

QUICK REFERENCE FORMAT GUIDE

BRIERCREST SEMINARY

Revision: Spring 2011

This document is designed to help you format your written assignments at Briercrest Seminary. What follows is based on Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed., commonly referred to as *Turabian*. *Turabian* itself is based on the *The Chicago Manual of Style*, 14th ed. By following these guidelines you are learning the basics of the *Chicago* style, an important formatting system for those writing papers in humanities disciplines. For other disciplines (e.g., Social Sciences) APA formatting may be requested. Individual instructors will communicate expectations regarding this.

Please note that the format of the following examples, and not the layout of this document, should be used as an example of proper form.

Please note the index at the end of this document (see p. 36).

GENERAL

Use unlined 8½" x 11" white paper for academic papers. Twenty pound bond paper is recommended, although fifteen pound paper is acceptable.

Do not use file folders or report covers. Simply staple your pages together in the upper left corner.

Do not use right or full justification in academic papers.

All papers need to be typed, double spaced, on unlined paper. The text should be neat, consistent, and must satisfy your instructor's expectations. Use a standard font such as Times New Roman or Arial with a font size of 12 point.

COMPUTER USERS

Name and save files immediately. Choose auto-save and auto-backup options if available. Periodically backup to other media, flash disks, CD data disks, or hard copies. Use spell check, but do not trust it blindly since it will not identify errors such as "top" when you meant to say "tip".

In most cases, assignments will be accepted electronically. In these cases, formatting according to the guide is still required. When submitting assignments electronically, keep the entire assignment together. Do not submit separate files for title page, bibliography, etc. Individual faculty members may have specific requests about electronic assignment submission.

THE FIRST PAGE

Enter your name and box number in the upper left hand corner. Double-space down and enter your instructor's name. Double space and enter the course number and name (and section number, if applicable). Double space once again and enter the due date for the assignment.

Double-space and centre the title of your paper. It should be in capital letters (do not underline it) with no line longer than 4½ inches. If your title is more than one line in length, the first line should be 4½ inches; subsequent lines should be formed into an inverted pyramid and double-spaced. (See sample p.31)

MARGINS

All pages should have margins of 1 inch.

Important Note: All pages should have a 1 inch top margin, except when the page includes a title such as "BIBLIOGRAPHY," "REFERENCE LIST," or "OUTLINE." In these cases, the title is positioned 2 inches from the top of the page and the text begins on the third line after the title.

PAGE NUMBERS

All page numbers should be centred and placed $\frac{3}{4}$ of an inch from the bottom of the page. (This policy supersedes anything to the contrary found in *Turabian*.) If you are required to turn in an outline, the first page material (title, name, etc.) appears on the outline page, and the first outline page is page i. Do not put the page number (i) on the first outline page unless you have more than one outline page. The first page of the main body of your paper begins with the Arabic number 1. Pagination should continue to the very end of your paper—your bibliography or reference list should continue your paper's pagination.

Electronic assignment submissions should have *all* page numbers at the bottom center of the page. The first page will be page "1" unless there is an outline page as noted above. Written appendices are to be included as part of the project after the body of the paper and before the bibliography/reference list.

THESIS STATEMENT

In some cases, a thesis statement may be required for your paper. A thesis statement is a sentence which identifies your position or stance on your topic. It typically appears as the last sentence of the introduction to your paper. A thesis statement identifies the claim you are seeking to establish. It typically has two components: a subject (the issue you are addressing) and a predicate (what you intend to prove about the issue you are addressing).

A thesis statement must be more than a simple declaration of your topic. It should be **substantive**, that is, it should make a claim that is interesting and important. Ask yourself, “Is this issue significant enough to hold my readers’ interest?”

A thesis statement should be **contestable** or debatable. Your argument should be something with which your reader might reasonably disagree. Will it make your reader think, “You will have to persuade me to accept that claim”?

A thesis statement should be **explicit**. It should be highly focused and contain specific concepts and claims.

Poor Thesis Statement: Socrates criticizes several people and ideas.

Improved Thesis Statement: Socrates’ attack on Polemarchus’s definition of justice is unsuccessful because Socrates erroneously assumes that justice is a craft.

To summarize, when using a thesis statement, your paper as a whole should offer your readers convincing reasons to accept this thesis. Papers without focused thesis statements tend to wander and to be weaker.

INCLUSIVE LANGUAGE

Because language affects human attitudes and perceptions, it is important to avoid all kinds of biases based on race, gender, disability, age or economic class.

If you use the generic *He, His and Him* style, your writing style comes across to a modern audience as outdated. Instead, consider the following options:

1. Recast your sentence in the plural. Example: “Students must pass their exams to graduate” rather than “Each student must pass his exam to graduate.”
2. Eliminate personal pronouns altogether. Example: “Each student must submit a final paper” rather than “Each student must submit his final paper.”

OUTLINE

In some cases, an outline may be requested. In these cases, your outline will be the first page of your paper, and the title should appear on the page as directed on page 31.

Type “OUTLINE” 2 inches from the top of the page. Your thesis statement should begin on the third line below this. Type “Thesis:” and then enter your thesis statement. On the third line below your thesis statement, type your first major heading. Headings and subheadings should be labelled as follows:

I. A. 1. a) (1) (a) i)

I. Major point

A. Subpoint

1. Reason or example

a) First supporting detail for 1

(1) Expansion of a)

Each level is indented so that the A. goes under the first letter of the first word in level I.; the 1. goes under the first letter of the first word in level A, and so on. Periods and parenthesis should line up vertically, one directly under the other (watch out with Roman numerals!). Headings are capitalized sentence style, that is, you should only capitalize first words, proper nouns, and proper adjectives.

If all headings/subheadings are complete sentences you should place a period at the end of each one. If all headings are not complete sentences, do not put periods after any heading. Regardless of whether you choose to use phrases or complete sentences in your outline, all entries must have the same grammatical form: do not mix phrases with sentences or vice versa.

You cannot have an “orphan” outline entry, that is, you cannot have an A. without a B., a 1. without a 2., etc.

Even when you are not required to include an outline when you turn in a paper, you should write in such a way that your paper is easily reducible to an outline, i.e., three or four major points, with each main point having supporting points or discussions of evidence contrary to your claim. Each of your main points should directly support your thesis, and each supporting point directly support one of your main points. Each sentence in your paper should be “traceable” back to your thesis—if not, it does not belong in your paper.

HEADINGS AND SUBHEADINGS

The major headings of your paper are to be written in capital letters and centered 2 inches from the top of the page. Begin typing on the third line below the heading. If you use subheadings, they are to be placed on the third line below previous text.

CHAPTER

CENTERED UPPERCASE HEADING

| | |
|---------|--|
| Level 1 | <u>Centered, Underlined, Uppercase and Lowercase Heading</u> |
| Level 2 | Centered Uppercase and Lowercase Heading |
| Level 3 | <u>Flush Left, Underlined, Uppercase and Lowercase Side Heading</u> |
| Level 4 | Flush Left, Uppercase and Lowercase Side Heading |
| Level 5 | <u>Indented, underlined, lowercase paragraph heading ending with a period.</u> |

PUNCTUATION

Quotation Marks

Use the following samples as guidelines when using punctuation with quotation marks:

.” ,” ”? ”! ”: ”;

”? ”!—If the punctuation pertains to the entire sentence of which the quotation is part.

