

Calvary Chapel Bible College

Style Guide



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1

Beloved student,

This brief and simple style sheet is designed to guide you through the standard practices of formatting papers written at Calvary Chapel Bible College. The standards are based on Kate Turabian's *Manual for Writers, 7th Edition* and the *Chicago Manual of Style, 17th Edition*. I hope this guide will answer and clarify many of your questions and concerns as you are faced with the daunting task of writing papers at the collegiate level. Simply follow the steps I have outlined, and you are on your way to writing properly formatted papers.

May God richly bless you as you grow in wisdom and knowledge.

Soli Deo Gloria

James M. Lee
CCBC Librarian
Fall 2010

1.1

Introduction

When writing a research paper, the student should follow accepted academic standards for citation, style, and format. Citation is the act of carefully and appropriately giving credit to those authors who have influenced your ideas. It is essential that you accurately and properly document your sources. Style and format deal with how that information is presented when writing a paper. There exist several styles to cite sources, but I will only present one approved at CCBC—the Turabian Notes-Bibliography style. The following guide is meant to provide you with basic information to get you started. More detailed information can be obtained by referring to Turabian's *A Manual for Writers, 7th Edition*. We begin with a discussion of the basic paper format.

1.2

Paper Format

When using Microsoft Word, most of these settings are set as default. However, the shaded text offers some guidance on how to change a setting.

Paper Type: 8-½-by-11-inch white paper

Margins: 1-inch margins on all sides

Spacing: Double-spaced, notes, and bibliographic entries.

- Block Quotations of 5 or more lines are single spaced with no quotation marks and indented 1 inch.

Font: Times New Roman, Garamond, Georgia, or Calibri

Font Size: 12-point font size

Page Number: Upper right corner beginning on second page. Title page is not numbered.

MSWord>Insert>Page Numbers

Title Page: separated and on top of paper.

1.3

Title Page

This information should be set apart from the body of the paper and placed on a separate page in the order listed.

Title of Paper – About half way down the page, centered, capitalized.

Your Name – Beneath the title, centered

Course Title & Number – centered 2 inches from bottom of title page

Name of Instructor – centered below Course Name

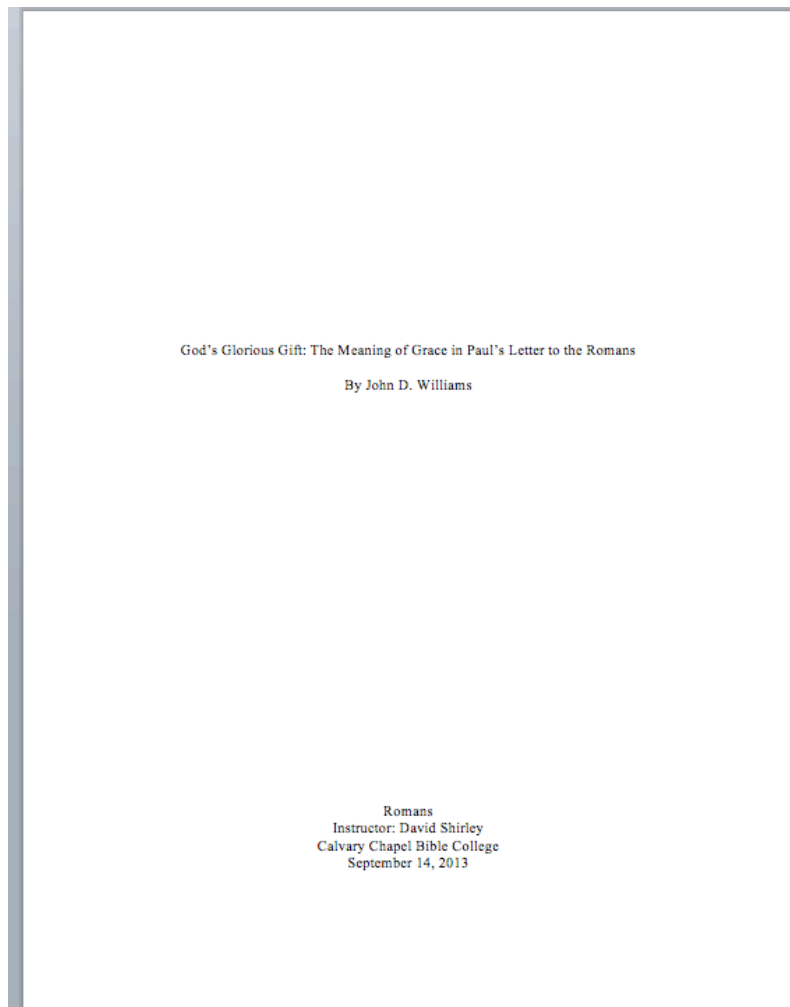
Name of Bible College – centered below name of instructor

Date – centered below name of College

No page number on this page, but it is considered page 1

All words capitalized except prepositions (e.g. The Meaning of Grace in ...)

