

Guidelines for Research Papers
Pruet School of Christian Studies
Last revision: Spring 2006

These guidelines are derived with slight modification from Nancy Jean Vyhmeister, *Quality Research Papers* (Grand Rapids: Zondervan, 2001) and Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. (Chicago: University of Chicago, 1996). Students should refer to these works for any guidelines needed that are not included in this paper. Where the guidelines in this paper differ with those of Vyhmeister or Turabian the student should follow the ones given in this paper.

A. Form

1. Fonts, Margins, and Line Spacing

All papers must be typed. The font in the main body of the paper should be New Times Roman, and the size should be 12 point (footnotes should be 10 point fonts, as discussed below). In the main body of your paper use standard double spacing with one-inch margins (footnotes and bibliography should be single spaced, as discussed below). With this font and this spacing, a typical page without footnotes and with page numbers at the bottom will have 23 lines of text. Please do not try to play clever games with the font size or the line spacing to try to make your paper appear longer than it really is. We are quite aware of all the tricks. If you use a larger spacing, or larger fonts, or wider margins in order to stretch out your paper to its required number of pages, it makes us conclude that you think that we are rather stupid. This puts us in a foul mood. You don't want us in a foul mood while we are grading your paper.

2. Justification

Justify the left margins and leave the right margin jagged.

3. Title Page

The title page should contain the following: University name, title of the paper, class name, professor's name, student's name, and date. See the attached example.

4. Page Numbering

Put page numbers at the bottom right hand corner. Do not count the title page or put page numbers on the title page.

5. Other Preliminary Pages

Do not include a table of contents unless your professor explicitly instructs you to have one. Likewise, do not add blank pages at the front.

6. Binding

Staple your paper together neatly with one staple in the upper left hand corner. Do not put the paper in a folder or cover of any type.

B. Composition

1. Person

Unless your professor tells you otherwise, write in third person. Avoid first person references (I, we) and second person references (you). Thus rather than saying “what this means for me” or “what this means for us” it is better to write something like “what this means for Christians” or “what this means for the Church today.”

2. Verb tenses

Be careful about changing verb tenses within the paper. That is, do not start off a page by saying “Moses went (past tense) up on the mountain,” and then change to present tense a few sentences or paragraphs later “Moses speaks (present tense) to God on the mountain.” However, when making application it is necessary to speak in present tense, i.e. “what this means for Christians today.” It is best to keep the biblical events in past tense but place present application in present tense. This can become a little confusing in regard to the timelessness of the biblical text. Thus it is fine to write, “Ephesians 4:1-3 instructs (present tense) Christians to walk in a manner worthy of Christ.” But if you include the author Paul in the statement, then you need to stay with past tense for consistency. Thus you might write, “In Ephesians 4:1-3 Paul instructed (past tense) the Ephesian Christians to walk in a manner worthy of Christ.”

3. Scripture References

Use a colon (American style) and not a period (European style) in between chapters and verses. Thus it is 4:1-3 and not 4.1-3. In mentioning books of the bible use the full name of the book if it occurs within a regular sentence and abbreviate the book if it occurs in parenthesis or in footnotes.

Example: “In Ephesians 4:1-3 Paul instructed the Ephesian Christians to walk in a manner worthy of Christ.” In this instance, do not abbreviate Ephesians. However, consider the next example, “Paul next instructed them to walk in a manner worthy of Christ (Eph 4:1-3).” Here the reference is in parenthesis and thus the abbreviation is used. A list of standard abbreviations for biblical books can be found in Vhymeister, *Quality Research Papers*, 67. For the abbreviations relating to apocryphal and other early Jewish-Christian works, consult *A Christian Writer's Manual of Style* (use the “scholarly style”), the *Chicago Manual of Style* (Chicago: University of Chicago Press, 1993), or the *SBL Handbook of Style for Ancient Near Eastern, Biblical, and Early Christian Studies* (Peabody, MA: Hendrickson, 1999). Note that abbreviations for biblical books and other ancient Jewish-Christian works do not have periods after the abbreviation.

