RAWLINGS SCHOOL OF DIVINITY
LIBERTY UNIVERSITY

School of Divinity Writing Guide

Submitted to School of Divinity Faculty and Students,

in partial fulfillment of the requirements for the completion of any course

All Rawlings School of Divinity Course Prefixes and Numbers

All School of Rawlings School of Divinity Course Titles

by

Faculty of the Rawlings School of Divinity

August 27, 2018

Updated: August 2018

Contents

Formatting

- One-inch margins, (left, right, top, bottom). Begin the first line on the first page of text in a paper 1" below the top margin (at the 2" line).
- Times New Roman12-pt. type font for paper content; Times New Roman 10-pt. type font for footnotes.
- Test of the paper should be double-spaced except on the title page, in the footnotes, bibliography, block quotes, and subheadings.
- Quotations should be blocked if the citation is five or more lines. Blocked quotations are single-spaced and every line is indented one half-inch with an extra return before and after the excerpt. No quotation marks are used when using blocked quotations.
- Pagination placement: Do not number the title page, but note that it is considered the first page (i); all following front matter (if required) is numbered with lower case Roman numerals centered in the footer. The paper body, bibliography, and appendices display Arabic numerals also placed in the footer. Note that this is one of the major differences between the RSOD writing guide and Turabian formatting.

Style

- As a general rule, use active voice and avoid first or second person pronouns unless permitted by the assignment instructions. In historical writing, use simple past tense verbs, but when referring to an author's written work, use present tense.
- Turabian permits two citation styles but RSOD only accepts notes-bibliography style in submitted documents. When using this style, use footnotes and do not use endnotes.
- Use superscript numbers for footnotes. An example of a superscripted footnote number is "1." If you are typing in Microsoft Word, it is acceptable to use the default setting for footnote numbering.
- When formatting a footnote, indent the first line of your footnotes the same amount as the first line of the paragraphs within your paper (generally .5 inches). The indentation
- should be before the superscripted footnote number. Insert one space after the superscript number before the first word of the footnote. The footnotes should be single-spaced, and there should be a single blank space between (or 10-pt. line space after) each footnote.
- Ibid. is short for the Latin term ibidem meaning "in the same place." As all foreign words, the word should be italicized when used in the body of the text; however, when used in the footnote, the word is not italicized. When citing a source where the bibliographical data is the same as the previous footnote, use Ibid. Do not include a page number if you are citing the same page as the previous footnote; however, if it is a different page number, use the abbreviation (Ibid.) followed by a comma (Ibid.,) and then

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[1] Based on Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations,* 9th ed., rev. Wayne C. Booth, et al. (Chicago: University of Chicago Press, 2018).

the page number (Ibid., #.). Do not use ibid. to refer to footnotes that do not appear on the same page. Ibid. is an abbreviation and therefore must end with a period. Lower case is used when the abbreviation is located within a footnote (or any sentence); upper case is used when it begins the note or sentence.

Since the Bible is considered a sacred work, cite it initially in the footnotes and subsequently in parenthetical references and always capitalize it. For example, note the parenthetical reference in the following sentence: Christ declares his exclusive salvific value when he states, "I am the way, the truth, and the life" (John 14:6). The Bible reference is not included within the quotation marks because it is not a part of Christ's declaration. The period would come after the parenthesis because you cannot begin a new sentence without a period immediately preceding it.

- Do not include the Bible in the bibliography.
- The version or translation of the Bible being used must be identified in the text with a parenthetical reference (e.g. I Cor 1:13, ESV) and italicized even in abbreviations. Even if you translated the Greek (or Hebrew) text yourself you must identify the fact that this is your own translation. If you choose to use the same Bible translation (such as the English Standard Version) throughout the paper you should add a footnote in your first usage stating "Unless otherwise noted, all biblical passages referenced are in the English Standard Version." This means that you will not need to reference the version of the Bible in subsequent citations unless you change the version. For example, if the student identified the English Standard Version as the primary version but chose to use the New International Version (NIV) when quoting a particular verse such as John 14:6, the parenthetical citation following the passage would be (John 14:6, NIV). Whatever translation (other than your own), it should be italicized since a translation is a book title.
- When footnoting a source for the second time and the citation is not consecutive with the first citation, you do not need a full citation; instead use a "shortened note." A shortened note should provide the author's (or authors') last name(s), an abbreviated version of the book title (in four words or less), and the page number. An example of this is in the footnote below taken from the previously cited source, A Manual for Writers of Research Papers, Theses, and Dissertations.[2]
- When citing an article from an online library/search engine, you do not need to cite the search engine or article address if the article is in the same form as it would have been in a print journal (typically you can tell this is the case if the online article is downloadable into a .pdf). If you need to cite the link to the article, it is preferred that you cite the article using the Digital Object Identifier (DOI).[3] If no DOI is available, make sure you are using a permalink rather than a link copied and pasted from your address bar.[4] If you signed into the Liberty University library using a username and password, then the address from the address bar will not work for anyone who does not have your username/password. When copying and pasting bibliographic information from library databases, be sure to convert the information to Turabian format. For example, many