Title Page Example:



2

Footnotes and Bibliography

Here are some basic questions you might have pondered:

2.1

When should I cite?

1. When using exact words from a source.
2. When you paraphrase ideas that are associated with the specific source, even if you do not quote exact words from it.
3. When you use any idea, data, or method attributable to any source you consulted.

2.2

Why should I cite?

1. When the words of others would present strong evidence to back up your reasons for your argument.
2. When you wish to be fair and state exactly what you disagree with.
3. When you wish to add an authority who agrees with your view.
4. When the words of others are strikingly unique, compelling, and memorable.

2.3

What kind of information will I need to cite?

You can locate relevant publication information on the first and second pages of most published material.

1. Who wrote or assembled the source?

Author (s)
Editor (s)
Translator (s)

2. What data identifies the source?

Title and subtitle

Title and subtitle of any larger work that contains the source (such as a collection, journal, or newspaper)

Page number(s)

Volume number

Issue number

Edition number

URL and date you accessed the material, for online sources

3. Who published the source and when?

Publisher's name

Place of publication

Date of publication

There are three elements for every source. When you use a (1) quote in your paper, you will need to have a (2) footnote to represent it, and also it will be listed in your (3) Bibliography.

3.0

The In-text Quote

The writing of others should flow smoothly into your writing. Sometimes you may want to use exact words or phrases. This is called quoting. Sometimes you may wish to weave the grammar of the quote into the grammar of your own writing. In some cases when you quote, you may want to use a signal verb or phrase to carefully and smoothly integrate quotations into your text and surrounding sentences. Here is a list of some signal words:

3.1

Signal Verbs

accepts	criticizes	offers
acknowledges	declares	opposes
adds	deduces	points out
admits	demonstrates	proves
advises	denies	questions
agrees	describes	recommends
allows	discusses	reflects
answers	disputes	reasons
argues	endorses	refutes
asserts	emphasizes	rejects
believes	expresses	replies
claims	feels	remarks
charges	grants	reports
comments	hypothesizes	responds
compares	illustrates	reveals
complains	implies	says states
concedes	insists	suggests
concludes	interprets	suspects
concur	lists	thinks
confirms	notes	urges
considers	objects	writes
contends	observes	

3.2

Some examples of in-text quoting

There are many ways to incorporate sources into your writing. However, if you are quoting 4 lines or less, use quotation marks and run it into your text. If you are quoting 5 or more lines, use a block quotation; see 3.3. The following are examples of in-text quoting with 4 lines or less:

Q: In presenting his case for Christianity, Lee Strobel urges his readers to “thoughtfully consider the credibility of the witnesses, carefully sift the testimony, and rigorously subject the evidence to common sense and logic.”¹

Use an author’s full name the first time you mention it, afterwards use only the last name:

Q: In presenting his case for Christianity, Lee Strobel urges his readers to “thoughtfully consider the credibility of the witnesses, carefully sift the testimony, and rigorously

subject the evidence to common sense and logic.”¹ In particular, Strobel highly encourages his readers to test the eyewitness evidence for the historicity of Jesus of Nazareth.²

You can modify the original quote with square brackets and delete with three dots (ellipses), as long as you don’t change the meaning or disturb the grammar:

Original quote:

Q: In response to Blomberg’s argument for the validity of the Gospels, Strobel says, “His evidence for their traditional authorship, his analysis of the extremely early date of fundamental beliefs in Jesus, his well-reasoned defense of the accuracy of the oral tradition, his thoughtful examination of apparent discrepancies – all of his testimony had established a solid foundation for me to build on.”³

Words modified:

Q: In response to Blomberg’s argument for the validity of the Gospels, Strobel acknowledges, “[Blomberg’s] evidence for [the Gospels’] traditional authorship, his analysis of the extremely early date of fundamental beliefs in Jesus, his well-reasoned defense of the accuracy of the oral tradition, his thoughtful examination of apparent discrepancies – all of [Blomberg’s] testimony had established a solid foundation for me to build on.”³

Words deleted:

Q: In response to Blomberg’s argument for the validity of the Gospels, Strobel acknowledges, “[Blomberg’s] evidence for [the Gospels’] traditional authorship, his analysis of the extremely early date of fundamental beliefs in Jesus, his well-reasoned defense of the accuracy of the oral tradition, his thoughtful examination of apparent discrepancies . . . had established a solid foundation for me to build on.”³

3.3

Block Quotations

If you quote 5 or more lines of a single source, use an indented block quotation. A block quotation should be single-spaced and a line should be added before and after it. Indent the entire quotation up to the first line of a paragraph and do not use quotation marks.

MSWord>Highlight Text>Format>Paragraph>Alignment-justified> Indentation-left & right 1”.

Q: In discussing faith, Lewis gives a gentle caution to the believer:

There are certain things in Christianity that can be understood from the outside, before you have become a Christian. But there are a great many things that cannot be understood until after you have gone a certain distance along the Christian road. These things are purely practical, though they do not look as though they were. They are directions for dealing with particular crossroads and obstacles on the journey and they do not make sense until a man has reached those places.¹

3.4

Quoting the Bible

Generally, when you refer to an entire book or to whole chapters from the Bible, write the full name of the book, do not abbreviate, italicize, or underline.

Example:

Genesis 2-3 records the creation, temptation, and fall of Man.

While in prison, Paul penned 1st Corinthians.

3.5

Quoting a verse of the Bible

When you quote a verse or verses from the Bible, use quotation marks. You may wish to refer to the author or to the Book in your text. Sections 6.0 - 6.6 in particular discuss how and when to use a footnote or a parenthetical note when you cite the Bible. The examples below contain both footnote and parenthetical notes.

Examples:

Q: Both Peter and Paul unashamedly defend the divine authority of Scripture. Peter declares that “no prophecy of Scripture came about by the prophet’s own interpretation. For prophecy never had its origin in the will of man, but men spoke from God as they were carried along by the Holy Spirit.”¹

Q: In addressing the Father, Jesus confirms the inerrancy of Scripture when He says, “Your Word is truth” (Jn 10:35).

3.6

Quoting verses of the Bible

When quoting three or more verses, use block quotation and one footnote.

Example:

Q: Paul encourages the Ephesians to “look carefully then how you walk, not as unwise but as wise, making the best use of the time, because the days are evil. Therefore do not be foolish, but understand what the will of the Lord is. And do not get drunk with wine, for that is debauchery, but be filled with the Spirit...”¹

1. *The Holy Bible : English Standard Version*. (Wheaton: Standard Bible Society, 2001), Eph 5:15–18.

When quoting many verses of Scripture, do not include a verse number for each verse. See sections 6.0-6.6 on how to cite a quotation from the Bible with a long, short, or parenthetical note.

4.0

The Footnote

Whenever you use an outside source, you must write a note for that source in the form of a long or short footnote. Notice, some quotes above use a superscript number at the end of the sentence to signal that you have used a source (the superscript is that number at the end of the quotation mark or sentence that sits slightly above the rest of the sentence, e.g. ¹²³⁴⁵⁶). The superscript informs the reader that information about that source can be found in the footnote of the paper. The footnote corresponds to the number of the superscript and provides relevant information about that source as well as a relevant page number. The first time you note a source, use a long footnote, then use a short note or parenthetical note afterwards for the same source. A long footnote contains full publication information, whereas the short does not. The short note will be discussed later (see 5.0 - 5.7) as well as the parenthetical note (see 5.6, 6.6).

4.1

MSWord, Apple, & Logos shortcuts

Microsoft Word and other software programs have made it easy to include a footnote into your paper. At the end of your quote, paraphrase, or summary, follow the procedure to include a footnote:

PC>MSWord>Insert>Reference>Footnote

Apple>WordMac>Insert>Footnote

Apple>Pages>Insert>Footnote

Logos Software:

Logos>Tools>Program Settings> Citation Style>Turabian

Logos>Tools>Program Settings>Copy Citations>Yes

Logos>Tools>Program Settings>Copy Footnotes>No

4.2

Here are the patterns and some examples of how to make a long footnote:

Long Note - Single Author

N: Note Number. Author's First Name and Last Name, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), XX-XX.

