

GLOBAL UNIVERSITY
GRADUATE STUDIES
FORM AND STYLE GUIDE:
Student Handout on Form and Style

Fifth Edition

**To be used as a Supplement to Turabian's
*Manual for Writers of Research Papers,
Theses, and Dissertations, 7th edition***

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*Compiled by
The Global University Staff and
The Graduate School of Theology*



1211 South Glenstone Avenue
Springfield, Missouri 65804 USA

1-800-443-1083 (USA)
417-862-9533 (Outside USA)
Fax: 417-862-0863
E-mail: gst@globaluniversity.edu

Global University
Springfield, Missouri, USA

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PREFACE

The Graduate School of Theology initially recognized the need for a stylistic writing standard for graduate (postbaccalaureate) level students, especially those writing proposals and theses. David Martz, Ed.D., compiled the first edition of the *School of Graduate Studies: Form and Style Guide* in 2000. The third edition of the guide, published in 2003, was revised to include style guidelines for all Global University students—graduate, undergraduate, and Berean School of the Bible; thus, the title changed to *Global University Form and Style Guide*.

In January 2004, Global University changed its academic style standard from APA to Turabian, necessitating a major revision of the *Form and Style Guide*. The fourth edition of the guide presented guidelines based on Turabian's *Manual for Writers of Term Papers, Theses, and Dissertations* (6th ed.). The structure of the guide was changed as well from an alphabetical to a topical arrangement, in which all guidelines on a particular aspect of style were included in one section of the guide. The fourth edition was also expanded to include more guidelines on basic editorial style, such as capitalization, punctuation, abbreviation, etc.

Because of the increased use of Internet and other electronic sources, the fourth edition of the *Form and Style Guide* was updated to include additional guidelines and examples on documenting these sources. Because Turabian's *Manual* (6th ed.) contained limited information on documenting electronic sources, *The Chicago Manual of Style* (15th ed.), the extensive manual on which Turabian is based, was consulted in compiling the information on documenting electronic sources.

In 2008, Global University updated the *Form and Style Guide* based on Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* (7th ed., 2007). The purpose of the fifth edition of the *Global University Form and Style Guide* is to point out form and style standards adopted by Global University and to exclude detailed citation information that is included in Turabian's seventh edition. Thus, this supplement includes detailed form and style guidelines for items for which requirements of Global University differ from those presented in Turabian's *Manual*. Additionally, it includes items common to the area of biblical research beyond what is found in the *Turabian Manual*.

In 2010, Global University published a separate *Undergraduate Form and Style Guide*. The 2011 updated 5th edition has been renamed *Global University Graduate Studies Form and Style Guide*. It omits references to form and style guidelines for undergraduate papers but includes the same content as that in the 2008/2009 guide for graduate-level papers.

The *Global University Graduate Studies Form and Style Guide* will always be “in process” because of the updates required with the increased use of electronic and other nonprint sources, the changes in Turabian style, and the continual evolution of the English language.

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INTRODUCTION: USING TURABIAN

The *Global University Graduate Studies Form and Style Guide* is the style standard for students who are studying at the graduate level at Global University unless the Dean of the Graduate School of Theology grants special written approval for a student to use an alternative academic style. Undergraduate projects and assignments should conform to the guidelines for form and style specified in the *Global University Undergraduate Form and Style Guide*.

This *Graduate Studies Form and Style Guide* is designed to be used as a supplement to Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* (7th ed., 2007). It is very important that all graduate-level papers submitted to Global University follow form and style guidelines adopted by the university.

The *Graduate Studies Form and Style Guide* includes an overview of general guidelines for academic papers, based on Turabian's seventh edition. It clarifies items for which Turabian allows options, and it includes specific guidelines for items for which preferences of the Graduate School of Theology differ from those presented in Turabian's *Manual*. Also, citation examples and appendixes include items common to the area of biblical papers and research beyond that found in Turabian.

Although much of the information presented in Turabian is aimed at in-depth research beyond that required for graduate unit assignments, students should become familiar with the layout and overall content of Turabian's *Manual*. Part 1 presents an excellent overview of research, writing, and revision processes that will enable the student to present well organized academic papers.

Part 2 includes general citation information, as well as specific guidelines for common academic citation styles: the Notes–Bibliography style and the Parenthetical Citations–Reference List style. Students should become familiar with the general citation information presented in chapter 15 and the Parenthetical Citations–Reference List style and examples presented in chapters 18 and 19.

Part 3 addresses style, including spelling, punctuation, names, special terms, titles of works, numbers, abbreviations, quotations, tables, and figures. This is a very important reference section for proofing papers before submitting them for assessment. Additionally, students should have available for reference a basic English language grammar manual.

Turabian's appendix presents an overview of general format requirements and requirements that are specific to a thesis or other in-depth research project.

Although students should become familiar with the overall guidelines presented in Turabian, they should keep in mind that guidelines and preferences stated in the *Global University's Graduate Studies Form and Style Guide* take precedence over Turabian guidelines.

GENERAL FORMAT REQUIREMENTS

Unless otherwise noted, items referenced throughout this *Global University Graduate Studies Form and Style Guide* refer to the respective section or page number in Turabian's seventh edition of *A Manual for Writers of Research Papers, Theses, and Dissertations*. References that are preceded by "A" refer to the respective section or figure in Turabian's Appendix, pages 373–408. In all instances in which instructions in this supplement differ from Turabian, this supplement takes precedence over instructions in Turabian's *Manual*. For illustrated guidelines for selected format requirements of Global University, see the sample format for a student paper in Appendix A.

Title Page (Specific to Global University)

All Global University graduate studies assignments must have a title page. The title page must contain the following sections: (1) title, (2) student information, (3) submission statement, and (4) name of university and date of assignment submission. For samples of proper format and components of title pages, see the following: Appendix B, graduate assignment; and Appendix C, graduate thesis.

Center and double-space all lines of the title page. Start the title of the paper two inches (5 cm) from the top of the page in uppercase letters. Titles of more than forty-eight characters should be divided and placed on two or more lines in inverted pyramid order (i.e., the first line is longer than the second, the second longer than the third, etc.) and double-spaced. The title should be brief and identify the paper explicitly.

Allow approximately one inch (2.54 cm) or five blank (three double-spaced) lines between sections of the title page. Adjust space between sections if the title is more than two lines. A two-inch (5 cm) bottom margin is required on the title page. Using the line spacing above, there will be a two-inch margin if the title has two lines. If the title is longer or shorter than two lines (or if a learning or studies center or group is not listed), adjust the spacing between the sections of the title page to maintain a two-inch (5 cm) bottom margin. There should be an equal amount of space between sections of the title page.

Student Information Header (Specific to Global University)

To ensure accurate record keeping, Global University requires that a student information header appear on every page of every document submitted for a graduate assignment and rough draft of a thesis). The header should be on the line after the page number and should be followed by one blank space, according to the following information and format:

FirstName FamilyName, StudentNumber-OfficeCode	CourseNumber/CourseTitle
--	--------------------------

2

Margins

Set margins at one inch (2.54 cm) on all sides of the text (left, right, top, and bottom) for research papers (graduate unit and final assignments). *Leave a margin of one inch (2.54 cm) on top, bottom, and right side and one and one-half inches (3.81 cm) on the left side for all graduate theses (for binding purposes)* (see Turabian A.1.1; 374).

Use the flush-left style feature and leave the right margin *ragged* or uneven; do not use the “justification” word processing feature, which makes all lines the same length. Do not use the hyphenation function to break words at the end of a line; instead, let a line run short.

Page numbers and student information headers will be inserted as headers and will be outside the text margin. *Page numbers for the front matter of a thesis will be centered one half-inch (1.27 cm) from the bottom edge of the page.*

Typeface

Use Times New Roman twelve-point type for the text for all papers, proposals, and theses; and use ten-point type for content footnotes (GU preference for Turabian A.1.2). Exceptions can be made for students with visual disorders. Exceptions to font size are also acceptable in tables and figures and in the appendixes of the thesis (e.g., letters, tracts, and supplementary materials that were scanned for use in the thesis).

Global University requires students with access to word processors to use italics rather than underlining for book and journal titles, etc. (see Turabian, 316). In other instances, use italics discretely to place emphasis on the text while conforming to accepted academic form and style (312–13). Do not use boldface or colored text in student papers or theses.

Spacing and Indentation

Indent the beginning of paragraphs and footnotes one half inch (1.27 cm); indent block quotations one half inch (1.27 cm) from the left margin (see Turabian A.1.3). When quoting more than one paragraph in a block quotation, indent the first line of second and subsequent paragraphs another one-fourth inch (.64 cm) (see Turabian 25.2.2).

Use double-spacing throughout a student paper and thesis except the following, for which Global University requires single-spacing: (a) block quotations (see Turabian 25.2.2) and (b) table titles and figure captions, (c) some front matter items in a thesis (A.2.1), (d) content footnotes, and (e) reference list entries. Double-space *between* single-spaced entries for items *c–e*. Content within tables or figures may also be single-spaced.

Leave only one space after punctuation that ends a sentence (i.e., periods, exclamation points, and question marks; see Turabian 21.1, 21.5, 21.6). Also, use only one space after a colon.

