Articles," http://journalofbiblicalstudies.org/Issue4/Articles/dating_early_ christian_gospels.htm (accessed September 20, 2010).

4.9

Long Note – Websites

Even though many online websites lack relevant information for a proper citation, try to include as much pertinent information as possible.

N: Note Number. Author's First and Last Name, "Title of the Web Page," Title or Owner of the Site, URL (accessed Date).

10. Charlie Campbell, **"**Twenty Reasons Christians Believe Jesus is God," The Always Be Ready Apologetics Ministry, http://www.alwaysbeready.com/ index.php?option= com_content& task=view&id=94&Itemid=0 (accessed September 20, 2010).

4.10

Long Note - Lectures

N: Note Number. Speaker's First and Last Name, "Title of Lecture," (Sponsorship, Place and Location of Lecture, Date of Lecture).

11. Chuck Smith, "A Venture in Faith," (Friday Lectures, Calvary Chapel Bible College, Murrieta, CA, September 03, 2010).

5.0

Short Footnotes

The first time you use a footnote for a particular source, make it long. If the same source is used again, then make it shorter. Include the author's last name and at least one to four distinctive words from the title, and page numbers.

5.1

Short Note - Single Author

N: Note Number. Author's Last Name, *Shortened Title*, Page-Page.

Example

Here is the quote:

Q: In presenting his case for Christianity, Lee Strobel urges his readers to "thoughtfully consider the credibility of the witnesses, carefully sift the testimony, and rigorously subject the evidence to common sense and logic."[1]

Long footnote - the first time it is cited.

> N: 1. Lee Strobel, *The Case For Christ: A Journalist's Personal Investigation of the Evidence for Jesus* (Grand Rapids: Zondervan, 1998), 18.

Short footnote - when the source is cited again.

> N: 2. Strobel, *Case For Christ*, 92-93.

5.2

Short Note - Two Authors

N: Note Number. 1st Author's Last Name and 2nd Author's Last Name, *Shortened Title*, Page-Page.

Example

Here is the quote:

> Q: Geisler and Rhodes' philosophy on Christian doctrine <u>can be distilled</u> into one essential dictum, "In essentials, unity; in nonessentials, liberty; and in all things, charity."[5]

Long footnote - the first time it is cited.

> N: 5. Norman Geisler and Ron Rhodes, *Conviction without Compromise: Standing Strong in the Core Beliefs of the Christian Faith*, (Eugene: Harvest House Publishers, 2008), 16.

Short footnote - when it is cited again.

> N: 6. Geisler and Rhodes, *Conviction*, 121-123.

5.3

Short Note - Three Authors

N: Note Number. 1st Author Last Name, 2nd Author Last Name, and 3rd Author Last Name, *Shortened Title*, Page-Page.

Example

Long footnote - the first time it is cited

> 9. Jack Bartlett Rogers, Ross Mackenzie, and Louis Weeks, *Case Studies in Christ and Salvation* (Philadelphia, Pennsylvania: Westminster Press, 1977), 25-26.

Short footnote - when it is cited again

> 10. Rogers, Mackenzie, and Weeks, *Case Studies*, 28.

5.4

Short Note - Four or More Authors

Example

Long note – the first time it is cited

> 11. John Hick, Clark H. Pinnock, Alister E. McGrath, and R. Douglas Geivett, *Four Views on Salvation in a Pluralistic World* (Grand Rapids, Michigan: Zondervan Publishing House, 1995), 95-96.

Short footnote – when it is cited again

> 12. Hick et al., *Four Views*, 102.

5.5

Short Note - Journal Article in Print

N: Note Number. Author's Last Name, "Shortened Title of Article," Page-Page.

Example

Long Note

> 13. Norman L. Geisler, "Jesus and Muhammad in the Qur'an: A Comparison and Contrast," *Southern Baptist Journal of Theology* 8, no. 1 (Spring 2004): 50.

Short Note

> 14. Geisler, "Jesus and Muhammad," 55.

