

DALLAS THEOLOGICAL SEMINARY

SUPPLEMENT TO KATE L. TURABIAN, *A MANUAL FOR WRITERS OF
TERM PAPERS, THESES, AND DISSERTATIONS*, 6th ed.

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SUPPLEMENT TO KATE L. TURABIAN, *A MANUAL FOR WRITERS OF
TERM PAPERS, THESES, AND DISSERTATIONS*, 6th ed.

The purpose of this supplement is to point out preferences adopted by the DTS Thesis Style Committee where Turabian gives options, and to add information peculiar to DTS research projects not otherwise addressed in Turabian. Turabian is very thorough in its treatment of most issues involving form and style and is actually rather easy to use if one takes the time to read the first, fifth, and fourteenth chapters and consults the very complete Index of topics in the back [see, e.g., the listing for “Notes” on pp. 299-300]. Turabian, along with this supplement, should address most of the questions students will have regarding form and style relative to writing research papers, theses, and dissertations.

Parts of the Paper [Turabian, Chapter 1]

Order of Preliminaries

Change order of the “Preliminaries,” [Turabian, p. 1] as follows. Omit parts not applicable.

- Blank page
- Title page
- Acceptance sheet (theses and dissertations only)
- Abstract (dissertation)
- Table of Contents
- List of illustrations
- List of tables
- List of abbreviations
- Acknowledgments
- Preface

Title Page—See page 12 of this supplement and the Library website for samples.

The author’s full name should be used on the title page. Examples of acceptable forms are Lewis Sperry Chafer, John F. Walvoord, and S. Lewis Johnson Jr. The author’s name must not be concealed in any fashion and pseudonyms must not be used. Greek and Hebrew words should be transliterated in the title. The date on the title page of theses and dissertations should be the month of graduation and the year (without a comma between them), not the date when the final draft is submitted. However, if the thesis is written after graduation, use the date the thesis is written.

Acceptance Sheet—See pages 13-14 of this supplement and the Library website for samples.

Abstract—See page 15 of this supplement for sample.

This page should have the heading “ABSTRACT” and include the full title of the dissertation, the author's name, and the full names of the readers, with either their first name and middle initial or first initial and middle name. Do not include personal titles such as “Dr.” The abstract should function as a “stand alone” document which includes a statement of the problem, a brief exposition of the main lines of argument, and the conclusion. The abstract must not exceed 350 words.

Table of Contents [Turabian, 1.11-18]

For Table of Contents, see instructions and use the sample in Turabian 14.20 (parts are not necessary). Use headline style of capitalization in all sub-headings [Turabian, 1.16]. Spell out part numbers if used and use Arabic numerals preceded by “Chapter” for all chapter titles [Turabian, 1.17].

List of Abbreviations [Turabian, 1.27]

Theses and dissertations (but not research papers) should include a complete list of the abbreviations used for the titles of reference works and periodicals used that are not listed in The SBL Handbook of Style. The unabbreviated title does not have to appear in the first reference [contrary to Turabian 1:27]. For standard abbreviations of most such works see Patrick H. Alexander, ed., *The SBL Handbook of Style: for Ancient Near Eastern, Biblical, and Early Christian Studies* (Peabody, MA: Hendrickson Publishers, 1999) pp. 68-89, also downloadable in .pdf at <http://sbl-site.org/> (for members of the society). Theses and dissertations must include a statement that they are using the abbreviations in The SBL Handbook of Style.

Format of the Paper [Turabian Chap. 14]

Margins [Turabian, 14.2-3]

Leave a margin of one inch on the top, bottom, and right side and of one and a half inch (for binding purposes) on the left side for all theses and dissertations and a margin of one inch on all sides for research papers. (This includes the page numbers within the margins.) The right hand margin should be left unjustified [14.3] but hyphenation should be used to avoid overly “ragged” margins [see Turabian, 3.35-53 for guidelines]. For samples of margins on Title Page, see 14.18, on Table of Contents, see 14.19-20, on List of Abbreviations, see 14.32, on Text, see 14.36-37, on Bibliography see 14.42.