Pagination

Number all pages consecutively in arabic numerals, using 12-point Times New Roman font (not italics or bold) for the pagination default on your word processor. The title page is counted in the pagination sequence, but the numeral does not appear on the page (see Turabian A.1.4). Place page numbers as a header one-half inch (1.27 cm) from the top edge and one inch (2.54 cm) from the right-hand edge of the page. Page numbers added as headers by using the insert function on a word processor will violate the one-inch (2.54 cm) top margin.

Page numbering for preliminary pages (front matter) of a thesis is an exception to this rule. Beginning with the page after the title page, use lower-case roman numerals; and center numbers in the footer, one-half inch (1.27 cm) from the bottom of the page. While the title page is counted as 'i,' it does not have a page number printed on it.

Subheadings

Global University does not require any additional line spaces before or after any level of heading. Double-spacing is continued before and after all heading levels. If a heading is the first item on a page, it should begin on the first text line of the page. *Major section divisions and chapter titles of theses and final assignments are an exception to this rule.* (See Turabian A.1.5 for distinction between titles and subheadings.) Use the following options for subheadings that are discussed in Turabian on page 398:

First Level: Center Italic (not Bold) Fonts, Headline-Style Capitalization

Second Level: Center, Regular (not Bold) Font, Headline-Style Capitalization

Third Level: Left Margin, Italics, Headline-Style Capitalization

Fourth Level: Left Margin, Regular (not Bold) Font, Headline-Style Capitalization

Fifth level requires paragraph indention with italics (not bold), sentence-style capitalization, followed by a period. The first sentence begins here.

Most student papers require a maximum of three levels of heading. Global University prefers the following heading level formats: (1) papers with only *one* heading level: first level; (2) papers with *two* heading levels: first and third levels; and (3) papers with *three* heading levels: first, third, and fifth levels. Each heading-level category must have at least one counterpart at the same level.

Although headings should be kept short, the text may require a lengthy heading. Centered headings with more than forty-eight characters should be divided and placed on two or more lines in inverted pyramid order (i.e., the first line is longer than the second, etc.) and single-spaced. Do not end a page with a heading.

Footnotes

Global University requires the use of parenthetical author-date reference citations to document the source of quotations, concepts, or statements (see Turabian chapters 18 and 19). Thus, do not use footnotes to document sources; however, limited use of content or substantive footnotes that supplement or augment information in the text is permissible (see Turabian 18.3.3).

Number footnotes consecutively as they appear in the text. The place in the text at which a footnote is introduced should be marked with a superscript arabic numeral (e.g., ¹) following the punctuation mark.

Footnotes should begin at the bottom of the page on which they are referenced. A separator or solid line of two inches (5 cm) should be placed between the text and the first footnote. If the footnote is continued on a second page, another separator should be inserted on the following page.

Footnote numbers and footnote text should be in 10-pt. font size (the default font size for footnote numbers and text on most word processors).

Each footnote should (a) begin on a new line, (b) be indented one-half inch (1.27 cm) on the first line, and (c) be single-spaced with one blank line (12 points) between entries.

TIPS ON STYLE

General Guidelines

Refer to Turabian chapter 11 and Part 3 (chapters 20–26) for clarity and style guidelines for academic papers. The following items are intended only as a summary guide for style questions that are encountered throughout academic writing or to point out Global University preferences.

Quick Reference

Personal Pronouns

Refer to Turabian chapter 11 for guidelines to write for clarity and academic focus. Most academic assignments should be written in the third person. Avoid the use of first person pronouns unless specifically instructed to write from a personal viewpoint. See 11.1.7 for appropriate use of the first person point of view.

Verbs and Verb Tense

Refer to Turabian 11.1.3, 11.1.4, and 11.1.6 for general guidelines on verb choice for academic writing. In general, use past tense for an action that occurred at a definite time in the past, present perfect tense for action that began in the past and continues to the present, and present tense for ideas that are not restricted to a single time period.

General rules to follow for verb tense for *thesis components* are as follows:

Abstract. Use the past tense to describe the methodology, variables manipulated, tests applied, etc. Use the present tense to describe results with continuing applicability or conclusions drawn (American Psychological Association 2001, 14).

Literature review. Use past tense to make direct reference to what a source wrote or did in the past; present perfect tense to express a past action or condition that did not occur at a specific, definite time or to describe an action that began in the past and continues to the present; and present tense to make direct reference to the work itself or to represent general ideas that are not restricted to a single time period.

Description of procedures and results. Use past tense for the description of the procedure and the description of results. (Note: In the thesis proposal, use present or future tense to describe proposed procedures.)

Discussion of results and conclusions. Use present tense to discuss the results and to present the conclusions. Using present tense when reporting conclusions encourages your readers to join you in discussing the issues involved.

Capitalization

Refer to Appendix D of this supplement for examples of Global University preferences for the use of capitals and lowercase letters for words and terms commonly

used in biblical fields. For example, note the differences between Scripture, Bible, Messiah, and scriptural, biblical, messianic.

General guidelines adopted by Global University prefer capitalization of all names, titles, and synonyms of the Deity. Capitalize personal pronouns (Me, My, Mine, Thee, Thou, Thy, Thine, You, Your, Yours, He, His, Him) of the Deity. Do not capitalize relative pronouns (who, whose, whom) or reflexive pronouns (himself, myself, thyself) referring to Deity. (General Council of the Assemblies of God 2003, 16). An exception is when quoting material; use the capitalization style of the original document for quoted material.

For additional capitalization guidelines, refer to Turabian 22.1 (people, places, organizations, events, and other types of names), Turabian 22.2 (special terms), and Turabian 22.3 (titles of works).

Placement of Quotation Marks

As a general rule, periods and commas should go inside quotation marks. Semicolons and colons should follow quotation marks. Question marks and exclamation points precede quotation marks if they are part of the quoted material, but they follow quotation marks if they are part of the sentence that includes the quotation. Refer to Turabian chapter 21 and 25.2 for punctuation guidelines.

Run-in quotations. Place quotation marks at the end of run-in (in-text) quoted material before the parenthetical citation for the quote. Terminal punctuation for quoted material follows the parenthetical citation.

Block quotations. Do not use quotation marks to set off block quotes. Place terminal punctuation before the parenthetical citation for a block quote.

Numbers and Lists

As a general rule, spell out whole numbers from one through one hundred, round numbers (hundreds, thousands, and millions), and any number beginning a sentence. Use numerals for other numbers. Refer to Turabian chapter 23 for additional guidelines and examples for presenting numbers in a variety of contexts. Be consistent in the general rule you follow to express numbers within a paper or thesis.

Arabic, rather than roman, numerals should be used to refer to the names of books of the Bible (e.g., 1 John, 2 John, 3 John).

Abbreviations

Refer to Turabian chapter 24 for general guidelines and examples of acceptable use of abbreviations in academic work. Also, refer to Appendix E of this supplement for Global University preferences and examples of abbreviations that may be required for biblical and theological papers and theses. See Appendix F for abbreviation examples for parenthetical Bible citations.

Tables and Figures

Charts, maps, and any other graphic materials used in papers or projects should follow guidelines in Turabian's chapter 26 and Appendix. See chapter 8 for an in-depth discussion of options for tables and figures. See line spacing exceptions for table titles and figure captions in the "Spacing and Indentation" section of this supplement. Also, refer to Appendix G for table and figure examples and guidelines.

Years and Eras

When referring to an inclusive date range, use the form, "in the years 2001–04." When referring to a non-inclusive date range, use the form, "2001 to 2004."

When referring to an era: AD precedes the year (AD 1500); BC follows the year (481 BC).

CITING SOURCES

Writers *must* cite the source of a direct quotation or paraphrase. Writers must also cite the source of facts, ideas, or opinions not commonly known. As a general rule, a universally accepted fact does *not* have to be cited. For example, a student would not need to cite a source for the fact that Corinth was a major urban center located on the Isthmus of Corinth, as this fact is generally known in the biblical studies discipline.

Academic Integrity

Ethics, copyright law, and courtesy require a student to properly acknowledge the sources cited, quoted, or referred to in a student paper or thesis. A careful reading of the “Basic Standards of Academic Integrity” section of the Global University catalog is recommended.

Plagiarism

Plagiarism is derived from the Latin word *plagium* that means “to kidnap.” Plagiarism is cheating. It means misrepresenting someone else’s words or ideas as your own and applies to the use of quoted and paraphrased work, research, or concepts used in a paper without the use of quotation marks or an appropriately referenced citation, and includes both print and Internet sources. See Turabian 4.2.3, 7.9–10, and 25.1 for more information regarding plagiarism.

Plagiarism is a violation of the University’s Honor Code and may result in a failing grade or possible expulsion.

Quotations

Note the distinction between block quotations and run-in quotations in Turabian 25.2. Note specifically that single-spaced block quotation format should be used for quotations of five or more lines.

Citation Style

Global University requires Reference List Style formatting for citations and documentation of information sources used in student papers. This system is comprised of two elements: a *reference list* of all sources cited or quoted and brief parenthetical *in-text citations* of the author, date, and relevant page number enclosed in parentheses immediately following the reference to each source (Turabian 2007, 136–37). Turabian’s chapter 15 introduces Reference List Style; chapters 18 and 19 explain it in detail.