5.6

Parenthetical Notes: Many References to a Few Sources

If you plan on referring frequently to numerous passages from only a few sources (three or fewer), then it is cleaner and more readable to use parenthetical notes after the first footnote. The parenthetical note substitutes for the footnote and is placed where the superscript number would be. The difference, however, is the parenthetical note is in its shortened form and is placed within parenthesis and before the end punctuation. There are three types listed below:

Page number only:

> If you mention the author and title in your writing, and if readers can easily identify the specific source, then you may only include the page number in the parenthesis.
>
> > Example
> >
> > > After examining the corroborating evidence for Jesus, Strobel now focuses his journalistic eyes upon the scientific evidence in the *Case for Christ* (122).

Author and page number:

> If readers cannot identify the author, and if you have already once cited the author, then include the author's last name and page number in the parenthesis.
>
> > Example
> >
> > > As noted, the overwhelming archeological evidence remarkably affirms the New Testament's historical accuracy (Strobel, 143).

Title and page number:

> If you have cited more than one work by the same author, and if readers can easily identify the author, then only include the shortened title and page number in the parenthesis.
>
> > Example
> >
> > > After examining the evidence for the case for Christ, Strobel moves on to an examination of objections to the Christian faith (*The Case for Faith*, 5)

5.7

Ibid.

The term Ibid. is derived from the Latin word *ibidem* or "in the same place." If you cite a work repeatedly and concurrently, use Ibid. to refer to a work immediately cited in the previous note.

> 21. Geisler, "Jesus and Muhammad," 81.
> 22. Ibid., 95.
> 23. Ibid., 98.

6.0

The Bibliography

In addition to being quoted in-text and given a footnote, most sources must be listed in a bibliography at the end of the paper on a separate page with the second line indented. Some types of sources, however, are omitted; do not include these sources in the Bibliography:

- The Bible and other sacred works
- Well-known dictionaries and encyclopedias (e.g. Webster's)
- Newspaper articles
- Email
- Unpublished interviews
- Pamphlets
- Artwork, live performances, television broadcasts

For all other sources, do include them in the Bibliography. A bibliographic entry will have much of the same information found in a long note with some slight differences. Like the patterns for a note, the patterns on how to create a bibliographic entry are precise and must be followed exactly. Minute details for order, punctuation, capitalization, italics, indentation, to mention a few details, must be observed. Also, the list must be alphabetized by last name.

6.1

Bibliography - Single Author

B: Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book.* Place of Publication: Publisher's Name, Date of Publication.

Example:

Lightfoot, Niel R. *How We Got The Bible*. Grand Rapids, Michigan: Baker Books, 2006.

6.2

Bibliography - Two Authors

B: 1st Author Last Name, 1st Author First Name, and 2nd Author First Name 2nd Author Last Name. *Title of Book: Subtitle of Book.* Place of Publication: Publisher's Name, Date of Publication.

Example:

Feinberg, John S., and Paul D. Feinberg. *Ethics for a Brave New World.* Wheaton, Illinois: Crossway Books, 1993.

6.3

Bibliography - Three Authors

B: 1st Author Last Name, 1st Author First Name, and 2nd Author First Name 2nd Author Last Name, and 3rd Author First Name 3rd Author Last Name. *Title of Book: Subtitle of Book.* Place of Publication: Publisher's Name, Date of Publication.

Example:

Craig, William Lane, and James P. Moreland, and Francis Beckwith. *To Everyone an Answer: A Case for the Christian Worldview.* Downers Grove, Illinois: Intervarsity Press, 2004.

6.4

Bibliography - Four Authors

B: 1st Author Last Name, 1st Author First Name, and 2nd Author First Name 2nd Last Name, and 3rd Author First Name 3rd Author Last Name, and 4th Author First Name 4th Author Last Name. *Title of Book: Subtitle of Book.* Place of Publication: Publisher's Name, Date of Publication.

Example:

Geisler, Norman L., and Michael Scott Horton, and Stephen M. Ashby, and Matthew J. Pinson. *Four Views on Eternal Security.* Grand Rapids, Michigan: Zondervan Publishing House, 2002.