?” !”—If the punctuation is part of the quoted material.

If quoted material ends in a semicolon or colon in the original, the punctuation can be changed to a comma or period to fit with the structure of your sentence.

When you quote from the Bible or use parenthetical references, the punctuation is placed after the parentheses. Examples:

“Jesus wept” (John 11:35).

“When in doubt, document” (Timmerman and Hettinga 1987, 62).

Single Quotation Marks

’. ’, Generally, single quotation marks go inside the punctuation.

Spacing After Punctuation

One space after: , ; : . ? !

Do not leave a space after colons when used in Scripture references, between hours and minutes, or between volume and page numbers (Rom. 3:23; 6:30 P.M.; 4:234-44).

Do not leave a space after periods in abbreviations such as: i.e., e.g., A.M., P.M. (or a.m., p.m.), A.D., B.C., Ph.D.

Leave a single space after periods following initials of personal names, e.g., J. R. R.

Tolkien, and within reference documentation such as footnotes and bibliographies.

Hyphens and Dashes

A hyphen is made with one stroke of the hyphen key. A dash is made with two conjoined hyphens.

Do not leave a space before or after hyphens or dashes. Examples:

Vancouver is a fast-growing city.

The proposal may—in fact, does—meet all the requirements.

Notation Numbers

“The footnote notation number is placed after the punctuation and is superscripted.”¹

Ellipses . .

Ellipses show that you have omitted part of the material you are quoting. Ellipsis points are made by using the period key. In most cases there will be three periods, each of which is followed by a space.

Typically, ellipses before or after quotations are unnecessary. They are only necessary when failure to indicate that your sentence is incomplete would be confusing.

If you are omitting material from the beginning of a sentence, do not capitalize the first word of your quotation if it is not capitalized in your source. Example:

The Apostle John indicates that God “gave his one and only Son, that whoever believes in him shall not perish but have eternal life” (John 3:16).

If you are omitting from the middle of a sentence, place the ellipsis points in the space the material would normally occupy. Example:

“For God so loved . . . that whoever believes in him shall not perish but have eternal life” (John 3:16).

If you are omitting material after a complete sentence, use four ellipsis points (the first one is the period belonging to the first sentence). Example:

“The family may fairly be considered, one would think, an ultimate human institution. . . . it has been the main cell and central unit of almost all societies hitherto” (Chesterton 1990, 37).

For further explanations, exceptions, and examples see *Turabian*, 80-83.

QUOTATIONS

Quotations should be typed exactly as in the original, including wording, spelling, capitalization, and punctuation (see the exception mentioned above in Punctuation: Quotation Marks). If there is an error in the original, type “[*sic*]” after the error in the quotation. Example:

“The firrst [*sic*] day of the week.”

Quotations shorter than four lines are to be incorporated into the text and enclosed in double quotation marks.

Quotes that are four or more lines long should be set off in a block quotation. A blank line should separate the regular text from the block quotation. Block quotations are single-spaced and offset ½ inch from the left-hand margin. If there is a paragraph indention in the original text, show it by indenting the first word of the block quotation another ½ inch. Do not enclose a block quote in quotation marks. Do not use right justification or right indention with block quotations.

ITALICS

Italicized text commonly indicates the titles of publications (e.g., *Mere Christianity*, *Macleans*, *Macbeth*), and words from another language (e.g., *a priori*, *agape*). You can also make *limited* use of italics for emphasis.

Note that titles of short stories, short poems, book chapters, and magazine articles are not italicized. Use quotation marks around these titles except for when they are used in reference lists.

ABBREVIATIONS AND CONTRACTIONS

Scholarly abbreviations, such as e.g. and i.e., should be used sparingly. Example: “Restrictions on the sulphur content of fuel oil are already in effect in some cities (e.g., Paris, Milan, and Rome), and the prospect is that limits will be imposed sooner or later in most cities.” Note the difference in meaning between i.e., “in other words,” and e.g., “for example.”

Abbreviations of Provinces and Territories of Canada

| | | | | | |
|----|------------------|----|-----------------------|----|----------------------|
| AB | Alberta | NL | Newf'd and Labrador | PE | Prince Edward Island |
| BC | British Columbia | NT | Northwest Territories | PQ | Quebec |
| MB | Manitoba | NS | Nova Scotia | SK | Saskatchewan |
| NB | New Brunswick | NT | Nunavut | YT | Yukon |
| | | ON | Ontario | | |

Abbreviations of States and Territories of The United States

| | | | | | |
|----|----------------------|----|----------------|----|----------------|
| AL | Alabama | KY | Kentucky | OK | Oklahoma |
| AK | Alaska | LA | Louisiana | OR | Oregon |
| AS | American Samoa | ME | Maine | PA | Pennsylvania |
| AZ | Arizona | MD | Maryland | PR | Puerto Rico |
| AR | Arkansas | MA | Massachusetts | RI | Rhode Island |
| CA | California | MI | Michigan | SC | South Carolina |
| CO | Colorado | MN | Minnesota | SD | South Dakota |
| CT | Connecticut | MO | Missouri | TN | Tennessee |
| DE | Delaware | MS | Mississippi | TX | Texas |
| DC | District of Columbia | MT | Montana | UT | Utah |
| FL | Florida | NE | Nebraska | VT | Vermont |
| GA | Georgia | NV | Nevada | VA | Virginia |
| GU | Guam | NH | New Hampshire | VI | Virgin Islands |
| HI | Hawaii | NJ | New Jersey | WA | Washington |
| ID | Idaho | NM | New Mexico | WV | West Virginia |
| IL | Illinois | NY | New York | WI | Wisconsin |
| IN | Indiana | NC | North Carolina | WY | Wyoming |
| IA | Iowa | ND | North Dakota | | |
| KS | Kansas | OH | Ohio | | |

Biblical Abbreviations

Briercrest Seminary has certain formatting expectations when using the Bible that may not be found in *Turabian*. This document should be taken as the final word for students at Briercrest. Abbreviate biblical books as follows. Note that no punctuation follows the abbreviated name.