Do not footnote Scripture references; rather keep them in your text. If you are writing an exegetical paper and all of your references are in one book such as Ephesians, then after the first reference it is acceptable to drop “Ephesians” and just have the chapter and verse (4:2). Also, using the number reference such as 4:2 is preferable to writing “chapter 4 verse 2,” which should be avoided. However, do not ever start a sentence with numbers, so if you are referring to a text at the start of a sentence you should add the name of the book, i.e. “Ephesians 4:2 is critical to Paul’s view of the Christian life.”

4. Slang

Slang should be avoided in research papers. Likewise avoid the informal terms “used to” or “supposed to.” Do not use contractions such as “don’t” or “won’t.” There is a proper place and time for informal language, but not in formal research papers.

C. Citations

1. When to Cite

Any time you write an idea or fact that is not either common knowledge or directly derived from your own thinking, you need to cite the source. This is true whether or not you use direct quotations. It is better to err on the side of over-citation, so when in doubt, cite the source. However, it is not necessary to put a footnote after every sentence. If your entire paragraph is based on material in one source, then you can cite that source at the very end of the paragraph.

2. Direct Quotations

If you use more than a few exact words directly from a source then you must designate the words as a direct quotation by using quotation marks. However, in good research papers direct quotations should be used sparingly. Only quote directly if the particular wording of the author is pertinent to your argument. Usually it is better to restate the author’s thought in your own words to fit in your own argument, and then to footnote the author as your source.

If you make a direct quotation that is 5 lines or longer, then you should use block quotations (Turabian 5.30-34). Instead of quotation marks, indent the entire quote one inch from the left and use single spacing. Place your footnote number at the end of the block quote.

D. Footnotes

1. Format

Footnotes should be placed at the bottom of the page. Number consecutively with Arabic numerals (1, 2, 3, etc.). Fonts should be 10 point New Times Roman. The footnote itself should be single spaced, but there should be a full space between footnotes (hit a hard return at the end of your note to achieve this). The first line of the footnote should be indented one half inch.

2. Reference Footnotes and Content Footnotes

There are two purposes for footnotes. One is a reference footnote, in which you are citing the source for your information. The other is a content footnote, in which you are providing additional information or discussion that otherwise disrupts the flow of thought in your paper. You can also combine the two, first citing the source and then commenting yourself on the citation.

3. Books with a Single Author

¹ Graeme Goldsworthy, *According to Plan: The Unfolding Revelation of God in the Bible* (Downers Grove, IL: InterVarsity, 2002), 56-61.

Note the details of this citation and the order. After the number there is one space. Next comes the author's name (first name first), comma, title in italics, open parenthesis, place of publication, colon, publisher (the short form can be used, i.e. Eerdmans, Zondervan, etc.), comma, date, closed parenthesis, comma, space, page number, period. For the place of publication, if the city is well known (New York, Chicago, etc.) then it is not necessary to cite the state or country. For the page number citation, do not use abbreviations such as p. or pp. or even "page." Just write the numbers as shown above.

4. Books with Multiple Authors

¹ William Klein, Craig Blomberg, and Robert Hubbard, *Introduction to Biblical Interpretation* (Dallas: Word, 1993), 125-27.

5. Books in a Series

¹ Douglas Moo, *The Epistle to the Romans*, The New International Commentary on the New Testament (Grand Rapids: Eerdmans, 1996), 245.

¹ Donald A. Hagner, *Matthew 14-28*, Word Biblical Commentary (Dallas: Word, 1995), 132.

¹ Andreas J. Köstenberger and Peter T. O'Brien, *Salvation to the Ends of the Earth: A Biblical Theology of Mission*, New Studies in Biblical Theology, ed. D. A. Carson (Leicester, England: Apollos; and Downers Grove, IL: InterVarsity, 2001), 19.

Note that the series title (The New International Commentary on the New Testament) is not in italics. Also, volumes like Hagner's in the Word Biblical Commentary Series also have volume numbers (this particular book is volume 33b), but traditionally most scholars do not include the volume number of commentaries that have individual titles (contra Turabian). So for commentaries in a series leave off the volume number.

Also note that for Moo's commentary on Romans and Hagner's commentary on Matthew we omitted the series editor. This is a common practice among scholars for commentary series. However, for other types of series, such as Köstenberger

and O'Brien's book in the *New Studies in Biblical Theology*, it is important to cite the series editor (D. A. Carson, in this instance).

