

# **GLOBAL UNIVERSITY**

## **Undergraduate**

### **Form and Style Guide**

Second Edition

Compiled by  
Global University Faculty



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***What is new in the Second Edition?***

- The electronic source examples in Appendix B were expanded and updated.
- The text was updated from *Turabian Manual* 7th edition (2007) to *Turabian Manual* 8th edition (2013).

***What is new in this printing?***

- For citing websites in a reference list, the *Turabian Manual* 8th edition calls for the access date to precede the URL rather than follow it. Examples in Appendix A and Appendix B were updated to reflect this change.
- In Appendix B the directions for using a secondary source (one source quoted in another) were expanded and relocated. Also, an example of citing a book review from an electronic database was added.
- The “Manuscript Templates Available” section (page 6) was updated.
- An error in the sample reference list was corrected.
- Spacing of text on sample title pages was adjusted.

Global University  
Springfield, Missouri, USA

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Second edition 2013

PN 02.16.01

Printed in the United States of America

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## Introduction

Academic writing style refers to the style accepted by a college or university for academic papers. Most universities adopt an academic style compatible with their academic disciplines and modify that style to meet their specific criteria. The Global University undergraduate division has adopted the Turabian academic style, with modification, for student papers.

This guide has been compiled for use as a quick reference guide for undergraduate students to follow in formatting papers for all undergraduate course projects, collateral reading assignments (CRAs), and collateral writing assignments. This short guidebook is not a comprehensive list of rules. It summarizes form and style elements considered essential for GU undergraduate writing assignments. No brief guidebook can cover all the details in the use of form and style. Students should refer to [\*A Manual for Writers of Research Papers, Theses and Dissertations, 8th ed.\*](#) by Kate L. Turabian, for additional writing and formatting guidelines.

## General Formatting

### Typeface

- The Global University undergraduate division requires academic papers to be word processed with a Times New Roman 12-point font. (Exceptions can be made for students with visual impairment and/or lack of computer access.)
- For emphasis within the text, use *italics* rather than CAPS, underlining, **bold**, **colored text**, or other special fonts or styles of type. Section headings are an exception. (Refer to the Section Headings section on the next page.)

### Margins

- Normal page dimensions are 8½ by 11 inches. For international students, A4 paper is also acceptable.
- Use one-inch (2.54 cm) margins all around (top, bottom, right and left) on every page.
- Do not justify the right margin.
- Do not use hyphenation to break words at the end of lines. Let a line run short rather than break a word at the end of a line.

### Spacing and Punctuation

- Space once after punctuation that ends a sentence (that is, periods, question marks, or exclamation points).
- Space once after colons.
- Do not space after internal periods in abbreviations (for example, a.m., i.e., U.S.).

### Line Spacing

- Double-space each line of type on the page, with these exceptions:
  - ▶ Block quotes (see explanation of [block quotations](#))
  - ▶ Reference lists (see section on [reference list](#) pages)

## Page Numbering

- Number all pages (except title page) in the upper right-hand corner with arabic numerals.
- The running page headers (see next section) should be 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 headers will violate the one-inch [2.54 cm] top margin.)
- All page numbers should be flush right on the line below the running page headers. Begin numbering with the title page (but the numeral should not appear on the title page).
- The first page of text will be page 2.

## Running Page Headers

- A running page header with the following student information should appear on all pages (except the title page):
  - ▶ Student Name, Student Number (justified left)
  - ▶ Course Number, Course Title, Print Number (PN) (justified right)
- The information in the running header will violate the one-inch top margin.

FirstName FamilyName, StudentNumber–OfficeCode	CourseNumber, CourseTitle, PN PageNumber
--	---

## Paragraphs and Indentations

- The first line of each paragraph should be indented one-half inch (1.27 cm).
- Paragraphs should be at least two sentences in length. Avoid using single-sentence paragraphs.

## Section Headings

- Section headings (if appropriate to the course project or CRA) may be used.
- Some flexibility is allowed for the use of section headings:
  - ▶ Headings may be either flush left or centered.
  - ▶ The font may be either regular, *italics*, or **bold**.
  - ▶ Avoid underlining headings.
  - ▶ Use **Headline Style Capitalization** for headings versus **Sentence style capitalization**.

## Title Page

For an example of a title page for a project, refer to [Appendix E](#).

For an example of a title page for a collateral reading assignment (CRA), refer to [Appendix F](#).

## *Manuscript Templates Available*

Electronic manuscript templates for undergraduate projects and CRAs are available in English, Español, and Français from the GU Library website. To access these templates, go to <http://library.globaluniversity.edu>. Under “Quick Link” (on the left-hand side), hover your mouse over “Undergraduate Students,” choose “Project Templates” from the list, and then select the appropriate template.

