LIBERTY UNIVERSITY BAPTIST THEOLOGICAL SEMINARY

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

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## Contents

**LBTS Turabian Quick Guide**................................................................. 1  
  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.
- Pagination placement: Front matter is numbered with roman numerals in the footer. The paper body, bibliography, and appendices display Arabic numerals in the header. Do not number the title page. You can find a tutorial on pagination placement for Microsoft at http://office.microsoft.com/en-us/word-help/add-different-page-numbers-or-number-formats-to-different-sections-HA102809694.aspx.

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 “1st”, 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. The exception to this rule is when you are citing notes from a study Bible, which should in turn be referenced in the bibliography. An example for properly footnoting a biblical citation is in the footnote at the bottom of this page. 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.

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

• 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


2 Hindson and Mitchell, Popular Encyclopedia of Church History, 349.

Updated 09/03/2013
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 09/03/2013
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>Gen</th>
<th>Genesis</th>
<th>Song or (Cant)</th>
<th>Song of Songs (or Canticles)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exod</td>
<td>Exodus</td>
<td>Isa</td>
<td>Isaiah</td>
</tr>
<tr>
<td>Lev</td>
<td>Leviticus</td>
<td>Jer</td>
<td>Jeremiah</td>
</tr>
<tr>
<td>Num</td>
<td>Numbers</td>
<td>Lam</td>
<td>Lamentations</td>
</tr>
<tr>
<td>Deut</td>
<td>Deuteronomy</td>
<td>Ezek</td>
<td>Ezekiel</td>
</tr>
<tr>
<td>Josh</td>
<td>Joshua</td>
<td>Dan</td>
<td>Daniel</td>
</tr>
<tr>
<td>Judg</td>
<td>Judges</td>
<td>Hos</td>
<td>Hosea</td>
</tr>
<tr>
<td>Ruth</td>
<td>Ruth</td>
<td>Joel</td>
<td>Joel</td>
</tr>
<tr>
<td>1-2 Sam</td>
<td>1-2 Samuel</td>
<td>Amos</td>
<td>Amos</td>
</tr>
<tr>
<td>1-2 Kgs</td>
<td>1-2 Kings</td>
<td>Obad</td>
<td>Obadiah</td>
</tr>
<tr>
<td>1-2 Chr</td>
<td>1-2 Chronicles</td>
<td>Jonah</td>
<td>Jonah</td>
</tr>
<tr>
<td>Ezra</td>
<td>Ezra</td>
<td>Mic</td>
<td>Micah</td>
</tr>
<tr>
<td>Neh</td>
<td>Nehemiah</td>
<td>Nah</td>
<td>Nahum</td>
</tr>
<tr>
<td>Esth</td>
<td>Esther</td>
<td>Hab</td>
<td>Habakkuk</td>
</tr>
<tr>
<td>Job</td>
<td>Job</td>
<td>Zeph</td>
<td>Zephaniah</td>
</tr>
<tr>
<td>Ps/Pss</td>
<td>Psalms</td>
<td>Hag</td>
<td>Haggai</td>
</tr>
<tr>
<td>Prov</td>
<td>Proverbs</td>
<td>Zech</td>
<td>Zechariah</td>
</tr>
<tr>
<td>Eccl (or Qoh)</td>
<td>Ecclesiastes (or Qoheleth)</td>
<td>Mal</td>
<td>Malachi</td>
</tr>
</tbody>
</table>

## New Testament

| Matt | Matthew               | 1-2 Thess     | 1-2 Thessalonians           |
| Mark | Mark                  | 1-2 Tim      | 1-2 Timothy                |
| John | John                  | Phlm         | Philemon                    |
| Acts | Acts                  | Heb          | Hebrew                      |
| 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                        |
| Phil | Philippians           | Rev          | Revelation                  |

## Apocrypha and Septuagint

| Bar  | Baruch                | Jdt           | Judith                      |
| Add Dan | Additions to Daniel  | 1-2 Macc     | 1-2 Maccabees               |
| Pr Azar | Prayer of Azariah    | 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  |              |                             |

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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  
akr (referring to it generally) ark  
(Noah’s)  
akr 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)  
Daidic 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  

Updated 09/03/2013
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)
knavish 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)