



Bethel College

Style Manual

Guidance for Preparing a Term Paper

Revised August 2006
Adapted from Regent University's *Guidelines for Term
Papers on Biblical and Theological Topics*

STARTING YOUR RESEARCH PAPER

1. Seek the guidance of the Holy Spirit for relevance and spiritual illumination throughout this process.

2. Tentatively select a general topic that interests you.

What fires you up?

What have you always wanted to explore?

What will help you in your future ministry?

For example, *Women in Ministry*

Please note that any topic must be in the parameters set by the instructor.

3. Read some general articles in a Bible dictionary or a Bible encyclopedia or skim some books on the general topic in order to identify a particular issue or problem that interests you.

This particular issue or problem then becomes your research topic.

For example, *women in the preaching ministry*

Begin to form some general conclusions about this topic from your reading.

4. Examine the primary source, the Bible, for information that pertains to your particular issue or problem.

Take notes to help you remember ideas and points developed from your Bible study, with references to the passages used.

Form some conclusions from your biblical research.

Develop a thesis statement which will become the focal point of your paper.

For example: *God has ordained women as well as men to preach the gospel.*

5. Develop a tentative outline. Ask:

How can I prove my thesis statement?

What are the major ideas?

In what order do they belong?

This will develop a tentative outline to be fleshed out later on.

6. Examine secondary sources (what others say about your thesis statement) to include:

- commentaries
- historical background sources
- word studies
- a reliable concordance
- exegetical studies
- books
- journal articles

- periodicals
- microfilm
- electronic documents

Take notes to help you remember ideas and points developed from your study of secondary sources. Be sure to record the title, author, and page number of the source that inspired each note and record the information necessary for a bibliographic entry.

Your notes should be keyed to your headings in your tentative outline or a new heading developed as a result of your research.

Your study of secondary sources will allow you to do “reality checks” on your conclusions. In addition, your term paper will use these sources to support, clarify, and/or demonstrate opposing views and your responses to them.

7. Fill in and/or revise your tentative outline with notes from your readings.

Assure the development of your outline is in a logical flow

Assure the development provides the support needed to prove your thesis statement.

This includes countering real or anticipated criticism of opposing arguments.

This revised outline should be your final outline and will guide the writing of your paper.

WRITING YOUR RESEARCH PAPER

1. Preparing the draft paper

Using your final outline as section headings, begin to write the body of your paper by fleshing out your ideas and notes into paragraphs. Stay with one main subject in a given paragraph, unless a parenthetical idea is interjected for some reason.

Make sure that one point builds upon another or comes in a proper sequence of thought.

In writing up the results of your study, constantly ask yourself how the ideas in your paper relate to the main topic and the outline. Delete extraneous and unnecessary material from your text. (In certain instances, it may be appropriate to include tangential material in a footnote or endnote.)

Provide a conclusion to your paper in which you summarize your findings and/or provide an answer to the problem you have raised. The conclusion may be a section, paragraph, or a shorter statement, depending on the length of the paper. This conclusion should be in your own words and not a quotation from another source.

Write an introduction, stating the issue or problem clearly (your thesis statement). This could be in a statement or question form. The introduction should indicate the importance of your topic to biblical studies, or to the church at large, etc.

2. Revision before final typing

Revise your first draft. Eliminate unclear statements, poor sentence structure, misspelled words, faulty punctuation, etc.

Reading your paper out loud may help to “catch” faulty or unclear sentences and thoughts.

3. Checking the final typed paper

Use your word processor's spell check. But remember, your spell check may not be correct because of the different spellings of words depending on their usage.

So, check the typed paper for errors—proofread it yourself.

You, the student, are considered to be responsible for all errors when the paper is handed in.

Format

Font – 12 pt. Times New Roman

Margins – left: 1.25”; top, bottom, right: 1”

Double spaced [unless a quotation is four or more lines, then use single space, with block indent.]

Title page [title of paper, student's name, class name, and date]

Table of contents [not necessary for papers under 3000 words]

Outline [also use sectional headings in your text]

Introduction (normally including thesis statement)

Body of the paper

Footnotes (preferable) or **endnotes**

Bibliography (a listing of works cited)

CITATION AND DOCUMENTATION OF SOURCES

1. All information that is not common knowledge or has not been discovered by yourself personally should be carefully documented in a footnote or endnote to show the source.

