

A BETHEL SEMINARY SAN DIEGO
GUIDE TO WRITING QUALITY RESEARCH PAPERS
by Glen G. Scorgie

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(updated 22 Sept 05)

BETHEL SEMINARY SAN DIEGO'S TURABIAN SAMPLER

NOTE:

In each of the examples below, the letter “N” indicates the correct format for a Note (footnote or endnote), and the letter “B” indicates the correct format for an entry in a Bibliography. For further details, see Kate L. Turabian, *A Manual for Writers*, 6th ed. (Chicago & London: Univ. of Chicago Press, 1996), esp. chap. 11.

BOOK WITH SINGLE AUTHOR

N ¹John Hope Franklin, *George Washington Williams* (Grand Rapids: Eerdmans, 1985), 54.

B Franklin, John Hope. *George Washington Williams*. Grand Rapids: Eerdmans, 1985.

BOOK WITH TWO AUTHORS

N ¹Robert Lynd and Helen Lynd, *Middletown: A Study in American Culture* (New York: Harcourt, Brace & World, 1929), 67.

B Lynd, Robert, and Helen Lynd. *Middletown: A Study in American Culture*. New York: Harcourt, Brace & World, 1929.

BOOK WITH NO AUTHOR GIVEN

N ¹*The Lottery* (London: J. Watts, 1732), 20-25.

B *The Lottery*. London: J. Watts, 1732.

BOOK WITH ONE EDITOR

N ¹Robert von Hallberg, ed., *Canons* (Chicago: University of Chicago Press, 1984), 225.

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

BOOK WITH TWO EDITORS

N ¹John Piper & Wayne Grudem, eds., *Recovering Biblical Manhood and Womanhood* (Wheaton: Crossway, 1991), 124.

B Piper, John, and Wayne Grudem, eds. *Recovering Biblical Manhood and Womanhood*. Wheaton: Crossway, 1991.

AUTHORED BOOK TRANSLATED BY ANOTHER

N ¹Jean Anouilh, *The Lark*, trans. Christopher Fry (London: Methuen, 1955), 86.

B Anouilh, Jean. *The Lark*. Translated by Christopher Fry. London: Methuen, 1955.

AUTHORED BOOK EDITED BY ANOTHER

N ¹Jean Anouilh, *The Lark*, ed. Christopher Fry (London: Methuen, 1955), 86.

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BOOK IN EDITION OTHER THAN FIRST [2d ed., 3d ed., 4th ed., rev. ed., enl. ed.]

N ¹John Hope Franklin, *George Washington Williams*, 2d ed. (Chicago: University of Chicago Press, 1985), 54.

B Franklin, John Hope. *George Washington Williams*, 2d ed. Chicago: University of Chicago Press, 1985.

CHAPTER BY ONE AUTHOR IN A BOOK EDITED BY ANOTHER

N ¹Mary Higdon Beech, "The Domestic Realm in the Lives of Hindu Women in Calcutta," in *Separate Worlds*, ed. Hanna Papanek and Gail Minault (Delhi: Chanakya, 1982), 115.

B Beech, Mary Higdon. "The Domestic Realm in the Lives of Hindu Women in Calcutta." In *Separate Worlds*, ed. Hanna Papanek and Gail Minault, 110-38. Delhi: Chanakya, 1982.

BOOK IN A SERIES

N ¹Leon Morris, *The Gospel According to John*, The New International Commentary on the New Testament (Grand Rapids: Eerdmans, 1971), 262.

B Morris, Leon. *The Gospel According to John*. The New International Commentary on the New Testament. Grand Rapids: Eerdmans, 1971.

ARTICLE IN A JOURNAL (when each issue is dated separately)

N ¹Richard Jackson, "Running Down the Up-Escalator: Regional Inequality in Papua New Guinea," *Australian Geographer* 14 (May 1979): 180.