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[2] Turabian, *Manual for Writers*, 158.
[3] Ibid., 140.
[4] A permalink is a hyperlink that is not directly copied from your web browser address bar. Instead it is typically provided by a search engine. The permalink will allow readers of your work to find the article you are referencing without being sent to your institution's login screen. RSOD students can find permalinks in the majority of Liberty's online library sources.

books or article titles are in all CAPS. After pasting such a title into your paper, you will need to change the all CAPS into appropriate Turabian formatting.

- Writing and preaching are two different communication mediums with two distinct purposes. When writing an academic assignment, avoid the temptation to sermonize or appeal to your reader's emotions or character. Research writing lays out the evidence for the reader and lets it speak for itself. Additionally, avoid employing personal experiences, anecdotes, or generalized analogies to build or support the argument. Instead, rely on the evidence from the research conducted.

Grammar Usage Notes

Avoid using the em-dash (—) in place of a comma to separate thoughts in a sentence. When necessary, make sure you understand the grammatical reasoning behind using this form of punctuation.

- If your bibliography includes two or more sources from the same author, replace the author's name with eight underscores followed by a period (i.e., _____.).[5]
- When using a hyphen or an em-dash, do not leave a space before or after the punctuation; for instance, "right-click," not "right – click."
- *Bible* is the title of a book whereas *biblical* is an adjective and *biblically* is an adverb. *Bible* should be capitalized, but *biblical* and *biblically* should not be capitalized. The same is true of *Scripture* in the nominal form versus the adjectival (*scriptural*). See the Capitalization Glossary for more examples of common capitalization mistakes.
- All book and journal titles must be underlined or italicized. Articles within journals or book chapters must be placed within quotation marks, unless the anthology is a collection of previously published books such as C. S. Lewis' *The Complete C. S. Lewis Signature Classics*.
- The abbreviation i.e. (from the Latin *id est*) means "that is" and should be used in parentheses when providing a point of clarification.
- The abbreviation e.g. (from the Latin *exempi gratia*) means "example" and should be used in parentheses when giving an example.
- The bracketed notation [*sic*] (from the Latin *sic erat scriptum*) means "thus it had been written" and indicates an error in a quotation and should appear directly after the error because quotations need to be cited verbatim (including errors). You do not want to suffer the point reduction of an error; therefore, the notation [*sic*] lets the reader know that you purposefully copied over the error because it was in the original citation.

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[5] Note, when including two or more works from the same author in the bibliography, Turabian 9th edition calls for a long dash, called a 3-emdash; however, this is a point where RSOD digresses from the recommendation of Turabian.

Levels of Subheadings (not to be confused with Chapter Title)

Note the level of subheadings for RSOD papers below. All headings are to remain Times New Roman 12-pt font. When providing a sectional heading, the heading should have two blank single-line spaces above the heading and one blank single-line space below the heading.

First Level: Centered, Boldface, Headline-Style Capitalization

Second Level: Centered, Regular Type, Headline-Style Capitalization

Third Level: Flush Left, Boldface, Headline-Style Capitalization

Fourth Level: Flush left, regular type, sentence-style capitalization

Fifth level: Indent ½ inch for run in at beginning of paragraph (no blank line after), boldface, sentence-style capitalization, terminal period. Start first sentence here.

Footnote Citations

Book with a Single Author of Editor

[1] Gary R. Habermas, *The Risen Jesus and Future Hope* (Lanham, MD: Rowman & Littlefield Publishers, 2003), 65.

Book with Multiple Authors

[1] David Bagget and Jerry L. Walls, *Good God: The Theistic Foundations of Morality* (New York: Oxford University Press, 2011), 79.