## Academic Integrity

Ethics, copyright law, and courtesy require a student to properly acknowledge the sources cited in a student paper. *Plagiarism*, derived from the Latin word *plagium* (kidnapper), is a legal term that denotes a violation of copyright law. Literally, the concept means *cheating* by taking another person's research, concepts, or ideas and attributing them to oneself. All text as well as ideas borrowed from another source (whether or not it is the original source) *must* be properly credited with citations.

Failure to identify sources may result in a failing grade, dismissal from the university, or criminal charges. Refer to the "[Basic Standards of Academic Integrity](#)" section of a Global University catalog for information on the university's policy on cheating, plagiarism, fabrication, and obtaining an unfair advantage.

## Reference List

### Format

The reference list is the primary medium for documentation. The in-text citation merely points the reader to the full information in the reference list. (See [Appendix A](#) for a sample reference list.)

- Start the reference list on a new page at the end of the paper.
- Type the words REFERENCE LIST in uppercase, centered at the top of the page two inches from the top edge of the paper.
- List all sources cited in the paper in the reference list (unless otherwise noted, such as for newspaper articles, well-known reference works, personal communications, and Bible passages).
- Do not list sources not cited in the paper.
- Single-space reference list entries; double-space between entries.
- Use a hanging indent format of one-half inch (1.27 cm) for entries longer than one line.

### Basic Elements

- *Author*. List the author's full name (surname, given name, middle name or initial) first. Only use initials for those authors who always use initials only (such as C. S. Lewis or F. F. Bruce).
- *Date*. Give the date immediately after the name of the author(s).
- *Title*. List the title after the date. Capitalize the title using Headline Style Capitalization.
- *Publication information*. After the title, list the place of publication and publisher for books, or periodical title and issue information for periodicals.

### Arrangement

- Arrange entries alphabetically by the authors' surnames. If no author or editor is given, alphabetize the source by the title (excluding the articles *A*, *An*, and *The*).
- Place one-author entries before multi-author entries:
  - Fee, Gordon D. 2000. *Listening to the Spirit in the Text*. Grand Rapids: Eerdmans.
  - Fee, Gordon D., and Douglas Stuart. 2003. *How to Read the Bible for All Its Worth: A Guide to Understanding the Bible*. 3rd ed. Grand Rapids: Zondervan.
- Use a 3-em dash (—) for successive entries by the same author(s) or editor(s).
- Arrange successive entries by the same author(s) or editor(s) chronologically by year of publication.
- Arrange works by the same author in the same year alphabetically by title and distinguish them by lowercase letters *a*, *b*, *c* (not italicized) and so on after the date. The lowercase letter is also included in the in-text citation.

## Citations

The Global University undergraduate division requires that students use an in-text (parenthetical) citation style rather than footnotes or endnotes when citing sources.

- This citation style is comprised of two elements:
  1. A *reference list* of all sources cited or quoted
  2. A brief *in-text citation* of the author, date, and page number enclosed in parentheses
- The reference list provides full bibliographic details of each source cited:
 

Stejne, Philip M. 1992. *In Step with the God of the Nations*. Houston: Touch Publications.
- The in-text citation briefly identifies the source in the text and refers readers to the complete entry in the reference list:
 

He states, “Biblical Christianity is not imprisoned in any culture” (Stejne 1992, 29).

### Citation of Sources

Writers *must* cite the source of a direct quotation or a 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 a direct quotation in the text of the paper, give the author’s last name, year, and page number in parentheses following the quote: (Stejne 1992, 29).
- If the author’s name appears as part of the narrative, do not repeat it in the in-text citation. Enclose only the year of publication in parentheses and place it after the author’s name. Cite the page number after the paraphrased or quoted material:
 

Pollard (1996) argues that Paul’s purpose in Philippians is to encourage unity (45).
- For works by the same author in the same year, also include a distinguishing lowercase letter *a*, *b*, or *c* (not italicized) after the date in the in-text citation: (Ryken 1987b, 34). (Make sure the letter corresponds with the one added to the source in the reference list.)
- For short quotations, place in-text citations just before a mark of punctuation:
 

He argues that Paul’s purpose in Philippians is to encourage unity (Pollard 1996, 45).

For more examples of citations, see [Appendix B](#).

## Quotations

### Short Quotations

Incorporate a short quotation (fewer than five lines) within the double-spaced text and enclose the quotation with double quotation marks.

- Use single quotation marks within the double quotation marks for any material that was enclosed in double quotation marks in the original source. In the following example, *dove* is enclosed in double quotation marks in the original source:
 

Ryken (1992) states, “Even the prophet’s name is ironic: *Jonah* means ‘dove,’ symbol of hope and peace, which are the farthest things from Jonah’s mind” (338).
- Use a comma after the statement that introduces the quotation. Use verbs such as *stated*, *states*, *reported*, *reports*, *observes*, *observed*, or something similar to introduce the quotation:
 

Morgan (2003) reported, “Enrollment at the study centers increased 12 percent in 2002” (56).