2. Style for Citing Sources

- *Bethel College Style Manual*.
- Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed., rev. John Grossman and Alice Bennett (Chicago: University of Chicago Press, 1996). Copies may be obtained from a local bookstore.

Samples – Note: words that are italicized in examples may be underlined as an alternative.

A. **FOOTNOTES OR ENDNOTES** (Note: first line is indented to be consistent with paragraph indents.)

1. **Book with a Single Author** (*Turabian*, 11.3)

Paul J. Achtemeier, *An Introduction to the New Hermeneutic* (Philadelphia: The Westminster Press, 1969), 54.

2. **Immediately Following Reference to Same Author and Title** (*Turabian*, 8.85)

Ibid., 65.

3. **Subsequent Reference to Same Author and Title with Intervening References** (*Turabian*, 8.91)

Achtemeier, 75.

4. **A Book with Multiple Authors** (*Turabian*, 11.4-6)

a. **Two or Three Authors** (*Turabian*, 11.4-5)

Brian W. Kerrigan and Dennis M. Ritchie, *The C Programming Language* (Englewood Cliffs, NJ: Prentice Hall, 1978), 185.

b. **More than Three Authors** (*Turabian*, 11.6)

Martin Greenberger and others, *Networks for Research and Education: Sharing of Computer and Information Resources Nationwide* (Cambridge: MIT Press, 1974), 50.

5. **Editor or Compiler as "Author"** [lexicons might be in this category] (*Turabian*, 11.11)

J. N. D. Anderson, ed. *The World's Religions* (London: InterVarsity Press, 1950), 47.

William F. Arndt, F. Wilbur Gingrich, and Frederick W. Danker, eds., *A Greek-English Lexicon of the New Testament and Other Early Christian Literature*, 2d ed., (Chicago: University of Chicago Press, 1979), 205.

6. Component Part by One Author in a Work by Another [such as a chapter or an essay] (*Turabian*, 11.26)

Jerry Horner, "The Holy Spirit and the Wisdom of God," in *Essays on Apostolic Themes: Studies in Honor of Howard M. Ervin*, ed. Paul Elbert (Peabody: Hendrickson Publisher's, 1985), 42.

Paul Tillich, "Being and Love," in *Moral Principles of Action*, ed. Ruth N. Anshen (New York: Harper and Bros., 1952), 63.

7. Reprint Edition (*Turabian*, 11.19)

William J. Conybeare and James S. Howson, *The Life and Epistles of St. Paul* (Hartford, Conn.: S.S. Scranton, 1896; reprint, Grand Rapids: Eerdmans, 1984), 55 (note: page reference is to reprint edition).

8. Separately Titled Volume in a Multivolume Work with a General Title and Editor(s) (*Turabian*, 11.14)

A. B. Hart, ed., *The American Nation: A History* (New York: Harper and Bros., 1904-18), vol. 25, *America as a World-Power, 1897-1907*, by J. H. Latane, 44.

For commentaries in this category:

F. F. Bruce, *1 and 2 Thessalonians*, Word Biblical Commentary, vol. 45, ed. David A. Hubbard and Glenn W. Barker (Waco, TX: Word, 1982), 65.

Or [also acceptable]

Jack M. Sasson, *Jonah: A New Translation with Introduction, Commentary, and Interpretation*, The Anchor Bible, vol. 24B (New York: Doubleday, 1990), 65.

9. Article in Encyclopedia or Dictionary (*Turabian*, 8.112; 11.42-43)

a. **Signed Article** (*Turabian*, 8.112; 11.43)

Johannes Behm, "Artos," in *Theological Dictionary of the New Testament*, vol. 1, ed. Gerhard Kittel, trans. and ed. Geoffrey Bromiley (Grand Rapids: Eerdmans, 1964), 477.

J. W. Cosyns-Carr, "Blake, William," in *Encyclopedia Britannica*, 11th ed.

b. **Unsigned Article** (*Turabian*, 11.42)

Encyclopedia Americana, 1962 ed., "Sitting Bull."