Gen, Exod, Lev, Num, Deut, Josh, Judg, Ruth, 1 Sam, 2 Sam, 1 Kgs, 2 Kgs, 1 Chr, 2 Chr, Ezra, Neh, Esth, Job, Ps (Pss: when referring to the book or a number of Psalms), Prov, Eccl, Cant (for Canticles, the preferred academic name of Song of Solomon), Isa, Jer, Lam, Ezek, Dan, Hos, Joel, Amos, Obad, Jonah, Mic, Nah, Hab, Zeph, Hag, Zech, Mal, Matt, Mark, Luke, John, Acts, Rom, 1 Cor, 2 Cor, Gal, Eph, Phil, Col, 1 Thess, 2 Thess, 1 Tim, 2 Tim, Titus, Phlm, Heb, Jas, 1 Pet, 2 Pet, 1 John, 2 John, 3 John, Jude, Rev

Abbreviate English translations as follows:

| | | | |
|-----|-----------------------|------|------------------------------|
| JB | Jerusalem Bible | NEB | New English Bible |
| KJV | King James Version | NIV | New International Version |
| LB | Living Bible | NKJV | New King James Version |
| RSV | Revised Standard Ver. | NLT | New Living Translation |
| NCV | New Century Version | NRSV | New Revised Standard Version |
| | | NASB | New American Standard Bible |

The following abbreviations are acceptable when followed by a number (except at the beginning of a sentence).

chap(s).= chapter(s)

v(v).= verse(s)

Do not write out the words ‘chapter’ or ‘verse’ when citing references.

Incorrect: Matthew chapter 5 verse 13

Correct: Matthew 5:13

Abbreviated Scripture references are not permitted in the middle of a sentence.

Incorrect: In Matt 5:13 Jesus said . . .

Correct: In Matthew 5:13 Jesus said . . .

QUOTING SCRIPTURE

There are two ways to cite Scripture:

(1) in the body of the text. Example:

In Matthew 5:8 Jesus says, “Blessed are the pure in heart, for they will see God.”

(2) within parentheses prior to the final period. Example:

“Blessed are the pure in heart, for they will see God” (Matt 5:8).

If study Bible notes are consulted, the study Bible must appear in the bibliography/reference list. Otherwise, do not include the Bible in your bibliography/reference list.

Indicate which version of the Bible you are using in your paper. Use either of the following methods:

(1) A footnote or endnote should indicate which version is used. Example:

¹All Scripture citations are from the New Revised Standard Version (unless otherwise indicated).

or

(2) The first citation of Scripture should indicate the English version in parentheses. Example:

“Jesus wept” (John 11:35 NIV).

Subsequent references need not note the version unless other versions are cited.

AVOID STEREOTYPING

1. Be careful not to let stereotyped assumptions creep into your writing. Example: use “The doctors and their spouses” rather than “The doctors and their wives.”
2. Avoid using language which suggests stereotypical assumptions: adjectives like *ladylike* or *manly*, or terms like *feminine intuition* or *masculine ambition*.

APPENDICES

Written appendices are to be included as part of the project after the body of your paper and before the bibliography. They may be single-spaced.

DOCUMENTATION STYLES

There are three documentation styles that are acceptable for Briercrest Seminary papers:

- (1) Turabian style footnotes/endnotes with a bibliography;
- (2) Turabian style parenthetical notes with a reference list;
- (3) American Psychological Association (APA) parenthetical system with a reference list.

YOU MUST CHOOSE ONE OF THESE STYLES. Be sure to find out which style is acceptable for a particular paper or class. Some instructors prefer one over the other; some will accept only one.

Footnotes/endnotes with a bibliography are typically used in Bible, Theology, History, Literature, and Philosophy classes (in other words, the Humanities). Parenthetical notes with a reference list are often used in the Social Sciences (including Leadership and Management). APA is the usual style for Marriage and Family Counselling. Always check with your instructor for her/his preference.

Whichever documentation style you choose, **be consistent** and use the same style throughout your paper.

TURABIAN FOOTNOTE/ENDNOTE—BIBLIOGRAPHY STYLE

Footnotes should be written below a short separator line at the *foot* of the page. The separator line is 2 inches long and made with the underline key (not the hyphen). Add a blank line after the separator line. Begin with number 1 and continue in numerical order throughout your paper. Start each footnote on the same page as its notation number. If the footnote is long, it may run over to the next page's footnote section. All footnote entries are single-spaced, with a blank line between entries. The first line of the entry has a superscripted notation number and is indented ½ inch from the margin. Any additional lines of the entry begin at the margin. You will find *Turabian* helpful with footnote form. Many of these tasks are automated (thankfully) by word processing software.

If you are using endnotes, start a new page after the body of your paper. Type ENDNOTES in capital letters (not bold), centred, and 2 inches from the top of the page. Entries start on the third line below this. All endnote entries are single-spaced, with a blank line between entries. The first line has a superscripted notation number and is indented ½ inch from the margin. All other lines in the entry begin at the left margin. Endnotes tend to be easier for the writer but more difficult for the reader/marker. Most instructors prefer footnotes over endnotes.

When typing your bibliography (which is required if you use either endnotes or footnotes), start a new page, type BIBLIOGRAPHY in capital letters (not bold), centred, and 2 inches from the top of the page. Bibliographic entries start on the third line below this. All entries are single-spaced, with a blank line between entries. The first line starts at the margin, all other lines of the entry are indented ½ inch (usually 5 spaces) from the left margin. The bibliography continues your paper's pagination.

(See the sample bibliography on page 32.)

The examples which follow are for footnotes/endnotes (the first entry in each pair) and bibliographies (the second entry of each pair). If the sample you require is not listed below, or if you need further details, refer to *Turabian*.

Note: The number found at the end of the footnote/endnote entry is the page number on which the citation is found.

One Author

¹Miroslav Volf, *Exclusion and Embrace: A Theological Exploration of Identity, Otherness, and Reconciliation* (Nashville, TN: Abingdon Press, 1996), 114.

Volf, Miroslav. *Exclusion and Embrace: A Theological Exploration of Identity, Otherness, and Reconciliation*. Nashville, TN: Abingdon Press, 1996.

Two Authors

²Brian J. Walsh and J. Richard Middleton, *The Transforming Vision: Shaping a Christian World View* (Downers Grove, IL: InterVarsity, 1984), 137.

Walsh, Brian J., and J. Richard Middleton. *The Transforming Vision: Shaping a Christian World View*. Downers Grove, IL: InterVarsity, 1984.

Three Authors

³Robert E. Clark, Joanne Brubaker, and Roy B. Zuck, *Childhood Education in the Church*, rev. and exp. (Chicago, IL: Moody, 1986), 96.

Clark, Robert E., Joanne Brubaker, and Roy B. Zuck. *Childhood Education in the Church*. Revised and expanded. Chicago, IL: Moody, 1986.

More Than Three Authors

⁴Jaroslav Pelikan et al., *Religion and the University*, York University Lecture Series (Toronto: University of Toronto Press, 1964), 109.

Pelikan, Jaroslav, M. G. Ross, W. G. Pollard, M. N. Eisendrath, C. Moeller, and A. Wittenberg. *Religion and the University*. York University Lecture Series. Toronto: University of Toronto Press, 1964.

Book in a Series

⁵J. Ramsey Michaels, *1 Peter*, Word Biblical Commentary (Dallas, TX: Word, 1998), 122-25.

Michaels, J. Ramsey. *1 Peter*. Word Biblical Commentary. Dallas, TX: Word, 1998.

No Author Given

⁶*The Lottery* (London: J. Watts [1732]), 20-25.