- Use a colon after a more formal introduction of the quotation. A formal introduction often uses words such as *thus*, *the following*, or *as follows*.
- Use no punctuation before the quotation if the quotation is joined to the introductory statement with words such as *that*, *if*, and so forth.
- Capitalize the first word of the quote if it is set off syntactically from the text by a comma or a colon (even if it is lowercased in the original source).
- Do not capitalize the first word of the quote if it is joined to the introductory text with words such as *that*, *if*, and so on (even if it is capitalized in the original source).
- To indicate the omission of a word, phrase, or sentence, use an ellipsis—three periods with spaces between them: . . . Leave a space between the last quoted word or punctuation mark and the first ellipsis dot, and another space after the last dot before the next word or punctuation mark (Turabian 2013, 354).
- Use four ellipsis dots for omission following a sentence. The first dot, placed immediately after the last word of the sentence, is the sentence period.
- Place the in-text citation immediately after the quotation marks and *before* the mark of punctuation:

He emphasizes that “structural and relational dimensions of training must be appropriate to training goals” (Ferris 1994, 5).

### Long (Block) Quotations

Set off direct quotations of five or more lines in a freestanding block (or block quotation).

- Indent block quotations one-half inch (1.27 cm) from the left margin, and single-space.
- The right margin is not indented and is unjustified or “ragged.”
- Do not indent the first line of a block quotation an additional one-half inch (1.27 cm).
- Do indent the first line of subsequent paragraphs an additional one-half inch (1.27 cm) if the block quote has additional paragraphs.
- A block quotation may be preceded by either a period or a colon.
- A colon precedes a block quotation introduced by *thus*, *as follows*, or other similar wording.
- Be consistent in using a period or a colon for those block quotations not introduced by *thus*, *as follows*, and so on.
- Do not enclose block quotations in quotation marks.
- Do, however, retain any quotation marks within the original source.
- Place the in-text citation *after* the final mark of punctuation. (This differs from the short quotation format.)

### Scripture Quotations

Incorporate Scripture quotations of fewer than five lines into the text.

- Follow the same rules for short Scripture quotations as for regular short quotations.
- Cite the Scripture reference in an in-text citation (book of the Bible, chapter, verse, and version).
- Abbreviate books of the Bible in scriptural citations according to the abbreviations given in [Appendix C](#). (Note: Spell out books of the Bible within the text.)
- Use arabic numerals to indicate book, chapter, and verse divisions.
- Use an en dash, rather than a hyphen, between inclusive verse numbers and chapters.

- Cite the version of the Bible the first time a Scripture passage is quoted in a paper. Do not repeat the version in subsequent citations if the same version is used throughout the paper.

First citation: (1 Sam. 18:3–4 NIV)

Subsequent citation: (Rom. 14:1–15)

Set off direct Scripture quotations of five or more lines in a freestanding block.

- Follow the same rules for block Scripture quotations as for regular block quotes.

## Additional Elements of Style

### Abbreviations

- Use abbreviations only if the term is used five or more times in a paper. The term should be spelled out the first time it is used, followed by the abbreviation in parentheses. Use only the abbreviation in subsequent references to the term:

The Finnish Free Foreign Mission (FFFM) began the work in Kenya in 1949. . . . The FFFM emphasized that national evangelists and pastors should be involved in the work.

- Generally, do not use abbreviations in the text of a paper except for parenthetical material, reference lists, tables, and figures.
- Abbreviate terms such as *editor*, *translator*, *volume*, *revised*, and *enlarged* in reference lists.
- Abbreviate names of countries, states, provinces, and so forth in reference list entries. Abbreviate the names of states using the official US Postal Service abbreviations.
- Within text as well as reference lists and citations, follow these guidelines:
  - ▶ Abbreviate forms of address: Mr., Mrs., Dr.
  - ▶ Abbreviate *Saint* before the name of a Christian saint: St. Thomas Aquinas.
  - ▶ Abbreviate academic titles. Do not use the form of address (such as Dr.) if the academic title is listed after the name.
  - ▶ Abbreviate religious, professional, and military titles unless the title is preceded by *the*. Spell out the title if preceded by *the*. Titles, spelled out or abbreviated, are used only when followed by the person's full (first and last) name. Do not use titles with a surname alone:

Correct use of titles:	Rev. Charles Crabtree	the Reverend Charles Crabtree
------------------------	-----------------------	-------------------------------

Incorrect use of titles:	Rev. Crabtree	Reverend Crabtree
	the Rev. Crabtree	the Reverend Crabtree

- Spell out books of the Bible within the text of a paper.
- Spell out geographical names within the text of a paper.
- Spell out compass points and terms for streets within the text of a paper:

Global University is located at 1211 South Glenstone Avenue in southeast Springfield.