Reference List Entries

The reference list provides full bibliographic details of each source cited and is the primary medium for documentation. In-text citations merely point the reader to the full information in the reference list. “Chapter 18 [of Turabian] presents an overview of the basic pattern for . . . reference list entries,” and chapter 19 “provides detailed information on form

of reference list entries for a wide range of sources” (Turabian 2007, 228–29). For examples of properly formatted entries, see Figure 18.1 (Turabian 2007, 218–20). Reference list entries should be arranged in alphabetical order by surname and chronologically by year of publication if the list includes more than one title by an author. (See example on page 420 of Turabian.) Global University requires headline style capitalization for all titles included in a reference list. (See examples that follow.)

In-Text (Parenthetical) Citations

Turabian’s chapter 19 includes multiple examples of in-text citations (noted as “P” for *parenthetical*) with corresponding reference list entries (noted as “R” for *reference*). Special types of references that are common to biblical and theological research are expanded in the following sections and in Appendix F of this supplement.

Citation Examples

The following examples use headline style capitalization, Global University’s preference for all reference list entries, a deviation from Turabian’s preference (18.1.3).

Books (Turabian 19.1)

One Author (Turabian, 218, 229–30)

Kaiser, Walter C., Jr. 1998. *The Christian and the “Old” Testament*. Pasadena: William Carey Library.

(Kaiser 1998, 113)

Two Authors (Turabian, 218, 230)

Shawchuck, Norman, and Roger Heuser. 1996. *Managing the Congregation: Building Effective Systems to Serve People*. Nashville: Abingdon.

(Shawchuck and Heuser 1996, 45)

Four or More Authors (Turabian, 218–19, 230)

Scott, Bernard Brandon, Margaret Dean, Kristen Sparks, and Frances LaZar. 1993. *Reading New Testament Greek*. Peabody, MA: Hendrickson.

(Scott et al. 1993, 135)

Editor in Place of Author (Turabian, 231)

Barrett, C. K., ed. 1987. *The New Testament Background: Writings from Ancient Greece and the Roman Empire That Illuminate Christian Origins*. Rev. ed. San Francisco: Harper San Francisco.

Barrett 1987, 144)

Organization as Author (Turabian, 232)

American Psychological Association. 2001. *Publication Manual of the American Psychological Association*. 5th ed. Washington, DC: American Psychological Association.

(American Psychological Association 2001, 155)

No Author or Editor (Turabian, 222)

The Bluebook: A Uniform System of Citation. 2000. 17th ed. Cambridge, MA: Harvard Review Association.

(Bluebook 2000)

Chapter or Other Titled Part of a Book (Turabian 19.1.9)

Ashbrook, James B., and Carol Rausch Albright. 1997. The Frontal Lobes, Intending, and a Purposeful God. In *The Humanizing Brain*, 132–152. Cleveland: Pilgrim.

(Ashbrook and Albright 1997, 142–143)

Editor in Addition to Author (Turabian, 230)

Hemer, Colin J. 1989. *The Book of Acts in the Setting of Hellenistic History*. Ed. Conrad H. Gempf. Tübingen, Germany: J. C. B. Mohr.

(Hemer 1989)

*Periodicals (Turabian 19.2–19.4)**Journal Article—Volume Only*

Ward, Ted W. 1987. Educational Preparation of Missionaries: A Look Ahead. *Evangelical Missions Quarterly* 23:398–404.

(Ward 1987, 401)

Journal Article (No Author)—Volume and Issue Numbers

Christian Conversion in Context. 1982. *International Bulletin of Missionary Research* 6, no. 2:82–85.

(“Christian Conversion” 1982, 82)

Journal Article—Volume and Month or Season

Guelich, Robert A. 1991. Spiritual Warfare: Jesus, Paul, and Peretti. *Pneuma* 13 (Spring): 33–64.

(Guelich 1991, 41)

Journal Article from Internet—PDF or Exact Facsimile (Turabian 19.2.8)

Ferziger, Adam S. 2004. Religious Zealotry and Religious Law: Rethinking Conflict and Coexistence. *Journal of Religion* 84, no. 1 (January): 48–77. <http://www.journals.uchicago.edu/cgi-bin/resolve?JR840103PDF> (accessed February 17, 2004).

(Ferziger 2004, 59)

Journal Article from Internet—Not PDF or Exact Facsimile (Turabian 19.2.8)

Chow, Andy. 1998. Hong Kong Immigrants: When the Mission Field Comes to You. *Evangelical Missions Quarterly* 34, no. 3. <http://bgc.gospelcom.net/emis/1998/hongkon.html> (accessed January 15, 2004).

(Chow 1998, under “Cultural Adaptation”)

Magazine Article (Turabian, 17.3, 19.3)

Woodward, Kenneth L. 2001. How Should We Think About Islam? *Newsweek*, December 31, 102–03.

(Woodward 2001, 103)

*Electronic Sources (Turabian 19.1.10, 19.2.8, 19.5.8–9, 19.7)**Book Accessed on Internet (Turabian 19.1.10)*

Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/> (accessed February 1, 2004).

(Kurland and Lerner 1987, 13)

Book on CD-ROM (Turabian 19.1.10, 19.5.8)

Smith, Mary. 1998. *Biblical Imagery*. Miami: IBT Multimedia. CD-ROM.

(Smith 1998, 384)

Book in an Electronic Reference Library on CD-ROM (Turabian 19.1.10)

Unger, Merrill F. 1988. *New Unger's Bible Dictionary*. Rev. and updated ed. Chicago: Moody. PC Study Bible. Seattle: Biblesoft. CD-ROM, version 3.0.

(Unger 1988, 126)

Material Published on Web Site (Turabian 19.5.3, 19.5.5, 19.5.9)

Herrick, Greg. The Issue of Forgiveness in the Sermon on the Mount. Biblical Studies Foundation. <http://www.bible.org/docs/nt/books/mat/matt6.htm> (accessed January 16, 2004).

(Herrick, under "Story of Jacob")

*Other Published and Unpublished Sources (Turabian 18.2.2, 19.5, 19.6, 19.8–10)**Unpublished Thesis or Dissertation (Turabian 19.6.1)*

Gibbs, Carl B. 1990. *Principles of Bible Interpretation: An Independent-Study Text*. DMin diss., Western Conservative Baptist Seminary.

(Gibbs 1990, 89)

Paper Presented at Meeting or Conference (Turabian 19.6.2)

Doyle, Brian. 2002. Howling Like Dogs: Metaphorical Language in Psalm 59. Paper presented at the annual international meeting for the Society of Biblical Literature, June 19–22, in Berlin, Germany.

(Doyle 2002, 19)

Secondary Source (Turabian 19.10)

Wood, Marc. 1985. *Perspectives on Church Growth*. Philadelphia: Abbott Books, 251. Quoted in Elizabeth Link, *Strategies for Church Growth in the Twenty-first Century* (New York: Heinrich Publications, 2000), 121.

(Wood 1985, 251)

Personal Communication (18.2.2, 19.6.3)

Personal communications are not listed in the reference list.

(John V. York, personal communication, April 6, 2004)

SPECIAL TYPES OF REFERENCES

Turabian includes limited citation examples and guidelines for the Bible and other sacred works in section 17.5.2. The following sections include expanded guidelines for special types of references and citations that are common to biblical and theological research.

Biblical Citations

Spell out the name of biblical books when they are referred to in their entirety. To cite a specific biblical passage within the text or notes, follow the guidelines given in Turabian 17.5.2 and 19.5.2. Abbreviations in Appendix E of this supplement include traditional abbreviations listed in Turabian 24.6, which are preferred for citations for the Old Testament, New Testament, and Apocrypha with additional citations for the Septuagint and reference works cited in this supplement.

When citing Bible passages, use commas between references to the same level, an en-dash between continued numbers, and a semicolon between separate references (example: Gen. 1:26–27, 30; 2:18–23). Separate continuing biblical references that extend beyond chapters by an en-dash (example: Rom. 3:21–4:25; Rom. 9–11). Give specific references, but avoid using “ff” in a reference. See Appendix F of this supplement for additional punctuation guidelines for Scripture citations.

Greek and Hebrew Words from Lexica

References for Greek and Hebrew words from lexica such as BDAG, BDB, *TDNT*, and *TDOT* are special cases and should be treated according to the following examples.

Unsigned Articles

If the article is unsigned, begin the parenthetical citation with the editor’s name, followed by the date and the page reference. Example: (Bauer 2000, 576–79). Abbreviated titles are allowed as long as the full title is included in a list of abbreviations (see Appendix E). According to that option, the previous citation would be: (BDAG 2000, 576-79). The reference list entry should refer only to the work as a whole and not the specific entry of an unsigned work, and the title should not be abbreviated. Example:

Bauer, Walter, ed. 2000. *A Greek-English Lexicon of the New Testament and Other Early Christian Literature*. Rev. and ed. Frederick W. Danker. 3rd ed. Chicago, IL: University of Chicago Press.

Signed Articles

If the article is signed, begin the citation with the author’s name, followed by the date and the word to be defined in quotation marks, and the page reference: (Bornkamm 1968, “word,” in *TDNT*, 6:952). The reference list entry should begin with the author’s name and include the page range of the article. Example:

Bornkamm, Gunther. 1968. “word.” In *Theological Dictionary of the New Testament*, ed. Gerhard Friedrich, trans. and ed. Geoffrey W. Bromiley, vol.6, 651–83. Grand Rapids, MI: Eerdmans.