The Lottery. London: J. Watts, [1732].

Note: The date is in [square] brackets because it has been established by means other than the title page or copyright date. If no date can be determined, enter n.d.

Institution, Association as “Author”

⁷American Library Association, Young Adult Services Division, Services Statement Development Committee, *Directions for Library Service to Young Adults* (Chicago: American Library Association, 1978), 25.

American Library Association, Young Adult Services Division, Services Statement Development Committee. *Directions for Library Service to Young Adults*. Chicago: American Library Association, 1978.

Editor or Compiler as “Author”

⁸Robert von Hallberg, ed., *Canons* (Chicago: University of Chicago Press, 1984), 225.

von Hallberg, Robert, ed. *Canons*. Chicago: University of Chicago Press, 1984.

Author’s Work Translated and/or Edited by Another

⁹Sigmund Freud, *An Outline of Psycho-Analysis*, trans. and ed. James Strachey (New York: W. W. Norton and Company, 1969), 78.

Freud, Sigmund. *An Outline of Psycho-Analysis*. Translated and edited by James Strachey. New York: W. W. Norton and Company, 1969.

Edition Other Than First

¹⁰Kenneth E. Eble, *The Craft of Teaching*, 2d ed., Jossey-Bass Higher Education Series (San Francisco: Jossey-Bass, 1988), 223.

Eble, Kenneth E. *The Craft of Teaching*. 2d ed. Jossey-Bass Higher Education Series. San Francisco: Jossey-Bass, 1988.

Secondary Source of Quotation

¹¹Roland Barthes, “La mort de l’auteur” (The death of the author), *Manteia*, vol. 5 (1968), trans. Stephen Heath in *Image/Music/Text* (New York: Hill and Wang, 1977), 147; quoted in Wayne C. Booth, *Critical Understanding: The Powers and Limits of Pluralism* (Chicago: University of Chicago Press, 1979), 372-73, n. 9.

Barthes, Roland. “La mort de l’auteur” (The death of the author). *Manteia*, vol. 5 (1968). Translated by Stephen Heath in *Image/Music/Text*. New York: Hill and Wang, 1977, 147. Quoted in Wayne C. Booth, *Critical Understanding: The Powers and Limits of Pluralism*. Chicago: University of Chicago Press, 1979.

Note: The “n.” in the footnote/endnote entry is an abbreviation for “note.”

Article in a Journal

¹²Bruce N. Fisk, “Eating Meat Offered to Idols: Corinthian Behavior and Pauline Response in 1 Corinthians 8-10 (A Response to Gordon Fee),” *Trinity Journal* 10 (Spring 1989): 54.

Fisk, Bruce N. “Eating Meat Offered to Idols: Corinthian Behavior and Pauline Response in 1 Corinthians 8-10 (A Response to Gordon Fee).” *Trinity Journal* 10 (Spring 1989): 49-70.

Note: The “10” after the journal’s name is the volume number; “49-70” indicates the page numbers of the entire article.

Book Review in a Journal

¹²Dwight Frankfather, review of *The Disabled State*, by Deborah A. Stone, *Social Service Review* 59 (September 1985): 524.

Frankfather, Dwight. Review of *The Disabled State*, by Deborah A. Stone. *Social Service Review* 59 (September 1985): 523-25.

Article in a Magazine

¹³Sharon Begley, "You're OK, I'm Terrific: 'Self-Esteem' Backfires," *Newsweek*, 13 July 1998, 69.

Begley, Sharon. "You're OK, I'm Terrific: 'Self-Esteem' Backfires." *Newsweek*, 13 July 1998. 69.

Essay in an Edited Volume

¹³Mary Smith, "The Doctrine of God," in *Separate Worlds: Studies in Greek Thought*, ed. Hanna Papanek (Toronto: Skydome, 1962), 111.

Smith, Mary. "The Doctrine of God." In *Separate Worlds: Studies in Greek Thought*, ed. Hanna Papanek, 110-38. Toronto: Skydome, 1962.

Signed Article in an Encyclopaedia

¹⁴Andrew K. Helmbold, "Gnosticism," in *Wycliffe Bible Encyclopedia*, ed. Charles F. Pfeiffer, Howard F. Vos, and John Rea (Chicago: Moody, 1975).

Helmbold, Andrew K. "Gnosticism." In *Wycliffe Bible Encyclopedia*. Edited by Charles F. Pfeiffer, Howard F. Vos, and John Rea. Chicago: Moody, 1975.

Note: You can also include the page numbers for the entire article after the publication date in the bibliography entry. Find a correct page number for this article.

Unsigned Article in an Encyclopaedia

Turabian states that "[w]ell-known reference books are generally not listed in bibliographies. In notes or parenthetical references the facts of publication are usually omitted, but the edition, if not the first, must be specified" (*Turabian* 1996, 204). Here is a sample of a footnote/endnote entry:

¹⁵*Columbia Encyclopaedia*, 5th ed., s.v. "cold war."

Note: You may also follow this format for signed encyclopaedia articles if the encyclopaedia is well-known. Otherwise, follow the format in the previous entry. Note also that the designation s.v. stands for *sub verbo* ("under the word").

Poem or Short Story in an Anthology or Collection of Multiple Authors

¹⁶John Keats, "Ode to a Nightingale," in *Literature: An Introduction to Reading and Writing*, 5th ed., ed. Edgar Roberts and Henry E. Jacobs (Upper Saddle River, NJ: Prentice-Hall, 1998), 832.

Keats, John. "Ode to a Nightingale." In *Literature: An Introduction to Reading and Writing*. 5th ed. Edited by Edgar Roberts and Henry E. Jacobs. Upper Saddle River, NJ: Prentice-Hall, 1998.

Poem or Short Story in a Collection by One Author

¹⁷Joanne Gerber, "Black Lancaster," in *In the Misleading Absence of Light* (Regina, SK: Coteau, 1997), 53-83.

Gerber, Joanne. "Black Lancaster." In *In the Misleading Absence of Light*. Regina, SK: Coteau, 1997.

Microform Reproductions

¹⁸Godwin C. Chu and Wilbur Schramm, *Learning from Television: What the Research Says* (Bethesda, MD: ERIC Document Reproduction Service, ED 014 900, 1967), 3.

Chu, Godwin C., and Wilbur Schramm. *Learning from Television: What the Research Says*. Bethesda, MD: ERIC Document Reproduction Service, ED 014 900, 1967.

Theses and Dissertations

¹⁹Douglas Bruce Hindmarsh, "The Faith of George MacDonald: A Biographical and Critical Examination of the Theology Represented in His Sermons and Letters" (M.A. thesis, Regent Seminary, 1989), 72.

Hindmarsh, Douglas Bruce. "The Faith of George MacDonald: A Biographical and Critical Examination of the Theology Represented in His Sermons and Letters." M.A. thesis, Regent Seminary, 1989.

Class Notes

²⁰Wes Olmstead, "N.T. Wright's work on the Historical Jesus," BT722 Gospels class notes, Summer 2010.

