



GUIDELINES FOR THE PREPARATION OF TERM PAPERS

Note: This document will be updated in 2019 to reflect the most recent changes to *The Chicago Manual of Style* (2017) and *A Manual for Writers of Research Papers, Theses, and Dissertations* (2018)

REVISED AUGUST 2014

CONTENTS

INTRODUCTION	1
Style Guide for Papers.....	1
Other Resources on Style	1
BASIC INFORMATION ON FORMATTING AND CITATION	3
Basic Formatting Information for Student Papers.....	3
Basic Citation Information for Student Papers	4
Exceptions for Particular Class Assignments.....	5
EXAMPLES	6
CITING ONLINE SOURCES AND OTHER ELECTRONIC MEDIA	14
Formal Electronic Sources	14
Examples of Bibliographic Entries for Electronic Formal Sources	14
Informal Sources	15
Examples of Bibliographic Entries for Electronic Formal Sources	15
BIBLIOGRAPHY.....	16

The first line of a new section or subsection should be justified to the left margin. Indent the first line of all subsequent paragraphs one-half inch. Text is double-spaced.

Primary headings for major sections of the paper are centered and written in all capital letters. Long titles should be single-spaced. Top margin on pages containing primary headings should be two inches. Leave two blank lines between the primary heading and the text.

Keep two blank lines between the text of the preceding section and a subheading regardless of level.

INTRODUCTION

These guidelines represent some of the more basic style features that all term papers written to fulfill class requirements at Brite Divinity School should follow. They provide instruction concerning only some of the more general issues that students typically encounter and are not intended to replace the need to become familiar with the appropriate style guides.¹

Style Guide for Term Papers

one inch margin

The official style manual for all written assignments is the seventh edition of Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* (TM).² Commonly known as "Turabian," this style manual is designed for students and others whose written work is not intended for publication. Students should refer to Turabian for questions that are not addressed in this guide as well as questions about (but not limited to): formatting, mechanics (i.e., spelling, punctuation, capitalization, etc.), and documentation (i.e., citation of sources used in the preparation of the paper).

one inch margin

Other Resources on Style

Though intended for dissertations and theses rather than term papers, *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers* (CMOS), a more comprehensive

¹ Many of the principles in these guidelines have been adopted from the February 2009 revised version of the *Student Supplement for The SBL Handbook of Style* that was compiled and edited by the Society of Biblical Literature. It is available in PDF format at http://www.sbl-site.org/assets/pdfs/SBLHSrevised2_09.pdf (accessed July 22, 2011).

² Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th ed., rev. Wayne C. Booth et al. (Chicago: University of Chicago Press, 2013).

Separate footnotes from text with a two-inch line. Footnotes should be single-spaced ten-point font, with the first line indented one-half inch, and a blank line between each note.

Page numbers on pages with a primary heading should be centered in the footer of each page. Number front matter separately.

volume from which Turabian is derived, may be consulted for specific questions regarding style (students should consult the most recent edition when utilizing this source).³ In addition, students preparing papers within biblical studies and related fields should refer to *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies (SBLHS)*.⁴ Students in the Pastoral Theology and Pastoral Counseling program may also have the option of writing papers in APA style using the sixth edition of the *Publication Manual of the American Psychological Association (PMPA)*.⁵

For convenience, copies of Turabian, *The Chicago Manual of Style*, *The SBL Handbook of Style*, and the *Publication Manual of the American Psychological Association* are held at the Mary Coats Burnett Library at TCU.⁶ Students who require more assistance with Turabian style may consult the Brite Librarian.

³ University of Chicago Press, *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*, 16th ed. (Chicago: University of Chicago Press, 2010).

⁴ *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies*, ed. Patrick H. Alexander et al. (Peabody, MA: Hendrickson, 1999).

⁵ American Psychological Association, *Publication Manual of the American Psychological Association*, 6th ed. (Washington, DC: American Psychological Association, 2010).

⁶ Non-circulating copies of Turabian's *A Manual for Writers* (call number: LB2369 .T8 2013) and *The Chicago Manual of Style* (call number: Z253 .U69 2010) are located in the Information Commons area. Non-circulating copies of *The SBL Handbook of Style* (call number: PN147 .S26 1999) are located in the main stacks. Copies of the APA's *Publication Manual* (call number: BF76.7 .P83 2010) are available for four-hour loan and are located in the Information Commons area.