Another item to note in the example above by Köstenberger and O'Brien is that the book was published jointly by two publishers in two different locations. Give both publishers and both locations in your footnote, as shown above. However, if only one publisher is involved, but two or more cities are listed for the place of publication, then only include the first city in the list.

6. Component Part by One Author in the Work of Another

¹ A. Skevington Wood, "Ephesians," in *The Expositor's Bible Commentary*, vol. 11, ed. Frank E. Gaebelain (Grand Rapids: Zondervan, 1978), 33-35.

¹ K. Lawson Younger, "Early Israel in Recent Biblical Scholarship," in *The Face of Old Testament Studies: A Survey of Contemporary Approaches*, ed. David W. Baker and Bill T. Arnold (Grand Rapids: Baker, 1999), 180.

In this type of book, different authors write articles. One or more editors, who also sometimes contribute as authors, then pull the book together and edit it. Wood's commentary on Ephesians, mentioned above, is a full-length commentary, equivalent to a book. However, since it is combined in a larger volume that includes other "articles" (Philippians, Colossians, etc.) it is included in this category. When citing this type of work it is important to cite the author as the one who actually wrote the article and not the editor. If you refer to the author in your text (e.g. "as Wood demonstrates . . .") it is likewise important to refer to the actual author and not the editor (i.e. refer to Wood and not to Gaebelain).

Note that the article title is in quotation marks, while the book title is in italics, followed by the book editor.

7. Article in a Dictionary or Bible Encyclopedia

¹ Ben Witherington, "Christology," in *Dictionary of Paul and His Letters*, ed. Gerald F. Hawthorne, Ralph P. Martin, and Daniel G. Reid (Downers Grove, IL: Intervarsity, 1993), 113.

¹ Richard E. Oster, "Ephesus," in *The Anchor Bible Dictionary*, ed. David Noel Freedman, 2:543.

These works are very similar to those in the category above (Component Part by One Author in the Work of Another). Similarly, it is important to cite the work by the author who wrote the actual article and not the editor. Usually the author of the article is listed at the end of the article. Sometimes only their initials are given, but you can usually go to the front of the book to find the person's whole name. If the article is unsigned, then cite the work by the editor.

The example above for Witherington's article in *Dictionary of Paul and His Letters* should be used for most single volume bible dictionaries. This would include, for example, *Dictionary of the Old Testament: Pentateuch*; *Dictionary of*

Jesus and the Gospels, Dictionary of New Testament Background; and *Dictionary of Biblical Imagery*, among others.

However, note the difference in the citation method for the article in *The Anchor Bible Dictionary*. For well-known multi-volume dictionaries and encyclopedias, the publication information is usually not given. Also, when listing the page numbers, you should give the volume number, followed by a colon and then the page number. This method should be used for such reference works as *Theological Dictionary of the New Testament*, *Theological Dictionary of the Old Testament*, *New International Dictionary of Old Testament Theology and Exegesis*, and *New International Dictionary of New Testament Theology*.

8. Reprint Editions.

¹ Gerhard von Rad, *Old Testament Theology*, Vol. 1, trans. D. M. G. Stalker (Edinburgh: Oliver and Boyd, 1962; reprint, Louisville: Westminster John Knox Press, 2001), 45-49.

It is important to note that sometimes a book published in 2001 was actually written 40 or fifty years earlier. Or worse, sometimes a book written in 1880 is reprinted in 1995. If you only mention the 1995 publication date, you (and your readers) may be misled into thinking that you have cited a current work rather than a dated one.

9. Article in a Journal.

¹ Millard Erickson, "Evangelical Theological Scholarship in the Twenty-First Century," *Journal of the Evangelical Theological Society* 46 (March 2003): 23.

Note that the article title is in quotation marks and the name of the journal is in italics. The number 46 is the volume number for that issue.

10. Subsequent References

The first time that you cite a source the footnote should follow the pattern presented above. However, for subsequent references to the same source you should use a shortened form. If, for example, you refer to Millard Erickson's article cited just above, your footnote would read:

¹ Erickson, 25.