Olmstead, Wes. "N.T. Wright's work on the Historical Jesus." BT722 Gospels class notes, Summer 2010.

Electronic Documents

Citations of electronic documents should follow the same general form as citations of printed materials. The same information is needed: author and title of the particular item; name and description of the source cited, whether CD-ROM, some other physical form, or an on-line source; city of publication, if any; publisher or vendor (or both); date of publication or retrieval (or both); and the pathway needed to retrieve the material. Please see *Turabian*, 158-59 for further information.

PDF

Since pdf files and other scanned images (e.g., Google Books) are true representations of original print documents, they should be cited as these print documents. That is, an online journal article or e-book, if it includes the original pagination and publication data, should be cited as a print book or a print journal article. Sources that are not scanned images of print originals should be cited as one of the electronic forms below.

World Wide Web (www) Site

²¹ Terry Marner, "Regina Council of Churches," *The Encyclopedia of Saskatchewan*, [document on-line]; available from http://esask.uregina.ca/entry/regina_council_of_churches.html; Internet; accessed 20 July 2010.

Marner, Terry. "Regina Council of Churches." *The Encyclopedia of Saskatchewan*. [document on-line]. Available from http://esask.uregina.ca/entry/regina_council_of_churches.html. Internet. Accessed 20 July 2010.

CD-ROM

¹Geoffrey Chaucer, *The Canterbury Tales*, *English Poetry Full-Text Database*, rel. 2 [CD-ROM] (Cambridge: Chadwyck, 1993).

Chaucer, Geoffrey. *The Canterbury Tales*, *English Poetry Full-Text Database*. Rel. 2 [CD-ROM]. Cambridge: Chadwyck, 1993.

On-Line Journal Article

¹David F. Wright, "The Great Commission and the Ministry of the Word: Reflections Historical and Contemporary on Relations and Priorities (Finlayson Memorial Lecture, 2007)," *Scottish Bulletin of Evangelical Theology* 25 (2007) [journal on-line]; available from http://www.rutherfordhouse.org.uk/downloads/other/sbet-the_great_commission.pdf; Internet; accessed 5 July 2010.

Wright, David F. "The Great Commission and the Ministry of the Word: Reflections Historical and Contemporary on Relations and Priorities (Finlayson Memorial Lecture, 2007)." *Scottish Bulletin of Evangelical Theology* 25 (2007) [journal online]. Available from http://www.rutherfordhouse.org.uk/downloads/other/sbet-the_great_commission.pdf. Internet. Accessed 5 July 2010.

E-Mail

¹Sheila Wu, "Giacometti's Sculpture," personal e-mail (4 August 2004).

Wu, Sheila. "Giacometti's Sculpture." Personal e-mail. 4 August 2004.

Additional Help for Writing Footnote/Endnotes

Shortened Forms

After you have documented a source, subsequent references to the same source should be written in a shortened form.

If the note is from the same source and page as the one immediately before it, use "Ibid." If the note is from the same source but a different page, use "Ibid., new page #." Examples:

¹Walsh and Middleton, *The Transforming Vision*, 137.

²Ibid.

³Ibid., 139.

⁴Noll, *The Scandal*, 15.

⁵Walsh and Middleton, *The Transforming Vision*, 140.

Multiple Sources by the Same Author

If you have more than one entry in your bibliography by the same author, the entries can be ordered alphabetically by title *or* copyright date. Write out the author's name in full for the first entry. Subsequent entries omit the author's name and substitute a line consisting of eight underscores followed by a period. Example:

Lewis, C. S. *The Lion, the Witch and the Wardrobe*. The Chronicles of Narnia. New York: MacMillan, 1950.

_____. *Prince Caspian*. The Chronicles of Narnia. New York: MacMillan, 1951.

TURABIAN PARENTHETICAL NOTE—REFERENCE LIST STYLE

Please note the important information under “DOCUMENTATION STYLES” (see above, page 11).

After the end of each reference include the following within parentheses: author’s last name, date of publication, and page number. The contents of your parentheses should look like this: (Name Date, page #). Note that there is no punctuation between the author’s name and the date. Note also that quotation marks come before the parentheses, the punctuation comes after. Example:

“developed to its furthest reaches by Christian perspectives” (Noll 1994, 4).

When typing your reference list on a new page after the body of your paper, type REFERENCE LIST in capital letters (not bold), centred, and 2 inches from the top of the page. Entries start on the third line below this. All entries are single-spaced, with a blank line between entries. The first line starts at the margin, all other lines of the entry are indented ½ inch (usually 5 spaces) from the left margin.

(See the sample reference list on page 32.)

Your reference list should continue the paper’s pagination. Note the placement of the publication date and that *titles are spelled out in sentence case*. Example:

Noll, Mark A. 1994. *The scandal of the evangelical mind*. Grand Rapids, MI: Eerdmans.

The examples which follow are for parenthetical references (the first entry in each pair) and reference lists (the second entry of each pair). If the sample you require is not listed below, or if you need further details, refer to *Turabian*.

One Author

(Volf 1996, 114)

Volf, Miroslav. 1996. *Exclusion and embrace: A theological exploration of identity, otherness, and reconciliation*. Nashville, TN: Abingdon.

Two Authors

(Walsh and Middleton 1984, 137)

Walsh, Brian J., and J. Richard Middleton. 1984. *The transforming vision: Shaping a Christian world view*. Downers Grove, IL: InterVarsity.

Three Authors

(Clark, Brubaker, and Zuck 1986, 96)

Clark, Robert E., Joanne Brubaker, and Roy B. Zuck. 1986. *Childhood education in the church*. Revised and expanded. Chicago, IL: Moody.

More Than Three Authors

(Pelikan et al. 1964, 109)

Pelikan, Jaroslav, M. G. Ross, W. G. Pollard, M. N. Eisendrath, C. Moeller, and A. Wittenberg. 1964. *Religion and the university*. York University Lecture Series. Toronto: University of Toronto Press.

Book in a Series

(Michaels 1998, 122)

Michaels, J. Ramsey. 1998. *1 Peter*. Word Biblical Commentary. Dallas, TX: Word.

No Author Given

(*The lottery* [1732], 20-25)

The lottery. [1732]. London: J. Watts.

Note: The date is in [square] brackets because it has been established by means other than the title page or copyright date. If no date can be determined, enter n.d.

Institution, Association, or The Like, as “Author”

(American Library Association 1978, 25)

American Library Association, Young Adult Services Division, Services Statement Development Committee. 1978. *Directions for library service to young adults*. Chicago: American Library Association.

Editor or Compiler as “Author”

(von Hallberg 1984, 225)

von Hallberg, Robert, ed. 1984. *Canons*. Chicago: University of Chicago Press.

Author's Work Translated and/or Edited by Another

(Freud 1969, 78)

Freud, Sigmund. 1969. *An outline of psycho-analysis*. Translated and edited by James Strachey. New York: W. W. Norton and Co.