BASIC INFORMATION ON FORMATTING AND CITATION

Becoming familiar with and applying conventional rules of formatting is an important feature of a paper that makes the preserved copy, bound or electronic, as accessible as possible for future readers. Likewise, properly citing sources that are consulted is an essential part of producing a quality term paper. Close attention to these elements should be evident in all assigned term papers.

Basic Formatting Information for Student Papers

- Paper should be quality bond, white in color, and 8½ × 11 inches in size (§A.1.1).⁷
- Printing should be on one side of the paper only and be letter quality.
- All text should be black in color; typeface should be Times New Roman; type size should be twelve-point for the text of the main body and ten-point for footnotes, table titles, and figure captions (§A.1.2).
- All text should be double-spaced except the following items: block quotations, table titles, and figure captions. The following should be single-spaced internally but with a blank line between items: table of contents, footnotes, captions, glossary, appendices, and bibliography (§A.1.3).
- Any prose quotation of five or more lines should be presented as a block quotation. Block quotations should be single-spaced with a blank line before and after it. Indent the entire quotation one-half inch from the left margin. Do not use quotation marks in the block quote except for quotations nested within the block (§25.2.2).
- Tabulations should be one-half inch. Use tabs instead of spaces for indentation, columns of text, and other content that should be consistently aligned (§A.1.3).
- Text should be justified to the left margin (i.e., flush left) with a ragged right margin (do not justify text to the right margin) (§A.3.1).

⁷ All parenthetical citations refer to the appropriate section(s) in Turabian's *Manual for Writers* unless otherwise noted.

- One space, not two, should be placed after the terminal punctuation of a sentence (§A.1.3).
- Document margins should be set as follows:
 - Left Margin 1 inch
 - Right Margin 1 inch
 - Bottom Margin 1 inch
 - Top Margin 1 inch
 - Top Margin for
any page with a
primary heading 2 inches
- All front matter (i.e., title page, table of contents, etc.) should be counted and numbered differently from the main body and back matter (i.e., bibliography, appendices, etc.). Front matter should be numbered consecutively with lowercase roman numerals (i, ii, iii, etc.) in the center of the footer. Though the title page should be counted in the numbering of the front matter, it should *not* contain a displayed page number (§A.1.4).
- The main body and any back matter should be consecutively numbered with Arabic numbers (1, 2, 3, etc.) beginning with the first page of the main body. Pages that contain a primary heading should begin on a new page with the page number centered in the footer; all other page numbers should be displayed in the upper right corner (i.e., flush right) in the header of each page (§A.1.4).
- Papers should be stapled in the upper left corner. Covers, folders, or bindings should not be used unless specified by the professor.

Basic Citation Information for Student Papers

Students should use the *notes-bibliography style*, also known as *bibliography style* or *notes and bibliography style*, for citing sources in term papers (exceptions for some term papers and class assignments are noted below). This style is widely used among writers in the humanities and some of the social sciences. Refer to TM 16.1–17.10 for more information concerning the notes-bibliography style of citation. When consulting TM, citations preceded by “N” are examples of footnotes and citations preceded by “B” are examples of bibliographical entries.

For further discussion concerning the notes-bibliography style of documentation, refer to *CMOS* 14.1–14.316, “Documentation I: Notes and Bibliography.”

Footnotes should be placed at the bottom of the page on which the reference is cited (§16.3.4).⁸ Parenthetical references (“in-text citations”) are acceptable only for scripture references. Refer to *SBLHS* 8.2–8.3 for proper format and abbreviations of ancient (including biblical) texts. Do not use *CMOS* or *TM* for biblical text abbreviations.

Care must be taken to ensure accuracy of quotation and citation so that resources may be verified. The bibliography must indicate only materials actually used for a particular term paper including the specific edition of a work (if it is other than the first edition).

Exceptions for Particular Class Assignments

For particular class assignments, professors may stipulate the use of endnotes instead of footnotes (§16.3.1). Some professors may stipulate the use of the *parenthetical citations–reference list style*, also known as *reference list style* and *author-date style*. This style uses “parenthetical citations,” which place the author’s last name, the date of publication, and the appropriate page numbers in parentheses. These citations are part of the running text of the paper as can be seen in the example citation at the end of this sentence (Turabian 2007, 216–26). The use of parenthetical references requires the use of a reference list, which has a different format than that used for a bibliography. Under no circumstances are styles to be mixed or combined. Unless specifically directed to use endnotes or parenthetical references by their professor, students should use the notes-bibliography style for citing references in term papers and class assignments.