Pagination [Turabian, 14.6-9]

Type the page number in the upper right hand corner [14.8-9], 3/4" from the top of the sheet. On pages with a major heading (e.g., Table of Contents, Chapter, Bibliography, etc.), center the number at the bottom of the page 3/4" from the bottom of the sheet. Use roman numerals for the “Preliminaries” [14.7] and Arabic numerals for text, illustration, appendixes, and bibliography [14.8].

Indentation [Turabian, 14.4]

Indent the beginning of paragraphs [14.4] and footnotes [14.13] 3/4" on a computer word processing program or 8 spaces on a typewriter. Indent a block quotation 1/2" on a computer or word processing program and 5 spaces on a typewriter [14.4]. Paragraph indentation for a block quotation should be another 1/4" on a computer or 3 spaces on a typewriter [i.e., a total of 3/4" or 8 spaces; cf. 5.4; 14.4.]. Second or subsequent lines of a bibliographic entry should be indented 1/2" on a computer or word processing program and 5 spaces on a typewriter.

Text-Headings [Turabian, 1.37]

With regard to Turabian 1.37, use the following styles of headings:

1 st level	center, bold
2 nd level	center, italics (not bold)
3 rd level	left margin, bold
4 th level	left margin, italics (not bold)
5 th level	paragraph indentation with italics (not bold)

All five levels may not be necessary for most research papers.

Major Headings and Subheadings [Turabian, 14.10-12]

Read carefully the instructions regarding form for headings and the spacing between headings and between text and headings. Note especially the instructions regarding long headings and subheadings. Headings and subheadings within chapters and sections should match those in the Table of Contents.

Quotations and Referencing

Plagiarism

Please read Turabian, 5.2 and section 1.16.3 under Academic Information in the 2003–04 Student Handbook, p. 11 carefully.

Block Quotation [Turabian, 5.4, 30-34]

Note the distinction between block quotations and run-in quotations in Turabian, 5.4. See above for indentation.

Punctuation and the Use of Ellipses within Quotations

Please read Turabian, 5.17-25, 27 for use of periods, commas, semicolons, colons and ellipsis (three equally spaced periods, e.g., . . .) within quotations.

Cross-references

Cross-references to other parts of the research paper, thesis, or dissertation may be made with parenthetical references within the text or in the footnotes [Turabian, 8.150]. The words “See above, page #” and “See below, page #” should be used for such references [8.151-152].

Internet Resources

Some scholarly resources of value for seminary papers are available through the Internet. If these resources are used, they should be cited properly to facilitate retrieval and verification. Students should be aware, however, that inaccuracies are common in the Internet environment, and that many sources mounted electronically have not been properly edited or checked by knowledgeable authorities. Also, because of the current volatility of the medium, outdated URLs and transient websites abound. Therefore, students should use Internet resources sparingly, and should always favor the print format over the electronic, if available.

Biblical Citations [Turabian, 2.20-21, 8.129]

Use SBL abbreviations for books of the Bible except when it is the first word of a sentence. The chapter and verse numbers should be given in Arabic numerals and followed by the abbreviation for the version of the Bible from which the passage was taken. E.g., “the flight of the Jews to Egypt appears in Jer 42–44.”; but “But everything should be done in a fitting and orderly way” (1 Cor 14:40 NIV). [Note that there is no period following the abbreviation and that the parenthetical reference follows the quotation mark but precedes the period.]

A complete listing of standard abbreviations may be found in Patrick H. Alexander, ed., *The SBL Handbook of Style: for Ancient Near Eastern, Biblical, and Early Christian Studies* (Peabody, MA: Hendrickson Publishers, 1999), pp. 71-89.

