



MANUAL OF FORM AND STYLE
FOR THE DEPARTMENTS OF
HISTORY, CHRISTIAN MINISTRIES, AND MUSIC
AT WILLIAMS BAPTIST COLLEGE

Third Edition

September 7, 2007

QUICK REFERENCE

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This brief manual is intended to serve as a supplement to Kate L. Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th edition for students in the Departments of History, Christian Ministries, and Music at Williams Baptist College.¹ Any clarifications should be resolved with Turabian or with your professor. The section titles and outline numbers used in this manual coincide with Turabian.

Please remember that these guidelines represent the normal expectations for written projects. All professors reserve the right to modify the specific guidelines for the written projects in their classes. Please consult with them for additional information.

Students are strongly encouraged to read and incorporate the ideas of “Part I, Research and Writing: From Planning to Production” in Turabian into their research practices. These chapters are a treasury of good practices. “Part III, Style” is also a wonderful source of information for excellent writing. This document primarily focuses on “Part II, Source Citation” and “Appendix: Paper Format and Submission.”

¹Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th ed., rev. W. C. Booth, Gregory G. Colomb, Joseph M. Williams et al. (Chicago: University of Chicago, 2007). Hereafter, Turabian will be cited parenthetically.

Plagiarism

Simply stated plagiarism is “trying to pass off the work of another writer as your own”

(77). Students can plagiarize intentionally or unintentionally but neither is acceptable.

Intentional plagiarism is presenting a written assignment which is the work of another, in part or whole, as one’s own. Unintentional plagiarism is usually the result of sloppy or lazy research.

You run that risk when you give readers reason to think that you’ve done one or more of the following:

- You cited a source but used its exact words without putting them in quotation marks or in a block quotation.
- You paraphrased a source and cited it, but in words so similar to those of your source that they are almost a quotation: anyone could see that you were following the source word-for-word as you paraphrased it.
- You used ideas or methods from a source but failed to cite it (77).

Professors are ready and waiting to help you with proper citation. You need only ask.

Plagiarism is a *very* serious offense at Williams, and can result in the failure of the course and/or disciplinary action. All direct quotations must be in quotation marks or block quotes and properly footnoted. When another’s ideas are used, cite the author. Please see the following sections of Turabian on this and other important related topics: 4.2.2-4; 7.4-11; and, 25.1.

6. Planning a First Draft

6.2.1 Converting a Storyboard into an Outline

Outlines should follow the pattern set forth in Turabian 6.2.1.

*16. Notes-Bibliography Style:
The Basic Form
(Footnotes)*

16.1 Basic Patterns

When you first begin working with Turabian, it appears to be a random collection of information but in reality the same basic pattern is being applied to a variety of resources. The wealth of resources is the origin of the apparent randomness. Turabian discusses the basic philosophy of several major issues in 16.1.1-7. Consult this section if you need to familiarize yourself with the “basic pattern” of notes and bibliographies. The basic pattern is “author, title, facts of publication” (146).

16.1.7 Indentation

“[Footnotes] are indented like other paragraphs in the text; all following lines are flush left. Bibliography entries have a hanging indentation: the first line is flush left and all following lines are indented the same space as paragraphs” (147).

16.3.4 Formatting Notes

Footnotes should be indented equal to a paragraph indentation. The footnote numbers should be in superscript both in the text and in the note.

FOOTNOTES. Begin every footnote on the page on which you reference it. Put a short rule between the last line of text and the first footnote on each page, including any notes that run over from previous pages, even if your word processor doesn’t do so automatically. If a footnote runs over to the next page, break it in midsentence, so that readers do not think the note is finished and overlook the part on the next page. If you have more than one footnote on a page, begin each subsequent note on its own line, with a blank line before it. (152)

16.3.5 Complex Notes

CITATIONS. If you cite several sources to make a single point, avoid cluttering your text with reference numbers by grouping them into a single note. List the citations in the same order that the references appear in the text; separate citations with semicolons. . . . If a note includes both a citation and a substantive comment, put the citation first with a period after it, followed by the comment in a separate sentence. (153)

16.4.1 Shortened Notes

Once a resource has been footnoted, you may use a shortened note to refer to it.