⁸ Please note that although *TM*, *CMOS*, and *SBLHS* call for footnote reference numbers to be non-superscript numbers followed by a period, these guidelines depart from this standard by calling for superscripted reference numbers without a period due to limitations in many word processing programs (see note 2 in the examples section below for more information).

EXAMPLES

The following pages provide visual examples for aid in formatting a term paper. The examples used, however, are far from exhaustive. For particular issues not covered in this document, students should consult the resources listed above.

two inch top margin

BRITE DIVINITY SCHOOL
FORT WORTH, TEXAS

ten blank lines

TITLE OF PAPER

(DOUBLE SPACE SUBSEQUENT LINES)

one inch margin

one inch margin

fourteen blank lines

COURSE NAME

COURSE DEPARTMENT AND NUMBER

two blank lines

MONTH DAY, YEAR

YOUR NAME

two inch bottom margin

CONTENTS

LIST OF ABBREVIATIONS.....iii

INTRODUCTION1

 First-level subheading should be should be indented three spaces without
 dotted leader. Titles that exceed one line should be indented for subsequent
 lines2

 Second-level subheadings should be indented three spaces without dotted
 leader4

THE FIGURE OF MOSES IN EARLY RABBINIC TRADITION: A PRELIMINARY
ASSESSMENT.....6

THE EXODUS IN EARLY CHRISTIAN INTERPRETATION.....14

CONCLUSION.....16

APPENDIX A.....19

BIBLIOGRAPHY.....20

Note: A contents page should be used for papers that exceed fifteen pages in length. It should list every element of the paper that follows the contents pages. Front matter should be numbered with roman numerals and the main text and back matter should be numbered with Arabic numbers.

two inch top
margin

PRIMARY HEADING LONG TITLES ARE SINGLE-SPACED ON SUBSEQUENT LINES

The top margin on pages containing primary headings is two inches. Leave two blank lines between the primary heading and the text. On all pages that do not have primary headings, the left, right, top, and bottom margins are all one inch. Leave two blank lines between subheadings and text. The first line of a new section or subsection should be justified to the left margin.

Indent the first line of all subsequent paragraphs. All text should be set in Times New Roman typeface. All text should be set to twelve-point type size except in footnotes, which should be ten-point type size.

First-Level Subheading

Keep two blank lines between the text of the preceding section and a subheading regardless of level. A first-level subheading should be bold, centered, and capitalized headline style.

Second-Level Subheading

Keep two blank lines between the text of the preceding section and a subheading regardless of level. A second-level subheading should be centered and capitalized headline style.

Third-Level Subheading

Third-level subheadings should be justified on the left margin, in bold, italics, and capitalized headline style. A heading should never be the last text on a page. Apply your word processor's "widow/orphan" controls or, if necessary, add blank lines to the end of a page and begin the

next page with the heading.

Fourth-Level Subheading

Fourth-level subheadings should be justified on the left margin, capitalized headline style.

The main body and any back matter should be consecutively numbered with Arabic numerals (1, 2, 3, etc.) beginning with the first page of the main body. Pages that contain a primary heading should begin on a new page with the page number centered in the footer; all other page numbers should be displayed in the upper right corner (i.e., right justified) in the header of each page. The text of the body of the paper is double-spaced except for block quotations:

This is a block quotation, which consists of any prose quotation of five or more lines. Block quotations should be single-spaced with a blank line before and after it. Indent the entire quotation one-half inch from the left margin and leave the right margin as “ragged right.” Do not use quotation marks in the block quote except for quotations nested within the block.¹

After a block quotation, return to double-spaced text justified to the left margin until you finish the paragraph.²

Footnotes at the bottom of the page are single-spaced, ten-point Times New Roman font, with a blank line separating each note. Maintain subsequent numbering in notes. Indent the first line of the footnote with a superscripted number. Make sure a footnote and the text to which it refers are on the same page.

¹ Footnote reference numbers in the main text should be twelve-point superscript, and should stand after any punctuation, preferably after a full punctuation stop.