Hebrew and Greek Words from Lexica

Citations of Hebrew and Greek words from lexica such as BDB and BDAG should be treated as unsigned articles in an encyclopedia or dictionary [Turabian, 8.112] with addition of page number, e.g., Francis A. Brown, S. R. Driver, and Charles A. Briggs, *A Hebrew and English Lexicon of the Old Testament* (BDB), 1959 reprint ed., “בָּרָא”, Qal 3, 135 [first reference] and BDB, “רָצַח”, Qal 2a, 427 [second or subsequent reference(s)].

Footnotes [Turabian, 14.13-15]

Footnotes are required in all theses and dissertations and are recommended for all research and term papers. Endnotes may be used on research and term papers at the discretion of the professor. [See Turabian, 8.1] For the placement of footnotes and their separation from the text, see Turabian, 14.13-14. Footnotes should be numbered consecutively, starting with the number¹ at the beginning of each chapter [Turabian, 8.10]. For a sample page with footnotes and run over footnote, see Turabian, 14.36, pp. 274-75. For a discussion of content notes and the two possible ways of working the source into such notes, see Turabian, 8.149.

Page References in Footnotes

For the use of continued numbers in page references, see Turabian, 2.67.

First Full Reference

The full form should be used for the first citation of a work in each chapter [Turabian, 8.22]. However, the name of a periodical can be abbreviated once it has been cited in full within the work as a whole [see above, p. 3]. If a table of abbreviations is included, the first reference to the title may be abbreviated, contrary to Turabian, 1.27 and 8.22. Note, however, that such abbreviations can only be used in footnotes and not in the body of the text or the bibliography [Turabian, 8.19].

Standard Forms

For a book [Turabian, 8.24]:

¹Author's name in regular order, *Title of Book*, editor, translator, edition, series, series editor (Place: Publisher, Year), page(s) or Volume: page(s) cited. [Note order of elements and punctuation. Note also that no abbreviation (p. or pp.) precedes the page number(s). For examples, see Turabian, 11.3-30 and note especially the special forms for works within multi-volume works [11.14, 15], books in a series [11.16, 17], reprint editions [11.19], and articles or essays in a book [11.26-28].

For clarification of any special issue consult Turabian, chapter 8 first using the chapter index on pp. 116-117. If Turabian does not deal with the issue consult your thesis or dissertation adviser or the chairman of the Thesis Style Committee.

For an article in a journal or periodical [Turabian, 8.99]:

²Author's name in regular order, "Title of the Article," *Name of the Journal* Volume in Arabic numerals [note no comma before Vol. number] (Date of issue) ["the month or season can generally be omitted if an issue number is given", see Turabian 8.101]: page(s) cited. [For examples, see Turabian, 11.39-40.]

Neither issue numbers nor seasons/months are needed if a journal is consecutively paginated throughout a volume. If the journal is not consecutively paginated the issue number should be included. If an issue number does not exist, the season, month or date should precede the year of publication.

For a signed article in an encyclopedia or dictionary use the alternate form [Turabian 8.112]:

³Author, "Title of Article," in *Name of Encyclopedia or Dictionary*, edition, volume: page(s) cited.

For a thesis or dissertation [Turabian, 11.55]:

⁴Author's name in regular order, "Title of the Work," (Ph.D. diss./ Th.M. thesis, Issuing Institution, Year), page(s) cited.

Special Forms

For an Internet site:

If an author/editor name is not given, begin the citation with the title.

⁵Glenn Davis, "The Development of the Canon of the New Testament," online: <http://shell5.ba.best.com/~gdavis/ntcanon/index.shtml>, accessed 28 March 2001.

⁶Mark Goodacre, "NT Gateway," online: <http://www.ntgateway.com/>, accessed 28 March 2001.

For distributed class notes:

⁷Name of the Professor, "Title of the Notes" (unpublished class notes in course number Course Name, Dallas Theological Seminary, Semester Year), page(s) cited.

For a student's class notes:

⁸Name of the Professor, class notes of this student in course number Course Title, Dallas Theological Seminary, Semester Year.