Edition Other Than First

(Eble 1988, 223)

Eble, Kenneth E. 1988. *The craft of teaching*. 2d ed. Jossey-Bass Higher Education Series. San Francisco: Jossey-Bass.

Secondary Source of Quotation

(Barthes 1968, 372-73, n. 9)

Barthes, Roland. 1968. "La mort de l'auteur" (The death of the author). *Manteia*, vol. 5. Translated by Stephen Heath in *Image/music/text*. New York: Hill and Wang, 1977, 147. Quoted in Wayne C. Booth. *Critical understanding: The powers and limits of pluralism*. Chicago: University of Chicago Press, 1979.

Article in a Journal

(Fisk 1989, 54)

Fisk, Bruce N. 1989. Eating meat offered to idols: Corinthian behavior and Pauline response in 1 Corinthians 8-10 (A response to Gordon Fee). *Trinity Journal* 10 (Spring): 49-70.

Note: The "10" after the journal's name is the volume number; "49-70" indicates the page numbers of the entire article.

Book Review in a Journal

(Frankfather 1985, 524)

Frankfather, Dwight. 1985. Review of *The disabled state*, by Deborah A. Stone. *Social Service Review* 59 (September): 523-25.

Article in a Magazine

(Begley 1998, 69)

Begley, Sharon. 1998. You're OK, I'm terrific: 'Self-esteem' backfires. *Newsweek*, 13 July.

Essay in an Edited Volume

(Smith 1962, 111)

Smith, Mary. 1962. The doctrine of God. In *Separate worlds: Studies in Greek thought*, ed. Hanna Papanek, 110-38. Toronto: Skydome.

Signed Article in an Encyclopedia

(Helmbold 1975)

Helmbold, Andrew K. 1975. Gnosticism. In *Wycliffe Bible encyclopedia*. Edited by Charles F. Pfeiffer, Howard F. Vos, and John Rea. Chicago: Moody.

Note: You can also include the page numbers for the entire article after the publication date in the reference list entry.

Unsigned Article in an Encyclopedia

Turabian states that “[w]ell-known reference books are generally not listed in bibliographies. In notes or parenthetical references the facts of publication are usually omitted, but the edition, if not the first, must be specified” (Turabian 1996, 204). The sample of a parenthetical reference is shown below.

(*Columbia Encyclopedia*, 5th ed., s.v. “cold war”)

Note: You may also follow this format for signed encyclopaedia articles if the encyclopaedia is well-known. Otherwise, follow the format in the previous entry. Note also that the designation s.v. stands for *sub verbo* (“under the word”).

Poem or Short Story in an Anthology or Collection of Multiple Authors

(Keats 1998, 832)

Keats, John. 1998. Ode to a nightingale. In *Literature: An introduction to reading and writing*, 5th ed. Edited by Edgar Roberts and Henry E. Jacobs. Upper Saddle River, NJ: Prentice Hall.

Poem or Short Story in a Collection by One Author

(Gerber 1997, 53-83)

Gerber, Joanne. 1997. Black Lancaster. In *the misleading absence of light*. Regina, SK: Coteau.

Microform Reproductions

(Chu and Schramm 1967, 3)

Chu, Godwin C. and Wilbur Schramm. 1967. *Learning from television: What the research says*. Bethesda, MD: ERIC Document Reproduction Service, ED 014 900.

Theses and Dissertations

(Hindmarsh 1989, 72)

Hindmarsh, Douglas Bruce. 1989. The faith of George MacDonald: A biographical and critical examination of the theology represented in his sermons and letters. M.A. thesis, Regent Seminary.

Class Notes

(Olmstead 2010)

Olmstead, Wes. 2010. The Historical Jesus. BT722 Gospels class notes, Summer.

Electronic Documents

Citations of electronic documents should follow the same general form as citations of printed materials. The same information is needed: author and title of the particular item; name and description of the source cited, whether CD-ROM, some other physical form, or an on-line source; city of publication, if any; publisher or vendor (or both); date of publication or retrieval (or both); and the pathway needed to retrieve the material.

PDF

Since pdf files and other scanned images (e.g., Google Books) are true representations of original print documents, they should be cited as these print documents. That is, an online journal article or e-book, if it includes the original pagination and publication data, should be cited as a print book or a print journal article. Sources that are not scanned images of print originals should be cited as one of the electronic forms below.

World Wide Web (www) Site

(Marner 1996)

Marner, Terry. 1996. "Regina Council of Churches." *The Encyclopedia of Saskatchewan*. [document on-line]. Available from http://esask.uregina.ca/entry/regina_council_of_churches.html. Internet. Accessed 20 July 2010.

CD-ROM

(Chaucer 1993)

Chaucer, Geoffrey. 1993. *The Canterbury tales, English poetry full-text database*. Rel. 2 [CD-ROM]. Cambridge: Chadwyck.

On-Line Journal Article

(Silva 1999)

Silva, Alan J. 1999. "Increase Mather's 1693 election sermon." *Early American literature* 34 (Winter) [journal on-line]. Available from <http://infotrac.galegroup.com/itweb/briercrest>. Internet. Accessed 5 Oct. 2004.

E-Mail

(Wu 2001)

Wu, Sheila. 2001. "Giacometti's sculpture." Personal E-Mail. 4 August.

Multiple Sources by the Same Author

When you use parenthetical references and you have two or more books or articles written by the same author(s) in the same year, you assign a letter to each work's publication date (e.g., Clark 1990a, Clark 1990b, Clark 1990c). Use these letters in the parenthetical references and in the reference list.

APA PARENTHETICAL NOTE—WORKS CITED STYLE

The American Psychological Association's *Publication Manual (6th Edition)* provides detailed guidelines for the preparation of a manuscript for publication in the psychological research literature. If a type of citation is not found in this format guide, the *APA Publication Manual* is the standard to follow.

Labels: It is not necessary to label the Introduction, Body, and Conclusion as “Introduction,” “Body,” and “Conclusion” (This is not an absolute rule. Some authors do label the Introduction and/or the Conclusion. Use your best judgement). However, specific subsections should be labelled (e.g., “Fundamental Concepts,” “Suggestions for Future Research,” “Attachment Theory Research into Romantic Relationships”). Centre your labels. Do not bold, italicize, or underline them.

Ibid: Some academic styles (Turabian, for example) use the term “ibid.” when repeating a citation. APA style does not make use of “ibid,” so do not use “ibid.” in your papers.

Works Cited: At the end of your paper is a section called “Works Cited” or “References” (NOT “Bibliography”). In this section, list all the publications (alphabetically by first author's last name) cited in your paper. If the reference extends beyond one line in length, indent the extra lines.

Citations: When you refer to published material (or to ideas that come from the authors of published material), you must provide a citation (failure to do so is plagiarism). Provide page numbers in citations connected to direct quotes. *Examples:* Attachment theory, developed by John Bowlby (1969), has been used to examine religious phenomena (e.g., Kirkpatrick & Shaver, 1990) in an attempt to correct the psychology of religion's “lack of an integrative, yet falsifiable, theory of psychological mechanisms” (Granqvist & Hagekull, 2000, p. 121).

