

GRACE STYLE GUIDE

1ST EDITION



GRACE BIBLE
THEOLOGICAL
SEMINARY



Copyright © 2023

Grace Bible Theological Seminary

All rights reserved

Table of Contents

1. Writing Tips	1
2. Formatting	2
a. Research Papers	2
b. Book Reviews	4
3. Citing Sources	5
a. Book with a Single Author	6
b. Book with Multiple Authors	6
c. Book with an Editor or Translator	6
d. Book with an Edition	7
e. Book as a Volume (in a Multivolume Set)	7
f. Book in a Series	8
g. Book as a Reprint (by a Different Publisher)	8
h. Book with an Editor (of a Compilation of Essays)	8
i. Chapter or Essay in a Book with an Editor (Book Section)	9
j. Commentary	9
k. Journal Article	9
l. Dictionary (or Lexicon) Article with an Author	10
m. Dictionary (or Lexicon) Article without an Author	10
n. Dissertation	11
o. Sermon	11
p. Lecture	11
q. Media Resource (Music, TV, Movie, etc.)	11
r. Digital-Format Resource	12
s. Web (Online) Resource	12
t. Oddly Cited Resources (e.g., Patristics, Aquinas, Calvin, etc.)	12
u. Oddities in Author's Names and Titles	14
v. Citing the Bible	16
4. Punctuation in General	18
a. Colons	18
b. Contractions	18
c. Emphasizing	18
d. Footnoting	18
e. Hyphens, Dashes, and Numbers	19
5. Punctuation in Quoting	20
a. Block Quotes	20
b. Brackets	20
c. Ellipses	20
d. Emphasis	21
e. Quote within a Quote	21
6. Abbreviations	22
a. General Abbreviations	22
b. English Bible Versions	22
c. Biblical Books	23
d. Publisher Names	24

Appendix A: Sample Research Paper	25
Appendix B: Sample Book Review	28

1. Writing Tips

Writing is a step-by-step process that requires meticulous planning and methodical plodding, even while it has its artistic and creative moments. There is no shortcut around hard work and long hours when it comes to writing! Pay attention to all of the following components:

Research Question: Formulate a precise question that you will seek to answer in your research. Many students struggle the entire way through the writing process because they do not know the exact question that they are trying to answer.

Thesis Statement: Craft a concise and precise sentence that answers your research question and sums up your argument. You should be able to define every word in your thesis statement.

Points of Proof: Come up with three or four points, using complete sentences, that validate or substantiate your thesis statement.

Outline: Make an outline! This step is often ignored, but it is a key to effective writing. The better you organize your thoughts at the outset of the process, the better your end result will be.

Log Research: Comb through sources and type out quotes and summaries before you sit down to write your formal paper. That way, when it is time to write, you can just paste in material without having to stop and dig for it.

Introduction: Students often make the mistake of trying to complete this step at the outset. It is often easier to go back and write an introduction *after* formulating a thesis statement, points of proof, an outline, and writing the bulk of your paper. In your introduction, you want to pull in your reader to the “research conversation.” Create interest and intrigue.

Conclusion: Tell ‘em what you told ‘em in a simple and concise manner. Summarize and paraphrase what you have argued in your paper. Don’t launch into any new ideas here!

Edit: Leave plenty of time to read over your work and make corrections. It is a healthy practice to read your paper out loud to yourself. A proven writer’s favorite mantra is “Edit! Edit! Edit!”

In your research, your own eyes need to see the actual page where a quote or idea originates, whether in a physical or electronic source. If you have not tracked down the original source for yourself, use the phrase “as cited in” or “as quoted in” (e.g., Jerome, *Commentary on Jonah* 1.6, as cited in Amundsen, *Medicine, Society, and Faith*, 99). Don’t pretend like you have done the work if you have not. Find physical sources whenever possible. Avoid numerous long quotes because in doing so, you (as the author of the research paper) can quickly lose your own voice. If the reader has to listen to too many other views, the main writer’s voice will be muted.

Above all, be prayerful and dependent on the Lord as you write (Ps 25:4–5). Remember that Christ is the one in whom is hidden all the treasures of wisdom and knowledge (Col 2:2–3)!

—The Faculty of GBTS

2. Formatting

a.) Research Papers

Research papers generally need:

- Cover page
- Introduction / Body of Document / Conclusion
- Bibliography

You may include an appendix or appendices when you deem them useful, but they are not required unless specified by your instructor. Please do not include a table of contents (TOCs are only advisable for theses and dissertations), and do not include a list of abbreviations.

Body of Document

- 1-inch margins
- 12-point Times New Roman font
- Double-spaced
- Indent each paragraph by 0.5 (½) inch
- Put page numbers in the upper right corner of the page

Footnotes

- 10-point Times New Roman font
- Single-spaced
- Each footnote should be indented by 0.5 (½) inch on the first line only
- Leave a single space between each footnote on each page
- Use a full entry the first time you cite a source. Use a short entry the next time you cite the same source. Use a super-short entry for a reference to a source that *immediately* follows the same source (*Chicago Manual of Style* now avoids the designation “Ibid.”).

Example:

¹ G. C. Berkouwer, *Sin*, Studies in Dogmatics (Grand Rapids: Eerdmans, 1971), 285–322. ← FULL

² Carson, *Gospel According to John*, 600–02. ← SHORT

³ Berkouwer, *Sin*, 287–92. ← SHORT

⁴ Berkouwer, 299. ← SUPER-SHORT

Subheadings

Subheadings in a research paper are encouraged because they can be a useful way to organize information. However, do not use too many, since most of your M.Div. book reviews and papers will be relatively short (5–15 pages). Do not use more than two (2) levels of subheadings in a paper. The first level subheading should be set in **bold** type. The second-level subheading should be set in regular type.

