



Turabian-Style Guidelines and Citation Helper

Guidelines for Formatting Research Papers and Thesis. Everything in this Guide has been designed according to the Turabian style of formatting. Veritas Evangelical Seminary has made Turabian the standard style required for all research papers. Thus the primary reference for this guide is: **Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 7th Edition. Chicago: University of Chicago Press, 2007.** It is highly recommended that you purchase this guide, as it will help you with formatting and also includes many helpful words of wisdom which will aid you in becoming a better writer

Citations in this guide follow the provisions of 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). Where Turabian's *Manual* fails to account for various electronic sources, this guide follows *The Chicago Manual of Style*, 15th ed. (Chicago: University of Chicago Press, 2003).

*This guide is only for helps, when it differs from Turabian's textbook, Turabian must be preferred. The student is responsible for checking the information contained in this guide is consistent with Turabian's 6th and 7th edition.

Dear Student:

So you have to write a research paper? Relax, don't stress! Get a cup of coffee or tea or perhaps a half-caf, nonfat latte, read this guide and everything will be fine. Most of the problems regarding research papers have to do with the fear of writing them and so this guide has been designed to assist you in writing an excellent research paper. Also your chances of getting an "A" will rise dramatically if you follow everything in this guide. Allow me to let you into a little "inside Knowledge" on how a professor grades a research paper. When a professor picks up your paper the first thing he/she does is look at the cover page-a cover page is the first impression your paper makes, so make sure it is formatted correctly. The next thing most professors do is flip to the back of your paper and read the bibliography. Professors do this to check out what kind of sources you are using. If your research is poor then they can assume that your paper will be poor. So remember to pay special attention to style and your sources, together they are the most important part of your paper's first impression. My goal therefore is to help you succeed in writing the research paper, to learn from your research, and to become a better writer.

Sincerely,
Turabian Helper

CHAPTER HEADINGS, LEVEL HEADINGS & PAGE NUMBERS

Body of the Paper: *Sources Used for the Research* Sources should be academic in nature and appropriate for a research paper. Discernment needs to be used when analyzing books with special attention given to date of publication, who the published the book, and author. Authorship is extremely important where Religion is concerned since different authors hold different theological beliefs and this must be taken into account by the reader. Scholarly journals should be utilized in order to ensure that information is as up to date as possible.

Paragraphs should be five to ten sentences. Begin each paragraph with a topic sentence. Use explanations, illustrations, and details to help the reader gain an understanding of the topic of your paragraph. Also, be sure to use clear and helpful transitional sentences to connect ideas from one paragraph to the next. Turabian formatting of multi-level text heading are as follows:

(New chapter headings must start 2
CHAPTER 1—————▶ inches from top of page on Line 11)

(leave one space between chapter heading and title beneath)

NEW CHAPTER HEADINGS ARE ALL CAPITALS, CENTERED AT TOP OF PAGE NOT BOLD————▶(Line 13)
(Leave 2 spaces between chapter title and start of your body text [start line 16])

First Level Centered, Bold, Capitalized Headline Style

Second Heading Centered, Not Bold, Capitalized Headline Style

Third Level Left Justified, Bold Italics, Capitalized Headline Style

Fourth level left justified not bold, not italics, capitalized sentence style

Fifth level is run-in heading at the beginning of the paragraph italicized with a period at the end which may or may not wrap to a second line as shown here.

As you write your paper, stick to your main topic and be careful not to get sidetracked with non-related issues. Consider making an outline of your theme and key points before you begin writing. This will help you stay on track as you write. Pronouns such as *I, me, we, us, my, our*, may be used in academic writing. However, be careful not to saturate your paper with these pronouns since they tend to alienate your reader. You may choose to substitute a third person appellation for phrases referring to yourself such as “the writer”, “the author”, “this paper”, “this study”, “this research”, if needed.

A note on **Internet Sources**: the internet has revolutionized the way that we access and view information; however, one must be extremely discerning when using this information for research. Sites such as *Wikipedia* are not appropriate for research. Also materials such as *Jammision-Fausset-Brown* and *Matthew Henry* are inappropriate for a research paper. These types of material are widely available because they are old and have passed into public domain, thus making them unreliable for serious research. *Citing Research A Manual for Writers* by Kate Turabian includes a guide on how to cite different types of resources. All research needs to be cited using footnotes and then a bibliography according to Turabian guidelines. All research materials which are used in your paper must be cited. To fail to do this properly is to commit plagiarism. In the past students have been confused as to the exact definition of plagiarism so here are some helpful guidelines as supplied by Kate Turabian: [...] Many students fail to realize that they risk being charged with plagiarism even if they were not intentionally dishonest, but only ignorant or careless. You run the risk when you give readers reason to think that you've don't one or more of the following:

You cited a source but used its exact words without putting them in quotation marks or in a block quotation.