B Jackson, Richard. "Running the Up-Escalator: Regional Inequality in Papua New Guinea." *Australian Geographer* 14 (May 1979): 175-84.

ARTICLE IN A JOURNAL (when issues are identified by volume and number)

N ¹Richard Jackson, "Running the Up-Escalator: Regional Inequality in Papua New Guinea," *Australian Geographer* 14, no. 4 (1979): 180.

B Jackson, Richard. "Running the Up-Escalator: Regional Inequality in Papua New Guinea." *Australian Geographer* 14, no. 4 (1979): 175-84.

ARTICLE IN A MAGAZINE

N ¹Bruce Weber, "The Myth Maker: the Creative Mind of Novelist E. L. Doctorow," *New York Times Magazine*, 20 October 1985, 42.

B Weber, Bruce. "The Myth Maker: The Creative Mind of Novelist E. L. Doctorow." *New York Times Magazine*, 20 October 1985, 40-50.

BRIEF ARTICLE IN A WELL-KNOWN REFERENCE WORK

N ¹*Encyclopaedia Britannica*, 5th ed., s.v. "Cold War."

B [it is not necessary to list this well-known reference work in your bibliography]

SUBSTANTIAL, SIGNED ARTICLE IN A MORE SPECIALIZED REFERENCE WORK

N ¹R. L. Saucy, "God, Doctrine of," in *Evangelical Dictionary of Theology*, ed. Walter Elwell (Grand Rapids: Baker, 1984), 459.

B Saucy, R. L. "God, Doctrine of." In *Evangelical Dictionary of Theology*, ed. Walter Elwell, 459- 64. Grand Rapids: Baker, 1984.

BOOK REVIEWS

N ¹Dwight Frankfather, review of *The Disabled State*, by Deborah A. Stone, *Social Service Review* 59 (September 1985): 524.

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

CD-ROM VERSION OF A PRINTED SOURCE

N ¹*Oxford English Dictionary*, 2d ed., s.v. "Glossalalia" [CD-ROM] (Oxford: Oxford University Press, 1992).

B [it is not necessary to list such a well-known reference work in your bibliography]

DOCUMENT FROM A WEB-SITE

N ¹Assemblies of God USA, "The Role of Women in Ministry" [doc. on-line]; available from http://ag.org/top/beliefs/position_papers/4191_women_ministry.cfm; accessed 4 Oct. 2001.

B Assemblies of God USA. "The Role of Women in Ministry." Document on-line. Available from http://ag.org/top/beliefs/position_papers/4191_women_ministry.cfm. Accessed 4 Oct. 2001.

ON-LINE VERSION OF A PRINTED JOURNAL

N ¹Richard Jackson, "Running Down the Up-Escalator: Regional Inequality in Papua New Guinea," *Australian Geographer* 14, no. 4 (1979): 180 [journal on-line]; available from <http://www.christianity.net/ct>; accessed 15 September 1998.

B Jackson, Richard. "Running Down the Up-Escalator: Regional Inequality in Papua New Guinea." *Australian Geographer* 14, no. 4 (1979):175-84. Journal on-line. Available from <http://www.christianity.net/ct>. Accessed 15 September 1998.

ON-LINE DATABASE INFORMATION

N ¹Theodore Kornweibel, *Shifting Demographics of San Diego County* (San Diego: SANDAG, 1997) [database on-line]; available from Dialog, ERIC, ED 178312.

B Kornweibel, Theodore. *Shifting Demographics of San Diego County*. San Diego: SANDAG, 1997. Database on-line. Available from Dialog, ERIC, ED 178312.

CLASS LECTURE CONTENT

- N ¹Ronald F. Youngblood, "Prophecy and Renewal," Bethel Seminary San Diego class lectures, 3 Oct. 2001, from notes by author.
- B Youngblood, Ronald F. "Prophecy and Renewal." Bethel Seminary San Diego class lectures, 3 Oct. 2001. From notes by author.