(Refer to Turabian 19.1.5 when citing from a book that is part of a multivolume work.)

Classical, Patristic, Medieval, and Early English Literary Works

Classical, Patristic, medieval works, and early English literary works should be included in both the parenthetical citations and in the reference list (see Turabian 19.5.1). Turabian allows this option for fields that involve textual analysis, such as biblical and theological studies (255). See the examples here and in Turabian (255), for these types of works. The reference list entries should be treated as edited and translated works, as prescribed by Turabian 19.1.1. Examples:

Theological Encyclopedias and Dictionaries

Entries from theological encyclopedias and dictionaries should be treated as chapters and other titled parts of a book, as in Turabian 19.1.9, and not as well-known reference works (Turabian 19.5.3). Examples:

Theological Encyclopedia or Dictionary

Perkins, Pheme. 2007. Gnosticism. In *New Interpreter's Dictionary of the Bible*, ed. Katherine Doob Sakenfeld, vol. 2, 581–84. Nashville, TN: Abingdon Press.

(Perkins 2007, 583)

Encyclopedia or Dictionary Article in Well-Known Reference Work (18.2.2)

Articles in well-known reference works are not listed in the reference list.

(*Encyclopedia Britannica*, 15th ed., s.v. “salvation”)

Signed Encyclopedia or Dictionary Article in Well-Known Reference Work (18.2.2)

Articles in well-known reference works are not listed in the reference list.

(Morris Jastrow, “Nebo,” in *Encyclopedia Britannica*, 11th ed.)

Encyclopedia or Dictionary Article in Scholarly Reference Work

Robeck, C. M., Jr. 1988. Pentecostal World Conference. In *Dictionary of Pentecostal and Charismatic Movements*, ed. Stanley M. Burgess and Gary B. McGee, 707–710. Grand Rapids: Regency Reference Library. (Robeck 1988, 708)

(Robeck 1988, 708)

Complex Documentation Examples

Documentation for Multivolume Work (Turabian 19.1.5, 19.1.9)

Multivolume Work as a Whole

Freedman, David Noel, ed. 1992. *Anchor Bible Dictionary*. 6 vols. New York: Doubleday.

(Freedman 1992)

Single Untitled Volume of a Multivolume Work

Barrett, David B., George T. Kurian, and Todd M. Johnson. 2001. Vol. 2 of *World Christian Encyclopedia: A Comparative Survey of Churches and Religions in the Modern World*. 2nd ed. Oxford: Oxford University Press.

(Barrett, Kurian, and Johnson 2001, 79)

Separately Titled Volume of a Multivolume Work

Bruce, F. F. 1989. *Philippians*. Vol. 11 of *New International Biblical Commentary*, ed. W. Ward Gasque. Peabody, MA: Hendrickson.

(Bruce 1989)

Chapter in an Untitled Volume in an Edited, Multivolume Work

Ross, Allen P. 1991. Proverbs. In *The Expositor's Bible Commentary*, ed. Frank E. Gaebelein et al., vol. 5, 883–1134. Grand Rapids, MI: Zondervan.

(Ross 1991, 931)

Chapter in a Titled Volume in an Edited, Multivolume Work

Rosner, Brian S. 1993. Acts and Biblical History. In *The Book of Acts in Its Ancient Literary Setting*, ed. Bruce W. Winter and Andrew D. Clark, 65–82. Vol. 1 of *The Book of Acts in Its First Century Setting*, ed. Bruce W. Winter. Grand Rapids: Eerdmans.

(Rosner 1993)

*Documentation for Series (Turabian 19.1.6)**Full Series Information*

Ellis, E. Earle. 1992. Pseudonymity and Canonicity of New Testament Documents. In *Worship, Theology and Ministry in the Early Church: Essays in Honor of Ralph P. Martin*, ed. Michael J. Wilkins and Terence Paige. *Journal for the Study of the New Testament: Supplement Series*, ed. Stanley E. Porter et al. vol. 87, 212–24. Sheffield: JSOT Press.

(Ellis 1992, 215)

Title in a Series

McQuilkin, Robertson. 1996. *Use and Misuse of the Social Sciences: Interpreting the Biblical Text*. Evangelical Missiological Society Series 4. Pasadena: William Carey Library.

(McQuilkin 1996, 38)

*Documentation for Multiauthor, Edited Work (Turabian 19.1.9)**Chapter or Other Titled Part of a Multiauthor Book*

Bowen, Dorothy N., and Earle A. Bowen. 1991. What Does It Mean to Think, Learn, Teach? In *Internationalising Missionary Training*, ed. William D. Taylor, 270–275. Exeter, UK: Paternoster.

(Bowen and Bowen 1991, 273)

Chapter or Other Part of a Multiauthor Book in Edition Other than First

Richardson, Don. 1992. The Hidden Message of Acts. In *Perspectives on the World Christian Movement*, ed. Ralph D. Winter and Stephen C. Hawthorne, 112–115. Rev. ed. Pasadena, CA: William Carey Library.

(Richardson 1992)

ORGANIZATION OF THE GRADUATE THESIS

General formatting and submission requirements for a thesis are addressed in Turabian A.3 (404–408). In addition to form and style preferences addressed in this supplement and in Turabian, students of Global University’s Graduate School of Theology are required to follow guidelines in the *Thesis Process Overview* that is furnished when a student enrolls in a thesis.

Refer to Turabian A.2 (377–404) for descriptions and examples of elements that comprise the three divisions of a thesis: front matter, text of the paper, and back matter. The Graduate School of Theology has adopted the following guidelines that either differ from or further clarify form and style requirements presented in Turabian.

Front Matter (Specific to Global University)

The Graduate School of Theology generally requires a thesis to include the following front-matter items according to guidelines in Turabian unless noted otherwise:

Submission Page	Global University requirements follow.
Title Page	See Appendix C of this supplement for Global University requirements.
Table of Contents	See Appendix G of this supplement for Global University requirements; also, Turabian, 387–88.
Acknowledgments	See Turabian, 389.
Figures [list of]	See Appendix G of this supplement; also, Turabian, 388–89.
Tables [list of]	See Appendix G of this supplement; also, Turabian, 388–89.
List of Abbreviations	See Appendix G of this supplement; also, Turabian, 389–90, figure A.7.
Glossary	See Appendix G of this supplement; also, Turabian 390, figure A.8.
Abstract	Global University requirements follow.

Submission Page (Specific to Global University)

After the student has completed all thesis requirements and submitted the final draft according to instructions in the *Thesis Process Overview*, the Graduate School of Theology (or the student’s enrollment office) will secure submission page signatures from all required academic personnel and include the signed page with the thesis for binding.

Title Page (Specific to Global University)

Follow the example in Appendix C of this supplement for the title page of the thesis. “Count the title page as page ‘i,’ but do not put a number on it” (Turabian 2007, 386).

Table of Contents (Specific to Global University)

Use headline style capitalization (Turabian 22.3.1), and include front matter components that follow, but not those that come before, the table of contents (A.2.1, 387).

Abstract (Specific to Global University)

The abstract page should have the heading “ABSTRACT” and need not include the title of the work. The abstract should serve as a “stand alone” document that includes a statement of

the problem (or topic), a brief exposition of the main lines of argument, and the conclusion. The abstract must not exceed 350 words.

Text of Thesis (Specific to Global University)

Refer to Turabian (391–99) for general guidelines for items that make up the text of a thesis. Refer to this supplement for Global University preferences. The Graduate School of Theology generally requires that the text of a thesis include the following items (see Appendix G of this supplement for examples):

Chapter 1. Introduction

- Problem Statement
- Purpose of Study
- Research Questions and Hypotheses
- Limitations of Study
- Definitions and Terms

Chapter 2 Review of Literature

- Part 1
- Part 2
- Part 3
- Summary

Chapter 3 Methodology

Chapter 4 Results for Quantitative Thesis/Findings for Qualitative Thesis*

- Hypothesis 1
- Hypothesis 2
- Hypothesis 3

Chapter 5 Discussion

- Review of Findings
- Implications
- Recommendations for Future Research
- Summary and Conclusion

* A qualitative thesis may have several chapters of findings, increasing the total number of chapters.

See the respective pages that include Table 1 and Figure 1 in Appendix G of this supplement for spacing guidelines for tables and figures that are included in a thesis.

Back Matter

The Graduate School of Theology generally requires the back matter of a thesis to include the following items:

Appendixes	See Appendix G of this supplement; also, Turabian, 399, 403.
Reference List	See Appendix G of this supplement; also, Turabian, 404.

A separator page is required at the beginning of the appendix section and before each appendix.

REFERENCE LIST

- American Psychological Association. 2001. *Publication Manual of the American Psychological Association*. 5th ed. Washington, DC: American Psychological Association.
- The Chicago Manual of Style* (15th ed.). 2003. Chicago: University of Chicago Press.
- Dallas Theological Seminary Thesis Style Committee. 2008. Supplement to Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th ed. Dallas: Dallas Theological Seminary.
- General Council of the Assemblies of God. 2003. *Style Manual*. Springfield, MO: General Council of the Assemblies of God.
- Turabian, Kate L. 2007. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 7th ed. Rev. by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams. Chicago: University of Chicago Press.
- Vyhmeister, Nancy Jean. 2008. *Quality Research Papers: For Students of Religion and Theology*, 2nd ed. Grand Rapids, MI: Zondervan.