1. Lee Strobel, *The Case For Christ: A Journalist's Personal Investigation of the Evidence for Jesus* (Grand Rapids, Michigan: Zondervan, 1998), 18.

4.3

Long Note -Two Authors

N: Note Number. 1st Author First Name and Last Name and 2nd Author First Name and Last Name, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), XX-XX.

2. Norman Geisler and Ron Rhodes, *Conviction Without Compromise: Standing Strong in the Core Beliefs of the Christian Faith* (Eugene, Oregon: Harvest House Publishers, 2008), 45-46.

4.4

Long Note - 3 or More Authors

N: Note Number. 1st Author First Name and Last Name, 2nd Author First and Last Name, and 3rd Author First and Last Name, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), XX-XX.

3. William Lane Craig, James P. Moreland, and Francis Beckwith, *To Everyone an Answer: A Case for the Christian Worldview* (Downers Grove, Illinois: Intervarsity Press, 1998), 10-11.

N: Note Number. 1st Author First Name and Last Name, 2nd Author First and Last Name, 3rd Author First and Last Name, and 4th Author First and Last Name, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), XX-XX.

4. John Hick, Clark H. Pinnock, Alister E. McGrath, and R. Douglas Geivett, *Four Views on Salvation in a Pluralistic World* (Grand Rapids, Michigan: Zondervan Publishing House, 1995), 95-96.

4.5

Long Note - Editor or Author(s) plus Editor

Editor Only:

N: Note Number. Editor's First and Last Name, ed., *Title of Book: Subtitle of Book*. (Place of Publication: Publisher's Name, Date of Publication), XX-XX.

5. Ronald F. Youngblood, ed., *Nelson's New Illustrated Bible Dictionary: Completely Revised And Updated Edition*. (Nashville, Tennessee: Thomas Nelson, 1990), 33-34.

Author plus Editor:

N: Note Number. Author's First and Last Names, *Title of Book: Subtitle of Book*, ed. Editor's First and Last Names (Place of Publication: Publisher's Name, Date of Publication), XX-XX.

6. Lewis Sperry Chafer, *Systematic Theology Abridged*, ed. John F. Walvoord (Wheaton, Illinois: Victor Books, 1974), 76.

4.6

Long Note - Edition Number

N: Note Number. Author's First and Last Name, *Title of Book: Subtitle of Book*, Edition Number ed. (Place of Publication: Publisher's Name, Date of Publication), XX-XX.

7. Warren W. Wiersbe, *Be Joyful: A Practical Study of Philippians*, 15th ed. (Wheaton, Illinois: Victor Books, 1974), 56-57.

4.7

Long Note - Journal Article in Print

Reminder: the title of the article is set in quotes, the title of the journal is italicized.

N: Note Number. Author's First and Last Name, "Title of Article: Subtitle of Article," *Title of Journal* Volume Number (Date of Publication): XX-XX.

8. Norman L. Geisler, "Jesus and Muhammed in the Qur'an: A Comparison and Contrast," *Southern Baptist Journal of Theology* 8, no. 1 (Spring 2004): 50.

4.8

Long Note - Journal Article Online

N: Note Number. Author's First Name and Last Names, "Title of Article: Subtitle of Article," *Title of Journal* Volume Number (Date of Publication), under "Descriptive Locator," URL (accessed Date of Access).

9. Andrew Bernhard, "Dating Early Christian Gospels," *Journal of Biblical Studies* 1, no. 4 (Oct-Dec 2001), under "Articles," http://journalofbiblicalstudies.org/Issue4/Articles/dating_early_christian_gospels.htm (accessed September 20, 2010).

4.9

Long Note - Web Sites

Even though many online web-sites lack relevant information for a proper citation, try to include as much pertinent information as possible.

N: Note Number. Author's First and Last Name, "Title of the Web Page," Title or Owner of the Site, URL (accessed Date).

10. Charlie Campbell, "Twenty Reasons Christians Believe Jesus is God," The Always Be Ready Apologetics Ministry, http://www.alwaysbeready.com/index.php?option=com_content&task=view&id=94&Itemid=0 (accessed September 20, 2010).