You paraphrased a source and cited it, but in words so similar to those of your source that they are almost a quotation: anyone could see that you were following the source word-by-word as you paraphrased it.

You used ideas or methods from a source but failed to cite it.

Page Numbers: Should be bottom center on new chapter headings, and upper right corner of successive pages.

GRADING

Checklist for Paper Requirement: This is the rubric Veritas Evangelical Seminary uses to grade your paper, please become familiar with it in order to ensure that *all* requirements are met and that you receive the highest grade possible.

Grading Rubric for Research Papers, Summaries, and Thesis	
Requirement	Weight
<p>Font and Size: Times New Roman, <i>12 pt for paper, title page, contents, and bibliography, and 10pt font for footnotes and block quotes.</i></p> <p>Double Spaced: <i>All body text should be double spaced except block quotes which are single spaced and indented on the left side.</i></p>	10%
<p>Cover Page: <i>Properly formatted (see example)</i></p>	5%
<p>Footnotes: <i>Properly formatted (see examples)</i></p> <p>Bibliography: <i>Both need to be formatted according to Turabian guidelines & with appropriate sources.</i></p> <p>Page Numbering: <i>All page numbers go in upper right corner of page except on the first page of a new chapter, first page of body text, first page of bibliography, and first page of your endnotes.</i></p>	15%
<p>Overall Body Content: <i>The quality of your research, and its grammatical presentation/communication as well as your fulfillment of the paper requirements stated in your syllabus.</i></p>	70%
<p>Comments:</p>	

(Thesis Title Page)

VERITAS EVANGELICAL SEMINARY

AN EXAMINATION AND EVALUATION OF OPEN THEISM

A THESIS PRESENTED TO THE FACULTY OF VERITAS EVANGELICAL SEMINARY
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE
MASTER OF BIBLICAL STUDIES

BY

JOHN E. DOE

MURRIETA, CALIFORNIA
MAY, 2010

(Title Page for Research Paper)

VERITAS EVANGELICAL SEMINARY

AN EXAMINATION AND EVALUATION OF OPEN THEISM

A RESEARCH PAPER PRESENTED TO DR. NORMAN L. GEISLER IN PARTIAL FULFILLMENT OF
THE REQUIREMENTS FOR TH540 THEOLOGY PROPER AND CREATION

BY

JOHN E. DOE

MURRIETA, CALIFORNIA
MAY, 2010

(Title should be 1 inch from top of page.
Only Thesis contain Table of Contents)

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for binding) →

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page)

NOTES & BIBLIOGRAPHY (K. Turabian, 6th edition)

Reference Literature

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¹³Arthur F. Holmes, *The Idea of a Christian College*, rev. ed. (Grand Rapids, MI: Eerdmans, 1987), 3.

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⁸Karl Barth, *The Epistle to the Romans*, trans. Edwyn C. Hoskyns (London: Oxford University Press, 1963), 42.

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⁴²Andrew J. Keck, "Information or Divine Access: Theological Librarianship within the Context of a Ministry," in *The American Theological Library Association: Essays in Celebration of the First Fifty Years*, ed. M. Patrick Graham, Valerie R. Hotchkiss, and Kenneth E. Rowe (Evanston, IL: ATLA, 1996), 178.

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¹⁹Blaise Pascal, *Pensées*, trans. W. F. Trotter (1944; Christian Classics Ethereal Library, 2002), 132, <http://www.ccel.org/p/pascal/pensees/cache/pensees.pdf>.

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²⁵C. S. Lewis Foundation, "Chronology of the Life of C. S. Lewis," <http://www.cslewis.org/about/index.html>.

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²⁰Gregory A. Smith, "A Survey of Religious Book Publishing with Implications for Collection Development in Christian College Libraries," <http://library.bbcnet.edu/staff/Relbookpub.pdf>.

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¹²Arthur F. Holmes, telephone interview with author, 8 January 1997.

CAN BE CITED IN THE TEXT RATHER THAN IN A NOTE.

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NOT LISTED

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Old Testament

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

New Testament

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

Apocrypha

1 Esdras 1 Esd.
1 Maccabees 1 Macc.
2 Maccabees 2 Macc.
3 Maccabees 3 Macc.
Tobit Tob.
Judith Jdt.
Sirach Sir.
or Ecclesiasticus Eccles.
Wisdom of Solomon Wis.
1 Baruch 1 Bar.
Epistle of Jeremy or Letter
of Jeremiah Ep. Jer.
Prayer of Manasses Pr. Man.
Prayer of Azariah and Song
of the Three Children Pr. Azar.
Susanna Sus.
Bel and the Dragon Bel.
Additions to Esther Add. Esth.