APPENDIX A. SAMPLE FORMAT FOR A STUDENT PAPER

Format instructions included in the following sample format for a student paper provide illustrated guidelines of format required by Global University's Graduate School of Theology for student papers. This is intended to illustrate format requirements only and is not to be used as an example of academic writing.

Note: A page header is required for all pages. The border is added for emphasis only.

FirstName FamilyName, 123456789-Office Code	1 Course number / Course Name
---	----------------------------------

A BRIEF OVERVIEW OF FORM AND STYLE REQUIREMENTS FOR PAPERS SUBMITTED TO GLOBAL UNIVERSITY

Introduction

The purpose of this sample document is to provide an example of format required by Global University's Graduate School of Theology for student papers.

General Format Guidelines

Title of the Paper

The title of a major division of the paper or thesis should be centered in regular font two inches from the top of the paper. If a title exceeds forty-eight characters, it should be divided into two lines with inverted pyramid style.

Font and Spacing

Use 12-point Times New Roman regular font for all components of the paper. Indent paragraphs one-half inch (1.27 cm),² and double-space all items except the following, which require single spacing: (1) block quotations, (2) table titles and figure captions, (3) some front matter items in a thesis, (4) content footnotes,³ and (5) reference list entries. Double-space *between* single-spaced entries for items 3–5. Content within tables or figures may also be single-spaced.

Margins

Set margins at one inch (2.54 cm) on all sides of the text (left, right, top, and bottom) for research papers (graduate unit and final assignments). *Leave a*

² Content footnotes should also be indented one-half inch from the left margin and have the same ragged right margin as the text of the paper.

³ Use 10-point type for footnotes, and leave a single-space (10 or 12 points) between footnotes.

margin of one inch (2.54 cm) on top, bottom, and right side and one and one-half inches (3.81 cm) on the left side for all graduate theses (for binding purposes) (see Turabian 2007, A.1.1; 374).

Subheads

The Graduate School of Theology prefers the use of first, third, and fifth level subheads for student papers (see Turabian A.2.2, 398), using the following styles. [The subhead “*Subheads*” for this section is an example of a first-level subhead.] All section levels should include at least two subheads of any level within the respective section.

First-Level Subheading

Center first-level subheads, and use an italic font with headline style capitalization. [The subhead “*First-Level Subheading*” for this section is an example of the second level.]

Second-Level Subheading

Begin second-level subheads flush with the left margin, and use an italic font with headline style capitalization.

Third-Level Subheading

Start of third-level subheads. Begin third-level subheads at the paragraph indent—referred to as a “run-in” paragraph subhead (Turabian 2007, 398). Use an italic font style and sentence-style capitalization followed by a period.

Example of third-level subhead. The subhead for this paragraph is an example of the Graduate School of Theology’s preference for third-level subheads.

Quotations

Run-in Quotations

The Graduate School of Theology’s preference is “if a quotation is four lines or fewer, run it into your text and enclose it in quotation marks” (Turabian, 25.2).

Block Quotations

Indent block quotations one half inch (1.27 cm) from the left margin (Turabian, A.1.3). When quoting from the beginning of a paragraph, indent the first line for a block quotation another one-fourth inch (.64 cm) (see Turabian, A.1.3). The following example quotes excerpts from multiple paragraphs of Turabian:

If it [a quotation] is five lines or longer, set it off as a block quotation, without quotation marks....

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....

If you quote more than one paragraph, do not add extra lines between them, but indent the first line of the second and subsequent paragraphs further than the rest of the quotation....If you cite the source parenthetically, put the citation after the terminal punctuation of a block quotation. (Turabian 2007, 348, 350, 351)

Pagination

Number all pages consecutively in arabic numerals, using 12-point Times New Roman font (not italics or bold) for the pagination default on your word processor. The title page is counted in the pagination sequence, but the numeral does not appear on the page. Numbering for the preliminary pages of a thesis is an exception to this rule. Preliminary pages (front matter) in a thesis are numbered with lower case roman numerals, placed as a footer and centered one-half inch (1.27 cm) from the bottom of the page. Pages for body text and back matter are numbered with arabic numerals, placed as a header one-half inch (1.27 cm) from the top edge and one inch (2.54 cm) from the right-hand edge of the page.

Enumerations in Text

Enumerations in the body of your paper should (1) be formatted with parentheses before and after each number and (2) use parallel construction. If numbers are used to enumerate the items in a vertical list you should use the following guidelines:

1. Place a period after the number for each item.
2. Use hanging indent formatting to align the beginning of the text for each line, and the periods following the item numbers.

Refer to Turabian 23.4.2 for examples and further discussion.

Widows and Orphans (Headings and Short Lines)

“A very short line at the top of a page is known as a “widow”; a single word or part of a word at the end of a paragraph is an “orphan” (Chicago Manual of Style 2003, 3.11, 94).

Never leave a heading as the last line on a page, but keep all headings with the text they introduce. The same rule also applies for “a short, paragraph-ending line appearing at the top of a page” (CMS, 839).

Additional Form and Style Admonition

As you prepare graduate-level academic papers for submission to Global University, you should become familiar with the layout of Turabian’s *Manual for Writers of Research Papers, Theses, and Dissertations*. You should also become familiar with the Graduate School of Theology’s form and style preferences that differ from Turabian and those that indicate the graduate studies preference when Turabian suggests options.

Even the most experienced and successful researchers and writers need to make frequent use of form and style guidelines. You should always self-edit your work before you present it for assessment.

**APPENDIX B: SAMPLE TITLE PAGE FOR GRADUATE
UNIT OR FINAL ASSIGNMENT**

Title of assignment is centered two inches (5 cm) from top of page.

EXAMPLE OF TITLE PAGE FOR GRADUATE ASSIGNMENT WITH
ALL CAPS AND ON TWO LINES IF OVER 48 CHARACTERS

Student info begins on the 6th line below title (5 blank lines between sections).

By

Your Full Name Here

123456789-XYZ

student number-office code

Name of GSG

if GSG is located outside the USA

Submission statement begins on 6th line below student information section (5 blank lines).

Unit I Assignment

assignment identification

Submitted to Dr. FirstName LastName

mentor name

In Partial Fulfillment of the Requirements for

Course Number

example: PTH5233

Course Title

example: Pastoral Ethics

5 blank lines; 4 blank lines if GSG name is required or if title is more than two lines.

Global University

Month 20XX

month and year assignment submitted

Due to varying lengths of titles, spacing between sections may need to be adjusted to maintain a two-inch bottom margin. Spacing between sections should be equal.

APPENDIX C: SAMPLE TITLE PAGE FOR A GRADUATE THESIS

Title of assignment is centered two inches (5 cm) from top of page.

EXAMPLE OF THE TITLE PAGE FOR GRADUATE THESIS
 FOR A MASTER OF ARTS DEGREE IN MINISTERIAL
 STUDIES WITH A 4-LINE TITLE WITH ALL
 CAPS IN INVERTED PYRAMID STYLE

Student info begins on the 6th line below title (5 blank lines between sections).

By

Your Full Name Here

Submission statement begins on 6th line below student information section (5 blank lines).

A Thesis Submitted to the Graduate Faculty
 In Partial Fulfillment of the Requirements
 For the Degree of
 Degree Title

5 blank lines; 4 blank lines if GSG name is required or if title is more than two lines

Global University
 Springfield, Missouri

Month 20XX *month and year assignment submitted*

Due to varying lengths of titles, spacing between sections may need to be adjusted to maintain a two-inch bottom margin. Spacing between sections should be equal.

APPENDIX D: CAPITALIZATION OF BIBLICAL TERMS

This appendix has been adapted from the *Style Manual* for the General Council of the Assemblies of God and the *Style Manual Supplement* for Dallas Theological Seminary.