UNPUBLISHED THESIS OR DISSERTATION

- N ¹Joseph Too Shao, "Spirituality in the Prophetic Traditions: An Asian Perspective" (Ph.D. diss., Hebrew Union University, 1986), 10.
- B Shao, Joseph Too. "Spirituality in the Prophetic Traditions: An Asian Perspective." Ph.D. diss., Hebrew Union University, 1986.

UNPUBLISHED PAPER [with unpublished material, site should indicate where a copy is now available]

- N ¹Glen G. Scorgie, "When We Differ Sharply: A Proposal for the Evangelical Theological Society" (unpublished paper, Bethel Seminary San Diego Library, 2001), 5-7.
- B Scorgie, Glen G. "When We Differ Sharply: A Proposal for the Evangelical Theological Society." Unpublished paper, Bethel Seminary San Diego Library, 2001.

UNPUBLISHED INTERVIEW BY WRITER OF PAPER [assuming a record of the interview is accessible]

- N ¹Douglas Webster, pastor of First Presbyterian Church of San Diego, interview by author, 23 Sept. 1998, San Diego, tape recording, Bethel Seminary San Diego Library.
- B Webster, Douglas, pastor of First Presbyterian Church of San Diego. Interview by author, 23 Sept. 1998, San Diego. Tape recording. Bethel Seminary San Diego Library.

QUOTING A DOCUMENTED QUOTE [avoid whenever possible by consulting the originating source itself]

- N ¹D. A. Carson, "A Review of the New Revised Standard Version," *The Reformed Theological Review* 50, no. 1 (1991): 8; quoted by Mark L. Strauss, *Distorting Scripture? The Challenge of Biblical Translation and Gender Accuracy* (Downers Grove: IVP, 1998), 19.
- B Strauss, Mark L. *Distorting Scripture? The Challenge of Biblical Translation and Gender Accuracy*. Downers Grove: IVP, 1998.

QUOTING AN UNDOCUMENTED QUOTE

- N ¹D. A. Carson; quoted by Mark L. Strauss, *Distorting Scripture? The Challenge of Biblical Translation and Gender Accuracy* (Downers Grove: IVP, 1998), 19.
- B Strauss, Mark L. *Distorting Scripture? The Challenge of Biblical Translation and Gender Accuracy*. Downers Grove: IVP, 1998.

MOTION PICTURES (this term includes movie, video-cassettes and DVD formats)

- N ¹*The Apostle*, dir. Robert Duvall, motion picture, 1997.
- B *The Apostle*. Directed by Robert Duvall. Motion picture. 1997.

SUBSEQUENT REFERENCES TO THE SAME SOURCE

MAKING THE FOOTNOTE OR ENDNOTE:

¹John Hope Franklin, *George Washington Williams* (Grand Rapids: Eerdmans, 1985), 54.

MAKING AN IMMEDIATE FOLLOW-UP REFERENCE TO THE SAME SOURCE:

²*Ibid.*, 55.

MAKING AN IMMEDIATE FOLLOW-UP REFERENCE TO THE SAME PAGE OF THE SAME SOURCE:

³*Ibid.*

MAKING A LATER REFERENCE TO THIS SAME SOURCE:

¹⁰Franklin, *George Washington Williams*, 88.

ENTERING THIS BOOK IN YOUR BIBLIOGRAPHY:

Franklin, John Hope. *George Washington Williams*. Grand Rapids: Eerdmans, 1985.

HOW THESE ENTRIES LOOKED IN BETHEL'S TURABIAN SAMPLER (COMPARE ABOVE):

N ¹John Hope Franklin, *George Washington Williams* (Grand Rapids: Eerdmans, 1985), 54.

B Franklin, John Hope. *George Washington Williams*. Grand Rapids: Eerdmans, 1985.