For a titled paper written by a student:

⁹Name of the student, "Title of the Paper" (paper submitted for course number Course Name, Dallas Theological Seminary, Semester Year), page(s) cited.

For an untitled work written by a student:

¹⁰Name of the Student, paper submitted for course number Course Name, Dallas Theological Seminary, Semester Year, page(s) cited.

For published recordings on audiocassette, e.g.:

¹¹Howard Hendricks, *The Christian Home* (San Bernardino: Campus Crusade for Christ International, 1974, no. 6), audiocassette.

For unpublished recordings on audiocassette, e.g.:

¹²S. Lewis Johnson, "The Christology of Heaven" (Dallas Theological Seminary, 1976), audiocassette.

Second, or Subsequent, References

Use a shortened reference, Method A [Turabian, 8.88, 90], e.g., author's surname, an abbreviated title of the book or article [see Turabian, 8.20], specific page reference(s).

Bibliography

Classification [Turabian, 9.3-5]

Bibliographic entries should be arranged alphabetically by surname and by title if the author has more than one title [Turabian, 9.3]. For guidelines in alphabetizing authors' names see Turabian, 9.15. To aid in computer assisted additions or corrections, the author's name should be used for second and subsequent references to the same author with multiple works contrary to Turabian 9.27. The bibliography should use the full form of the title, even though the abbreviation is acceptable in footnotes.

Bibliographies for research papers may be listed in alphabetical order without subdivisions. For large bibliographies in theses and dissertations, consult with your advisor as to the best division. Underlined head notes should clearly identify each subdivision. Within the divisions, works should be listed in alphabetical order by surname [Turabian 9.6] and alphabetically by title when more than one work is listed for an author [Turabian 9.3].

Standard Forms [See Turabian, Chapter 11 and note Chapter Index, pp. 185-87]

For a book:

Author's full name with surname first. *Title of the Book*. Editor. Translator. Edition. Series, Series editor. No. or Vols. if more than one. Place of Publication: Publisher, Year. [Note order of elements and punctuation]

For an article in a journal or periodical:

Author's full name with surname first. "Title of the Article." *Name of Journal* volume in Arabic numerals (Date of issue): inclusive pages.

For a thesis or dissertation:

Author's full name with surname first. "Title of the Thesis or Dissertation." Th.M. thesis or Ph.D. diss., Issuing Institution, Year.

Special Forms

For bibliographic entries of lexical works (e.g., BDB, BDAG, *TDNT*, and *TDOT*) it is permissible to enter the work under the general title without repeating the separate references.

For example:

Theological Dictionary of the New Testament. Edited by Gerhard Kittel. Translated and edited by Geoffrey W. Bromiley. 10 vols. Grand Rapids: Wm. B. Eerdmans, 1964-74.

For an Internet site:

If an author/editor name is not given, begin the citation with the title.

Davis, Glenn. "The Development of the Canon of the New Testament." Online: <http://shell5.ba.best.com/~gdavis/ntcanon/index.shtml>. Accessed 28 March 2001.

Goodacre, Mark. "NT Gateway." Online: <http://www.ntgateway.com/>. Accessed 28 March 2001.

For distributed class notes:

Professor's full name with surname first. "Name of the Course Notes." Unpublished class notes in course number Course Name. Dallas Theological Seminary, Semester Year.

For a student's class notes:

Professor's full name with surname first. Class notes of this student in course number Course Name. Dallas Theological Seminary, Semester Year.

For a titled paper written by a student:

Student's full name with surname first. "Title of the Paper." Paper submitted for course number Course Name. Dallas Theological Seminary, Semester Year.

For an untitled paper written by a student:

Student's full name with surname first. Paper submitted for course number Course Name. Dallas Theological Seminary, Semester Year.

For published recordings or audiocassette, e.g.:

Hendricks, Howard. *The Christian Home*. San Bernardino: Campus Crusade for Christ International, 1974. Audiocassette.