10. Author's Work Translated or Edited by Another (*Turabian*, 11.12)

Rudolf Bultmann, *Theology of the New Testament*, trans. Kendrick Grobel (New York: Charles Scribner's Sons, 1955), 203.

11. Article in Journal or Magazine (8.99-104; 11.39-41)

a. **Journal** (*Turabian*, 8.99-103; 11.39-40)

Benjamin D. Sommer, "Reflecting on Moses: The Redaction of Numbers 11," *Journal of Biblical Literature* 118 (1999): 621-24.

Or [If issues are paginated separately rather than in sequence throughout the volume, the issue number is required (*Turabian*, 8.101)]

C. A. Wanamaker, "Philippians 2:6-11: Son of God or Adamic Christology?" *New Testament Studies* 33, no. 2 (April 1987): 180.

b. **Magazine** (*Turabian*, 11.41)

Walter C. Kaiser, Jr., "What Commentaries Can (and Can't) Do," *Christianity Today*, 2 October 1981, 24. [**no volume number is necessary**]

12. **Microform** (*Turabian*, 8.137-138; 11.51)

Harold Joachim, *French Drawings and Sketchbooks of the Nineteenth Century*, Art Institute of Chicago (Chicago: University of Chicago Press, 1978), 1:59, text-fiche.

13. **Unpublished Materials** (*Turabian*, 8.130-132; 11.52-55)

a. **Letter** (*Turabian*, 8.130; 11.52)

Gordon Fee to Charles Holman, 18 November 1993, personal.

Hiram Johnson to John Callan O'Laughlin, 13, 16 July, 28 November 1916, O'Laughlin Papers, Roosevelt Memorial Collection, Harvard College Library, Cambridge.

b. **Speech or Sermon** (*Turabian*, 8.132; 11.53)

Eulogy of Charles V in Latin, apparently written at the monastery of St. Just, Spain, [ca. 1500], Special Collections, Joseph Regenstein Library, University of Chicago, Chicago.

c. **Manuscript** (*Turabian*, 8.130; 11.54)

J. Rodman Williams, "Last Things," TMs [photocopy], 1992, Regent University, Virginia Beach, VA, 123.

d. **Thesis or Dissertation** (*Turabian*, 8.130; 11.55)

Nicholas M. M. Pulaski, "*Ruah Haqqodesh*: The Holy Spirit in the Old Testament" (M.A. thesis, CBN University, 1988), 32.

14. **Music** [Published Musical Score] (*Turabian*, 8.143; 11.59)

Wolfgang Amadeus Mozart, *Don Giovanni*, libretto by Lorenzo da Ponte, English version by W. H. Auden and Chester Kallman (New York: G. Schirmer, 1961), 55.

15. **Sound Recordings** [Music or teaching] (**9.125, 11.60**)

M. G. (Pat) Robertson, *How to Know the Will of God* (Virginia Beach, VA: Christian Broadcasting Network, 1985), cassette.

16. **Video recordings** (*Turabian*, 8.145; 11.61)

John Wimber, *Signs and Wonder and Church Growth* (Placentia: Vineyard Ministries International, 1984), 12 videocassettes, no. 2.

17. **Performances** [Worship services or concerts] (*Turabian*, 8.146; 11.62)

William Shakespeare, *The Winter's Tale*, Festival Theatre, Stratford, Ontario, 24 September 1986.

B. BIBLIOGRAPHIC ENTRIES (*Turabian*, 9.1-36) (Note: second and subsequent lines are indented)

1. **Book with a Single Author** (*Turabian*, 9.9; 11.3)

Achtemeier, Paul J. *An Introduction to the New Hermeneutic*. Philadelphia: The Westminster Press, 1969.

2. **A book with Multiple Authors** (*Turabian*, 9.10; 11.4-6)

a. **Two or Three Authors** (*Turabian*, 11.4-5)

Kerrigan, Brian W. and Dennis M. Ritchie. *The C Programming Guide*. Englewood Cliffs, NJ: Prentice Hall, 1978.

b. **More than Three Authors** (*Turabian*, 11.6)

LaSor, William Sanford, David Allan Hubbard, Frederic Wm. Bush, James R. Battenfield, Robert L. Hubbard, Jr., and William B. Nelson. *Old Testament Survey: The Message, Form, and Background of the Old Testament*. 2d ed. Grand Rapids: Eerdmans, 1996.