Examples of Entries in “Works Cited” or “References” (see sample on p. 33)

Journal article

Author, A. A., & Author B. B. (Date). Title of article. *Title of Periodical*, volume, page-page. doi:xx.xxxxxxxxxx

Slife, B. D., & Richardson, F. C. (2008). Problematic ontological underpinnings of positive psychology: A strong relational alternative. *Theory & Psychology*, 18, 699-723. doi:10.1177/0959354308093403

Note: This is a significant change from the 5th edition. APA Style now requires that you provide the digital object identification (doi) number for any books and journal articles that possess such a number. If the document does not include a doi, then your reference does not require a doi.

Book Review in a Journal

Schatz, B. R. (2000). Learning by text or context? [Review of the book *The social life of information*, by J. S. Brown & P. Duguid]. *Science*, 290, 1304.
doi:10.1126/science.290.5495.1304

Book

Author, A. A., Author, B. B., & Author C. C. (Date). *Title of book*. Location: Publisher.

Pyszczynski, T., Solomon, S., & Greenberg, J. (2003). *In the wake of 9/11: The psychology of terror*. Washington, DC: American Psychological Association.

Chapter in a multi-author “edited book”

Author, A. A., & Author, B. B. (Date). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. page-page). Location: Publisher.

Solomon, S., Greenberg, J., & Pyszczynski, T. (1991). A terror management theory of social behavior: The psychological functions of self-esteem and cultural worldviews. In M. Zanna (Ed.), *Advances in experimental social psychology* (Vol. 24) (pp. 93-160). San Diego: Academic Press.

Online source

Author, A. A. (Date). *Title of work*. Retrieved from source url.

Hackney, C. H. (2006). Reflections on *audatia* as a martial virtue. *Journal of Western Martial Art*. Retrieved from http://ejmas.com/jwma/articles/2006/jwmaart_hackney_0906.htm.

Note: If you obtain a journal article from an online source (such as PsycArticles), cite the journal (as if you obtained the physical article in the library), NOT the database.

Motion Picture

Scorsese, M.(Producer), & Lonergan, K. (Writer/Director). (2000). *You can count on me* [Motion picture]. United States: Paramount Pictures.

Television Broadcast

Crystal, L. (Executive Producer). (1993, October 11). *The MacNeil/Lehrer news hour* [Television broadcast]. New York and Washington: Public Broadcasting Service.

Television Series

Miller, R. (Producer). (1989). *The mind* [Television series]. New York: WNET.

Single Episode in a Television Series

Hall, B. (Writer), & Bender, J. (Director). (1991). The rules of the game [Television series episode]. In J. Sander (Producer), *I'll fly away*. New York: New York Broadcasting Company.

Music Recording (General Form)

Writer, A. (Date of copyright). Title of song [Recorder by artist if different from writer].
On *Title of album* [Medium of recording]. Location: Label. (Recording date if
different from copyright date)

Music Recording (Examples)

Shocked, M. (1992). Over the waterfall. On *Arkansas traveler* [CD]. New York:
PolyGram Music.

Goodenough, J. B. (1982). Tails and trotters [Recorded by G. Bok, A. Mayo, & E.
Trickett]. On *And so will we yet* [CD]. Sharon, CT: Folk-Legacy Records. (1990)

When citing music in the body of your paper, include the track number in the citation. For example, (Goodenough, 1982, track 5).

ANNOTATED BIBLIOGRAPHY

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. Chicago: The University of Chicago Press, 1995.

Considered one of the best of its type, this book is a practical guide to research. It can be used by freshmen learning the craft of research through to, and including, seasoned pros. This book will help you plan, organize, and write better papers. A valuable addition to a student's library, it will also find use in most fields and occupations where research and writing occur. Recommended.

Hacker, Diana. *A Pocket Style Manual*, 2d ed. Boston: Bedford, 1997.

An excellent, concise, easy-to-use manual filled with valuable tips and helps for writing and research. The sections include: clarity, grammar, punctuation and mechanics, research, documentation, and usage/grammatical terms. Highly recommended.

O'Conner, Patricia T. *Woe is I: The Grammarphobe's Guide to Better English in Plain English*. New York: G. P. Putnam's Sons, 1996.

This is a book that makes English grammar as painless as possible. Using humour, it explains good usage in simple, clear, easy-to-follow language. Chapter titles include: "Woe Is I: Therapy for Pronoun Anxiety"; "They Beg to Disagree: Putting Verbs in Their Place"; "Verbal Abuse: Words on the Endangered List"; and "Saying is Believing: How to Write What You Mean." The index is helpful for quick reference.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. Revised by John Grossman and Alice Bennett. Chicago: University of Chicago Press, 1996.

Affectionately referred to by many simply as *Turabian*, this manual is considered one of the basic reference works for undergraduate and graduate students working on academic papers. Some will find the size of the book daunting, but as one works with it, the layout, thorough index and examples prove to be an asset. Highly recommended.

COMMON MISTAKES

- **apostrophe**—When referring to years, an apostrophe is not used, e.g., 1700s, not 1700’s.
- **accept/except**—Accept is a verb meaning “to take” or “to agree”; except is usually a preposition meaning “excluding”; it can also be a verb meaning “to exclude.” *Thank you, I accept your gift. He ate everything on his plate, except for the squash.*
- **a lot**—A lot is two words. Do not write alot.
- **all right**—All right is two words. Do not write alright.
- **affect; effect**—Affect is almost always a verb, meaning “to influence.” Effect is almost always a noun meaning “result.” *The music affected her mood. This drug has several side effects.* Rarely, affect is used as a noun; it is a psychological term for “feeling.” *The patient displayed a lack of affect.* In the rare occasions when effect is used as a verb, it means “achieve or bring about.” *Who could believe he would effect such a dramatic change?*
- **contractions**—In academic writing some instructors request students avoid using contractions such as isn’t, or don’t.
- **ellipsis points**—See Format Guide under “Ellipses.”
- **first person pronouns**—In academic writing it is normal to avoid using the first person. Consult individual faculty members for specific expectations.
- **good, well**—Good is an adjective, well is an adverb. *They did a good job. She wrote well on the exam.*
- **irregardless**—Irregardless is not standard. Use regardless.
- **its; it’s**—“Its” is a possessive pronoun; “it’s” is a contraction of it is or it has. *The cat raised its fur when the dog walked by. It’s a beautiful day.*
- **numbers**—
 - “In scientific and statistical material, all numbers are expressed in numbers. In non-scientific material . . . spell out all numbers through one hundred and any of the whole numbers followed by *hundred, thousand, hundred thousand, million*, and so on. For all other numbers, numerals are used” (*Turabian* 1996, 2:29). For exceptions, see *Turabian*, 2:30-35.
 - When numbering ordinals “second” and “third” add the “d” alone, i.e., 2d, 3d. See *Turabian*, 2:30.
- **percent vs. %**—The word “percent” should be used, except when writing out scientific or statistical data. See *Turabian*, 2:36-38.