Skip one line between a subheading and the text of the ensuing paragraph. Leave two lines between the last paragraph in a section and the next subheading. Make sure that a subheading always has text that follows it and is not the last item on any page (i.e., an orphaned subheading).

Subheadings should be centered on the page as follows:

First-Level Subheading

Second-Level Subheading

<Example>

Paper Title: “The Doctrine of Salvation in Redemptive History”

Paper Outline: **I. The Doctrine of Salvation in the Old Testament**

- A. The Doctrine of Salvation in the Pentateuch
- B. The Doctrine of Salvation in the Prophets

II. The Doctrine of Salvation in the New Testament

- A. The Doctrine of Salvation in the Gospels
- B. The Doctrine of Salvation in the Pauline Letters

Here is what each subheading would look like in the example of the research paper above:

The Doctrine of Salvation in the Old Testament

The doctrine of salvation appears in a more rudimentary form in the Old Testament and does not present a well-defined order of salvation. Nevertheless, key themes like calling and justification are noticeable. The following study will examine soteriology in the Pentateuch (first five books of Moses), historical Books, poetic literature, and prophetic literature.

The Doctrine of Salvation in the Pentateuch

The doctrine of justification by faith alone appears formally in the Bible for the first time in Genesis 15:6. In this passage ...

The Doctrine of Salvation in the Prophets

Continue on with your ensuing paragraphs here ...

The Doctrine of Salvation in the New Testament

Continue on with your ensuing paragraphs here ...

The Doctrine of Salvation in the Gospels

Continue on with your ensuing paragraphs here ...

Etc.

b.) Book Reviews

Book reviews generally need:

- Cover page
- Bibliographic entry of the book reviewed at the top of the first page with pp. and \$.
- Cited page numbers of the book in parentheses throughout the review (e.g., 37, 40–44).
 - You *do not* need to include the author's name in parentheses.
 - You *do not* need to include the abbreviation "p." for page number.

Footnotes and a bibliography are normally not necessary in a book review unless you deem them useful or unless you cite sources outside of the immediate book being reviewed.

Body of Document

- 1-inch margins
- 12-point Times New Roman font
- Double-spaced
- Indent each paragraph by 0.5 (½) inch
- Put page numbers in the upper right corner of the page

Subheadings

Subheadings must be used in book reviews. Use the following three standard subheadings:

Introduction to the Author

(1 paragraph)

Summary of Book

(1/3 of your review, roughly)

Analysis of Book

(2/3 of your review, roughly)

Skip one line between a subheading and the text of the ensuing paragraph. Leave two lines between the last paragraph in a section and the next subheading.

3. Citing Sources

This style guide will not cover every possible scenario you may face, but it should serve as a useful reference tool for you. This guide mainly follows Turabian style, while also looking to Chicago style and SBL style on occasion.

Order of Information

The order of information for your research source (in a footnote and bibliography) should be:

Author (or Editor if a compilation volume)
 Book or Article Title
 Editor/Translator (if applicable)
 Edition (if applicable)
 Volume number (if applicable)
 Series name (if applicable)
 City, Publisher, Date
 Page numbers (if applicable; e.g., an article or chapter in a book)
 Digital source (if applicable; e.g., Kindle)

Here is a memory device to help you remember the order:

Abe Evs, CPD (Conway Police Department)

Place of Publication

Provide the name of the city of publication *by itself* if the city is internationally well-known.

Example: Los Angeles

Example: London

Provide the name of the city *and* the state (or country) if the city is *not* internationally well-known.

Example: Conway, AR (Sorry, Conwegians, our beloved city is not yet an international metropolis!)

Example: Leicester, England

One oddity is the city of Grand Rapids; since it is the mother ship for so many Christian and evangelical publishing companies (e.g., Baker, Eerdmans, Zondervan, etc.), it is well-known in the publishing world and does not need a state abbreviation listed after it.

Example: Grand Rapids

Footnote vs. Bibliography

The footnote entry and bibliographic entry of the same research source will differ in its format. To give a couple of examples, in the footnote, the author's name is listed as first-last (e.g., John M. Frame) and the publication information is enclosed in parentheses (e.g., Phillipsburg, NJ: P&R Publishing, 2013). The following categories will help you cite specific kinds of sources in your research.

a.) Book with a Single Author

Footnote:

¹ John M. Frame, *Systematic Theology: An Introduction to Christian Belief* (Phillipsburg, NJ: P&R Publishing, 2013), 866.

Bibliography:

Frame, John M. *Systematic Theology: An Introduction to Christian Belief*. Phillipsburg, NJ: P&R Publishing, 2013.

b.) Book with Multiple Authors

Footnote:

¹ Andreas J. Köstenberger and Richard D. Patterson, *Invitation to Biblical Interpretation: Exploring the Hermeneutical Triad of History, Literature, and Theology* (Grand Rapids: Kregel Academic, 2011), 250.

Bibliography:

Köstenberger, Andreas J., and Richard D. Patterson. *Invitation to Biblical Interpretation: Exploring the Hermeneutical Triad of History, Literature, and Theology*. Grand Rapids: Kregel Academic, 2011.

c.) Book by an Author with an Editor or Translator

Footnote:

¹ Heinrich Hepppe, *Reformed Dogmatics: Set out and Illustrated from the Sources*, ed. Ernst Bizer (London: Allen & Unwin, 1950), 349.