If your *very next citation* is also from Erickson, then use the abbreviation Ibid. Note that Ibid. always has a period after it (it is an abbreviation). If you are citing from the very same page of Erickson (i.e. page 25), then your footnote should read:

¹ Ibid.

If, however, your very next citation is from Erickson, but on another page, then your footnote should read:

¹ Ibid., 27.

If you cite two different works from by the same author, then subsequent citations should have the author's last name and a shortened form of the title for clarification.

11. Internet Sources

In general, within the field of Christian Studies those who publish on the Internet are those who can't get published in reputable hard print sources. There are some significant exceptions, and the field is constantly changing. Yet at the present time, we strongly discourage you from using Internet sources unless you know for certain that the source is reputable. If you must use an Internet source then be certain to cite the Website that you used. However, you must also cite the author and the organization that sponsors the Website. If no author or organization is given, or if you do not know from other sources the reputability of the author or organization, then there is no reason to use the source. Below is an example from a reputable website.

¹ Michele Chabin, "Christian Jewish Visits to Temple Mount Resume," *Ethicsdaily.com* (August 25, 2003). Online: <http://www.ethicsdaily.com>.

E. Bibliography

1. General

Unless otherwise instructed by your professor, you should include a bibliography of all works that you actually cited in your paper. Use New Times Roman font, 12 point. Single space the Bibliography, but put a space between each entry. List the sources by the author's last name and alphabetize the entries. However, if there are two or more authors, only the first author should have his last name first; the other names should follow the regular order. Indent the second line of each entry by one half inch. As with footnotes, remember to list dictionary articles by the author of the article and not by the editor. For books, do not include any page numbers. For journal articles and for component parts in books, give the page numbers of the entire article. Note also that most of the information in each entry is separated by periods rather than commas, as in footnotes. Also, end each entry with a period.

2. Example

Below is an example Bibliography of all the works cited earlier in this guideline.

- Erickson, Millard. "Evangelical Theological Scholarship in the Twenty-First Century." *Journal of the Evangelical Theological Society* 46 (March 2003): 5-28.
- Goldsworthy, Graeme. *According to Plan: The Unfolding Revelation of God in the Bible*. Downers Grove, IL: InterVarsity, 2002.
- Hagner, Donald A. *Matthew 14-28*. Word Biblical Commentary. Dallas: Word, 1995.
- Köstenberger, Andreas J., and Peter T. O'Brien. *Salvation to the Ends of the Earth: A Biblical Theology of Mission*. New Studies in Biblical Theology, ed. D. A. Carson. Leicester, England: Apollos; and Downers Grove, IL: InterVarsity, 2001.
- Moo, Douglas. *The Epistle to the Romans*. The New International Commentary on the New Testament. Grand Rapids: Eerdmans, 1996.
- Oster, Richard. "Ephesus." In *The Anchor Bible Dictionary*, ed. David Noel Freedman, 2:542-549.
- Rad, Gerhard von. *Old Testament Theology*. Vol. 1. Translated by D. M. G. Stalker. Edinburgh: Oliver and Boyd, 1962; reprint, Louisville: Westminster John Knox Press, 2001.
- Witherington, Ben. "Christology." In *Dictionary of Paul and His Letters*, ed. Gerald F. Hawthorne, Ralph P. Martin, and Daniel G. Reid, 100-15. Downers Grove, IL: Intervarsity, 1993.
- Wood, A. Skevington. "Ephesians." In *The Expositor's Bible Commentary*. Vol. 11, ed. Frank E. Gaebelein, 3-92. Grand Rapids: Zondervan, 1978.
- Younger, K. Lawson. "Early Israel in Recent Biblical Scholarship." In *The Face of Old Testament Studies: A Survey of Contemporary Approaches*, ed. David W. Baker and Bill T. Arnold, 176-206. Grand Rapids: Baker, 1999.

OUACHITA BAPTIST UNIVERSITY

DEATH AND THE AFTERLIFE IN THE OLD TESTAMENT

OLD TESTAMENT THEOLOGY
DR. DANNY HAYS

BY
JOE SMOTZKOFF

OCTOBER 12, 2006