Suzy Q. Student, 1234

Prof. Eric Ortlund

BT 610 Pentateuch

8 June 2010

TITLE [In capital letters without underlining]

If you are writing an essay that does not require a thesis statement or an outline, begin your essay here. Your first paragraph will introduce your subject and ease your reader into your discussion. This paragraph will typically take several sentences. The last sentence of your first paragraph will contain your thesis statement, which will be focused, substantial, contestable, and explicit.

After orienting your reader to your paper,¹ you will proceed to your first main point.²

¹ For footnotes, put a separator line of 2 inches between the main body and the footnote. All footnotes are single-spaced, size 10 font. Intent ½ inch for the first line of the footnote, but only for the first line. Every other line in your footnote will be flush against the left margin of the page.

² A blank line should separate footnotes, including a blank line after the separator. Continue in numerical order throughout the whole of your paper.

Luke N. Johnson

Dr. Alan M. Guenther

HIS451 History of Christian and Muslim Relations

30 November 2010

THE GOSPEL OF BARNABAS AND MUSLIM POLEMIC
IN THE TWENTIETH CENTURY

Thesis: The *Gospel of Barnabas* is a forgery of Muslim origin which, against the proof of research, continues to be used as a tool in Islamic polemics to refute the claims of Christianity, and to prove the legitimacy of Muhammad.

- I. Introduction
- II. Origin of *Gospel of Barnabas*
 - A. Muslim position
 - B. Problems with Muslim position
 1. Confusion with *Epistle of Barnabas*
 2. Lack of textual support
 3. Evidence of medieval context
 4. Geographic ignorance
 - C. Non-Muslim position
 1. Muslim author
 2. Composition during fourteenth to sixteenth centuries
- III. *Gospel of Barnabas* in the 18th and 19th centuries
 - A. Emergence of the text
 - B. European understanding of the text
- IV. *Gospel of Barnabas* in the 20th century
 - A. Developments in research
 - B. Translation
 1. English
 - a. First full translation from Italian
 - b. Made *Gospel of Barnabas* easy to access
 - c. Caused circulation
 2. Muslim translations
 - C. Muslim polemic
 1. Redefines Christian doctrine according to Qur'anic theology.
 2. Legitimizes Muhammad's prophetic office.
 3. Examples within the text
 4. Polemical interactions
- V. Conclusion

BIBLIOGRAPHY [format to be used with footnotes/endnotes]

- Begley, Sharon. "You're OK, I'm Terrific: 'Self-Esteem' Backfires." *Newsweek*, 13 July 1998.
- Clark, Robert E., Joanne Brubaker, and Roy B. Zuck. *Childhood Education in the Church*. Revised and expanded. Chicago, IL: Moody, 1986.
- Eble, Kenneth E. *The Craft of Teaching*. 2d ed. Jossey-Bass Higher Education Series. San Francisco: Jossey-Bass, 1988.
- Fisk, Bruce N. "Eating Meat Offered to Idols: Corinthian Behavior and Pauline Response in 1 Corinthians 8-10 (A Response to Gordon Fee)." *Trinity Journal* 10 (Spring 1989): 49-70.
- Freud, Sigmund. *An Outline of Psycho-Analysis*. Translated and edited by James Strachey. New York: W. W. Norton and Co., 1969.
- Gerber, Joanne. "Black Lancaster." *In the Misleading Absence of Light*. Regina, SK: Coteau, 1997.
- Michaels, J. Ramsey. *1 Peter*. Word Biblical Commentary. Dallas, TX: Word, 1998.
- Tómasson, Gunnar. "Anne Hath a Way." *Five Notes on Shakespeare*. 25 Feb. 1996 [document on-line]. Available from <http://www.globe-scope.com/ws/will4.htm>. Internet. Accessed 5 Oct. 2004.
- Volf, Miroslav. *Exclusion and Embrace: A Theological Exploration of Identity, Otherness, and Reconciliation*. Nashville, TN: Abingdon, 1996.
- von Hallberg, Robert, ed. *Canons*. Chicago: University of Chicago Press, 1984.
- Walsh, Brian J., and J. Richard Middleton. *The Transforming Vision: Shaping a Christian World View*. Downers Grove, IL: InterVarsity, 1984.

REFERENCE LIST [format to be used with parenthetical referencing]

- Begley, Sharon. 1998. You're OK, I'm terrific: 'self-esteem' backfires. *Newsweek*, 13 July.
- Clark, Robert E., Joanne Brubaker, and Roy B. Zuck. 1986. *Childhood education in the church*. Revised and expanded. Chicago, IL: Moody.
- Eble, Kenneth E. 1988. *The craft of teaching*. 2d ed. Jossey-Bass Higher Education Series. San Francisco: Jossey-Bass.
- Fisk, Bruce N. 1989. Eating meat offered to idols: Corinthian behavior and Pauline response in 1 Corinthians 8-10 (A response to Gordon Fee). *Trinity Journal* 10 (Spring): 49-70.
- Freud, Sigmund. 1969. *An outline of psycho-analysis*. Translated and edited by James Strachey. New York: W. W. Norton and Co.
- Gerber, Joanne. 1997. Black Lancaster. In *In the misleading absence of light*. Regina, SK: Coteau.
- Michaels, J. Ramsey. 1998. *1 Peter*. Word Biblical Commentary. Dallas, TX: Word.
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- Volf, Miroslav. 1996. *Exclusion and embrace: A theological exploration of identity, otherness, and reconciliation*. Nashville, TN: Abingdon.
- von Hallberg, Robert, ed. 1984. *Canons*. Chicago: University of Chicago Press.
- Walsh, Brian J., and J. Richard Middleton. 1984. *The transforming vision: Shaping a Christian world view*. Downers Grove, IL: InterVarsity.

REFERENCES or WORKS CITED [format to be used with APA referencing]

Note: spacing between lines is double for APA and not single as in the two previous methods of referencing.

- Begley, S. (1998). You're OK, I'm terrific: 'Self-esteem' backfires. *Newsweek*, 12, 17-21.
- Bernstein, M. (2002). *10 tips on writing the living web*. Retrieved from <http://www.alistapart.com/articles/writeliving>.
- Clark, R. E., Burbaker, J., & Zuck, R. B. (1986). *Childhood education in the church* (Revised and expanded). Chicago, IL: Moody Press.
- Eble, K. E. (1988). *The craft of teaching* (2nd ed). Jossey-Bass Higher Education Series. San Francisco: Jossey-Bass Pub.
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- Freud, S. (1969). *An outline of psycho-analysis* (J. Strachey, Trans. and Ed.). New York, NY: W. W. Norton and Co.
- Gerber, J. (1997). Black Lancaster. *In the misleading absence of light*. Regina, SK: Coteau Books.
- Michaels, J. R. (1998). *Word biblical commentary: 1 Peter*. Dallas, TX: Word Publishing.
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Walsh, B. J., & Middleton, J. R. (1984). *The transforming vision: Shaping a Christian world view*. Downers Grove, IL: InterVarsity Press.

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