For unpublished recordings on audiocassette, e.g.:

Johnson, S. Lewis. "The Christology of Heaven." Dallas Theological Seminary, 1976. Audiocassette.

Preparation of the Manuscript

Responsibility of the Writer and the Typist

Read Turabian 13.1 carefully. The writer is responsible for the correct presentation of the paper in its entirety, including the format, the content, the spelling, the punctuation, and the final form of the paper. The typist is responsible for an accurate transcription of the copy, the layout of the components, including margins, indentions, and spacing, and the general appearance of the final form. The student should carefully proofread the final draft and make sure the form, grammar, and spelling are corrected before submitting it to his professor or thesis or dissertation advisor. The copies accepted by the Library are assumed to be in final form, signed, and subject to no further corrections, additions, deletions, or collations.

Capitalization and Spelling

The use of lower-case letters and capitals of terms commonly used in the biblical fields should conform to the “Seminary Style Manual” [see pp. 15-18 of this supplement]. For example, Scripture, Bible, Messiah, etc., but scriptural, biblical, messianic, etc. Note also, “The Book of . . .” when referring to the books of the Bible.

The authority recommended for preferred spelling is *Webster’s Third International Dictionary* or its most recent abridgment (currently, *Webster’s Tenth New Collegiate Dictionary*), using the first spelling where there is a choice [Turabian 3.1], e.g., “judgment” not “judgement,” “cooperation” not “co-operation,” etc.

Inclusion of Greek and Hebrew Words

All Greek and Hebrew words must be typed in, not written in by hand in all theses and dissertations. All accents and diacritics are to be included for Greek except when emulating forms from manuscripts, but the vocalization of Hebrew words need not be included unless it is necessary to the argument. Greek and Hebrew words should, however, be transliterated in the titles to all theses and dissertations.

All accents and diacritical marks in all foreign languages should be included in the text, footnotes, and bibliography of all theses, dissertations, and research papers.

Type of Paper and Character Size

The two final copies (the original and the shelf copy) of theses, dissertations, and projects for the library must be printed using a laser printer on 20 pound white paper with at least 25 percent cotton content. The seminary recommends Permalife White Bond paper. At present it is available from Gaylord.com (800-448-6160) and the DTS Book Center. The character size should be approximately twelve points on a computer (or 10 cpi on a typewriter) for text and ten points on a computer (or 12 cpi on a typewriter) for footnotes.

Graphics

All charts, graphs, maps, and any other graphic materials in theses, dissertations, and projects must be in black-and-white, rather than in colors. This will ensure faithful reproduction on microfilm and microfiche. Any exceptions to this policy must be recommended by the respective academic department for approval by the Thesis Style Committee.

Recommendations

It is recommended that the draft and final copy be prepared using a computer or a word processor and word processing programs that enable you to edit text, footnotes, and bibliography in a way that the formatting, numbering of footnotes, and rearrangement of bibliographic entries may be made automatically when you add new text, a new footnote or a new bibliographic entry. Some programs also automatically create Table of Contents for you as you enter them in conjunction with the text. Some excellent word processing programs that do so are Nota Bene [MS DOS], WordPerfect [Windows], Nisus Writer [Macintosh], and Microsoft Word [Windows and Macintosh]. See also the resources available on the Research Resource CD.