- Spell out terms of measure (distance, volume, weight, and so on):

eight inches	seventeen centimeters	150 miles
125 pounds	fifty kilometers	seven ounces

- Use periods with abbreviations that appear in lowercase letters; do not use periods with abbreviations that appear in capital letters:

e.g. i.e. p.m. vol. etc. AGWM UN BBC OPEC

However, follow these exceptions:

- ▶ Use periods after initials used for given names (for example, C. S. Lewis) with a space between the initials.
- ▶ Do not use periods after abbreviations for academic degrees and professional titles (such as PhD, DMin, BA, MA, MD, DDS) and leave no space between initials.
- ▶ The abbreviation for *United States* (US) may be used in text when the term is used as an adjective; when used as a noun, *United States* should be written out.

## Capitalization

In general . . .

- Capitalize proper nouns and adjectives:  
Napoleon Brussels, Belgium Eiffel Tower African nations
- Do not capitalize proper nouns and adjectives that are a part of everyday language:  
india ink arabic numeral french fries
- Capitalize the names of deities, whether in monotheistic or polytheistic religions:  
God Jesus Jehovah Yahweh Satan (*but* the devil) Allah
- Capitalize alternative or descriptive names for God:  
the Almighty the Holy Spirit the Lord the Trinity Son of God
- Capitalize personal pronouns referring to God, Jesus, and the Holy Spirit:  
God demonstrated His love by sending His Son into the world to redeem humankind.
- Do not capitalize relative pronouns (who, whom, whose) or reflexive pronouns (himself, myself) when referring to God, Jesus, and the Holy Spirit:  
Praise the God who created all things! Jesus himself demonstrated agape love.
- Capitalize, but do not italicize, names and versions of the Bible and revered works of other religions:  
Bible the Law Scripture the Revised Standard Version  
Qur'an Sutra
- ▶ Lowercase the adjective form of Bible and Scripture:  
Bible, but biblical Scripture, but scriptural
- Capitalize, but do not italicize, the names of books of the Bible. The word *book* is usually lowercased, and the words *Gospel* and *Epistle* are usually capitalized:  
Exodus, the book of Exodus Matthew, the Gospel of Matthew  
Galatians, the Epistle of Galatians the Psalms, a psalm  
Acts, the Acts of the Apostles the Gospel writers
- Do not capitalize the word *gospel* when the term is used as a noun or an adjective to mean “the good news”:  
Christians must endeavor to preach the gospel message to all the world.

- Capitalize the names of major religions, denominations, sects, orders, and religious movements:  
 Christianity, Christian      Protestantism, Protestant      Buddhism, Buddhist  
 Catholicism, Catholic      Judaism, Jew      Islam, Muslim
- Capitalize the noun forms of both *Pentecostal* and *Charismatic*. However, the adjective form of these terms does not need to be capitalized:  
 doctrine of a Pentecostal      pentecostal believer  
 worship style of a Charismatic      charismatic prayer group
- Capitalize the word *church* when it is part of the name of a denomination or a specific local church:  
 the Church of England      First Baptist Church
- Do not capitalize *church* if the reference is not to a specific church:  
 There is only one Assemblies of God church in the city of 75,000 people.
- Do not capitalize *church* when used for organized Christianity as an institution in the noun or adjective forms:  
 the early church      church and state      the church fathers

For additional guidelines on the capitalization of religious terms, consult *Merriam Webster's Collegiate Dictionary*.

## Numbers

- Spell out whole numbers from one through one hundred, round numbers (hundreds, thousands, hundred thousands, and millions), and any number beginning a sentence. Use numerals for other numbers:  
 thirty-three colleges      one hundred students      five thousand years  
 two hundred girls      101 members      1,252 men
- Apply the same rule to ordinal numbers:  
 thirty-first floor      five-thousandth person      101st day
- At the beginning of a sentence, spell out the number before a book of the Bible:  
 First Corinthians 13 was the reading for today's service.
- Use a combination of numerals and spelled out numbers for numbers in the millions or more:  
 2.5 million citizens
- Place commas in numbers of four or more digits (except four-digit years):  
 5,678 students      population of 135,566      1295 BC
- Use the era designations BC (before Christ) and AD (*anno Domini*, in the year of our Lord) instead of BCE (before the common era) and CE (of the common era). Note that BC follows the year and AD precedes the year.  
 1050 BC      AD 67
- Express years in numerals unless they are at the beginning of a sentence.
- Use cardinal rather than ordinal numerals (which use suffixes *st*, *nd*, *rd*, or *th*) to express specific dates.
- Be consistent throughout the paper in the form for writing dates:  
*either* December 27, 1975 *or* 7 August 1953