Kindle/E-Reader Book

[1] Dave Earley and Rod Dempsey, *Disciple Making Is . . . : How to Live the Great Commission with Passion and Confidence* (Nashville: B&H Publishers, 2013), 103, Kindle.

Journal Article in Print

[1] Klaus D. Issler, "Inner Core Belief Formation, Spiritual Practices, and the Willing- Doing Gap," *Journal of Spiritual Formation & Soul Care* 2, no. 2 (Fall 2009): 180.

Journal Article Online[6]

[1] Brian T. Scalise, "Perichoresis in Gregory Nazianzen and Maximus the Confessor," *Eleutheria* 2, no. 2 (2012): 72, accessed August 8, 2013, http://digitalcommons.liberty.edu/eleu/ vol2/iss1/5/.

Dissertation

[1] A. Chadwick Thornhill, "To the Jew First: A Socio-Historical and Biblical-Theological Analysis of the Pauline Teaching of 'Election' in Light of Second Temple Jewish Patterns of Thought" (PhD diss., Liberty University Baptist Theological Seminary, 2013), 189.

Volume in Multi-volume Set with Translator

[1] Aloys Grillmeier, From the Apostolic Age to Chalcedon (451), vol. 1 of *Christ in the Christian Tradition*, 2nd rev. ed., trans. John Bowden (Atlanta: John Knox Press, 1975), 260.

Volume in Multi-Volume Commentary Set

[1] Edward F. Campbell, Jr., *Ruth*, vol. 7 of *The Anchor Bible* (New York: Doubleday, 1975), 116.

Article or Chapter in an Edited Book

[1] Sergius Bulgakov, "The Virgin and the Saints in Orthodoxy," in *Eastern Orthodox Theology: A Contemporary Reader*, ed. Daniel B. Clendenin (Grand Rapids: Baker Books, 1995), 68.

Reference Works (Omit from Bibliography)

[1] Peloubet's Bible Dictionary, 6th ed., s.v. "Romans, Epistle to the.

Bibliography Citations

Book with a Single Author or Editor

Habermas, Gary R. *The Risen Jesus and Future Hope*. Lanham, MD: Rowman & Littlefield Publishers, 2003.

Book with Multiple Authors

Bagget, David, and Jerry L. Walls. *Good God: The Theistic Foundations of Morality*. New York: Oxford University Press, 2011.

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[6] Break the http address at a logical breaking point (after a period, /, etc. to go to the next line).

Kindle/E-Reader Book

Earley, Dave and Rod Dempsey. *Disciple Making Is . . . : How to Live the Great Commission with Passion and Confidence*. Nashville: B&H Publishers, 2013, Kindle.

Journal Article in Print

Issler, Klaus D. "Inner Core Belief Formation, Spiritual Practices, and the Willing-Doing Gap." *Journal of Spiritual Formation & Soul Care* 2, no. 2 (2009): 179-198.

Journal Article Online

Scalise, Brian T. "Perichoresis in Gregory Nazianzen and Maximus the Confessor." *Eleutheria* 2, no. 2 (2012): 58-76. Accessed August 8, 2013. http://digitalcommons.liberty.edu/eleu/vol2/iss1/5/.

Dissertation

Thornhill, A. Chadwick. "To the Jew First: A Socio-Historical and Biblical-Theological Analysis of the Pauline Teaching of 'Election' in Light of Second Temple Jewish Patterns of Thought." PhD diss., Liberty Baptist Theological Seminary, 2013.

Volume in Multi-Volume Set with Translator

Grillmeier, Aloys. *From the Apostolic Age to Chalcedon (451)*. Vol. 1 of *Christ in Christian Tradition*. 2nd rev. ed. Translated by John Bowden. Atlanta: John Knox Press, 1975.

Volume in Multi-Volume Commentary Set

Campbell, Jr., Edward F. *Ruth*. Vol. 7 in *The Anchor Bible*. New York: Doubleday, 1975.

Article or Chapter in an Edited Book[7]

Bulgakov, Sergius. "The Virgin and the Saints in Orthodoxy." In *Eastern Orthodox Theology: A Contemporary Reader*, 65-75. Edited by Daniel B. Clendenin. Grand Rapids: Baker Books, 1995.

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[7] When consulting an anthology where all of the chapters are written by different authors, insert the inclusive page numbers of that particular chapter in the bibliographic entry. If citing from a book within a collection of books such as C. S. Lewis' *The Complete C. S. Lewis Signature Classics*, also insert the inclusive page numbers of that particular book in the bibliographic entry.