² Josephus, *Against Apion* 2.24, in Flavius Josephus, *Josephus: The Complete Works*, trans. William Whiston (Nashville: Nelson, 1998), 966.

Bibliography:

Heppe, Heinrich. *Reformed Dogmatics: Set out and Illustrated from the Sources*. Edited by Ernst Bizer. London: Allen & Unwin, 1950.

Josephus, Flavius. *Josephus: The Complete Works*. Translated by William Whiston. Nashville: Nelson, 1998.

d.) Book with an Edition***Footnote:***

¹ Norman L. Geisler, *Christian Ethics: Contemporary Issues & Options*, 2nd ed. (Grand Rapids: Baker Academic, 2010).

² Francis A. Schaeffer, *A Christian Manifesto*, rev. ed. (Wheaton, IL: Crossway, 1982), 54.

Bibliography:

Geisler, Norman L. *Christian Ethics: Contemporary Issues & Options*. 2nd ed. Grand Rapids: Baker Academic, 2010.

Schaeffer, Francis A. *A Christian Manifesto*. Rev. ed. Wheaton, IL: Crossway, 1982.

e.) Book as a Volume (in a Multivolume Set)***Footnote:***

¹ Herman Bavinck, *Reformed Dogmatics*, ed. John Bolt, trans. John Vriend (Grand Rapids: Baker Academic, 2003–2008), 1:149.

Bibliography:

Bavinck, Herman. *Reformed Dogmatics*. Edited by John Bolt. Translated by John Vriend. 4 vols. Grand Rapids: Baker Academic, 2003–2008.

<or:>

Footnote:

¹ Herman Bavinck, *Reformed Dogmatics*, ed. John Bolt, trans. John Vriend, vol. 1, *Prolegomena* (Grand Rapids: Baker Academic, 2003), 149.

Bibliography:

Bavinck, Herman. *Reformed Dogmatics*. Edited by John Bolt. Translated by John Vriend. Vol. 1, *Prolegomena*. Grand Rapids: Baker Academic, 2003.

Notice that you may either (a) list the footnote reference by volume and page number and the bibliographic reference by the total number of volumes in the set, or (b) list just the individual volume number and volume title of the source itself. Both ways are acceptable.

f.) Book in a Series

Footnote:

¹ David G. Peterson, *Possessed by God: A New Testament Theology of Sanctification and Holiness*, New Studies in Biblical Theology (Leicester: Apollos; Downers Grove, IL: InterVarsity Press, 2015), 46.

Bibliography:

Peterson, David G. *Possessed by God: A New Testament Theology of Sanctification and Holiness*. New Studies in Biblical Theology. Leicester, England: Apollos; Downers Grove, IL: InterVarsity Press, 1995.

Note that the series in this entry is “New Studies in Biblical Theology.” Note that there are two different co-publishers in this entry.

g.) Book as a Reprint (by a Different Publisher)

Footnote:

¹ Philip Schaff, ed., *Creeds of Christendom: With a History and Critical Notes*, rev. David S. Schaff, 6th ed. (1877; repr., Grand Rapids: Baker Books, 2007), 3:831–909.

Bibliography:

Schaff, Philip, ed. *The Creeds of Christendom: With a History and Critical Notes*. Revised by David S. Schaff. 6th ed. 3 vols. 1877. Repr., Grand Rapids: Baker Books, 2007.

h.) Book with an Editor (of a Compilation of Essays)

Footnote:

¹ James K. Hoffmeier, ed., *Abortion: A Christian Understanding and Response* (Grand Rapids: Baker Books, 1987).

Bibliography:

Hoffmeier, James K., ed. *Abortion: A Christian Understanding and Response*. Grand Rapids: Baker, 1987.

i.) Chapter or Essay in a Book with an Editor (Book Section)

Footnote:

¹ Victor R. Gordon, “Abortion and the New Testament,” in *Abortion: A Christian Understanding and Response*, ed. James K. Hoffmeier (Grand Rapids: Baker, 1987), 73–85.

Bibliography:

Gordon, Victor R. “Abortion and the New Testament.” Pages 73–85 in *Abortion: A Christian Understanding and Response*. Edited by James K. Hoffmeier. Grand Rapids: Baker, 1987.

Notice that for a chapter or essay in a book, the page range in the footnote is placed at the *end* of the entry; the page range in the bibliography is placed *after* the title of the chapter or essay and *before* the title of the book.

j.) Commentary

Footnote:

¹ Robert L. Alden, *Job*, New American Commentary 11 (Nashville: Broadman & Holman, 1993), 137.

² Thomas R. Schreiner, *Romans*, 2nd ed., Baker Exegetical Commentary on the New Testament (Grand Rapids: Baker Academic, 2018), 339.

Bibliography:

Alden, Robert L. *Job*. New American Commentary 11. Nashville: Broadman & Holman, 1993.

Schreiner, Thomas R. *Romans*. 2nd ed. Baker Exegetical Commentary on the New Testament. Grand Rapids: Baker Academic, 2018.

Put the commentary number (in the commentary series) if applicable. Some commentary sets are numbered, while others are not. Put the edition number if the commentary is a later edition.

k.) Journal Article

Footnote:

¹ Richard B. Gaffin Jr., “The Usefulness of the Cross,” *Westminster Theological Journal* 41, no. 2 (1979): 228–46.