HINTS AND TIPS ON FORM AND STYLE

1. Reference to other parts of the thesis or dissertation should be spelled out in full in lower case letters. E.g., “In chapter five of this thesis . . .”
2. Also spell out the words referring to the parts of other works except in cases where such terms are followed by a number in a footnote or parenthetical reference [Turabian 2.18]. E.g., “In verse three . . .” but “(v. 3).”
3. Excessive use of the first person singular and plural pronouns should be avoided.
4. When referring to the terminus of dates, the following form should be used: “from 1969 to 1970” not “from 1969-70.” But reference to inclusive dates should take the form, “in the years 1969-70.”
5. When referring to the era, A.D. precedes the date and B.C. follows it [Turabian 2.56]. E.g., “In A.D. 400 . . .” but “In 841 B.C. . . .”
6. If it is necessary to divide a Hebrew phrase, clause, or sentence between lines, the words should be divided so that they read right to left in their normal order in the two lines. E.g., divide the sentence like this:
 הראשית ברא
 :האר “in the beginning God created the heavens and the earth.”
7. Periods and commas should go inside quotation marks and semicolons and colons should follow them. Question marks and exclamation points precede them if they belong to the quotation but follow them if they belong to the sentence of which the quotation is a part [Turabian 3.106].
8. The closing quotation mark should precede the parenthetical reference and the period should follow. E.g., “. . . met him” (Heb 7:10).
9. Ellipsis points should have a space before each dot except when they are preceded or followed by a quotation mark [Turabian 5.18]. If the ellipsis occurs following a period or a comma, the three spaced dots should follow the period or comma immediately following the last word before the ellipsis [Turabian 5.20, 22]. E.g., “When a nation is clearly in the wrong, it ought to say so. . . .”
10. Leave one space after all punctuation including periods, question marks, and exclamation points.
11. Arabic numerals should be used in referring to the names of the biblical books, not Roman numerals. E.g., “1 Pet” not “I Pet.”
12. Commas should be used between references to the same level, a hyphen between continued numbers, and a semicolon between separate references [see Turabian 2.46]. E.g., Gen 1:26-27, 30; 2:18-23. Continuing biblical references extending beyond chapters should be separated by an en-dash [or double hyphen, 3.91]. E.g., Rom 3:21–4:25; Rom 9–11. Specific references should be given and the use of “ff” following the beginning reference is to be avoided.

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depending on length of title.
A one-line title would begin
on the 15th line)

A STUDY OF PSALM 19 AS A POLEMIC
AGAINST THE MESOPOTAMIAN
SUN-GOD SHAMASH

<— (3-4 single lines)

<— (3-4 single lines)

A Thesis
Presented to
the Faculty of the Department of
Old Testament Studies
Dallas Theological Seminary

<— (3-4 single lines)

<— (4-5 single lines)

In Partial Fulfillment
of the Requirements for the Degree
Master of Theology

<— (4 single lines)

<— (3 single lines)

by
Barry L. Morrow
May 1981

**SAMPLE ACCEPTANCE SHEET FOR
DOCTORAL PROGRAMS**

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the top of the page)

Accepted by the Faculty of the Dallas Theological Seminary in
partial fulfillment of the requirements for the degree Doctor of Theology

<— (9 single lines)

Examining Committee

<— (4 single lines)

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<— (4 single lines)

_____ (Line is 3 inches long)

<— (4 single lines)

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**SAMPLE ACCEPTANCE SHEET FOR
MASTER'S PROGRAMS**

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the top of the page)

Accepted by the Faculty of the Dallas Theological Seminary in
partial fulfillment of the requirements for the degree Master of Theology

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Examining Committee

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ABSTRACT

THE ARTICLE WITH MULTIPLE SUBSTANTIVES CONNECTED
BY KAI' IN THE NEW TESTAMENT:
SEMANTICS AND SIGNIFICANCE

Daniel Baird Wallace

Readers: Buist M. Fanning, W. Hall Harris, Richard A. Taylor

The thesis of this dissertation is that the semantics of the article-substantive-*kai*-substantive construction (TSKS) have been largely misunderstood. This misunderstanding has adversely impacted the exegesis of several theologically significant texts. The body of the dissertation is divided into three parts: historical investigation, linguistic-phenomenological analysis of the construction, and exegetical implications. That is to say, the reasons for the misunderstanding are traced historically; a better comprehension of the semantics of the construction is established by an examination of primary literature in the light of linguistic theory; and the implications of this analysis are applied to a number of passages in the New Testament.