BETHEL SEMINARY SAN DIEGO

THE SCANDAL OF THE EVANGELICAL MIND

Submitted in Partial Fulfilment of the Requirements of
TS 103 Systematic Theology III

By

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Box 60187

October 2005

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CAPITALIZATION GUIDE

A

Advent, the
Almighty, the
Advocate, the (Holy Spirit)
angel
Anointed, the (Jesus)
Apocrypha, the
apostle Peter, et al.
apostles
Apostles' Creed
Atonement

B

Bible school
biblical
Black (people)
body of Christ (the church)
Book, the (Bible)
bread of life (Bible or Christ)

C

Calvary
Catholicism
children of Israel
chosen people
Christian
Christology
christological
church (body of Christ)
church in America
city of David
Comforter, the (Holy Spirit)
commandment (first, et al.)
communion
conciliar
covenant, the
Creation, the
Creator, the
cross
crucifixion, the
Crusades, the

D

Dead Sea Scrolls
Decalogue
Deity, the (Christ/God)
deity of Christ
devil, the (Satan)
Diaspora

E

Easter Sunday
Eastern church
enemy, the (Satan)
Epistle to the Romans
Epistles, the (NT letters)
Eternal, the (God)
eternal Word, the
Eucharist
evangelical
evangelicals
exile (Babylonian)
Exodus (from Egypt)

F

Fall, the
fall of man
Father, the
fatherhood of God
Flood, the

G

Galilean, the (Christ)
garden of Eden
Gentile laws
gnostic
Gnosticism
Godhead
godlike
God's Word
golden rule, the
good news (the gospel)
good Samaritan
Good Shepherd
gospel (adj.)
Gospel of John, et al.
gospel, the (good news)
Gospels, the
great commandment; the
great commission, the
Great High Priest, the
Great Physician, the

H

heaven
heavenly Father
High Church (Anglican)
High Priest, the (Christ)
Holy Bible

holy city
Holy Communion
holy of holies
Holy One
Holy Scriptures
Holy Spirit

I

Immanuel
Incarnation
incarnational

K

kingdom of God

L

Last Supper
Law, the (OT)
law of Moses
Liberation Theology
light of the world (Christ)
living Word (Bible)
Logos, the
Lord
Lord of lords
Lord's day, the
lordship of Christ
Lord's Prayer, the

N

new covenant (NT)
new religious movements
non-Christian

O

orthodoxy

P

papacy
parable of the prodigal son
paradise
parousia
Passion Sunday
Passover
pastoral Epistles
Pauline Epistles
Pentecost
Pentecostal (adj.)

Pentecostals
people of God
pope, the
Pope John Paul II
Prince of Peace (Christ)
Prophets (OT books)
Protestant (ism)

R

Reformation
Reformed Theology
reign of God

S

Satan
Savior
scriptural
Scripture(s) (Bible)
Septuagint (LXX)
serpent, the (Satan)
Son of God
Son of man
Sunday school
synoptic Gospels

T

Third World
trinitarian
Trinity
triune God
twelve, the
twelve apostles, the

U

unchristian

V

virgin birth

W

way, the (Christ)
Western church
White (people)
Word (the Bible or Christ)
Word of life
Word of truth, the

ABBREVIATIONS FOR TRANSLATIONS AND BIBLICAL BOOKS

Due to the frequency of biblical referencing in seminary writing, a simple citation method is desirable. Instead of using normal footnotes or endnotes, biblical references may be indicated in parentheses in the running text of the paper. For example:

The Apostle Paul indicates that justification is by faith (Rom. 5:1).

Unless otherwise indicated, the New International Version (NIV) is assumed. If another version is used, this should be indicated by an appropriate acronym. The first example quotes the NIV; the second quotes the King James Version (KJV):

The Apostle Paul says that “in all things God works for the good of those who love him” (Rom. 8:28)

The Apostle Paul says that “all things work together for good to them that love God” (Rom. 8:28, KJV)

References to the individual books of the Bible should be abbreviated according to the following standard:¹

Old Testament

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

New Testament

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

¹ Bob Hudson & Shelley Townsend, *A Christian Writer's Manual of Style* (Grand Rapids: Zondervan, 1988), 112-13. This manual follows NIV usage.