² All text in the footnotes should be ten-point in size and be separated from the main text by a short rule of two inches. Footnotes should be single-spaced internally with a blank line in between each footnote with the first line of each footnote indented one-half inch. Superscript Arabic numbers should appear before each footnote. One space should separate each number from the text of the note.

two inch top
margin

APPENDIX A

APPENDIX TITLE

There should be two blank lines between the title of an appendix and the text and/or image that constitutes the appendix.

Term papers rarely require appendices, though in cases where supporting material cannot easily be worked into the body of a paper, appendices may be used. Each appendix should be numbered with either Arabic numerals or capital letters and contain a title (a single appendix need not be numbered). Every appendix requires a heading, thus a preexisting document or image will need a typed heading (i.e., the appendix number and title) on that document to conform to the numbered appendixes.

If the appendix is already numbered, put those page numbers in square brackets. Page numbering for the appendixes is consecutive with the rest of the paper. Page number placement follows the same guidelines as the text of the main body.

BIBLIOGRAPHY

- Dahood, Mitchell. *Psalms I, 1–50*. Vol. 1 of *Psalms*. Anchor Bible 16. Garden City, NY: Doubleday, 1965. [multivolume commentary on a single biblical book by one author]
- . *Psalms II, 51–100*. Vol. 2 of *Psalms*. Anchor Bible 17. Garden City, NY: Doubleday, 1968. [for repeated sources from the same author(s) insert three em-dashes]
- Kraft, Robert A., and George W. E. Nickelsburg, eds. *Early Judaism and Its Modern Interpreters*. Philadelphia: Fortress, 1986. [book with two editors]
- Leyerle, Blake. “John Chrysostom on the Gaze.” *Journal of Early Christian Studies* 1 (1993): 159–174. [journal article]
- Miller, Patrick D. “The Book of Jeremiah: Introduction, Commentary, and Reflections.” Pages 553–926 in *Introduction to Prophetic Literature, Isaiah, Jeremiah, Baruch, Letter of Jeremiah, Lamentations, Ezekiel*. Vol. 6 of *New Interpreter’s Bible: A Commentary in Twelve Volumes*. Edited by Leander E. Keck. Nashville: Abingdon, 2001. [multivolume commentary for the entire Bible by multiple authors]
- Niditch, Susan. “Oral Culture and Written Documents.” Paper presented at the annual meeting of the New England Region of the Society of Biblical Literature, Worcester, MA. March 25, 1994. [paper presented at an academic conference]
- Partain, Jack G. “Numbers.” Pages 175–79 in *Mercer Commentary on the Bible*. Edited by Watson E. Mills et al. Macon: Mercer University Press, 1995. [single-volume commentary on the entire Bible] Petersen, David L. “Ezekiel.” Pages 1096–1167 in *The HarperCollins Study Bible Fully Revised and Updated, New Revised Standard Version, with the Apocryphal/Deuterocanonical Books*. Edited by Harold W. Attridge et al. San Francisco: HarperSanFrancisco, 2006. [notes in a study Bible]
- Pike, Dana M. “Names, Theophoric.” Pages 1018–19 in vol. 4 of *The Anchor Bible Dictionary*. Edited by David Noel Freedman. 6 vols. New York: Doubleday, 1992. [article in a Bible dictionary or encyclopedia]
- Pritchard, James B., ed. *Ancient Near Eastern Texts Relating to the Old Testament*. 3rd ed. Princeton: Princeton University Press, 1969. [edition other than first edition]

Van Seters, John. "The Theology of the Yahwist: A Preliminary Sketch." Pages 219–28 in "*Wer ist wie du, Herr, unter den Göttern?: Studien zur Theologie und Religionsgeschichte Israels*." Edited by I. Kottsieper et al. Göttingen: Vandenhoeck & Ruprecht, 1995. [an article in a festschrift]

Westermann, Claus. *Genesis 12–36*. Translated by John J. Scullion. Continental Commentaries. Minneapolis: Fortress, 1995. [commentary with a volume title and series title]

Winter, Bruce W. and Andrew D. Clarke, eds. *The Book of Acts in Its Ancient Literary Setting*. Vol. 1 of *The Book of Acts in Its First Century Setting*. Edited by Bruce W. Winter. Grand Rapids: Eerdmans, 1993. [titled volume in a multivolume edited work]

Notes on bibliographies: Leave two blank lines between the title and the first entry. Justify the first line of each entry to the left margin; indent subsequent lines one-half inch using a "hanging indent." A bibliography should contain an alphabetized list of all works that were used in the production of the paper. Separate the entries with one blank line. The entries themselves are single-spaced. The bibliography follows the appendixes (if any) and is numbered consecutively.