Historically, our treatment begins with a clear grammatical principle articulated by Granville Sharp, and ends with the present-day confusion. In 1798 Sharp published a monograph in which he articulated a rule of Greek grammar, to the effect that in TSKS, when the substantives were singular, personal, and other than proper names, both had the same referent. He applied this to christologically significant passages such as Titus 2:13 and 2 Peter 1:1.

But Sharp's canon has been frequently misunderstood, and consequently, assumed to be invalid.

An examination of the New Testament data and other ancient Greek literature revealed that Sharp's rule has a general validity in the language. All so-called exceptions seemed to be more apparent than real, and can be accounted for on linguistic principle. Further, the various permutations of TSKS displayed different, but nevertheless relatively coherent, patterns of meaning. Plural personal constructions rarely involved identical referents, except with participles; plural nouns were typically referentially discrete, but several examples involved some sort of overlap. Impersonal constructions only rarely suggested identity of referent; they routinely implied distinct or overlapping entities.

A number of exegetically significant texts are affected by the linguistic-phenomenological investigation. In particular, there is a strong antecedent probability that the constructions in Matthew 24:3, Ephesians 2:20, 4:11, and 2 Thessalonians 2:1 probably do not imply identity, while the constructions in Titus 2:13 and 2 Peter 1:1 most likely do.

Capitalization/Lowercasing Glossary

Abrahamic Covenant	amillennial (amillennarian)
African-American	the Antichrist
Age: Atomic Age	antichristian
Nuclear Age	antichrists (many)
Space Age	apostle(s), <u>but</u> the Apostle Paul, the
(<u>but</u> church age)	apostles, the 12 Apostles, the
the Almighty	Twelve
Almighty God	apostolic
Apostolic Age	chapter six (specific chapter)
Apostolic Fathers	charismatic
archaeology	chief priest(s)
ark (referring to it generally)	children of Israel
ark (Noah's)	Christ Child
ark of the covenant	Christian education (<u>but</u> Department
Ascension (specific biblical event)	of Christian Education)
Atonement (of Christ)	Christlike
audiovisual	Christological
	Christology
Beatitudes	Christ's kingdom
believer-priests	church, the early
Bible	church fathers (<u>but</u> the Fathers)
biblical	church (both universal and local)
black theology	the Commandments (capitalize only
the Board of Regents	when referring to the whole
the Board of Incorporate Members	Decalogue: Ten Commandments,
the Board	<u>but</u> first commandment)
body of Christ	Commencement
(all	communion (the sacrament)
bride of Christ	communists, communism (when
meaning	referring to the political system)
building of Christ	covenant (<u>but</u> Old Covenant and New
Christians)	Covenant)
Book of books (Bible)	Creation (the original)
Book of Job (a book of the Bible)	the Creator
book of life (mentioned in Rev. 20:15)	the Cross (figurative sense of Christ's
bookstore	sacrifice and redemption)
Bread of Life	cross (the wooden object)
Captivity (the Babylonian; others,	the Crucifixion (when referring to
lowercase)	Calvary in its total significance)
catalog (general term)	curriculum, curricula
Catholics, Catholicism (<u>but</u> catholic,	
meaning universal)	
chapter (general term)	