CREATING HEADINGS

IN THE TEXT OF A RESEARCH PAPER²

BASIC PRINCIPLES

Generally it is a good idea to divide the body of a research paper into sections identified by appropriate headings. There are a number of principles to follow in doing this.

1. The Appropriate Number of Headings

There should be neither too many, nor too few. A rough rule of thumb is one heading for every three or so pages of text. Also remember that each heading (along with its page reference) should be indicated in your Table of Contents. A typical seminary research paper may have about five or six (including Introduction and Conclusion).

2. Sub-Heading Are Often a Good Idea Too

If you do use sub-headings, make sure that there are always at least two in every group of them; never let just one stand alone in any section. These sub-headings should also be indicated in your Table of Contents, but you do not have to indicate their page numbers.

3. Sub-Sub-Headings Are Occasionally a Good Idea

This is true only if the paper is of a substantial length; otherwise your paper has a “choppy” appearance and will not flow very well. You do not have to indicate these in your Table of Contents.

4. Be Consistent in How You Format Each Level of Heading

There is flexibility in how you decide to format your headings. But two principles apply: (1) there should be consistency in how you format the different levels of headings, and (2) the visual prominence of the heading styles you select should go down as you move from headings to sub-headings to (if necessary) sub-sub-headings.

SAMPLE FORMATS

Here is an example of how headings can be formatted and differentiated from one another.

ALL FIRST LEVEL (HEADINGS):
Centered, Bold and Lower Case

The Old Testament

ALL SECOND LEVEL (SUB-HEADINGS):
Left-Justified and Caps

ISAIAH

ALL THIRD LEVEL (SUB-SUB HEADINGS):
Left-Justified and Lower Case

Messianic Themes

² For further details, see Turabian, 1.37 ff.; by the way, never end a page with a heading of any kind.

BIBLIOGRAPHY ON THEOLOGICAL RESEARCH

1. INTRODUCTIONS TO DOING THEOLOGY

Fraser, Elouise Renich. *Confessions of a Beginning Theologian*. Downers Grove: IVP, 1998.

Thielicke, Helmut. *A Little Exercise for Young Theologians*. Grand Rapids: Eerdmans, 1962.

2. THEOLOGICAL RESEARCH METHOD

Barber, Cyril J., and R. M. Krause, Jr. *An Introduction to Theological Research: A Guide for College and Seminary Students*, 2d ed. Lanham, MD: University Press of America, 2000.

Core, Deborah. *The Seminary Student Writes*. St. Louis: Chalice, 2000.

Vyhmeister, Nancy Jean. *Quality Research Papers for Students of Religion and Theology*. Grand Rapids: Zondervan, 2001.

3. WRITING STYLE

Strunk, William, Jr., & E. B. White. *The Elements of Style*, 4th ed. Boston: Allyn & Bacon, 2000.

Timmerman, John, and Donald Hettinga. *In the World: Reading and Writing as a Christian*, 2d ed. Grand Rapids: Baker, 2004.

4. RESEARCH PAPER FORMAT

A. Chicago Style

Chicago Manual of Style, 15th ed. Chicago: University of Chicago Press, 2003. [exhaustive]

Hudson, Robert, ed. *The Christian Writer's Manual of Style*. Rev. ed. Grand Rapids: Zondervan, 2004. [follows Chicago format]

Turabian, Kate. *A Manual for Writers*, 6th ed. Chicago: University of Chicago Press, 1996. [shorter]

B. APA Style

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

Perrin, Robert. *Pocket Guide to APA Style*. Boston: Houghton Mifflin, 2004.

5. USEFUL WEB RESOURCES

<www.press.uchicago.edu/Misc/Chicago/cmosfaq>

This official website answers a lot of questions about Turabian style.