Bibliography Tips

- Use the term *Bibliography* for your final list of bibliographic entries and center it at the top of the page. Other terms such as *References* or *Works Cited* are not acceptable.

- Bold the title, center it, and begin a new page with normal page numbering.

- Use a one-half inch hanging indention. Microsoft Word will do this automatically if your paragraph parameters are set properly. Direction: Click on the "Paragraph" down arrow on the ribbon across the top of your document page. Find "Special" and select "Hanging." Click "Okay."

- Use single-line spacing between (or 12-pt. line spacing after) entries.

- Only cite sources directly referenced in the body of your paper. Do not cite works that have only been consulted. For every reference there should be a footnote and vice-versa.

Appendix A

Sacred Book References

Spell the name of biblical books in their entirety when referred to in the main body of the paper (outside of a parenthetical reference). When used in a parenthetical reference within the main body of the paper or in a footnote, the biblical book should be abbreviated. To cite a specific biblical passage within the text or notes, follow the guidelines given in Turabian 17.5.2, but use the following abbreviations instead of the ones given in Turabian 24.6.

Old Testament

Gen	Genesis	Song of (Cant)	Song of Songs (or Canticles)
Exod	Exodus	Isa	Isaiah
Lev	Leviticus	Jer	Jeremiah
Num	Numbers	Lam	Lamentations
Deut	Deuteronomy	Ezek	Ezekial
Josh	Joshua	Dan	Daniel
Judg	Judges	Hos	Hosea
Ruth	Ruth	Joel	Joel
1-2 Sam	1-2 Samuel	Amos	Amos
1-2 Kgs	1-2 Kings	Obad	Obadiah
1-2 Chr	1-2 Chronicles	Jonah	Jonah
Ezra	Ezra	Mic	Micah
Neh	Nehemiah	Nah	Nahum
Esth	Esther	Hab	Habakkuk
Job	Job	Zeph	Zephaniah
Ps/Pss	Psalm/Psalms	Hag	Haggai
Prov	Proverbs	Zech	Zechariah
Eccl (or Qoh)	Ecclesiastes	Mal	Malachi

New Testament

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

Apocrypha and Septuagint

Bar	Baruch	Jdt	Judith
Add Dan	Additions to Daniel	1-2 Macc	1-2 Maccabees
Pr Azar	Prayer of Azar	3-4 Macc	3-4 Maccabees
Bel	Bel and the Dragon	Pr Man	Prayer of Manasseh
Sg three	Song of the Three Young Men	Ps 151	Psalm 151
Sus	Susanna	Sir	Sirach/Ecclesiasticus
1-2 Esd	1-2 Esdras	Tob	Tobit
Add Esth	Additions to Esther	Wis	Wisdom of Solomon
Ep Jer	Epistle of Jeremiah		

Appendix B

Capitalization Glossary[8]

Abrahamic Covenant Age:
AD (Latin abbreviation for "in the year of our Lord") goes before the date (AD 2014) church age
nuclear age
Apostolic Age
Bronze Age
Iron Age
Stone Age
Almighty God
amillennial, amillenarian
Ancient Near East
the Antichrist
anti-Christian
antichrists (many)
the Apocrypha (but: apocryphal)
apostle(s) (but: the Twelve Apostles, the Twelve)
apostolic
archaeology
ark (any reference)
Ascension (specific biblical event)
Atonement (of Christ)

BC (English abbreviation for "before Christ") goes after the date (586 BC)
Beatitudes
believer-priests'
Bible
biblical
black theology
body of Christ
Book of books (Bible)
book of Job (a book of the Bible)
book of life (mentioned in Rev. 20:15)
Bread of Life
bride of Christ

Calvary
Captivity (the Babylonian; others, lowercase)
Catholics, Catholicism (but: catholic, meaning universal)
chapter (general term)
Chapter 6 (specific chapter)

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charismatic
chief priest(s)
children of Israel
Christ Child
Christian education (but: Department of Christian Education)
Christlike
Christological
Christology
Christ's kingdom
church (both universal and local)
church
the early church fathers (but: the Fathers)
the commandments (capitalize only when referring to the whole Decalogue: Ten
Commandments, but: first commandment)
commencement
communion (the ordinance)
communists, communism (when referring to the political system)
covenant (but: Old Covenant and New Covenant)
Creation (the original)
the Creator
the Cross (figurative sense of Christ's sacrifice and redemption)
cross (the wooden object)
the Crucifixion (when referring to Calvary in its total significance)
curriculum (plural: curricula, not: curriculums)

