A Writing Guide for the Purpose of Correct Style

Submitted to LBTS Faculty & Students, in partial fulfillment of the requirements for the completion of any course

<Insert Course Prefix and Number – Section Number>

<Course Title>

by

Liberty University Baptist Theological Seminary

August 15, 2013
## Contents

**LBTS Turabian Quick Guide**

- Formatting ........................................................................................................................................ 1  
- Style .................................................................................................................................................. 1  
- Grammar Usage Notes ..................................................................................................................... 2  
- Levels of Headings .......................................................................................................................... 2  
- Footnote Citations ............................................................................................................................ 2  
- Bibliography Citations ....................................................................................................................... 3  
- Bibliography Tips ............................................................................................................................... 4  

**Sacred Book References** .................................................................................................................. 5

**Capitalization Glossary** ................................................................................................................ 6
**LBTS Turabian Quick Guide**  
(based on the 8th edition of the Turabian manual)

**Formatting**

- 1” margins
- Times New Roman size 12-pt. font except in the footnotes when you are to have Times New Roman 10-pt. font.
- Double-spaced except in the footnotes, block quotes, and other exceptions (see p. 373).
- Block quotations should be blocked if any amount if the quote is over four lines. Therefore, a four-line quotation can remain in the body of the text without being blocked.

**Style**

- Use active voice and avoid first person pronouns unless permitted by the assignment instructions.
- Turabian permits two citation styles. LBTS only accepts Notes-Bibliography Style in submitted documents. Do not use both citation styles within a document.
- LBTS still uses superscript numbers for footnotes. An example of a superscripted footnote number looks like this “1”", whereas the incorrect numbering is “1.”
- When footnoting, indent the first line of your footnote. The indentation should be before the superscripted footnote number. The footnotes should be single-spaced, but there should be 6-pt. spacing beneath the footnote. In order to format your paper using 6-pt. spacing, highlight the footnote, right-click on your highlighted space, click the paragraph option, and then with the spacing option change it to on 6 pt. spacing in the “after” option.
- Ibid. is short for the Latin term *ibidem* meaning “in the same place.” When referring to a source whose bibliographical data are in the footnote prior, use “Ibid.” Do not include a page number if you are citing the same page as the previous; however, if it is a different page number use Ibid. plus a comma and then the page number like this, “Ibid., #.”
- Since the Bible is considered a sacred work, cite Bible passages in footnotes, and list the Bible as the first entry in the bibliography. An example for properly footnoting a biblical citation is in the footnote at the bottom of this page.\(^1\) Notice the phrasing of the footnote, “Unless otherwise noted, all biblical passages referenced are in the ____ version.” This means that you will not need to reference the version of the Bible in subsequent citations unless you change the version.
- When footnoting a book for the second time and the citation is not concurrent with the first citation, you do not need a full citation. Instead use the author last name(s), an

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\(^1\) Unless otherwise noted, all biblical passages referenced are in the New American Standard Bible (Anaheim: Foundation, 1998).
abbreviated version of the book title, and the page number. An example of this is in the footnote below.\(^2\)

- Writing and preaching are two different communicational mediums with two distinct purposes. When writing, avoid the temptation to “sermonize”!

**Grammar Usage Notes**

- Avoid using the em-dash (—) which is used in place of a comma to separate thoughts in a sentence. If it is necessary, make sure you understand the grammatical reasoning behind using this form of punctuation.
- *Bible* is the title of a book whereas *biblical* is an adjective. *Bible* should be capitalized, but *biblical* should not be capitalized. See the Capitalization Glossary for more examples of common capitalization mistakes.
- The abbreviation, i.e., means “that is” and should be used in parentheses when providing a point of clarification.
- The abbreviation, e.g., means “example” and should be used in parentheses when giving an example.
- *[sic]* should be used following an error in a quotation because quotations need to be cited verbatim (including errors), but you do not want to suffer the point reduction of an error. Therefore, *[sic]* lets the reader know that you purposefully copied over the error because it was in the original citation.

**Levels of Headings**

Here is the expected level of headings for LBTS papers. The level explanation below also provides an example of what each level should look like. All headings are to remain Times New Roman 12-pt. font.