4.10

Long Note - Lectures

N: Note Number. Speaker's First and Last Name, "Title of Lecture," (Sponsorship, Place and Location of Lecture, Date of Lecture).

11. Chuck Smith, "A Venture in Faith," (Friday Lectures, Calvary Chapel Bible College, Murrieta, CA, September 03, 2010).

5.0

The Short Footnote

The first time you use a footnote for a particular source make it long. If the same source is used again, then make it shorter. Include the author's last name and at least one to four distinctive words from the title, and page numbers.

5.1

Short Note - Single Author

N: Note Number. Author's Last Name, *Shortened Title*, XX-XX

Example

Here is the Quote:

Q: In presenting his case for Christianity, Lee Strobel urges his readers to “thoughtfully consider the credibility of the witnesses, carefully sift the testimony, and rigorously subject the evidence to common sense and logic.”¹

Long footnote - the first time it is cited.

N: 1. Lee Strobel, *The Case For Christ: A Journalist’s Personal Investigation of the Evidence for Jesus* [Grand Rapids: Zondervan, 1998], 18.

Short footnote - when the source is cited again.

N: 2. Strobel, *Case For Christ*, 92-93.

5.2

Short Note -Two Authors

N: Note Number. 1st Author’s Last Name and 2nd Author’s Last Name, *Shortened Title*, XX-XX.

Example

Here is the Quote:

Q: Geisler and Rhodes’ philosophy on Christian doctrine can be distilled into one essential dictum, “In essentials, unity; in nonessentials, liberty; and in all things, charity.”⁵

Long footnote - the first time it is cited.

N: 5. Norman Geisler and Ron Rhodes, *Conviction without Compromise: Standing Strong in the Core Beliefs of the Christian Faith*, [Eugene: Harvest House Publishers, 2008], 16.

Short footnote – when it is cited again.

N: 6. Geisler and Rhodes, *Conviction*, 121-123.

5.3

Short Note - Three Authors

N: Note Number. 1st Author Last Name, 2nd Author Last Name, and 3rd Author Last Name, *Shortened Title*, XX-XX.

Example

Long footnote-the first time it is cited

9. Jack Bartlett Rogers, Ross Mackenzie, and Louis Weeks, *Case Studies in Christ and Salvation* (Philadelphia, Pennsylvania: Westminster Press, 1977), 25-26.

Short footnote – when it is cited again

10. Rogers, Mackenzie, and Weeks, *Case Studies*, 28.

5.4

Short Note – Four or More Authors

Example

Long note – the first time it is cited

11. John Hick, Clark H. Pinnock, Alister E. McGrath, and R. Douglas Geivett, *Four Views on Salvation in a Pluralistic World* (Grand Rapids, Michigan: Zondervan Publishing House, 1995), 95-96.

Short footnote – when it is cited again

12. Hick et al., *Four Views*, 102.

5.5

Short Note - Journal Article in Print

N: Note Number. Author's Last Name, "Shortened Title of Article," XX-XX.

Example

Long Note

13. Norman L. Geisler, "Jesus and Muhammed in the Qur'an: A Comparison and Contrast," *Southern Baptist Journal of Theology* 8, no. 1 (Spring 2004): 50.

Short Note

14. Geisler, "Jesus and Muhammed," 55.

5.6

Parenthetical Notes: Many References to a Few Sources

If you plan on referring frequently to numerous passages from only a few sources (3 or less), then it is cleaner and more readable to use parenthetical notes after the first footnote. The parenthetical note substitutes for the footnote and is placed where the superscript number would be. The difference, however, is the parenthetical note is in its shortened form and is placed within parenthesis and before the end punctuation. There are three types listed below.

Page number only:

If you mention the author and title in your writing, and if readers can easily identify the specific source, then you may only include the page number in the parenthesis.

Example

After examining the corroborating evidence for Jesus, Strobel now focuses his journalistic eyes upon the scientific evidence in the *Case for Christ* (122).

Author and page number:

If readers cannot identify the author, and if you have already once cited the author, then include the author's last name and page number in the parenthesis.

Example

As noted, the overwhelming archeological evidence remarkably affirms the New Testament's historical accuracy (Strobel, 143).

Title and page number:

If you have cited more than one work by the same author, and if readers can easily identify the author, then only include the shortened title and page number in the parenthesis.