Davidic Covenant
Day of Atonement
Day of Pentecost
Day of the Lord
the Dead Sea Scrolls (DSS)
Decalogue
Department of Historical Theology (but: the Historical Theology department)
deity pronouns[9]
devil
disciple(s) (but: the Twelve)

Easter Day
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"; but Paul's
epistles)
eternal God
Eucharist
Exile (biblical event)

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[9] As a form of respect and less ambiguous reading between human and divine antecedents, all pronouns
(i.e. He, Him, His) referring to the Christian God (God, Yahweh, Father, Jesus Christ, Jesus, Christ, Holy Spirit,
etc.) should be capitalized.

Exodus (biblical event)

Fall (of man, biblical event)
fall season
Father
the Father (God)
the Fathers (meaning the church fathers)
Feast of Tabernacles
Flood (biblical event—but: the flood of Noah's day)
fundamentalism, fundamentalist

Garden of Eden
Garden of Gethsemane
Gentile
gnostic (when used as an adjective)
Gnostic(s), Gnosticism
Godhead godless godly
God-Man
gods (plural)
God's Word
Golden Rule
the Good Shepherd
gospel (when referring to the evangelical message)
Gospel (one of the first four New Testament books)
Gospels (two or more of the first four New Testament books)
Great Commission
great white throne judgment handbook

hell
High Priest (for Jesus, otherwise lowercase)
Holy Land
holy of holies, holy place, most holy place (in the tabernacle and temple)
Holy One (God)
Holy Ghost Holy Spirit

the Incarnation
the Intertestamental period
Jehovah (but: Yahweh is preferred)
judgment seat of Christ
the Just for the unjust

King of kings
the kingdom
kingdom of Christ kingdom of God

Lamb of God

Last Supper
Law (Pentateuch or the Ten Commandments; lowercase for any other reason)
Law of Moses
liberation theology
Living Water (Jesus)
"living water" (salvation)
Lord of lords
Lord's Day (Sunday)
Lord's Prayer (specific prayer taught by Jesus)
Lord's Supper
Lord's Table
lordship

Majority Text
Markan priority
marriage supper of the Lamb
Masoretic Text (when used as a singular proper noun)
the Master (Jesus)
Mediator (Christ)
mercy seat
Messiah
messiahship
messianic
midrash (as a body of rabbinic literature; specific works within the collection would be capitalized and italicized such as Genesis Rabbah)
midrashim (plural)
midrashic (adjective)
millenarian
millenarianism
millennial
millennium
Mosaic Covenant
Mosaic Law
Most High (name of God)
most holy place

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

Old Covenant
Old Testament

parable of the prodigal son (and other parables)
Passover feast (Feast of the Passover)
the person and work of Christ
the personhood of Christ
Person (if referencing one of the Trinity) e.g. The third Person of the Trinity postmillennial
postmillenarian
premillennial
premillenarian
Prince of Peace
Promised Land
prophet (the prophet Amos)
the Prophets (Hebrew division of the Old Testament)
Protestant
Protestantism
proto-Mark
proto-Luke
proto-Matthew
Psalm (specific song or chapter in the Psalms—Psalm 1; but: this psalm)
psalmist (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)
Righteous One
River Jordan

Sabbath Day
Sadducees
Sanhedrin
Satan
satanic
satanism
Savior
scribes
scriptural
Scripture (when referencing the Bible, otherwise scripture)
the Second Advent
the Second Coming (biblical event; but: Christ's second coming)
the Second Temple period
Septuagint

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)
suffering Servant (Christ)
Sunday school
Synoptics
Synoptic Gospels
systematic theology (unless used as a proper noun such as for a course, Systematic Theology)

tabernacle
Talmud
temple
the Ten Commandments (but: the first commandment)
the two-source (or document) hypothesis (or theory)
Theology
theological
third world (preference: two-thirds world)
throne of grace
Thy holy name
Transfiguration (any biblical event)
Tribulation
the Tribulation
the Great Tribulation
Trinitarian
Trinity
Triumphal Entry
triune
TV (not T.V.)
the Twelve (referring to the apostles)

unbiblical
unchristian (but: un-Christlike, non-Christian)
Upper Room

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