6.5

Bibliography - Editor or Author(s) plus Editor

Editor Only

B: Editor's Last Name, Editor's First Name, ed. *Title of Book: Subtitle of Book.* Place of Publication: Publisher's Name, Date of Publication.

Example:

Youngblood, Ronald F., ed. *Nelson's New Illustrated Bible Dictionary: Completely Revised And Updated Edition.* Nashville, Tennessee: Thomas Nelson, 1995.

Author plus Editor:

B: Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book.* Edited by Editor's First and
  Last Names. Place of Publication: Publisher's Name, Date of Publication.

Example:

> Chafer, Lewis Sperry. *Systematic Theology, Abridged*. Edited by John F. Walvoord. Wheaton,
>   Illinois: Victor Books, 1988.

6.6

Bibliography - Edition Number

B: Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book.* Edition Number ed. Place of
  Publication: Publisher's Name, Date of Publication.

Example:

> Pentacost, J. Dwight. *Design for Discipleship*. 14th ed. Grand Rapids, Michigan: Zondervan
>   Publishing House, 1980.

6.7

Bibliography - Journal Article in Print

B: Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Title of Journal* Volume
  Number (Date of Publication): YY-YY.

Example:

> Charles, J. Daryl. "Returning to Moral 'First Things': The Natural-Law Tradition and Its
>   Contemporary Application," *Philosophia Christi* 6, no. 1 (2004): 59-76.

6.8

Bibliography - Journal Article Online

B: Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Title of Journal* Volume
  Number (Date of Publication). URL (accessed Date).

Example:

Bernhard, Andrew. "Dating Early Christian Gospels." *Journal of Biblical Studies* 1, no. 4 (Oct-Dec 2001). http://journalofbiblicalstudies.org/Issue4/Articles/dating_early_ christian_ gospels.htm (accessed September 20, 2010).

6.9

Bibliography - Website

B: Author's Last Name, Author's First Name. "Title of the Web Page." Title or Owner of the Site. URL (accessed Date).

Example:

Campbell, Charlie. "Twenty Reasons Christians Believe Jesus is God." The Always Be Ready Apologetics Ministry. http://www.alwaysbeready.com/ index.php?option= com_content&task=view&id=94&Itemid=0 (accessed September 20, 2010).

6.10

Bibliography - Lectures

B: Speaker's Last Name, First Name. "Title of Lecture." Name of Event. Sponsor, Location of Lecture, Date of Lecture.

Example:

Smith, Chuck. "A Venture in Faith." Friday Lectures. Calvary Chapel Bible College, Murrieta, California, September 03, 2010.

6.11

Bibliography - The Bible and Other Sacred Texts

No bibliographic entry should be included for the Bible or other sacred texts. Please see sections 3.4-3.8 on how to cite the Bible.

6.12

Bibliography Example:

Bibliography

Craig, William Lane, and James P. Moreland, and Francis Beckwith. *To Everyone an Answer: A Case for the Christian Worldview*. Downers Grove, Illinois: Intervarsity Press, 2004.

Feinberg, John S., and Paul D. Feinberg. *Ethics for a Brave New World*. Wheaton, Illinois: Crossway Books, 1993.

Geisler, Norman L., and Michael Scott Horton, and Stephen M. Ashby, and Matthew J. Pinson. *Four Views on Eternal Security*. Grand Rapids, Michigan: Zondervan Publishing House, 2002.

Lightfoot, Niel R. *How We Got The Bible*. Grand Rapids, Michigan: Baker Books, 2006.

Youngblood, Ronald F., ed. *Nelson's New Illustrated Bible Dictionary: Completely Revised And Updated Edition*. Nashville, Tennessee: Thomas Nelson, 1995.

7.0

Helpful Links

http://www.bibme.org

http://www.grammarbook.com/english_rules.asp

http://www.zotero.org

http://www.citationmachine.net/

http://www.bcs.bedfordstmartins.com/resdoc5e/

http://www.easybib.com/

http://www.eTurabian.com

http://www.bartleby.com/141/

http://www.noodletools.com/

http://www.chicagomanualofstyle.org/home.html

http://www.owl.english.purdue.edu/owl/