Example

After examining the evidence for the case for Christ, Strobel moves on to an examination of objections to the Christian faith (*The Case for Faith*, 5)

5.7

Ibid.

The Latin term *ibid* is derived from the Latin word *ibidem* or “in the same place.” If you cite a work repeatedly and concurrently, use *ibid.* to refer to a work immediately cited in the previous note.

21. Geisler, “Jesus and Muhammed,” 81.
22. *Ibid.*, 95.
23. *Ibid.*, 98.

6.0

Citing the Bible in a Footnote & Parenthetical Note

Citing the Bible is unique and involves two things: a footnote with full bibliographical data for the first footnote citation and then parenthetical notes afterwards. Parenthetical notes will be discussed later (see 6.6). As an exception, you do not need to include an entry for the Bible in the Bibliography. However, for all other sources, you do. The first time you note the Bible, use its full traditional name in a long note; afterwards, use its abbreviation. If you switch versions or translations, you must include full bibliographic data for that version in a long note and then afterwards use its abbreviation in short notes. Here is a list of abbreviations for a number of translations and versions:

6.1

Bible Abbreviations

Well Known Formal Equivalent Translations

<u>Full Traditional Name</u>	<u>Abbreviation</u>
English Standard Version	ESV
Authorized King James Version	KJV or AV
New American Standard Bible	NASB
New King James Version	NKJV

Other Formal and Dynamic Equivalent Versions

Amplified Bible	AB
American Revised Version	ARV
American Standard Version	ASV
Contemporary English Version	CEV
Douay Version	DV
English Revised Version	ERV
Good News Translation	GNT
Holman Christian Standard Bible	HCSB
Jerusalem Bible	JB
The Living Bible	LB
New American Bible	NAB
New English Bible	NEB
New Living Translation	NLT
New International Version	NIV
NIV Study Bible	NIVSB
New Revised Standard Version	NRSV
Revised Standard Version	RSV
Todays New International Version	TNIV
Vulgate	Vulg.
Wuest Expanded Translation	Wuest

6.2

How to use Bible Abbreviations

Different versions and translations of the Bible usually contain variations in language, so the version or translation must be identified either by its full name or by its abbreviation. You do not need to repeat the abbreviation if all the notes are from the same version or translation. If you switch versions or translation, however, indicate the change by its abbreviation. Any note following that abbreviation will be from that version or translation until another change occurs. Never include a page number. Books of the Bible should be abbreviated in footnotes and in parenthetical citations.

Examples

- N:
2. Isa. 7:14 (English Standard Version).
 3. Matt. 1:18-23.
 4. Ps. 34:20 (NASB).
 5. John 19:31-36 (ESV)

6.3

Old Testament Books

Full Name	Abbreviation
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	Est.
Job	Job
Psalms	Ps. (Pss.)
Proverbs	Prov.
Ecclesiastes	Eccl.
Song of Solomon	Song of Sol.
Isaiah	Isa.
Jeremiah	Jer.
Lamentations	Lam.
Ezekiel	Ezek.
Daniel	Dan.
Hosea	Hos.
Joel	Joel
Amos	Amos
Obadiah	Obad.
Jonah	Jon.
Micah	Mic.
Nahum	Nah.
Habakkuk	Hab.
Zephaniah	Zeph.
Haggai	Hag.
Zechariah	Zech.
Malachi	Mal.

6.4

New Testament Books

Full Name	Abbreviation
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 Thessalonians	1 Thess.
2 Thessalonians	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.

6.5

When citing three or more verses in a row from the same chapter and book, you need only use the first and last verse number separated by a dash. The same can be applied to parenthetical notes.

N: 9. 1 Pet. 1:13-15

10. James 3:1-3

6.6

Parenthetical Notes for the Bible

If you plan on referring frequently to numerous passages from the Bible, then it is cleaner and more readable to use parenthetical notes after the first long footnote. The parenthetical note substitutes for the footnote and is placed where the superscript number would be. It is identical in structure as the footnote. The difference is, however, the parenthetical note is always shortened and is always placed within parenthesis and placed before the end punctuation mark of the sentence, usually a period. Here is an example, with several parenthetical references to the Bible.