Bibliography:

Gaffin Jr., Richard B. "The Usefulness of the Cross." *Westminster Theological Journal* 41, no. 2 (1979): 228–46.

l.) Dictionary (or Lexicon) Article with an Author**Footnote:**

¹ Allan Harman, "Particles," in *New International Dictionary of Old Testament Theology and Exegesis* [NIDOTTE], ed. Willem VanGemeren (Grand Rapids: Zondervan, 1996), 4:1028–42.

Bibliography:

Harman, Allan. "Particles." In *New International Dictionary of Old Testament Theology and Exegesis* [NIDOTTE], edited by Willem VanGemeren (Grand Rapids: Zondervan, 1996), 4:1028–42.

You can include brackets with the source abbreviation if you want to do so, but it is not necessary. This advice holds true for all examples in this guide.

m.) Dictionary (or Lexicon) Article without an Author**Footnote:**

¹ Walter Bauer, *A Greek-English Lexicon of the New Testament*, ed. and trans. William F. Arndt, F. Wilber Gingrich, and Frederick W. Danker [BDAG], 3rd ed. (Chicago: University of Chicago Press, 2000), s.v. "μετανοέω."

² Francis Brown, S. R. Driver and C. A. Briggs, *A Hebrew and English Lexicon of the Old Testament* [BDB] (Oxford: Clarendon Press, 1968), s.v. "אָל."

Bibliography:

Bauer, Walter. *A Greek-English Lexicon of the New Testament*. Edited and translated by William F. Arndt, F. Wilber Gingrich, and Frederick W. Danker. 3rd ed. Chicago: University of Chicago Press, 2000.

Brown, Francis, S. R. Driver, and C. A. Briggs. *A Hebrew and English Lexicon of the Old Testament*. Oxford: Clarendon, 1968.

Note that "s.v." stands for the Latin phrase *sub verbo* ("under the word"). You should include "s.v." and the specific word in the footnote entry, but you should *not* include that information in the bibliography entry.

n.) Dissertation

Footnote:

¹ John Jin Gill, “The Evangelicalism of Alexander Carson” (Ph.D. diss., Southern Baptist Theological Seminary, 2012).

Bibliography:

Gill, John Jin. “The Evangelicalism of Alexander Carson.” PhD diss., Southern Baptist Theological Seminary, 2012.

o.) Sermon

Footnote:

¹ Alistair Begg, “Christ Is Risen” (John 20:19–23), sermon, Parkside Church, Cleveland, OH, April 10, 2023, <https://www.truthforlife.org/resources/sermon/christ-risen/>.

Bibliography:

Begg, Alistair. “Christ Is Risen” (John 20:19–23). Sermon. Parkside Church, Cleveland, OH, April 10, 2023. <https://www.truthforlife.org/resources/sermon/christ-risen/>.

p.) Lecture

Footnote:

¹ James R. White, “The Foolishness of God” (1 Corinthians 1:10–31), lecture, Grace Bible Theological Seminary, Conway, AR, May 11, 2023.

Bibliography:

White, James R. “The Foolishness of God” (1 Corinthians 1:10–31). Lecture. Grace Bible Theological Seminary, Conway, AR, May 11, 2023.

q.) Media Resource (Music, TV, Movie, etc.)

Footnote:

¹ Michael Card, “Underneath the Door,” from the album *Scribbling in the Sand: The Best of Michael Card—Live* (Word Entertainment, 2002).

Bibliography:

Card, Michael. "Underneath the Door." From the album *Scribbling in the Sand: The Best of Michael Card—Live*. Word Entertainment, 2002.

r.) Digital-Format Resource***Footnote:***

¹ David Brainerd, *The Life and Diary of David Brainerd: With Notes and Reflections*, ed. Jonathan Edwards (Cornerstone Classic Ebooks, 2013), 123, Kindle.

Bibliography:

Brainerd, David. *The Life and Diary of David Brainerd: With Notes and Reflections*. Edited by Jonathan Edwards. Cornerstone Classic Ebooks, 2013. Kindle.

s.) Web (Online) Resource***Footnote:***

¹ Pew Research Center, "U.S. Public Becoming Less Religious," Religion and Public Life, November 3, 2015, <https://www.pewforum.org/2015/11/03/u-s-public-becoming-less-religious/>.

Bibliography:

Pew Research Center. "U.S. Public Becoming Less Religious." Religion and Public Life. November 3, 2015. <https://www.pewforum.org/2015/11/03/u-s-public-becoming-less-religious/>.

t.) Oddly Cited Resources (e.g., Early Church Fathers, Aquinas, Calvin, etc.)***1. Ante-Nicene Fathers (10 vols.)******Footnote:***

¹ Justin Martyr, *Second Apology* 2.4, in *The Ante-Nicene Fathers [ANF]*, eds. Alexander Roberts and James Donaldson (1885–1887; repr., Peabody, MA: Hendrickson, 2012), 1:188.

<Subsequent short reference:>

² Justin Martyr, *Second Apology* 2.5 (ANF 1:188).

When citing ancient sources, note that there is not a comma placed between the name of the work and the reference (e.g., chapter and section). See other examples below.

Bibliography:

The Ante-Nicene Fathers [ANF]. Edited by Alexander Roberts and James Donaldson. 10 vols. 1885–1887. Repr., Peabody, MA: Hendrickson, 2012.