The examples above attempt to demonstrate some of the more commonly used types of references within the fields of biblical studies, theology, and/or religion. Though never included in an actual bibliography, the type of citation is indicated after each note in brackets for reference.

When dealing in specialized disciplines, occasions will arise when TM, CMOS, and SBLHS all suggest different preferences on a point of style and/or citation that are irreconcilable. In such cases, a logical solution should be developed and used consistently throughout the paper.

CITING ONLINE SOURCES AND OTHER ELECTRONIC MEDIA

The Turabian manual addresses the problem of citing electronic resources in section 15.4. However, resources obtained through online databases, CD-ROM databases, or the Internet do not always provide all the bibliographic information required for citing a similar source in print. Basically, the goal of citation is to provide enough information so the resource may be retrieved again and to ensure proper credit is given to the author(s) of the source cited. According to TM 15.4.1, online sources fall into two categories: those that are more formal and are similar to print sources except for the medium (online books, journals, public documents, etc.) and less formal sources unique to the medium, such as personal websites, mailing lists, and blogs.

Formal Electronic Sources

If the resource is an electronic or online version of a print resource, all bibliographic information required for the print resource must be included in addition to the bibliographic information necessary for the electronic version. If possible the citation should include: author, title of the page (enclosed in quotation marks), title or owner of the site, access date, URL. Consult TM for specific examples (§§ 17.1.10, 17.4.2, 17.5.3, 17.5.4, 17.5.6, 17.5.8, 17.5.9, and 17.6.1).

Examples of Bibliographic Entries for Electronic Formal Sources

Samora, Julian, and Patricia Vandel Simon. *A History of the Mexican-American People*. Rev. ed. East Lansing, MI: Julian Samora Research Institute, Michigan State University, 2000. Accessed December 19, 2005.
<http://www.jsri.msu.edu/museum/pubs/MexAmHist/chapter14.html#six>.

McFarland, Daniel A. "Resistance as a Social Drama: A Study of Change-oriented Encounters." *American Journal of Sociology* 109, no. 6 (May 2004). Accessed May 3, 2006. <http://www.journals.uchicago.edu/AJS/journal/issues/v109n6/050199/050199.html>.

Oxford English Dictionary. 2nd ed. CD-ROM, version 2.0. New York: Oxford University Press, 1999.

Informal Sources

For the second, more informal type of online source, the citation should include as much information as possible in addition to the URL and access date. Examples may be found in TM 17.7.

Examples of Bibliographic Entries for Electronic Formal Sources

The Baha'is of the United States. "Education." The Bahai' Faith. Accessed March 28, 2006. <http://www.bahai.us/content/section/7/36/>.

Evanston Public Library Board of Trustees. "Evanston Public Library Strategic Plan, 2000-2010: A Decade of Outreach." Evanston Public Library. Accessed June 1, 2005. <http://www.epl.org/library/strategic-plan-oo.html>.

BIBLIOGRAPHY

Crews, Kenneth D. *Copyright Law & Graduate Research: New Media, New Rights, and Your New Dissertation*. Rev. ed. Ann Arbor, MI: ProQuest Information and Learning, 2007. http://www.proquest.com/products_umi/dissertations/copyright (accessed October 19, 2007).

The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies. Edited by Patrick H. Alexander, John H. Kutsko, James D. Ernest, Shirley A. Decker-Lucke, and David L. Petersen. Peabody, MA: Hendrickson Publishers, 1999.

Student Supplement for The SBL Handbook of Style. Compiled by Melanie Greer Nogalski, James D. Nogalski, Sophia G. Steibel, and Danny M. West. Edited by Joel M. LeMon and Brennan W. Breed. Revised February 2009. Accessed July 22, 2011. http://www.sbl-site.org/assets/pdfs/SBLHSrevised2_09.pdf.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 7th ed. Revised by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams. Chicago: University of Chicago Press, 2013.

University of Chicago Press. *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*. 16th ed. Chicago: University of Chicago Press, 2010.