- Spell out centuries in lowercase letters:  
     ninth century                      twenty-first century
- Decades may be spelled out in lowercase letters (if the century is clear) or expressed in numerals. Either format is acceptable but must be consistent throughout the paper:  
     the eighties *or* 1980s
- Spell out times of day in even, half, and quarter hours:  
     Devotions began at seven o'clock in the morning.
- Use numerals to express exact times. The abbreviations *a.m.* and *p.m.* are lowercased:  
     The seminar will begin on June 20 at 7:30 a.m. in the Global University chapel.
- Do not use numerals to express noon or midnight:  
     The catered lunch will be served in the conference room at noon.
- Use capital roman numerals after names:  
     Elizabeth II
- Use ordinal numbers to designate dynasties, political divisions, and military units. The ordinal number precedes the division or unit. Numbers of one hundred or less are spelled out and capitalized. Numbers over one hundred are expressed in numerals:  
     Nineteenth Dynasty                      105th Congress

## Point of View

When writing in academic style, the first-person point of view (I, me, my, we, our, and so on) should rarely be used. For example, avoid introducing an idea with a statement such as “I believe . . .”

Most academic papers are better when written from the third-person point of view (he, she, they, their, his, hers, him, her, and so on), such as stating, “The study showed . . .”

- “Third person perspective can make one’s writing seem less subjective, more authoritative, and more professional” (Jones-Shoeman 2010).
- First person is acceptable in these instances:
  - ▶ Personal illustrations
  - ▶ Compare-contrast questions when asked to identify your own viewpoint
  - ▶ Reflective portions of assignments

## Spelling and Grammar

Be sure to check your paper for spelling and grammar errors. Most word processing software programs have built-in spelling and grammar checks.

- [\*Merriam Webster’s Collegiate Dictionary\*](#) is the standard spelling reference for student papers. When the dictionary gives a choice of two spellings, use the spelling listed first.
- It is acceptable to use either the American or British variation of English spelling, whichever is customary for the student.

## Glossary

<b>bibliographic entry</b>	listing of an individual source with author, title, place and date of publication, and publisher in a prescribed format such as Turabian or APA
<b>block quotation</b>	a quotation of five lines or more, indented and single-spaced, with no quotation marks
<b>citation</b>	a reference to a published or unpublished source, whether or not it is the original source. Bibliographic entries alone are typically not considered to be citations. Generally, <i>citation</i> refers to a combination of the in-text, parenthetical notation and the bibliographic entry in the reference list.
<b>direct quotation</b>	a copying of material that has been written and published by another author exactly word-for-word. If the quotation is short (generally less than forty words), put quotation marks around the material. If the quote is forty words or more, use a block quote.
<b>double quotation marks</b>	two apostrophe-like curly marks, either left-handed (inverted) or right-handed (close of quote), used for enclosing quotations “like this”; may also be used to offset a single word or phrase in a sentence that is not “actually” a quote
<b>headline style capitalization</b>	capitalizing the first and last words of the title and all other words except articles, prepositions, and conjunctions
<b>in-text citation</b>	the author-year method of citation enclosed in parentheses within the text of the paper, as opposed to footnotes or endnotes
<b>paraphrasing</b>	rewording and restructuring written material to adapt it to your own writing style. The ideas you are paraphrasing must be properly cited.
<b>reference list</b>	a list of books, journal articles, websites, and so on referred to or quoted from in an academic paper
<b>sentence style capitalization</b>	capitalizing only the first letter of the first word of the title and subtitle and any proper nouns and proper adjectives thereafter (Turabian 2013, 314)
<b>short quotation</b>	a quote that is four lines or less, incorporated into the double-spaced text, enclosed in double quotation marks
<b>single quotation mark</b>	one apostrophe-like curly mark, either left-handed (inverted) or right-handed (close of quote), used for enclosing quotations that exist within quotations “like ‘this’ quotation”; may also be used to offset a single word or phrase in a sentence that is not ‘actually’ part of the quote