Davidic Covenant	godless
Day of Atonement	godly
Day of Pentecost	God-Man
Day of the Lord	God's Word
the Decalogue	Golden Rule
Department of Historical Theology (<u>but</u> Historical Theology department)	the Good Shepherd
devil	gospel (when referring to the evangelical message)
disciple	Gospel, Gospels (one or more of the first four New Testament books)
	Great Commission
	great white throne judgment
Easter Day	heaven
Elements of Hebrew (as a course title)	heavenly Father
Epistle (when used in connection with the biblical letters, as "the Epistle to the Galatians," "the Epistles," "the Epistles of Paul," "the Pauline Epistles," "the Pastoral Epistles"; <u>but</u> Paul's epistles)	hell
eternal God	High Priest (for Jesus, otherwise lowercase)
evangelical	Holy Land
Exile (biblical event)	holy of holies, holy place, most holy place (in the tabernacle and temple)
Exodus (biblical event)	Holy One (God)
Faculty Handbook	the Incarnation
Fall (of man, biblical event)	
fall season	Jehovah (<u>but</u> Yahweh preferred)
the Father (God)	Jerusalem Council
the Fathers (meaning the church fathers)	judgment seat of Christ
Feast of Firstfruits	the Just for the unjust
Feast of Tabernacles	
Flood (biblical event; <u>but</u> the flood of Noah's day)	King of kings
fundamentalism	the kingdom (<u>also</u> His kingdom)
fundamentalist	kingdom of God
Garden of Eden	Last Supper
Garden of Gethsemane	Law (Pentateuch or the Ten Commandments; lowercase for any other reason)
Gentile	Law of Moses
Gnostic(s), Gnosticism	liberation theology
Godhead	Living Water (Jesus)

“living water” (salvation)
 Lord of lords
 Lord’s Day (Sunday)
 lordship
 Lord’s Prayer (specific prayer taught
 by Jesus)
 Lord’s Supper
 Lord’s Table

Majority Text
 marriage supper of the Lamb
 the Master (Jesus)
 Mediator (Christ)
 mercy seat
 Messiah
 messiahship
 messianic
 Midrash
 midrashic
 millennial
 millennium
 Mosaic Covenant
 Mosaic Law
 Most High (name of God)
 most holy place

newborn
 New Covenant
 New Jerusalem
 Nicene fathers
 Noah’s ark
 non-Christian
 Northern Kingdom (Israel)

Old Covenant

parable of the prodigal son (etc.)
 parousia
 Passover feast (Feast of the Passover)
 Pastoral Epistles
 Pastoral Letters
 the Person and work of Christ
 Person (one of the Trinity)

postmillennial (postmillenarian)
 premillennial (premillenarian)
 Prince of Peace
 Prison Letters
 Promised Land
 prophet (but the Prophet Amos)
 the Prophets (Hebrew division of the
 Old Testament)
 Protestant, Protestantism
 Psalm (specific song or chapter in the
 Psalms; but this psalm)
 psalmist (but Psalmist David)
 the psalms (general reference)
 Psalms (the biblical book)

rabbi
 rabbinical (but Rabbinical Judaism)
 rapture
 the Redeemer
 the Reformation
 registration
 the Resurrection (Jesus’; otherwise
 lowercase; see 7.15)
 righteous One
 River Jordan

Sabbath Day
 Sadducees
 Sanhedrin
 Satan
 satanic, satanism
 Savior
 scribes
 scriptural
 Scripture, Scriptures
 the Second Advent
 the Second Coming (biblical event; but
 Christ’s second coming)
 the Seminary
 Sermon on the Mount
 Shekinah
 Sin-bearer (Christ)
 Son of Man

sonship
 Southern Kingdom (Judah)
 the Spirit of God
 the Spirit of Truth
 spring season (summer, fall, winter,
 spring)
 Stoic(s) (member of the philosophy
 begun by Zeno)
 stoic (an attitude)
 Stoicism
 Student Handbook
 suffering Servant (Christ)
 Summer School
 Sunday school
 Synoptics
 Synoptic Gospels
 systematic theology (but the
 Department of Systematic
 Theology)

 tabernacle
 temple
 the Ten Commandments (but the first
 commandment)

third world
 throne of grace
 Thy holy name
 Transfiguration (biblical event)
 the Tribulation, the Great Tribulation
 Trinity
 Trinitarian
 Triumphal Entry
 triune
 TV (not T.V.)
 the Twelve (but the 12 Apostles)

 unbiblical
 unchristian (but un-Christlike)

 white (Caucasian)
 Winter Intercession
 wise men (biblical)
 Wonderful One (title of God)
 the Word (Bible or Christ)

 Xerox (but photocopy or duplicate is
 preferred)

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