3. **Editor(s) or Compiler(s) as "Author(s)"** (*Turabian*, 11.11)

Anderson, J. N. D., ed. *The World's Religions*. London: InterVarsity Press, 1950.

Arndt, William F., F. Wilbur Gingrich, and Frederick W. Danker, eds. *A Greek-English Lexicon of the New Testament and Other Early Christian Literature*, 2d ed., rev. Chicago: University of Chicago Press, 1979.

4. **Component Part by One Author in a Work by Another** [such as a chapter or an essay] (*Turabian*, 11.26)

Horner, Jerry. "The Holy Spirit and the Wisdom of God." In *Essays on Apostolic Themes: Studies in Honor of Howard M. Ervin*, ed. Paul Elbert, 40-50. Peabody: Hendrickson Publishers, 1985.

Tillich, Paul. "Being and Love." In *Moral Principles of Action*, ed. Ruth N. Anshen, 60-75. New York: Harper and Bros., 1952.

5. **Reprint Edition** (*Turabian*, 11.19)

Conybeare, William J. and James S. Howson. *The Life and Epistles of St. Paul*. Hartford, Conn.: S.S. Scranton, 1896; reprint, Grand Rapids: Eerdmans, 1984.

6. **The Bible** [title; version; special edition, if any]

The New Open Bible. New King James Version. Study Edition.

The Bible. New American Standard Version.

7. **Separately Titled Volume in a Multivolume Work with a General Title and Editor(s)** (*Turabian*, 11.14)

Hart, A. B., ed. *The American Nation: A History*. Vol. 25, *America as a World-Power, 1897-1907*, by J. H. Latane. New York: Harper and Bros., 1904-18.

a. **For commentaries in this category**

Bruce, F. F. *1 and 2 Thessalonians*. Word Biblical Commentary. Vol. 45. Ed. David A. Hubbard and Glenn W. Barker. Waco, TX: Word, 1982.

b. Or [also acceptable]

Sasson, Jack M. *Jonah: A new Translation with Introduction, Commentary, and Interpretation*. The Anchor Bible. Vol. 24B. New York: Doubleday, 1990.

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b. **Unsigned Article** (*Turabian*, 11.42)

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a. **Journal** (*Turabian*, 11.39-40)

Wanamaker, C. A. "Philippians 2:6-11: Son of God or Adamic Christology?" *New Testament Studies* 33 no. 2 (April 1987): 175-85.

b. **Magazine** (*Turabian*, 11.41)

Kaiser, Walter J. Jr. "What Commentaries Can (and Can't) Do." *Christianity Today*, 2 October 1981, 24.

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13. **Music** [Published Musical Score] (*Turabian*, 11.59)
Robertson, M. G. (Pat). *How to Know the Will of God*. Virginia Beach, VA. Christian Broadcasting Network, 1985. Cassette.
14. **Sound Recordings** [Music or teaching] (*Turabian*, 11.60)
Mozart, Wolfgang Amadeus. *Don Giovanni*. Libretto by Lorenzo da Ponte, English version by W. H. Auden and Chester Kallman. New York and London: G. Schirmer, 1961.
15. **Video recordings** (*Turabian*, 11.61)
Wimber, John. *Signs and Wonders and Church Growth*. Placentia: Vineyard Ministries International, 1984. Videocassette.
16. **Performances** [Worship services or concerts] (*Turabian*, 11.62)
Shakespeare, William. *The Winter's Tale*. Festival Theatre, Stratford, Ontario, 24 September 1986.
17. **Works by the Same Author** (*Turabian*, 9.27-34)
Brueggemann, Walter. *The Land: Place as Gift, Promise, and Challenge in the Biblical Faith*. Overtures to Biblical Theology. Philadelphia: Fortress Press, 1977.
_____. *Texts That Linger Words That Explode: Listening to Prophetic Voices*. Edited by Patrick D. Miller. Minneapolis: Fortress Press, 2000.
_____. *Theology of the Old Testament: Testimony, Dispute, Advocacy*. Minneapolis: Fortress Press, 1997.