2. Nicene and Post-Nicene Fathers (Series 1, 14 vols.; Series 2, 14 vols.)**Footnote:**

¹ Augustine, *On Marriage and Concupiscence* 1.17, in *The Nicene and Post-Nicene Fathers* [NPNF], eds. Philip Schaff and Henry Wace (1886–1889; repr., Peabody, MA: Hendrickson, 2012), 1/5:271.

Note that the final numbers in this entry represent series 1, volume 5, page 271.

<Subsequent short reference:>

² Augustine, *On Marriage and Concupiscence*, 1.21 (NPNF 1/5:272).

Bibliography:

The Nicene and Post-Nicene Fathers [NPNF]. Edited by Philip Schaff and Henry Wace. 28 vols. in 2 series. 1886–1889. Repr., Peabody, MA: Hendrickson, 2012.

3. Aquinas's *Summa Theologiae***Footnote:**

¹ Aquinas, *Summa Theologiae*, I.118.2, in Thomas Aquinas, *Summa Theologiae I, 50–119* (Lander, WY: Emmaus Academic, 2012), 636.

This footnote refers to Aquinas, *Summa Theologiae*, Part I, question 118, article 2.

Bibliography:

Aquinas, Thomas. *Summa Theologiae I, 50–119*. Lander, WY: Emmaus Academic, 2012.

Aquinas's *Summa* is divided up into:

I	Part One (Prima Pars)
I-II	First Part of the Second Part (Prima Secundae Partis)
II-II	Second Part of the Second Part (Secunda Secundae Partis)
III	Part Three (Tertia Pars)
Suppl.	Supplement

Please note that friends don't let friends cite too much Aquinas. Overexposure to Aquinas waries the gospel-loving soul.

4. Calvin's *Institutes*

Footnote:

¹ Calvin, *Institutes*, 4.12.3, in John Calvin, *Institutes of the Christian Religion*, ed. John T. McNeill, trans. Ford Lewis Battles, 2 vols., Library of Christian Classics (Philadelphia: Westminster, 1960), 2:1231.

Subsequent references to Calvin's *Institutes* do not need to give a volume and page number from the McNeill/Battles edition (in parentheses) unless you desire to do so.

Bibliography:

Calvin, John. *Institutes of the Christian Religion*. Edited by John T. McNeill. Translated by Ford Lewis Battles. 2 vols. Library of Christian Classics. Philadelphia: Westminster, 1960.

u.) Oddities in Author's Names and Titles

1. Suffixes in an Author's Name

If the author's name has a suffix like "Jr." or "III," do not place a comma between the last name and the suffix. The suffix is considered part of the author's last name.

Example:

Witherington III, Ben. *New Testament Theology and Ethics*. 2 vols. Downers Grove, IL: IVP Academic, 2016.

2. Last Name That Starts with an Uncapitalized Particle

If a last name starts with a particle like "de" or "van" that begins with an uncapitalized first letter, leave the particle uncapitalized in your footnote citations and bibliographic citations. Do not capitalize the particle in the body of your paper *unless it occurs as the first word in the sentence*.

Example:

In reference to the work of deSilva, one scholar notes that ...
(*uncapitalized*)

Example:

DeSilva's response indicates that ...
(*Capitalized because it is the first word in the sentence*)

3. A Title That Starts with a Number

If a title of a book or commentary starts with a number (e.g., *1 Corinthians*), alphabetize the title in your bibliography based on what letter the number would start with if it was spelled out fully as a word (e.g., *First Corinthians*).

Example:

Schreiner, Thomas R. *Commentary on Hebrews*. Biblical Theology for Christian Proclamation. Nashville: Broadman & Holman, 2015.

———. *1 Corinthians: An Introduction and Commentary*. Tyndale New Testament Commentaries 7. Downers Grove, IL: IVP Academic, 2018.

———. *Galatians*. Zondervan Exegetical Commentary on the New Testament 9. Grand Rapids: Zondervan, 2010.

Since “F” (“First Corinthians”) comes before “G” (“Galatians”) in the alphabet, the entry for the *1 Corinthians* commentary would be placed before the entry for the *Galatians* commentary.

Notice in the example above that since the author’s name repeats, an underscored line of six spaces (———) followed by a period (.) serves as a placeholder in subsequent entries for the same author.

4. Question Marks in a Title

In a footnote with a shortened form of a title that ends in a question mark, *do* place a comma after the question mark.

Footnoted Example:

¹ Vanhoozer, *Is There a Meaning in This Text?*, 246.

If the main part of a title ends with a question mark, *do not* put a colon (:) between the question mark and the subtitle.

Bibliographic Example:

Vanhoozer, Kevin J. *Is There a Meaning in This Text? The Bible, the Reader, and the Morality of Literary Knowledge*. Grand Rapids: Zondervan, 2009.

5. Quotation Marks in a Title

If a title ends with a quotation mark (”), place the colon (:) *after* the closed quotation mark and *before* the subtitle.

Example:

Boda, Mark J. “Return to Me”: *A Biblical Theology of Repentance*. New Studies in Biblical Theology 35. Downers Grove, IL: InterVarsity Press, 2015.

v.) Citing the Bible

You do not ever need to put “The Bible” or a version of the Bible in your bibliography. However, you *do* need to specify which version of the Bible you are using in a footnote in your paper *the first time you quote a Scripture verse*. If you are rendering your own translation, use the phrase “author’s own translation.”

¹ The English Standard Version (ESV) of the Bible will be used in this paper, unless otherwise stated.