A

Abrahamic Covenant
 AD (before numeral—AD 29)
 adversary (Satan)
 age, atomic age, church age, nuclear age (but: Bronze Age, Iron Age, Stone Age)
 Almighty, the (Deity)
 Almighty God
 amillennial, amillenarian
 Ante-Nicene Period
 Antichrist, the
 anti-Christian
 antichrists (many)
 Apocalypse, apocalyptic literature
 the Apocrypha, the (but: apocryphal)
 apostle(s) (but: the Twelve Apostles, the Twelve, the apostle Paul)
 Apostles' Creed
 apostolic (apostolic times)
 Apostolic Age
 Apostolic Church
 Apostolic Era
 archaeology
 ark of the covenant
 ark (Noah's)
 Ascension, the (but: ascension of Jesus)
 Atonement, the (but: the atonement of Christ)
 Atonement, Day of
 audiovisual
 Augsburg Confession
 Authorized Version (King James)

B

BC (after numeral—4 BC)
 baby; the baby King (Jesus); but: Baby Jesus, Baby Moses
 Babylonian captivity
 Baptism (meaning in the Holy Spirit; but: baptism in the Holy Spirit, or Spirit baptism)
 Baptist
 Battle of Armageddon
 beast (Antichrist)

Beatitudes
 Beautiful Gate (but: gate Beautiful or gate called Beautiful)
 believer-priests
 Bible (but: biblical, nonbiblical)
 Bibleland
 black theology
 Blessed Hope
 Blood, the (but: the blood of Christ)
 Body (the Church; but: body of Christ)
 Book, the (Bible)
 Book of books (Bible)
 book of Job (a book of the Bible)
 Book of Life, the
 Book of Mormon
 book of Revelation
 Bread of Life (Christ)
 Bride (the Church, but: bride of Christ)

C

Calvary
 Captivity (the Babylonian; others, lowercase)
 catechism
 Catholics, Catholicism (but: catholic, meaning universal)
 century, first (ninth, tenth, twentieth)
 chapter (general term)
 chapter 6 (specific chapter)
 charismatic
 charismatic renewal
 chief priest(s)
 children of Israel
 Christ (but: a false christ)
 Christ Child
 Christian education
 Christian Era
 Christ-life
 Christlike
 Christological
 Christology
 Christ's kingdom
 church (a building or a local or universal group)

Church, the (universal, the invisible Body of Christ)
 Church (if part of a proper name)
 church, the early
 Church Age
 church fathers (but: the Fathers)
 church and state
 City of David
 Comforter (the Holy Spirit)
 Commandments, the (when referring to the whole Decalogue: Ten Commandments)
 Communion (the Lord's Supper)
 communion (the ordinance)
 communism (when referring to the political system)
 communists
 Council, Jerusalem
 Council, the (Jewish Council)
 covenant (but: Old Covenant, New Covenant, Davidic Covenant)
 creation, the (of the world, or in general)
 Creation (the original)
 Creator, the
 cross, a (or the wooden object)
 Cross, the (figurative sense of Christ's sacrifice and redemption; but: the cross of Christ)
 Crucifixion, the (when referring to Calvary in its total significance; but: crucifixion of Jesus)
 Crusades, the (medieval expeditions to the Holy Land)
 curriculum (plural: curricula, not: curriculums)

D

Damascus Road
 Davidic Covenant
 Day of Atonement
 Day of Judgment
 Day of Pentecost
 Day of the Lord
 Decalogue, the (the Ten Commandments)
 deity (but: the Deity, meaning God)
 devil, the (but: Satan)
 disciple(s) (but: the Twelve)
 divine, divinity
 divine guidance
 divine providence

E

early Christian
 early church, the
 Easter Day
 Elder Brother (referring to Jesus)
 Eleven, the (referring to the apostles)
 end-time, end times, end-times event
 Epistles, the (when used in connection with the biblical letters, "the Pastoral Epistles"; but: Paul's epistles)
 Eternal City (New Jerusalem)
 eternal Father
 eternal God
 eternal Son
 Exile (biblical event)
 Exodus, the (biblical event; but: the exodus of the Israelites)

F

faith, the
 Fall, the (biblical event; but: the fall of man)
 fall season
 Father, the (God; but: fatherhood of God)
 Father of Lies
 Fathers, the (meaning the church fathers)
 Feast of Atonement
 Feast of Ingathering
 Feast of Passover (but: feast of the Passover)
 Feast of Pentecost
 Feast of Tabernacles
 Feast of Unleavened Bread
 Feast of Weeks
 Fellowship, the (Assemblies of God or Pentecostal)
 first (and second) resurrection
 first Adam (but: Last Adam)
 First Cause, the (Deity)
 First Epistle of John
 Flood, the (biblical event; but: the flood of Noah's day)
 fruit of the Spirit
 fundamentalism, fundamentalist

G

Garden, the (Eden or Gethsemane)
 Garden of Eden
 Garden of Gethsemane
 general epistles
 Gentile

glossolalia
 Gnostic(s), Gnosticism
 Godhead
 God is a Spirit (but: God is spirit)
 God the Almighty
 godless
 godly
 God's Law
 God-life
 Godlike
 godly
 God-Man
 God's Word (Bible)
 God's word (promise)
 Godward
 Golden Rule
 good news (gospel)
 good Samaritan
 Good Shepherd, the
 gospel (good news), a gospel truth, the gospel
 of Christ (but: John's Gospel or Gospel
 of John)
 Gospel or Gospels, the (one or more of the
 first four New Testament books)
 Great Commission, the
 Great Tribulation, the (but: trial and tribulation)
 Great White Throne, the

H

handbook
 heaven
 Heavenly Father
 He, His, Him, himself (Deity)
 hell
 High Priest (for Jesus, otherwise: high priest)
 Holy Bible
 Holy City (New Jerusalem)
 Holy Land
 Holy of Holies, Holy Place, Holiest of All
 Holy One (God); Holy Ghost; Holy Spirit
 Holy Writ

I

Immanuel
 Incarnation, the (but: the incarnation of Christ)
 Infinite, the (Deity)

J

Jehovah (but: Yahweh is preferred)
 Jerusalem Council

John the Baptist
 John the Beloved
 Jordan River (but: river Jordan)
 Judgment, the
 Judgment, the Great White Throne
 Judgment, the Last
 Judgment Day
 Judgment Seat (but: judgment seat of Christ)
 Just, the (the Just for the unjust)

K

King of Glory
 King James Version
 King of kings
 Kingdom, the (but: His kingdom)
 kingdom of God
 kingdom of heaven, the
 Kingdom of Israel/Judah
 Kinsman-Redeemer (Christ)
 Koran, Koranic

L

lake of fire
 Lamb of God (Jesus)
 Lamb's Book of Life, the
 land of Promise (but: Promised Land)
 Last Adam (but: first Adam)
 last days
 Last Judgment, the
 Last Supper
 latter day
 latter rain
 Law, the (Pentateuch or the Ten
 Commandments: lowercase for any
 other reason)
 Law and the Prophets, the
 Law of God (or God's Law; but: laws of God)
 Law of Moses
 Lawgiver (Deity)
 liberation theology
 Light of the World (Deity)
 Lily of the Valley (Deity)
 Living Word (Deity)
 Living Water (Jesus)
 living water (salvation)
 Logos, the
 Lord of hosts
 Lord of lords
 Lord's Day (Sunday)
 Lord's Prayer (specific prayer taught by Jesus)

Lord's Supper (Communion)
 Lord's Table
 lordship of Christ, the

M

Majority Text
 Man, the (Christ)
 Marriage Supper of the Lamb
 Masoretic text
 Mass
 Master, the (Jesus or Deity)
 Master Teacher (Christ)
 Mediator (Christ)
 mercy seat
 messiah, a
 messiah, false
 Messiah, the (Christ)
 messiahship
 messianic; but: Messianic Age
 Midrash
 midrashic
 millenarian, millenarianism
 Millennium, the (but: millennial)
 millennium (time, in general)
 Mosaic Covenant
 Mosaic Law
 Most High (name of God)
 Most High God, the
 Most Holy Place
 Movement, the (Assemblies of God or
 Pentecostal)

N

Name, the (but: name of Christ)
 Nazarene (place of birth)
 Nazarite, Nazirite (vow, person)
 neo-Pentecostals
 neo-Platonism
 new birth
 New Covenant
 new earth
 new heaven
 New Jerusalem
 New Testament Era
 Nicene (Nicene Creed, Nicene Fathers, Nicene
 Period)
 Noah's ark
 nonbeliever
 nonbiblical
 non-Christian (but: unchristian)

Northern Kingdom (Israel; but: northern
 kingdom of Israel)

O

Old Covenant
 Old and New Testaments, the
 Old Testament Scriptures
 One, the (Christ)
 orthodox Christianity

P

papal
 Parable of the Prodigal Son
 Paraclete (Deity)
 paradise
 Passover, the; Passover feast (Feast of the
 Passover; but: Passover supper)
 Pastor Timothy
 Pastoral Epistles
 Pauline epistles (but: the Epistles)
 Pentateuch, Pentateuchal
 Pentecost, Pentecostal
 Person (Deity; but: person of the Holy Spirit)
 Pharisee
 plan of redemption
 Pneuma (Holy Spirit)
 pool of Bethesda
 pope, the
 Post-Apostolic Church
 Post-Nicene Period
 post-Tribulation, post-Tribulational period
 pre-Tribulation (a pre-Tribulational rapture)
 Prince of Darkness
 Prince of Peace
 Prodigal Son, the; the Prodigal
 Promised Land (land of Promise)
 promised land of Canaan
 prophetic books (of the Bible)
 Protestant
 Psalm 23 (but: a psalm)
 Psalmist, the (but: the psalmist David)
 Psalms, book of

R
 Rapture (but: rapture of the Church)
 Redeemer (Christ)
 redemption, plan of
 Reformation, the
 resurrection (final resurrection of the dead)
 Resurrection, the (but: the resurrection of Christ)
 Revelation, book of (revelation of Christ)

river Jordan (but: Jordan River)
Rose of Sharon (Christ)