The shortened note should contain the last name of the author, an abbreviated title, and a page number. If you are using only one source from an author, you may shorten the note to the author's last name and a page number.

N: ¹Luke Timothy Johnson, *The Real Jesus: The Misguided Quest for the Historical Jesus and the Truth of the Traditional Gospels* (San Francisco: HarperSanFrancisco, 1996), 141.

Shortened: ⁴Johnson, *The Real Jesus*, 145.

Or: ⁴Johnson, 145.

16.4.2 Ibid.

“Ibid.” is a Latin abbreviation which means “in the same place.” “Use *ibid.* to shorten a citation to a work whose bibliographical data appear in the immediately previous note” (155).

N: ⁸Bruce M. Metzger, *Lexical Aids for Students*, 3rd edition (Grand Rapids: Baker, 1997), 7.

⁹*Ibid.*, 42.

¹⁰*Ibid.*

16.4.3 Parenthetical Notes

In some situations, parenthetical citations are appropriate to use. In our departments, parenthetical citations are used in book reviews and with biblical references. Please remember to ask your professor about when this appropriate.

N: “Does not wisdom call, and does not understanding raise her voice?”(Prv 8:1).

17. Notes-Bibliography Style: Citing Specific Types of Sources

Use Turabian chapter 17 as a guide for footnotes and bibliographical entries. This chapter can be consulted for answers to further questions. In chapter 11 use the form “N:” for all footnotes and the form “B:” for bibliographical entries. Chapter 17 will be indispensable in the preparation of your papers!

24. Abbreviations

In general, you should avoid abbreviations in your work and only use them when they are absolutely necessary. One notable exception to this rule is the biblical text.

24.6 The Bible and Other Sacred Works

When you refer in text to whole chapters or books of the Bible or the Apocrypha, spell out the names of the books, but do not italicize them.

Jeremiah 42-44 records the flight of the Jews to Egypt.

The Revelation of St. John the Divine, known as “Revelation,” closes the New Testament.

When you cite biblical passages by verse (see 17.5.2 and 19.5.2), abbreviate the names of the books, using arabic numerals if they are

numbered (1 Kings). Also use arabic numerals for chapter and verse numbers, with a colon between them. Since different versions of the scriptures use different names and numbers for books, identify the version you are citing. Depending on the context, you may either spell out the name of the version, at least on first occurrence, or use abbreviations (see 24.6.4), without preceding or internal punctuation. (340)

Ps 139:1-6 NRSV Mal 4:6 NAB Phlm 25 ASV

Turabian provides “traditional” and “shorter” sets of abbreviations for the biblical books. Williams students should use the “shorter abbreviations.” See Turabian 24.6.1-4.

24.7 Abbreviations in Citations and Other Scholarly Contexts

Abbreviations such as *cf.*, *etc.*, *e.g.*, *ibid.*, and *i.e.* should be confined to footnotes.

Latin words and abbreviations should not be italicized.

25. *Quotations*

“You can incorporate a quotation into your text in one of two ways, depending on its length. If the quotation is four lines or fewer, run it into your text and enclose it in quotation marks. If it is five lines or longer, set it off as a block quotation, without quotation marks” (348).

25.2.1 Run-in Quotations

To assist in learning vocabulary, Metzger suggests, “An exceedingly helpful method of learning a foreign language is to write the unfamiliar words.”¹²

25.2.2 Block Quotations

PROSE. Present a prose quotation of five or more lines as a block quotation. Introduce the quotation in your own words in the text; see 7.5. If you introduce a quotation with a complete sentence, end the sentence with a colon. If you use only an attribution phrase

such as *notes*, *claims*, *argues*, or *according to* along with the author's name, end the phrase with a comma. If you weave the quotation into the syntax of your sentence, do not use any punctuation before the quotation if no punctuation would ordinarily appear there.

Single-space a block quotation, and leave a blank line before and after it. Do not add quotation marks at the beginning or end, but preserve any quotation marks in the original. Indent the entire quotation as far as you indent the first line of a paragraph. (350)

25.3 Modifying Quotations

If you consider modifying any quotations, please consult this section for several guidelines.