Spell out the entire name of the biblical book (do not abbreviate it) if it appears in the main body of your discussion; use an abbreviation for the name of the biblical book if it appears in parentheses.

Example: Genesis 3:15

Example: (Gen 3:15)

To cite additional verses in the *same book* of the Bible and the *same chapter* (that already has been referenced), use a **comma** (,) to separate the citations.

Example: (Gal 3:16, 28)

To cite additional verses in a *different chapter* of the same book of the Bible (that already has been referenced) or in a *different book* of the Bible, use a **semicolon** (;) to separate the citations.

Example: (Gal 3:16, 28; 4:4; Rom 1:3-4; 2 Tim 2:8)

To cite a verse or verses within parentheses in a book of the Bible that you have immediately referenced, use v. (single verse) or vv. (multiple verses) in your continued discussion. When a reference from another biblical book intervenes, be sure to restate the name of the first book.

Example: (v. 16) ... (vv. 17–22)

Citing the Bible: Sample Page

Since the book name has already been cited in line 3 (“Luke”), subsequent references should just cite chapter and/or verse.

In the Gospel of Luke, an angel from heaven tells Mary, a virgin, that she will “conceive in the womb” and “give birth to a son” and she is to “call” his name “Jesus” (Luke 1:31). Around the same time that Mary becomes pregnant with the Messiah, Elizabeth her relative becomes pregnant with the forerunner of the Messiah, the prophet John the Baptist. The previously barren Elizabeth conceives in her old age (v. 36). Upon greeting her younger relative, Elizabeth remarks that, upon hearing Mary’s greeting, the baby in her womb “leapt for joy” (v. 41, 44). Strikingly, there are two babies in utero involved in the interpersonal exchange in this passage (vv. 41–44). Luke uses the Greek word *brephos* in reference to the conceptus *inside* Elizabeth’s womb, the same word he employs when referring to Jesus as a newborn baby *out of* the womb (2:12, 16; see also Acts 7:19; 1 Pet 2:2). Luke also later uses the term to categorize older babies whose parents bring them to Jesus to receive a blessing (Luke 18:15–16).

A new book is introduced in line 11 (“Acts” and “1 Pet”), so “Luke” will need to be restated again the next time it is referenced.

4. Punctuation in General

a.) Colons

Use a colon before a list if the words preceding the list form a complete sentence.

Example: The book consists of four main parts: (1) biblical analysis, (2) theological analysis, (3) ethical analysis, and (4) practical analysis.

In the example below, since the words preceding the list *do not* form a complete sentence, a colon should *not* be used.

Example: The three levels of analysis are (1) exegesis, (2) biblical theology, and (3) systematic theology.

b.) Contractions

Try to avoid contractions (Examples: “won’t,” “didn’t,” “shouldn’t,” etc.) unless you are writing a sermon or a more informal type of assignment. In each case, spell out both words (Examples: “will not,” “did not,” “should not,” etc.).

c.) Emphasizing

Use italics, not quotation marks, to emphasize a word or phrase in a foreign language.

Example: The Latin word *fides* means “faith” or “trust.”

Use quotation marks, not italics, to emphasize an English term or phrase that you are defining or explaining.

Example: Vos speaks of the “two-age construct” in Pauline eschatology, referring to ...

d.) Footnoting

A footnote comes after all other punctuation in the sentence.

Example: Van Til often spoke about “borrowed capital.”¹

In British works (and works in the UK), you will often see the closed parenthesis placed before the period, but we are not in England or the UK!

e.) Hyphens, Dashes, and Numbers

Explanation:

Hyphen	(-)	is used in a compound word
Em Dash	(—)	is used to set off information or to place a pause in a sentence
En Dash	(–)	is used for date ranges, page ranges, and verse ranges

Examples:

Hyphen	(-)	twenty-first century, double-edged sword
Em Dash	(—)	... the church—because it is the pillar of the truth—must stand ...
En Dash	(–)	1980–1984 (dates), 187–99 (pages), vv. 7–11 (verses)

Note that in page ranges, you may omit the first number in certain numbers since including it would be unduly repetitive (e.g., 187–99, instead of 187–199).

More about Numbers

When referring to numbers *below one hundred* in the main text of your paper, spell out numbers with words.

Example: There are sixty-six books in the English Bible.

Instead of: There are 66 books in the English Bible.

When referring to numbers *above one hundred* in the main text of your paper, use numbers/digits for exact numbers and words for round numbers.

Example: The Israelite army contained 603,550 soldiers.

Example: The Israelites fought with just over six hundred thousand soldiers.

5. Punctuation in Quoting

Quotes present unique challenges in terms of punctuation and formatting. Please see the examples below.

a.) Block Quotes

A block quote should be used—one that is set apart from the main text of the paper—when the length of the quote comprises five lines or more. This rule means that if any part of a quote goes into a fifth line of your paper, it should be set off as a block quote.

- Set the entire quote off with a 0.5 inch (½ inch) margin on the left side.
- A block quote should not have quotation marks around it, but it may have quotations marks inside of it.
- It is usually best to introduce a block quote with a colon (:).