## Appendix A. Sample Reference List

Title begins two inches from top of page

### REFERENCE LIST

- Allen, D. Matthew. 2010. The Kingdom in Matthew. Biblical Studies Foundation. Accessed July 20, 2010. <http://bible.org/article/kingdom-matthew>
- Barnett, Paul William. 1977. Who Were the “Biastai” (Matthew 11:12–13)? *Reformed Theological Review* 36:65–70.
- Bornkamm, Günther. 1960. *Jesus of Nazareth*. Translated by Irene and Fraser McCluskey with James M. Robinson. New York: Harper.
- Bornkamm, Günther, Gerhard Barth, and Heinz Joachim Held. 1963. *Tradition and Interpretation in Matthew*. Translated by Percy Scott. Philadelphia: Westminster.
- Dahlberg, B. T. 1975. The Typological Use of Jeremiah 1:4–19 in Matthew 16:13–23. *Journal of Biblical Literature* 94:73–80.
- Davids, P. H. 1988. Hades. In *Encyclopedia of the Bible*, ed. Walter A. Elwell, 1:912. Grand Rapids: Baker.
- Foerster, Werner. 1976. Beelzebou/l. In *Theological Dictionary of the New Testament*, ed. Gerhard Kittel and Gerhard Friedrich. Translated by Geoffrey W. Bromiley, 1:606–607. Grand Rapids: Eerdmans.
- Gundry, Robert H. 1994a. *Matthew: A Commentary on His Handbook for a Mixed Church under Persecution*. 2nd ed. Grand Rapids: Eerdmans.
- . 1994b. *A Survey of the New Testament*. 3rd ed. Grand Rapids: Zondervan.
- Kingsbury, Jack Dean. 1975. *Matthew: Structure, Christology, Kingdom*. Minneapolis: Fortress.
- . 1977. *Matthew: A Commentary for Preachers and Others*. London: SPCK.
- Kümmel, Werner Georg. 1957. *Fulfillment and Promise*. Translated by D. M. Barton. Studies in Biblical Theology 23. Naperville, IL: Allenson.
- Kurke, Leslie. 2000. The Strangeness of “Song Culture”: Archaic Greek Poetry. In *Literature in the Greek and Roman Worlds: A New Perspective*, ed. Oliver Taplin. Oxford: Oxford University Press.

## Appendix B. Citation Examples

In each example, the in-text citation is shown first, followed by the corresponding reference list entry.

### Print Books

#### One Author

(Kaiser 1998, 113)

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

#### Two Authors

(Shawchuck and Heuser 1996, 45)

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

#### Four or More Authors

(Scott et al. 1993, 135)

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

#### Editor in Place of Author

(Barrett 1987, 144)

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.

#### Corporate Author

(American Psychological Association 2010, 155)

American Psychological Association. 2010. *Publication Manual of the American Psychological Association*. 6th ed. Washington, DC: American Psychological Association.

#### No Author or Editor

(Bluebook 2000, 95)

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

Secondary Source (One Source Quoted in Another)

- It is best to avoid repeating quotations you have read in a secondary source but have not actually seen in the original work. If possible, obtain the original to verify not only that the quotation is accurate but also that it fairly represents what the original meant.
- If the original source is unavailable, cite the original source in your reference list as “quoted in” in the secondary source. For example, if Stott’s work is cited in a book by Arrington (2003) and you did not read Stott’s original work, list Stott’s work in the reference list with the “quoted in” notation.

(Stott 1964, 59)

Stott, John R.W. 1964. *The Baptism & Fullness of the Holy Spirit*. Downers Grove, IL: InterVarsity Press.  
Quoted in French L. Arrington, *Encountering the Holy Spirit: Paths of Christian Growth and Service*. (Cleveland, TN: Pathway Press, 2003), 115.

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(Cotton 2003, 271–272)

Cotton, Roger. 2003. God Reveals Himself to His People. In *They Spoke from God: A Survey of the Old Testament*, compiled and edited by William C. Williams; Stanley M. Horton, general editor, 265–312. Springfield, MO: Logion Press.

Editor in Addition to Author

(Hemer 1989, 62)

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

**Periodicals**Journal Article—Volume Only

(Ward 1987, 401)

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

Journal Article (No Author)—Volume and Issue Numbers

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(Guelich 1991, 41)

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(Woodward 2001, 103)

Woodward, Kenneth L. 2001. How Should We Think about Islam? *Newsweek*, December 31, 102–103.

Newspaper Article

(*New York Times*, October 9, 2002)

Articles from print newspapers are not listed in the reference list.

**Electronic Sources**

Insofar as possible, cite an electronic source similarly to a print source with the standard facts of publication: author's name, title, date, and so forth. Include the URL (in hypertext) and the date you accessed the source.

Book Accessed on the Internet (With Page Numbers)

(Kurland and Lerner 1987, 13)

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

(Luther 1538, 57)

Luther, Martin. 1538. *A Commentary on St. Paul's Epistle to the Galatians*. Grand Rapids: Christian Classics Ethereal Library. Adobe PDF eBook. Accessed July 25, 2011. <http://www.ccel.org/ccel/luther/galatians.pdf>

Book Accessed on an eReader (Kindle, Nook, iBooks, Google Play, etc.) (Without Page Numbers)

- In addition to the standard facts of publication, include the type of ebook format.
- Include an identifiable location such as chapter, section heading, and paragraph.
- If available, location numbers may also be included. Do not include an access date.