S

sabbath (a time of rest)
Sabbath, Sabbath Day
Sacred Writings, the
salvation
Satan (but: satanic)
Savior (but: a savior)
Savior-King
Scofield Reference Bible
scriptural
Scripture, the (synonym of Bible; a verse of Scripture)
Scriptures
Second Coming, the (but: the second coming of Christ)
Senate (Jewish Senate)
Septuagint
Sermon on the Mount
Seventy, the (the specific group Christ sent out two-by-two)
Shekinah
Shepherd Psalm, the
Solomon's Temple
Son of Man (Deity)
sonship of Christ, Jesus' sonship
soul winner, soul-winning (adj.)
Southern Kingdom (Judah; but: southern kingdom of Judah)
Spirit, the (the Spirit of God, the Spirit of Truth)
Spirit-filled
spring season (summer, fall, winter, spring)
Stoic(s) (member of the philosophy begun by Zeno)
stoic (an attitude)
Student Handbook (a publication)
suffering Servant (Christ)
Sunday school
Synoptics
Synoptic Gospels
systematic theology

T

tabernacle
tabernacle, the
Talmud, Talmudic

temple, the (but: Solomon's Temple)
Ten Commandments (First Commandment, Sixth Commandment, etc.)
Thee, Thou, Thine, Thy, thyself (Deity)
Third Person of the Trinity
third world (preference: two-thirds world)
Throne of Grace
Thy holy name
Transfiguration, the (biblical event; but: the transfiguration of Christ)
tree of life
tribe of Judah
Tribulation, the (referring to the Great Tribulation period)
Trinity, the
Trinitarian
Triumphal Entry
triune
TV (not T.V.)
Twelve, the (referring to the apostles; but: twelve disciples)
Twelve Tribes (but: twelve tribes of Israel)
Twenty-third Psalm

U

unbiblical
unchristian (but: un-Christlike, non-Christian)
unscriptural
Upper Room

V

Vedas, Vedic
Virgin Birth (but: virgin birth of Christ)
virgin Mary
Vulgate

W

white (Caucasian)
who, whom, whose (Deity)
Wise Men (Magi)
Wonderful One (title of God)
Word, the (the Bible as a whole or Christ)
Word of God (Bible; but: words of God)
written Word

Y

Yahweh
You, Your, Yours (Deity)

APPENDIX E. ABBREVIATIONS FOR SCRIPTURAL CITATIONS AND MAJOR REFERENCE WORKS

The first three lists that follow are adapted from Turabian (341–43) and indicate Global University preferences for scriptural citation abbreviations. Lists in Turabian are arranged in alphabetical order; lists that follow are arranged in sequential order as they appear in the most common Protestant and Roman Catholic versions of the Bible.

Old Testament

Genesis	Gen.	Song of Solomon (<i>or</i>	Song of Sol. (<i>or</i>
Exodus	Exod.	Song of Songs <i>or</i>	Song of Songs
Leviticus	Lev.	Canticles)	<i>or</i> Cant.)
Numbers	Num.	Isaiah	Isa.
Deuteronomy	Deut.	Jeremiah	Jer.
Joshua	Josh.	Lamentations	Lam.
Judges	Judg.	Ezekiel	Ezek.
Ruth	Ruth	Daniel	Dan.
1 Samuel	1 Sam.	Hosea	Hosea
2 Samuel	2 Sam.	Joel	Joel
1 Kings	1 Kings	Amos	Amos
2 Kings	2 Kings	Obadiah	Obad.
1 Chronicles	1 Chron.	Jonah	Jonah
2 Chronicles	2 Chron.	Micah	Mic.
Ezra	Ezra	Nahum	Nah.
Nehemiah	Neh.	Habakkuk	Hab.
Esther	Esther	Zephaniah	Zeph.
Job	Job	Haggai	Hag.
Psalms	Ps. (<i>plural</i> , Pss.)	Zechariah	Zech.
Proverbs	Prov.	Malachi	Mal.
Ecclesiastes (<i>or</i> Qoheleth)	Eccles. (<i>or</i> Qoh.)		

New Testament

Matthew	Matt.	1 Timothy	1 Tim.
Mark	Mark	2 Timothy	2 Tim.
Luke	Luke	Titus	Titus
John	John	Philemon	Philem.
Acts	Acts	Hebrews	Heb.
Romans	Rom.	James	James
1 Corinthians	1 Cor.	1 Peter	1 Pet.
2 Corinthians	2 Cor.	2 Peter	2 Pet.
Galatians	Gal.	1 John	1 John
Ephesians	Eph.	2 John	2 John
Philippians	Phil.	3 John	3 John
Colossians	Col.	Jude	Jude
1 Thessalonians	1 Thess.	Revelation	Rev. (Apoc.)
2 Thessalonians	2 Thess.	(Apocalypse)	

Apocrypha and Septuagint

Baruch	Bar.	Judith	Jth.
Additions to Daniel	Additions to Dan.	1 Maccabees	1 Macc.
Prayer of Azariah	Pr. of Azar.	2 Maccabees	2 Macc.
Bel and the Dragon	Bel and Dragon	3 Maccabees	3 Macc.
Song of the Three	Song of Three	4 Maccabees	4 Macc.
Holy Children (<i>or</i>	Children	Prayer of Manasses	Pr. of Man.
Song of the Three		(Manasseh)	
Young Men)		Psalms 151	Ps. 151
Susanna	Sus.	Sirach (<i>or</i>	Sir. (<i>or</i> Ecclus.)
1 Esdras	1 Esd.	Ecclesiasticus)	
2 Esdras	2 Esd.	Tobit	Tob.
Additions to Esther	Additions to Esther	Wisdom of Solomon	Wisd. of Sol.
Epistle of Jeremiah	Ep. Jer.		

Major Reference Works

The following list includes only those major biblical reference works used as citations examples (or otherwise referred to) in this supplement. A more exhaustive list may be found in Vyhmeister's Appendix C (247–49).

BDAG	Bauer, Danker, Arndt, and Gingrich, <i>Lexicon</i> , 2000
BDB	Brown, Driver, and Briggs, <i>Lexicon</i> , 1907
CMS	<i>Chicago Manual of Style</i>
JSOT	<i>Journal for the Survey of the Old Testament</i>
TDNT	<i>Theological Dictionary of the New Testament</i>
TDOT	<i>Theological Dictionary of the Old Testament</i>

APPENDIX F. PUNCTUATION GUIDELINES FOR SCRIPTURAL CITATIONS

Within the Text

Inclusive Verses within a Single Chapter

Spell out the name of a book and give chapter, followed by a colon (:) and the inclusive verses, with no space after the colon. Separate the inclusive verses by an *en-dash* (–), with no space before or after the en-dash.

Example: In John 3:1–7, the new birth into the Kingdom of Heaven is explained.

Inclusive Verses across Chapters

Spell out the name of the book and give chapter followed by a colon (:) and the beginning inclusive verse for that chapter, with no space after the colon. Separate the inclusive chapters and verses by an *en-dash* (–), with no space before or after the en-dash.

Example: In Acts 5:1–6:20, events of the early church are presented.

Discontinuous Verses within a Single Chapter

Spell out name of the book and give chapter, followed by a colon (:) and the inclusive verse, with no space after the colon. Each successive verse listed is separated by a comma and a space.

Example: In 1 Corinthians 12:1, 3, 7, 24, Paul presents various aspects of the Holy Spirit’s ministry in the local church.

Discontinuous Verses across Chapters

Spell out name of book and give chapter, followed by a color (:) and the first verse, with no space after the colon. Each successive verse within the same chapter that is listed is separated by a comma and a space. Verses from succeeding chapters are preceded by a semicolon and space, instead of a comma and space.

Example: In James 1:2–4, 12; 5:11, the writer deals with the need for a Christian to persevere in his or her faith in spite of their circumstances.

Chapter Citations without Verses Identified

Follow the same pattern as when verses are given. Separate chapters with semicolons and spaces, and use an *en-dash* to indicate inclusive chapters.

Parenthetical References

Follow the same pattern as described for references in the text with one exception: Use standard abbreviations for Bible books instead of spelling them out.

Examples: (1 Cor. 12:1, 4, 7, 22–24)	(Heb. 11:1–19, 27)
(James 1:2–4, 12; 5:11)	(2 Pet. 1:3–2:3; 3:17–18)

APPENDIX G. SAMPLE GRADUATE THESIS PAGES

The following pages give examples of Global University preferences for various components of a graduate thesis. Beginning with the title page and continuing through the two pages of the review of literature, examples are from a thesis presented to Global University as indicated on the sample title page. These pages are included for academic example only.

The remaining sample pages have been prepared for form and style examples and do not reflect specific research. Global University form and style preferences for tables and figures are included in the text on the respective pages that include table and figure examples.

The reference list includes selected examples of publications common to the field of biblical studies.

Sample Thesis Title Page (See Appendix C of this supplement for section placement guidelines.)