CITING ELECTRONIC INFORMATION

□ Citations of electronic documents can take the same basic form as citations of paper materials. However, since online sources may be updated or modified continually, the date the information is accessed is important to include. As with all citations, the goal is to give authors the credit they deserve and to provide enough information to enable the items to be retrieved again, either by you or by someone else.

□ *Turabian* offers some guidance on the citation of electronic sources at 8.141, though this guidance falls short of covering the variety of electronic documents you may encounter. Thus, the following examples attempt to fill this void in *Turabian*.

□ For Internet sources, you normally will not be able to supply a page number reference, as pagination will differ from machine to machine, depending on the settings of your browser. Try to supply some reference for where in the document the cited material occurs, such as a heading or subheading inherent in the document.

1. FOOTNOTES OR ENDNOTES

a. Book available electronically

1) **Online form** (i.e., internet) – Author, *Title*, pages or n.p., Date of publication if available. Online: URL [access date].

John Bunyan, *Grace Abounding to the Chief of Sinners*, n.p., 1996. Online: <http://promo.net/cgi-promo/pg/cat.cgi?&label=ID&ftpsite=ftp://metalab.unc.edu/pub/docs/books/gutenberg/&alpha=661> [11 October 2000].

2) **Other electronic media form** – Author, *Title*, pages or n.p., Date of publication if available. Medium – e.g., CD-ROM: Software name and version. Date of software version.

Robert L. Dabney, *Systematic Theology*, n.p., 1871. CD-ROM: Logos Library System 2.0.1998.

b. Encyclopedia article online

1) **Unsigned article** – *Encyclopedia*, Online: URL, “Article title.” [access date].

Condensed Biblical Cyclopedia, Online: <http://bible.crosswalk.com/Encyclopedias/CondensedBiblicalCyclopedia/cbe.cgi?number=T1>, “Creation.” [13 October 2000].

2) **Signed article** – Author, “Title of article,” in *Encyclopedia name*, medium (e.g., online: URL or CD-ROM) [access date if online access].

Franz Reizenstein, “Creation and Cosmogony in the Bible,” in *Encyclopaedia Judaica*, CD-ROM 1.0.

c. Journal or Magazine article online

1) **Journal article online** – Author, “Title,” *Title of Journal*, issue (date) : paging or n.p. Online: URL [access date].

Marvin A. Sweeney, “A Form-Critical Rereading of Hosea,” *Journal of Hebrew Scriptures* 3 (2000-01) : n.p. Online: <http://www.arts.ualberta.ca/JHS/jhs.html> [13 October 2000].

2) **Magazine article online** -- Author, “Title,” *Title of Magazine*, date of publication : paging or n.p. Online: URL [access date].

Laura F. Winner, “Good News for Witches,” *Christianity Today*, 23 October 2000, n.p. Online: <http://www.christianitytoday.com/ct/2000/012/11.106.html> [28 October 2000].

d. Journal article from electronic database online [e.g., Expanded Academic Index] – Author, “Title,” *Title of Journal*, date of publication: paging or n.p. Database online: Name of online database [access date].

John R. Donahue, “The Cost of Discipleship,” *America*, 9 September 2000: 2. Database online: Expanded Academic ASAP [30 September 2000].

e. Web site online with URL address – Web site title, date site posted if available. Online: URL [Access date].

Arab World Ministries. For Churches and Schools: Our Philosophy, 1996. Online: <http://www.gospelcom.net/awm/churchus.html#PHILOSOPHY> [26 September 2000].

f. Email message – Author, “Subject line of email if applicable,” email to recipient, date.

Thomas M. Martin, “Broken Link to Citation Guidelines,” email to Maurice Crouse, 29 January 1996.

2. BIBLIOGRAPHY

a. Book available electronically

1) **Online form** (i.e., internet) – Author. *Title*. Date of publication if available. Online: URL [access date].