A. Appendix: Paper Format and Submission

Heed these words well,

Although word-processing programs vary, most can automatically set margin size, number pages, and place and number footnotes. If, however, you must follow specific guidelines, particularly regarding margins and other placement issues, check the printout of your paper (preferably with ruler in hand) before submitting it. Software has simplified the task of formatting a paper, but it can never fully replace your own judgment. (374)

A.1 General Format Requirements

A.1.1 Margins

All margins should be set at 1" unless specifically stated elsewhere! "Be sure that all material placed in headers or footers, including page numbers and other identifiers (see A.1.4), falls within the margins specified" (374).

A.1.2 Typeface (Font)

The font should be 12 point, Times New Roman, if possible. If this font is not possible then another 12 point, proportional font should be chosen. This font and size should be used throughout the paper.

A.1.3 Spacing and Indentation

Papers should be double-spaced. Block quotations, footnotes, itemized lists, Title Pages, and Bibliographies should be single-spaced. Second lines of headings and subheadings should also be single spaced.

Put two spaces between sentences. The first line of all paragraphs and footnotes should be indented ½". Block quotations should be double-indented: indented ½" from both the left and right margins. "Use tabs rather than spaces for indentation" (375).

A.1.4 Pagination

The title page and the blank page are not counted in the pagination. The first page of text should be page number one. The numeral should be located bottom center. Second and subsequent page numerals should be located top center. The first page number of the bibliography should be bottom center and then top center on the second and subsequent pages of the bibliography.

A.2 Format Requirements for Specific Elements

Each paper should consist of four parts: title page, a blank page, text, and bibliography. A table of contents is not necessary and should not be used unless directed otherwise by the professor. Please do not include copyright pages, dedication pages, epigraphs, lists of figures, tables, or illustrations, prefaces, acknowledgments, list of

abbreviations, editorial or research method, abstracts, or any other preliminary materials.

Turabian discusses these matters for use in dissertations and theses.

A.2.1 Front Matter (Title and Blank Pages)

TITLE PAGE. Please see the sample pages at the end of this document. The Title Page has a specific format which must be followed:

- Set the top margin at 2".
- Set spacing on single space.
- Set justification to center.
- Type the TITLE OF THE PAPER in all caps.
- Insert 25 blank lines.
- Type your name. Hit enter.
- Type Course name followed by a comma and then course number (including section letter): Introduction to Christian Ministries, RL 2113 A. Hit enter.
- Type Date. End page.
- Do NOT count this page in pagination.

BLANK PAGE. Insert a blank sheet of paper between the title page and the first page of text. It improves the outward appearance of the paper and it provides space for professorial comments.

A.2.2 Text (Headings and Subheadings)

Try to avoid headings and subheadings in your paper. In a paper of 10 pages or more, you may use them if necessary. Each level should have at least two headings or you should not drop down to that level. Use the following headings and subheadings in your papers. An extra blank line should be placed before and after a heading or subheading.

First level: centered heading in italics, capitalized heading style:

*Traditional Controversy between Medieval
Church and State*

Second level: centered heading in text type, capitalized headline style:

Reappearance of Religious Legalism

Third level: sidehead in italics, capitalized headline style:

Legalism and the Poets

Never end a page with a heading or subheading. Two lines of text should follow a heading or subheading at the end of a page. Furthermore, do not end a page with the first line of a paragraph or begin a page with the last line of a paragraph. Before printing the final draft of your paper, edit your paper to avoid these issues.

All paragraphs should be left justified (ragged right margin). Do not use full or all justification.

Please see the sample pages at the end of this document.

A.2.3 Back Matter (Bibliography)

The section heading should be italicized and in all caps, "*BIBLIOGRAPHY.*" Bibliographies should be single-spaced. The first page number of the bibliography should be bottom center and then top center on the second and subsequent pages of the bibliography. Pagination should continue from the end of your text. If the last page of your text was number 7, then the first page of your Bibliography should be page 8.

All of the resources used in the writing of the paper should appear in the bibliography, alphabetized by the author's last name. Use Turabian chapter 17 as a guide for bibliographical entries. Entries should be single-spaced and indented with a hanging

indent. In a hanging indent, the first line should be flush with the left margin and any additional lines should be indented ½". Put a blank line between entries.