Example

Both Peter and Paul unashamedly defend the divine authority of Scripture. Peter declares that “no prophecy of Scripture came about by the prophet’s own interpretation. For prophecy never had its origin in the will of man, but men spoke from God as they were carried along by the Holy Spirit” (2 Pet. 1:20-21). Looking back on the whole Old Testament, the apostle Paul wrote, “All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work” (2 Tim. 3:16-17).

7.0

The Bibliography

In addition to being quoted in-text and given a footnote, most sources must be listed in a bibliography at the end of the paper on a separate page with the second line indented. Some types of sources, however, are omitted: do not include these sources in the Bibliography:

- Newspaper articles
- The Bible and other sacred works
- Well-known dictionaries and encyclopedias
- Email

- Unpublished interviews
- Pamphlets
- Artwork, live performances, television broadcasts

For all other sources, do include them in the Bibliography. A bibliographic entry will have much of the same information found in a long note with some slight differences. Like the patterns for a note, the patterns on how to create a bibliographic entry are precise and must be followed exactly. Minute details for order, punctuation, capitalization, italics, indentation, to mention a few details, must be observed. Also, the list must be alphabetized by last name.

7.1

Bibliography - Single Author

B: Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication.

Example:

Lightfoot, Niel R. *How We Got The Bible*. Grand Rapids, Michigan: Baker Books, 2006.

7.2

Bibliography - Two Authors

B: 1st Author Last Name, 1st Author First Name, and 2nd Author First Name 2nd Author Last Name. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication.

Example:

Feinberg, John S., and Paul D. Feinberg. *Ethics for a Brave New World*. Wheaton, Illinois: Crossway Books, 1993.

7.3

Bibliography - Three Authors

B: 1st Author Last Name, 1st Author First Name, and 2nd Author First Name 2nd, and 3rd Author First Name 3rd Author Last Name. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication.

Example:

Craig, William Lane, and James P. Moreland, and Francis Beckwith. *To Everyone an Answer: A Case for the Christian Worldview*. Downers Grove, Illinois: Intervarsity Press, 2004.

7.4

Bibliography - Four Authors

B: 1st Author Last Name, 1st Author First Name, and 2nd Author First Name 2nd Last Name, and 3rd Author First Name 3rd Author Last Name, and 4th Author First Name 4th Author Last Name. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication.

Example:

Geisler, Norman L., and Michael Scott Horton, and Stephen M. Ashby, and Matthew J. Pinson. *Four Views on Eternal Security*. Grand Rapids, Michigan: Zondervan Publishing House, 2002.

7.5

Bibliography -Editor or Author(s) plus Editor

Editor Only

B: Editor's Last Name, Editor's First Name, ed. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication.

Example:

Youngblood, Ronald F., ed. *Nelson's New Illustrated Bible Dictionary: Completely Revised And Updated Edition*. Nashville, Tennessee: Thomas Nelson, 1995.

Author plus Editor:

B: Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book*. Edited by Editor's First and Last Names. Place of Publication: Publisher's Name, Date of Publication.

Example:

Chafer, Lewis Sperry. *Systematic Theology Abridged*. Edited by John F. Walvoord. Wheaton, Illinois: Victor Books, 1988.

7.6

Bibliography - Edition Number

B: Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book*. Edition Number **ed.** Place of Publication: Publisher's Name, Date of Publication.

Example:

Pentacost, J. Dwight. *Design for Discipleship*. 14th ed. Grand Rapids, Michigan: Zondervan Publishing House, 1980.

7.7

Bibliography - Journal Article in Print

B: Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Title of Journal* Volume Number (Date of Publication): YY-YY.

Example:

Charles, J. Daryl. "Returning to Moral 'First Things': The Natural-Law Tradition and Its Contemporary Application," *Philosophia Christi* 6, no. 1 (2004): 59-76.

7.8

Bibliography - Journal Article Online

B: Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Title of Journal* Volume Number (Date of Publication). URL (**accessed** Date).

Example:

Bernhard, Andrew. "Dating Early Christian Gospels." *Journal of Biblical Studies* 1, no. 4 (Oct-Dec 2001). http://journalofbiblicalstudies.org/Issue4/Articles/dating_early_christian_gospels.htm (accessed September 20, 2010).

7.9

Bibliography - WebSite

B: Author's Last Name, Author's First Name. "Title of the Web Page." Title or Owner of the Site. URL (accessed Date).