Bunyan, John . *Grace Abounding to the Chief of Sinners*. 1996. Online: <http://promo.net/cgipromo/pg/cat.cgi?&label=ID&ftpsite=ftp://metalab.unc.edu/pub/docs/books/gutenberg/&alpha=661> [11 October 2000].

2) **Other electronic media form** – Author, Title, n.p., Date of publication if available. Medium (e.g., CD-ROM): Software version. Date of software.

Dabney, Robert L. *Systematic Theology*. 1871. CD-ROM: Logos Library System 2.0.1998.

b. Encyclopedia article online

1) **Unsigned article** – *Encyclopedia*. Online: URL. “Article title.” [Access date].

Condensed Biblical Cyclopedia. Online:

<http://bible.crosswalk.com/Encyclopedias/CondensedBiblicalCyclopedia/cbe.cgi?number=T1>. “Creation.” [13 October 2000].

2) **Signed article** – Author. “Title of article.” In *Encyclopedia name*.

Medium (e.g., Online: URL or CD-ROM) [Access date if online access].

Reizenstein, Franz. “Creation and Cosmogony in the Bible.” In *Encyclopaedia Judaica*. CDROM 1.0.

c. Journal or Magazine article online

1) **Journal article online** – Author. “Title.” *Title of Journal* issue (date) : paging or n.p. Online: URL [access date].

Sweeney, Marvin A. “A Form-Critical Rereading of Hosea.” *Journal of Hebrew Scriptures* 3 (2000-01) : n.p. Online: <http://www.arts.ualberta.ca/JHS/jhs.html> [13 October 2000].

2) **Magazine article online** – Author. “Title.” *Title of Magazine*, date of publication : paging or n.p. Online: URL [access date].

Winner, Laura F. “Good News for Witches.” *Christianity Today*, 23 October 2000: n.p. Online: <http://www.christianitytoday.com/ct/2000/012/11.106.html> [28 October 2000].

d. Journal article from electronic database online [e.g., Expanded Academic Index] – Author. “Title.” *Title of Journal*. Date of publication: paging or n.p. Database online: Name of online database [access date].

Donahue, John R. “The Cost of Discipleship.” *America*, 9 September 2000: 2. Database online: Expanded Academic ASAP [30 September 2000].

e. Web site online with URL address – Web site title. Date site posted if available. Online: URL [Access date].

Arab World Ministries. For Churches and Schools: Our Philosophy. 1996. Online: <http://www.gospelcom.net/awm/churchus.html#PHILOSOPHY> [26 September 2000].

f. Email message – Author, “Subject line of email if applicable,” email to recipient, date.

Martin, Thomas M. “Broken Link to Citation Guidelines.” Email to Maurice Crouse. 29 January 1996.

NOTE: Citing Web-based Sources and Plagiarism

Use of the internet in assisting research for assignments in the college among our students has been on the increase. That is a good thing, although we do not believe that the internet is an adequate substitute for the use of the library. However, a corollary to this increased usage has been a higher incidence of

plagiarism in assignments being submitted. **Plagiarism** is using the intellectual property of others without proper citation, giving the impression that it is the student's own work. Note that any time you download text from the Internet or any electronic document you risk committing plagiarism. Follow the following guidelines to avoid the possibility of plagiarism:

- **Do not simply cut and paste blocks of downloaded text into your paper;**
This is plagiarism. If you want to use this material, it must be cited.
- **If you do record the exact words of your source, enclose them in quotation marks.**
- **Always cite both the text that is quoted verbatim, as well as the thoughts and ideas of others which you paraphrase.**
- Whether your information is from e-mails, online discussion groups, listservs, or World Wide Web sites, give proper credit by providing appropriate documentation.

Students are on their honor to complete assignments with integrity. This means that all written assignments are to reflect the student's own work and to be submitted for credit only in this course. Where secondary sources are used, the student must footnote/endnote the information. If materials are used without being attributed to their source, it is plagiarism. Plagiarism is a spiritual matter of character and integrity. Be aware that if assignments are discovered to contain plagiarized materials the assignment will be failed and ordinarily the course as well. This will affect your academic status and may result in dismissal from the college. Do not to let the pressures of completing assigned work jeopardize your academic career and the preparations for the ministry to which God has called you.