Please see the sample pages at the end of this document.

A.3 Submission Requirements

A.3.1 Preparing your Files

FILE MANAGEMENT. Please see this section of Turabian for several excellent suggestions!

TEXT COMPONENTS. More than any other single issue be consistent! This admonition is the Turabian mantra. Format all similar elements in the paper the same.

A.3.2 Submitting Hard Copy

“. . . [A]lways keep both a hard copy and the electronic file for your records. All copies should exactly match the original” (407).

“Although producing your paper double-sided may save paper and is now technologically simple, most instructors find it easier to read and comment on papers printed on only one side of a page. Unless instructed otherwise, submit your paper single-sided” (407).

JEREMIAH'S RELATIONSHIP WITH YAHWEH

Kimberly Snellenberger
Old Testament Studies: The Writing Prophets, RL 3143 A
October 23, 2000

Jeremiah's relationship with God was wrought with conflict and great internal struggles. He knew with absolute certainty that God had set him apart to be a prophet to the nations, but Jeremiah did not want to assume the role of prophet. He turned to God in prayer because he perceived God to be the cause of his problems and the only source from which help could come. Jeremiah's "laments" are bold complaints about his call, the persecution he experienced and God's seeming unfaithfulness. The intimacy with God that Jeremiah sought did not bring much joy to his life. As a result, his prayers reveal a deeply confused, miserable soul.

A Prophet Predestined

Jeremiah believed that Yahweh had predestined him to be a prophet long before his birth.¹ "Before you were born I set you apart; I appointed you as a prophet to the nations" (Jer 1:5).² This deep sense of call could not be evaded. The call to fill the prophetic office was not a "divine whim but the expression of firm purpose."³ He truly believed that God had set him apart to be a prophet to the nations. Jeremiah frequently cursed the day of his birth because he knew that his birth and call were synonymous. "Cursed be the day I was born!... Why did I ever come out of the womb to see trouble and sorrow and to end my days in shame?" (20:14a, 18). Jeremiah despised the day of his birth and the call that cursed his life, but had he refused the

¹John Bright, "A Prophet's Lament and Its Answer: Jeremiah 15:10-21," in *A Prophet to the Nations: Essays I Jeremiah Studies*, edited by Leo G. Perdue and Brian W. Kovacs (Winona Lake, Indiana: Eisenbrauns, 1984), 239.

²All scripture references are from Jeremiah unless otherwise noted.

³Peter C. Craigie, Page H. Kelley, and Joel F. Drinkard, Jr., *Jeremiah 1-25*, vol. 26 of Word Biblical Commentary (Dallas: Word, 1991), 10.

appointment he would have missed his destiny. Only in obedience to his call could he find meaning to life.⁴

Unacceptable Excuses

Jeremiah did not want to assume the role of prophet. His reaction was to recoil and exclaim, “Ah, Sovereign Lord!” (1:6). The tone of this expression reveals the anguish and awe he felt in response to what God had called him to do. Becoming Yahweh’s prophet was no great privilege or honor. Holladay asks the question, “What if you felt that all is lost and that Yahweh has picked you out to do the telling to your people?” People in the Old Testament believed that words and deeds had equal power to affect change. To speak was to let loose power for good or ill upon the people.⁵ Jeremiah wanted nothing to do with the task of proclaiming destruction to his people. He tried desperately to find an excuse that would disqualify him from the task. Jeremiah claimed that he did not know how to speak and that he was too young (1:6). White believes that Jeremiah’s hesitancy was due to his lack of experience, not because he was unwilling.⁶ Jeremiah may not have refused, but he desperately wanted to decline. Yahweh rejected both of his excuses and commanded him to follow. “You must go to everyone I send you to and say whatever I command you” (1:7). God’s promise of protection held . . .

⁴Clyde T. Francisco, *Studies in Jeremiah* (Nashville: Convention, 1961), 21.

⁵ William L. Holladay, *Jeremiah, A Fresh Reading* (New York: Pilgrim, 1990), 15-16.

⁶R. E. O. White, *The Indomitable Prophet: A Biographical Commentary on Jeremiah: The Man, the Time, the Book, the Tasks* (Grand Rapids: Eerdmans, 1992), 8.

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