Example:

Campbell, Charlie. "Twenty Reasons Christians Believe Jesus is God." The Always Be Ready Apologetics Ministry. http://www.alwaysbeready.com/index.php?option=com_content&task=view&id=94&Itemid=0 (accessed September 20, 2010).

7.10

Bibliography - Lectures

B: Speaker's Last Name, First Name. "Title of Lecture." Name of Event. Sponsor, Location of Lecture, Date of Lecture.

Example:

Smith, Chuck. "A Venture in Faith." Friday Lectures. Calvary Chapel Bible College, Murrieta, California, September 03, 2010.

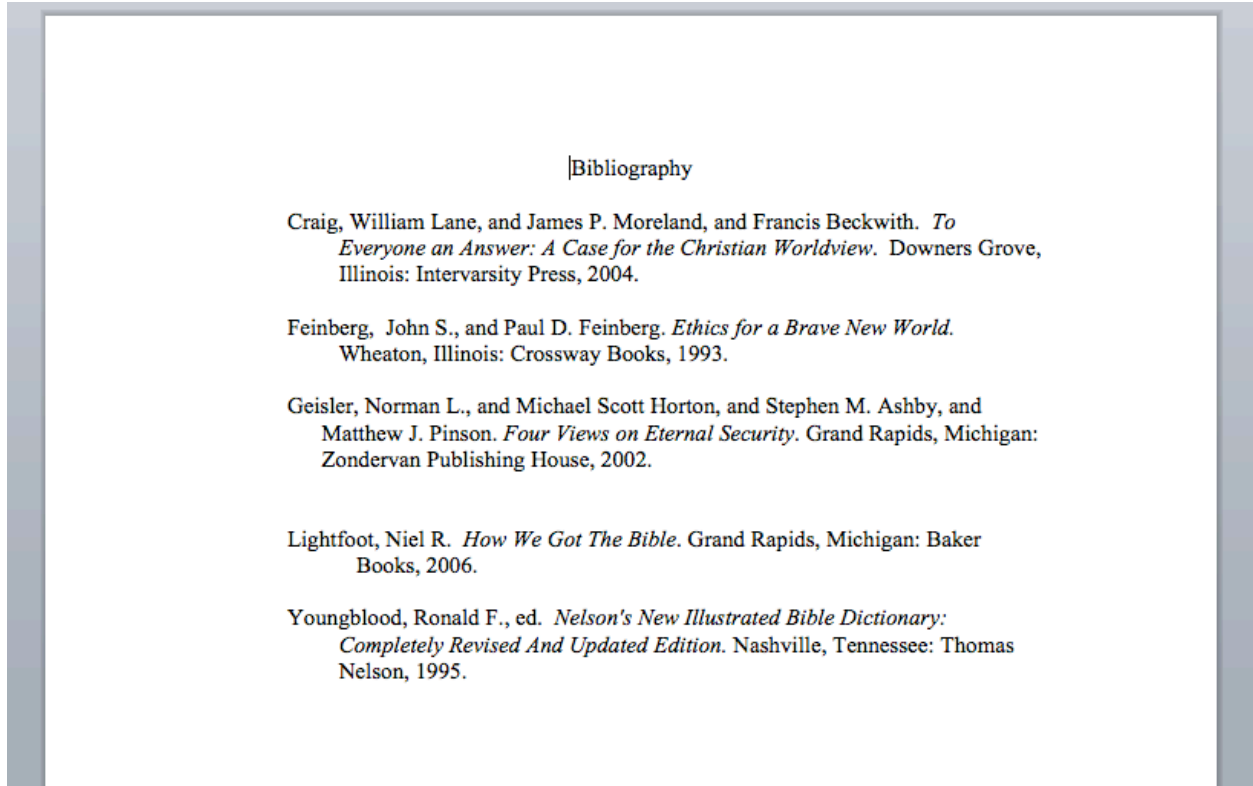
7.11

Bibliography - The Bible

No bibliographic entry should be included for the Bible or other sacred texts. Please see sections 3.3, 3.4, and 6.0-6.7 on how to cite the Bible.

7.12

Bibliography Example:



8.0

Helpful Links

For Citation

<http://citationmachine.net/>

<http://bcs.bedfordstmartins.com/resdoc5e/>

<http://www.easybib.com/>

<http://www.bartleby.com/141/>

<http://www.noodletools.com/>

<http://www.chicagomanualofstyle.org/home.html>

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