<www.apastyle.org>

This website contains, among other things, the most up-to-date information on the latest edition of the *Publication Manual of the APA*.

<www.bartleby.com>

This website provides dictionaries, an encyclopaedia, a thesaurus, and various other resources that are very helpful in writing quality prose.

<<http://owl.english.purdue.edu>>

Purdue University's outstanding Online Writing Lab (OWL)—it's got everything, including the best explanation of plagiarism!

<www.crk.umn.edu/library/links/apa5th.htm>

An excellent one-page APA crib sheet prepared at the University of Minnesota.

<www.apastyle.org/electref.html>

Guide on the official APA website for referencing electronic sources.

**PUBLISHER PROFILES:
A Guide for the Discriminating Student**

Bethel students are encouraged to interact with a wide range of reading, including materials which may not necessarily reflect the evangelical convictions of our community here at Bethel. Such breadth of study reflects our strong confidence in the evangelical understanding of Christ and His Gospel, and can contribute to our preparedness for effective ministry. A surprisingly large proportion of books from an evangelical perspective are published by just a handful of publishing houses. Generally theological publishing appears to be concentrated in Grand Rapids, the Chicago area, and Nashville.

THE MAIN EVANGELICAL PUBLISHERS

Eerdmans:

Grand Rapids; rooted in Dutch (Christian Reformed) tradition but now trans-denominational, broadly evangelical, scholarly

InterVarsity:

Downers Grove [suburban Chicago]; rooted in InterVarsity's campus ministries, evangelical, geared to thoughtful undergraduates, middle-weight

Baker:

Grand Rapids; also rooted in Dutch tradition but now trans-denominational, conservative evangelical, middle-weight

Zondervan:

Grand Rapids; rooted in Dutch tradition, now owned by secular HarperRow but continuing to serve "evangelical market niche, generally popular titles, but with an "Academie" book line

OTHER SIGNIFICANT THEOLOGICAL PUBLISHERS

Broadman & Holman:

Nashville, TN; reflects Southern Baptist viewpoints, middle-weight

Judson:

Valley Forge, PA; American Baptist viewpoint, broadly evangelical, middle-weight

Westminster/John Knox Press:

Louisville, KY; Presbyterian, created by merger of northern and southern Presbyterian publishing houses, mainline Protestant views, scholarly

Trinity Press International:

Valley Forge, PA; fairly new publisher, reflects mainline Protestant, especially Episcopalian views, scholarly; frequently distributes titles from SCM (Britain's mainline Anglican press)

Hendrickson:

Peabody, MA; fairly recent evangelical publisher, reflects thoughtful charismatic perspectives, specializes in biblical studies and pneumatology, middle-weight

Augsburg Fortress:

Minneapolis; created by recent merger of two Lutheran publishers, reflects mainline Lutheran views, middle-weight to scholarly

Abingdon:

Nashville, TN; reflects mainline (United) Methodist tradition, middle-weight

T. & T. Clark:

Edinburgh, Scotland; reflects Church of Scotland (Presbyterian) perspectives, scholarly

Moody Press:

Chicago; a ministry of Moody Bible Institute, conservative/fundamentalist heritage (dispensational, linked to Dallas), mostly popular-level

Word:

Waco, TX; conservative evangelical, popular-level

Victor/Bridgepoint:

Wheaton, IL; outgrowth of Scripture Press Sunday School publishers, conservative/Fundamentalist heritage, geared to practical church and Bible school ministries and issues, popular-level

Thomas Nelson:

Nashville, TN; famous for its Bible-publishing, evangelical, mostly popular-level

Paulist:

Mahwah, New Jersey; independent-thinking Roman Catholic, middle-weight to scholarly

Orbis:

Maryknoll, NY; Roman Catholic, specializing in missiology and contextualization, supportive of liberation theology and other radical movements, middle-weight to scholarly