THE IMPACT OF THE AFRICAN RENAISSANCE ON CHRISTIAN
EDUCATION IN SOUTH AFRICA

By

José Augusto Cossa

A Thesis Submitted to the Graduate Faculty

In Partial Fulfillment of the Requirements

For the Degree of

Master of Arts in Ministerial Studies

Global University

Springfield, Missouri

June 2001

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<i>Note: For binding purposes, Global University requires a 1½-inch (4-cm) left margin for all pages of a thesis. Because the Global University Graduate Studies Form and Style Guide is printed on both sides of the paper, these sample thesis pages do not have a 1½-inch left margin.</i>

FIGURES

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LIST OF ABBREVIATIONS

AG	Assemblies of God
AGWM	Assemblies of God World Missions
AGM	Annual General Meeting
AGTS	Assemblies of God Theological Seminary
AIM	Africa Inland Mission
CMS	Church Mission Society
CTS	Cape Theological Seminary
EU	Evangel University
FFFM	Finnish Free Foreign Mission
FGCK	Full Gospel Churches of Kenya
FPM	Finnish Pentecostal Movement
GSC	Graduate Studies Center
GU	Global University
PAG	Pentecostal Assemblies of God
PAOC	Pentecostal Assemblies of Canada
STL	Speed the Light
UN	United Nations
YFC	Youth for Christ

GLOSSARY

abstract. A brief, comprehensive summary of the contents of a thesis.

acronym. A term based on the first letters of the elements of a name and read as a single word.

appendixes. Contain separately identified pages at the end of the thesis containing information that amplifies or supplements the content of the document.

author–date method of citation. Documentation in the text of a paper that briefly identifies the source of a quotation, concept, or statement. The author’s surname, year of publication, and page number (for quotations or paraphrased material) are inserted at the appropriate point in the text, referring readers to full bibliographic information in the reference list.

back matter. Also referred to as end matter; contains the appendixes and reference list that come at the end of the thesis.

contraction. An abbreviation that includes the first and last letters of a word or shortened forms of a full word.

front matter. Also referred to as preliminary pages; includes all the material of an introductory nature that precedes the text of the thesis.

initialism. A term based on the first letters of the elements of a name and read as a series of letters, rather than as a single word.

reference list. A list of all sources that were cited in the text of a paper or thesis.

ABSTRACT

This study focused on the problem that institutions of Christian higher education are reactive or passive towards political, social, and spiritual trends affecting education and leadership in South Africa. A group of thirty-two participants consisting of Christian higher education leaders, clergy, Christian scholars, and politicians was selected from various regions of South Africa. An instrument focusing on historical precedents and current ideas of the African Renaissance was designed and utilized. The findings reveal that the respondents predict a move towards indigenous forms of Christian higher education teaching methods, curriculum, objectives, and leadership. The study concludes that the African Renaissance in South Africa will impact institutions of Christian higher education by promoting a proactive approach to current trends.

CHAPTER 2

REVIEW OF LITERATURE

Renaissance is not a new concept. It emerged in Europe in the thirteenth century and extended throughout the fifteenth century (New 1977). In the context of Africa, the use of the term *renaissance* is encountering challenges from scholars and concerned Africans. Scholars agree with the phenomenon but argue that the semantics are not appropriate to describe Africa's uniqueness in the world. They stress that the Renaissance was unique to Europe and cannot be replicated.

Kirby (1998) argues that South African Deputy President Thabo Mbeki, who is notoriously famous for adopting the term *African Renaissance* to the African economic policy reforms, is misusing the term.⁴ In Kirby's view, African Renaissance is mythical because it addresses "social reconstruction, political reform, balanced economical cadences, industrial and technical interlinkings, better telephone lines, and medical services" (1), rather than traditions, arts, and ideas of the African people. He advocates that the term is more acceptable in Africa when it is used in the context of sociocultural transformation rather than socioeconomic reforms. Kirby states that "African Renaissance would be a resuscitation of the prodigious and extraordinary compass of African musical forms and traditions, graphic arts, ideas" (10). Friedman (1996) suggests that an African Renaissance in the arts is reflected in the paintings of South African artist Keresemose Richard Baholo (1).

⁴ On June 2, 1999, Thabo Mbeki was elected president of South Africa, succeeding President Nelson Mandela, the first black president of South Africa.

Some important features of its background were (a) the rise of a pan-European culture; (b) emergent individual thinking; (c) the rise of capitalism opposed to the Church's prohibition of loans for interest, as well as the Church's later compromise with capitalism; and (d) the nation states in Europe with the consequent divisions of territory. Estep (1986) also identifies a concept he named "medieval montage" that describes feudal Europe (66). Feudal Europe's superstitions demanded a new approach to life and such an approach could be found only in the Renaissance.

Renaissance

The Renaissance was a period hostile to "scholastic philosophy, Aristotelianism, predominantly theological interests, and debased (if alive) Latinity which ruled in the universities" (Elton 1963, 45). Renaissance was also a return to vernacular languages that marked a revival of ancient literature and promoted a more critical approach to all forms of study. A classical example from Petrarch's stories on true wisdom, which is included in Elton's *Renaissance and Reformation: 1330-1638*, is the story of the simpleton and the scholar. In the classic, the quest for true wisdom characterized the Renaissance man.

The following observation on the relationship between the Renaissance and the Reformation inspired some of the questions of the proposal at hand:

The perennial question of whether the Reformation could have occurred without the Renaissance may always go unanswered. That which is beyond question, however, is that the Renaissance made its own unique and indispensable contribution to the intellectual and religious development of the age. (Estep 1986, xi)

New (1977) established a basis for the Renaissance and the Reformation. In his perspective, both the Renaissance and the Reformation had the same causes, but each required a different approach (152). Indirectly, his text suggested a correlation between renaissance and

Sample Thesis Page with Table—First Line of Text Begins One Inch from Top of Page

A table should be inserted as close as possible after the first reference to it in the text. Finish the paragraph of text in which the reference occurs before inserting the table. Leave two blank lines (24 points) before a table title. Source notes and other reference notes for the table should be single-spaced and separated by one blank line (12 points). Type the word *Table* (not italicized) and its appropriate arabic numeral flush left on the line above the table. Follow the table number with a period and a space. Type the table title with sentence-style capitalization, without terminal punctuation. If the title is longer than one line, let it continue flush left, single-spaced.

Table 1. Growth at [Example of Anonymous] Seminary in five-year increments from 1950–1990

Year	Enrollment	Attrition	Extended	Growth	Enrollment	
					Men	Women
1950	112	41	16	71	90	22
1955	115	45	18	70	88	27
1960	121	44	20	77	86	35
1965	143	51	26	92	90	53
1970	156	63	31	93	91	65
1975	172	65	27	106	100	72
1980	201	71	31	130	90	101
1985	243	81	36	152	103	140
1990	266	95	44	171	151	115

Source: Acknowledge sources of any data you take from sources other than your own research.

Note(s): See Turabian (368) for format instructions for general and specific notes for tables.

The next paragraph of the paper or thesis would continue at this point with two blank line spaces (24 points) separating the table information and text below the table.

A figure should be inserted as close as possible after the first reference to it, usually after the end of the paragraph in which the reference occurs. Leave two blank lines (24 points) before the figure and two blank lines after the figure caption before continuing text of the paper. Leave one blank line (12 points) between the figure and the figure caption. Type the word *Figure* (not italicized) and its appropriate arabic numeral flush left. Follow the figure number with a period and a space. Type the figure caption with sentence-style capitalization, followed by a terminal period. If the title is longer than one line, let it continue flush left, single-spaced.

Add any information needed to clarify the figure. Figure 1 shows the correct format for figures in the text of a paper.

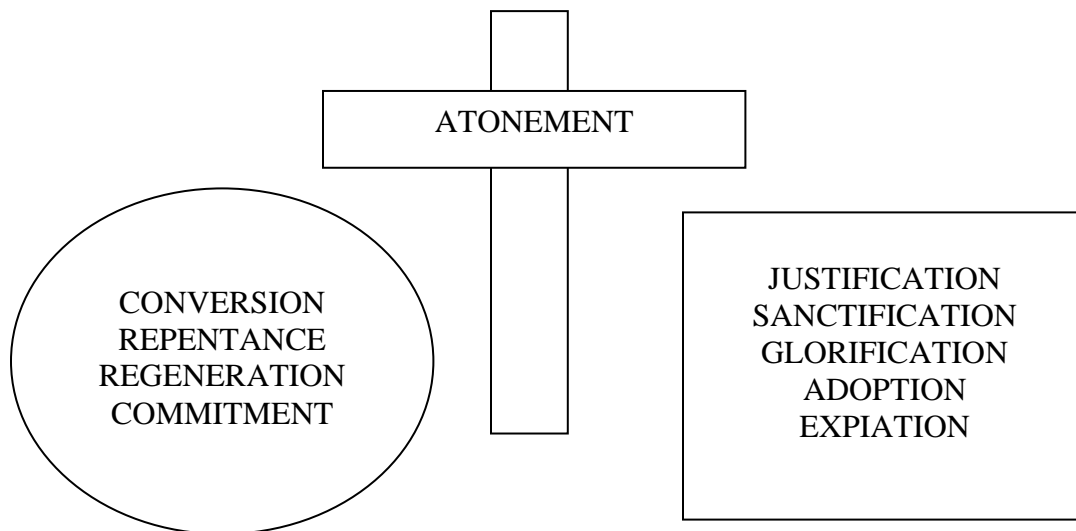


Figure 1. The redemptive process. The redemptive process is focused on the atonement of Christ's substitutionary sacrifice for sinners. The circle represents the elements of conversion, the cross is the way of redemption, and the square represents the believer's position as a child of God.

The next paragraph of the paper or thesis would continue at this point with two blank line spaces (24 points) separating the figure caption and the text below the caption.

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