(Kaiser 2011, chap. 1, under “We Are Given the Resolution to the Problem of Death and the Grave,” para. 2)

Kaiser, Walter C. Jr. 2011. *Preaching and Teaching the Last Things: Old Testament Eschatology for the Life of the Church*. Grand Rapids: Baker Academic. Kindle ebook.

(Gangel 1997, chap. 4, Location 178–179)

Gangel, Kenneth O. 1997. *Team Leadership in Christian Ministry: Using Multiple Gifts to Build a Unified Vision*. Chicago: Moody Bible Institute. Google Play ebook.

Book on CD-ROM

(Smith 1998, 384)

Smith, Mary. 1998. *Biblical Imagery*. Miami: IBT Multimedia. CD-ROM.Book in an Electronic Reference Library on CD-ROM

(Unger 1988, 126)

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.Book Review from an Electronic Database

(Simpson 2015, 136)

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(Ferziger 2004, 59)

Ferziger, Adam S. 2004. Religious Zealotry and Religious Law: Rethinking Conflict and Coexistence. *Journal of Religion* 84, no. 1 (January): 48-77. Academic Search Elite Database. Accessed February 17, 2004. <http://search.ebscohost.com/login.aspx?direct=true&db=afh&AN=12323588&site=ehost-live&scope=site>

- If a database gives a permanent (or persistent) URL link, use that rather than the URL in your browser's address field.

Journal Article from a Website

(Butrin 2012, under "Judgmental Attitudes")

Butrin, JoAnn. 2012. The HIV/AIDS Epidemic: Who Will Cry for Me? *Enrichment* (Winter 2012). Accessed November 12, 2012. [http://enrichmentjournal.ag.org/201201/201201\\_080\\_HIV.cfm](http://enrichmentjournal.ag.org/201201/201201_080_HIV.cfm)Newspaper Accessed on the Internet

(Daily Nation 2013)

Mayfield-Blake, Rachael. 2013. What Constitutes a Healthy Diet. *Daily Nation* (Kenya), July 7. Accessed July 17, 2013. <http://www.nation.co.ke/bupahealth/-/1841864/1907766/-/qt57o6/-/index.html>

### Websites and Web Pages

- If there is no author, the source should be listed under the title of the website or the name of its owner or sponsor (generally found in the “Contact Information”).
- If there is no date, use the access date.
- If there are no page numbers, use section headings.

(World Health Organization 2013, under “One of the major challenges . . .”)

World Health Organization. 2013. United Nations to Establish WHO-Led Interagency Task Force on the Prevention and Control of Noncommunicable Diseases. World Health Organization. Accessed July 26, 2013. [http://www.who.int/mediacentre/news/notes/2013/ncds\\_ecosoc\\_20130722/en/index.html](http://www.who.int/mediacentre/news/notes/2013/ncds_ecosoc_20130722/en/index.html)

(Herrick 2009, under “Areas of Difference Among Evangelicals”)

Herrick, Greg. 2009. Eschatology: End Times. Biblical Studies Foundation. Accessed March 15, 2010. <https://bible.org/seriespage/eschatology-end-times>

### Blogs

- Include enough information to identify and locate a source even if the URL changes or becomes obsolete.
- If the name of the publication does not make the genre clear, indicate “blog” in parentheses after the name of the publication.

(Lucado 2013)

Lucado, Max. 2013. So Glad God Doesn’t Require a Smartphone. Max Lucado’s Blog, July 18. Accessed July 25, 2013. <http://maxlucado.com/read/max-lucados-blog>

### Social Networking Sites

- Information posted on social networking sites should normally be cited only in parenthetical citations.

(John Jones, Twitter post, August 25, 2011 [10:23 p.m.]. Accessed September 4, 2011. <http://twitter.com/personstwitterhandle>)

(Christianity Today, Facebook post, June 29, 2012 [3:12 p.m.]. Accessed September 7, 2012. <https://www.facebook.com/CTMagazine>)

### Discussion Groups and Mailing Lists

Material posted or sent to an electronic discussion group or mailing list should normally be cited only in parenthetical citations. List the name of the correspondent, the title of the group or subject line of the e-mail message (in quotation marks), the name of the forum or list, and the date and time of the message or post. Omit e-mail addresses. Give the correspondent’s name exactly as listed, even if it is clearly a pseudonym. If the material is archived online, include an access date and a URL. (Turabian 2013, 262)

(Dodger Fan, post to “The Atomic Bombing of Japan,” September 1, 2011 [12:57:58 p.m. PDT], History forum, Amazon.com. Accessed September 30, 2011. <http://www.amazon.com/forum/history>)

## Other Published and Unpublished Sources

### Theological Encyclopedia or Dictionary

(Perkins 2007, 583)

Perkins, Pheme. 2007. Gnosticism. In *New Interpreter's Dictionary of the Bible*, ed. Katherine Doob Sakenfeld, vol. 2, 581–584. Nashville: Abingdon.