**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, roman type, sentence-style capitalization

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

**Footnote Citations**

**Book with a Single Author or Editor**


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Book with Multiple Authors


Kindle/E-Reader Book


Journal Article in Print


Journal Article Online


Dissertation


Bibliography Citations

Book with a Single Author or Editor


Book with Multiple Authors


Kindle/E-Reader Book


Journal Article in Print


Journal Article Online


Updated 8/15/2013
Dissertation


Bibliography Tips

• Use the term Bibliography for your final list of bibliographic entries.
• The title should be bolded and should begin a new page with normal page numbering.
• Other terms such as references or works cited are not acceptable.
• The bibliography should have a ½-inch hanging indentation.
• It should also be single spaced with a 12-pt. space between entries which can be added by going to the paragraph option and adding a 12-pt. space after.
**Sacred Book References**

Spell out the name of biblical books when they are referred to in their entirety. 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

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

### New Testament

<table>
<thead>
<tr>
<th>New Testament</th>
<th>1-2 Thess 1-2 Thessalonians</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matt Matthew</td>
<td>1-2 Tim 1-2 Timothy</td>
</tr>
<tr>
<td>Mark Mark</td>
<td>Titus Titus</td>
</tr>
<tr>
<td>John John</td>
<td>Heb Hebrews</td>
</tr>
<tr>
<td>Acts Acts</td>
<td>Jas James</td>
</tr>
<tr>
<td>Rom Romans</td>
<td>1-2 Pet 1-2 Peter</td>
</tr>
<tr>
<td>1-2 Cor 1-2 Corinthians</td>
<td>1-2-3 John 1-2-3 John</td>
</tr>
<tr>
<td>Gal Galatians</td>
<td>Jude Jude</td>
</tr>
<tr>
<td>Eph Ephesians</td>
<td>Rev Revelation</td>
</tr>
<tr>
<td>Phil Philippians</td>
<td></td>
</tr>
<tr>
<td>Col Colossians</td>
<td></td>
</tr>
</tbody>
</table>

### Apocrypha and Septuagint

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

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Capitalization Glossary

Abrahamic Covenant
Age: atomic age church
age
nuclear age
but: Bronze Age
Iron Age
Stone Age the
Almighty
Almighty God amillennial,
amillenarian the Antichrist
anti-Christian antichrists
(many)
the Apocrypha (but: apocryphal) apostle(s)
(but: the Twelve Apostles, the Twelve)
apostolic Apostolic
Age archaeology
ark (referring to it generally) ark
(Noah’s)
ark of the covenant
Ascension (specific biblical event)
Atonement (of Christ)
audiovisual
Beatitudes believer-
priests Bible
biblical
black theology body
of Christ
Book of books (Bible)
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) 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
Decalogue
Department of Historical Theology (but:
the Historical Theology department) 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 Exile (biblical event) Exodus (biblical event) Fall (of man, biblical event) fall season 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(s), Gnosticism Godhead godless godly God-Man God’s Word Golden Rule the Good Shepherd gospel (when referring to the evangelical message) Gospel, Gospels (one or more of the first four New Testament books) Great Commission great white throne judgment handbook heaven heavenly Father 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 Jehovah (but: Yahweh is preferred) judgment seat of Christ the Just for the unjust King of kings

the kingdom (also: His kingdom) kingdom of God Last Supper Law (Pentateuch or the Ten Commandments; lowercase for any other reason) Law of Moses liberation theology Living Water (Jesus); Lamb of God “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 marriage supper of the Lamb Masoretic text the Master (Jesus) Mediator (Christ) mercy seat Messiah messiahship messianic Midrash midrashic millenarian, millenarianism millennial millennium Mosaic Covenant Mosaic Law Most High (name of God) most holy place New Covenant New Jerusalem Nicene fathers Noah’s ark non-Christian Northern Kingdom (Israel) Old Covenant parable of the prodigal son (and other parables) Passover feast (Feast of the Passover)

Updated 8/15/2013
the person and work of Christ; the
personhood of Christ; His being and
work
Person (one of the Trinity) eg. 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
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, Scriptures
the Second Advent
the Second Coming (biblical event; but:
Christ’s second coming)
the Seminary (when referring to Dallas
Theological Seminary)
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)
Student Handbook
suffering Servant (Christ)
Sunday school
Synoptics
Synoptic Gospels
systematic theology
tabernacle
temple
the Ten Commandments (but: the first
commandment)
third world (preference: two-thirds
world)
throne of grace
Thy holy name
Transfiguration (biblical event)
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

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