### Encyclopedia or Dictionary Article in Well-known Reference Work

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

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

### Signed Encyclopedia or Dictionary Article in Well-known Reference Work

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

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

### Encyclopedia or Dictionary Article in Scholarly Reference Work

(Robeck 1988, 708)

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.

### Unpublished Thesis or Dissertation

(Gibbs 1990, 89)

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

### Paper Presented at Meeting or Conference

(Doyle 2002, 19)

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.

### Personal Communication

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

Personal communications are not listed in the reference list.

### Scripture Passage

(1 Thess. 4:15–16)

The Bible or specific versions of the Bible are not listed in the reference list.

## Appendix C. Abbreviations of Books of the Bible

The following traditional Bible abbreviations follow the *Turabian Manual* (8<sup>th</sup> ed.), pages 340–342. Refer to page 341 for abbreviations of the Apocryphal books.

### Old Testament

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

### 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.
2 Thessalonians	2 Thess.	<i>or</i> Apocalypse	<i>or</i> Apoc.

## Appendix D. Citation Management Tools

### EndNote

EndNote is a bibliographic management software program that allows you to collect and organize citations and insert them in a word processing program in formatted bibliographic styles. With EndNote you can search online bibliographic databases, organize your references and images, and create bibliographies and figure lists instantly. Instead of spending hours typing bibliographies or using index cards to organize your references, do it the easy way by using EndNote.

You can purchase the EndNote software from the Global University Business Office at a discounted student price, or you may purchase it at the regular price directly from Thomson Reuters at [www.endnote.com](http://www.endnote.com).

### Zotero

“Zotero is a free, easy-to-use yet powerful research tool that helps you gather, organize, and analyze sources (citations, full texts, web pages, images, and other objects), and lets you share the results of your research in a variety of ways. An extension to the popular open-source web browser Firefox, Zotero includes the best parts of older reference manager software (like EndNote)—the ability to store author, title, and publication fields and to export that information as formatted references—and the best parts of modern software and web applications (like iTunes and del.icio.us), such as the ability to interact, tag, and search in advanced ways.” —Zotero.org

Here is some of what Zotero offers for you and your research:

- Automatic capture of citation information from web pages
- Storage of PDFs, files, images, links, and whole web pages
- Flexible note taking with auto-save
- Fast, as-you-type search through your materials

You can download Zotero from [www.zotero.org](http://www.zotero.org).

## Appendix E. Sample Title Page for Undergraduate Project

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

THE TITLE OF YOUR PROJECT GOES HERE

ALL CAPS AND ON TWO LINES IF OVER 48 CHARACTERS

*5 blank lines between sections*

By

Your Full Name Here

123456789

*Student number*

*5 blank lines between sections*

A Project

Submitted to the Faculty  
In Partial Fulfillment of the Requirements for

Course Number

Course Title, Edition

Print Number (PN)

*5 blank lines between sections*

Global University

Month 20XX

*Because of varying lengths of titles, spacing between sections may need to be adjusted to maintain a two-inch bottom margin and equal spacing between sections.*

## Appendix F. Sample Title Page for Undergraduate CRA

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

THE TITLE OF YOUR CRA GOES HERE  
ALL CAPS AND ON TWO LINES IF OVER 48 CHARACTERS

*3 blank lines between sections*

By  
Your Full Name Here  
123456789

*Student number*

*2 blank lines*

A Collateral Reading Assignment  
Submitted to the Faculty  
In Partial Fulfillment of the Requirements for  
Course Number  
Course Title, Edition  
Print Number (PN)

*2 blank lines*

*TEXTBOOK*

Textbook Title  
by Author Name  
City, State: Publisher, Copyright Year

*3 blank lines*

Global University  
Month 20XX

*Because of varying lengths of titles, spacing between sections may need to be adjusted to maintain a two-inch bottom margin and equal spacing between sections.*

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- EndNote. 2010. Thomson Reuters. Accessed June 23, 2010. <http://www.endnote.com>
- Global University Staff and Graduate School of Theology, eds. 2009. *Global University Form and Style Guide: Student Handout on Form and Style*, 5th ed. Springfield, MO: Global University.
- Honderick, Linda, ed. 2004. *Global University Form and Style Guide*, 4th ed. Springfield, MO: Global University.
- Jones-Shoeman, Cynthia. 2010. *Objectivity in Essays—The Power of Third Person*. Suite101.com. Accessed June 23, 2010. <http://essay-writing.suite101.com/article.cfm/objectivity-in-essays-the-power-of-third-person>
- Turabian, Kate L. 2013. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students & Researchers*, 8th ed. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and University of Chicago Press Editorial Staff. Chicago: University of Chicago Press.
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