Example: John Calvin highlights the implications of believers’ spiritual status in Christ:

His [Paul’s] point is that once they have been justified [*sic*] they must not bring themselves into a new state of guilt; having been sanctified they must not make themselves unclean again; having been washed they must not sully themselves with fresh filth. Rather they are to strive after purity, to continue in true holiness, to detest the filthy things of their former life.¹

¹ John Calvin, *The First Epistle of Paul the Apostle to the Corinthians*, eds. David W. Torrance and Thomas F. Torrance, trans. John W. Fraser, Calvin’s New Testament Commentaries 9 (Grand Rapids: Eerdmans; Carlisle: Paternoster, 1960), 126.

b.) Brackets

If you need to add a word (or phrase) for clarification into the body of a quote that does not appear in the original quotation, insert the additional word (or phrase) using brackets. In the block quote above, notice that the pronominal adjective “His” at the beginning of the quote is clarified with the addition of the inserted word [Paul’s].

If there is an error of spelling or punctuation in the original quote, place the italicized word “sic” in brackets [*sic*]. This Latin word means “so,” and you are stating that this error appears “so” in the original quotation. In the block quote above, there should be a comma (,) after the word “justified.” Since there is no comma, the word [*sic*] is inserted where the punctuation should appear.

c.) Ellipses

If you are quoting material and want to place an ellipsis (...) to mark an omission of certain material, do the following:

Type a space, followed by three typed periods, followed by another space.

Example: “The main point of Isaiah 53 ... is that Christ was pierced by God the Father for the transgressions of sinful men.”

If you have a complete sentence that ends with a period (.) as part of your quoted material, keep the period in its normal location at the end of the sentence, follow it with three typed periods, and then type a space before continuing on with your quoted material.

“The main point of Isaiah 53 is concentrated in verse 5 of that passage.... Christ was pierced by God the Father for the transgressions of sinful men.”

d.) Emphasis

If some of the words in a quote appear in italics in the original quotation, include the words “Emphasis in original” at the end of your citation.

Example: Abraham Kuyper (1837–1920) stated, “Do not forget that the fundamental contrast has always been, is still, and will be until the end: *Christianity and Paganism*, the idols or the living God.”¹

¹ Abraham Kuyper, *Lectures on Calvinism* (Grand Rapids: Eerdmans, 1931), 198. Emphasis in original.

If you (as the writer of the research paper) italicize words in a quote for emphasis but they do not appear in italics in the original quotation, include the words “Emphasis added” at the end of your citation.

Example: Augustine “clarified and provided a theologically cogent explanation ... for the position *typically held* by earlier and contemporary Christian sources.”²

² Darrel W. Amundsen, *Medicine, Society, and Faith in the Ancient and Medieval Worlds* (Baltimore: Johns Hopkins University Press, 1996), 73. Emphasis added.

e.) Quote within a Quote

Example: Matthew writes in his Gospel account: “And to the centurion Jesus said, ‘Go; let it be done for you as you have believed.’ And the servant was healed at that very moment” (Matt 8:13 ESV).

Since Matthew as the author is writing a narrative account, the action of Jesus speaking to the centurion is quoted material and must be set off in double quotation marks (“”). At the same time, Jesus’s speech/statement is also quoted material—it is a quote *within* a quote—and must be set off in single quotation marks (‘ ’).

6. Abbreviations

a.) General Abbreviations

AD	Anno Domini (“In the year of the Lord”)
BC	Before Christ
ch.	chapter
chs.	chapters
e.g.,	for example (Lat. <i>exempli gratiā</i> , lit. “for the sake of example”)
Eng.	English
Gk.	Greek
Heb.	Hebrew
i.e.,	that is (Lat. <i>id est</i>)
Lat.	Latin
lit.	literal (literal translation)
ms	manuscript
mss	manuscripts
MT	Masoretic Text
LXX	Septuagint (“70”)
v.	verse
vv.	verses
Vulg.	Vulgate

Try to avoid using the abbreviation “cf.” This abbreviation literally means “compare” (Lat. *confer*), but in theological scholarship, some authors use it to point to similarity (in the traditional sense of the term), while others use it to point to dissimilarity. To indicate comparison and similarity between sources, use the phrase “**see also.**” To indicate contrast and dissimilarity between sources, use the phrase “**contra.**”

Example: Schreiner, *Romans*, 416; see also Moo, *Romans*, 540. → comparison/similarity

Example: Schreiner, *Romans*, 416; contra Porter, *Romans*, 164. → contrast/dissimilarity

b.) English Bible Versions

American Standard Version	ASV	New American Standard Bible	NASB
Contemporary English Version	CEV	New International Version	NIV
Christian Standard Bible	CSB	New Jerusalem Bible	NJB
English Standard Version	ESV	New King James Version	NKJV
Good News Translation	GNT	New Living Translation	NLT
King James Version	KJV	New Revised Standard Version	NRSV
Legacy Standard Bible	LSB	Revised Standard Version	RSV

c.) Biblical Books*(SBL Handbook of Style, 2nd ed.)***OLD TESTAMENT**

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

NEW TESTAMENT

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

d.) Publisher Names

The recent academic trend is to have shorter, cleaner entries rather than long, clunky entries for the names of book publishers (e.g., use “Eerdmans” rather than “William B. Eerdmans Publishing Company”). The trend is also to get rid of initials-only entries (e.g., use “Broadman & Holman” rather than “B&H”). You can often take out the word “Press” or “Publishing” from a name unless it is a press located at a major university (e.g., “Cambridge University Press,” “University of Chicago Press,” etc.) or unless that word is preferred by the publisher (e.g., “InterVarsity Press”). Here are some examples to help you below:

USE:

Baker Books
 Baker Academic
 Brill
 Broadman & Holman
 Concordia
 Crossway
 Eerdmans
 Fortress
 Free Grace Press
 Hendrickson
 InterVarsity Press
 MacMillan
 P&R Publishing
 Reformation Heritage Books
 SBL Press
 T&T Clark
 Westminster John Knox
 Zondervan

AVOID:

Baker Book House
 Baker Academic Division
 E. J. Brill
 B&H
 Concordia Publishing House
 Crossway Books
 William B. Eerdmans Publishing Company
 Fortress Press
 FGP
 Hendrickson Publishers
 IVP
 MacMillan/McGraw-Hill
 Presbyterian and Reformed Publishing Co.
 RHB
 Society of Biblical Literature, SBL
 T. & T. Clark
 Westminster John Knox Press
 Zondervan Publishing Company

7. Sample Research Paper

THE TERROR OF TORAH IN THE OLD TESTAMENT:
CONDEMNING, YET A SIGNPOST TO SALVATION IN YAHWEH

A Research Paper

Presented to

Preston Kelso

Grace Bible Theological Seminary

Submitted in Partial Fulfillment

of the Requirements for

OT 513 Pentateuch

by

John Doe

August 3, 2023

Introduction

There is an ostensible tension in the Old Testament between positive statements about the “delight” of Torah (e.g., Ps 119:174) and negative statements which seem to associate Torah with terror and death (e.g., Ex 20:19). A key question arises in Old Testament biblical interpretation: Was Torah given to the people of Israel primarily as a gracious gift which would lead them into greater obedience in their walk with Yahweh, or was it given as an ongoing reminder of Israel’s innate sinfulness and proclivity to wander from the ways of God? The focus of this study will be on Torah in terms of its *content*, i.e., a body of ethical requirements, not on Torah as a corpus of Scripture.¹ This study will address the nature of Torah in the Old Testament and its implications for the New Testament. The thesis of this paper is that Torah was given to the people of Israel primarily to accomplish a condemning function, but also to point beyond itself as a signpost to salvation in Yahweh.²

Exegesis of Key Torah Passages

The etymology of the Hebrew word תּוֹרָה (“Torah”) is unclear. There is considerable scholarly debate as to whether the word comes from the root verb תָּרַח which means “to throw, hurl, cast” or from a similar-looking root verb תָּרַח which means “to send, transmit, instruct.”³ It thus will be particularly important in the present study to seek to establish an understanding of the nature of Torah based on the exegesis of significant Torah texts in the Old Testament. The

¹ There is not much biblical evidence for the designation “Torah” becoming a reference to the first five books of the Hebrew Bible until the late exilic period. For biblical references that approximate this broader concept of “Torah,” akin to the Pentateuch, see 1 Chronicles 16:40; 2 Chronicles 31:3; Nehemiah 8:13-15; 12:44; and 13:13. A particularly important passage in this regard is Nehemiah 10:28-39, in which laws from Exodus, Leviticus, Numbers, and Deuteronomy are all referenced and included under the designation “Torah.”

² “Yahweh” will be the name used to translate the Tetragrammaton (יהוה) throughout this paper.

³ F. García López and H.-J. Fabry, “תּוֹרָה,” *Theological Dictionary of the Old Testament*, eds. G. Johannes Botterweck, Helmer Ringgren, and Heinz-Josef Fabry, trans. David E. Green (Grand Rapids, MI: Eerdmans, 2006), 15:611.

Bibliography

- Allen, Leslie C. *Psalms 101–150*. Word Biblical Commentary 21. Waco, TX: Word, 1983.
- Banks, Robert. *Jesus and the Law in the Synoptic Tradition*. Society for New Testament Studies 28. Cambridge: Cambridge University Press, 1975.
- Bauer, Walter. *A Greek-English Lexicon of the New Testament*. Edited and translated by William F. Arndt, F. Wilber Gingrich, and Frederick W. Danker. 3rd ed. Chicago: University of Chicago Press, 2000.
- Biddle, Mark E. *Deuteronomy*. Smyth & Helwys Bible Commentary. Macon, GA: Smyth & Helwys, 2003.
- Block, Daniel I. "The Grace of Torah: The Mosaic Prescription for Life (Deut 4:1–8; 6:20–25)." *Bibliotheca Sacra* 162 (2005): 3–22.
- . "Preaching Old Testament Law to New Testament Christians." *Hiphil* 3 (2006): 1–24.
- Botterweck, G. Johannes, Helmer Ringgren and Heinz-Josef Fabry, eds. *Theological Dictionary of the Old Testament*, 15 vols. Translated by David E. Green. Grand Rapids: Eerdmans, 2006.
- Brueggemann, Walter. *Deuteronomy*. Abingdon Old Testament Commentaries. Nashville: Abingdon Press, 2001.
- Burt, Sean. "'Your Torah Is My Delight': Repetition and the Poetics of Immanence in Psalm 119." *Journal of Biblical Literature* 137, no. 3 (2018): 685–700.
- Cassuto, Umberto. *A Commentary on the Book of Exodus*. 1st Eng. ed. Jerusalem: Magnes, 1967.
- Craigie, Peter C. *The Book of Deuteronomy*, New International Commentary on the Old Testament. Grand Rapids, MI: Eerdmans, 1976.
- Dahood, Mitchell J. *Psalms*. Anchor Bible 17A. Garden City, NY: Doubleday, 1966.
- Dempster, Stephen G. *Dominion and Dynasty: A Theology of the Hebrew Bible*. New Studies in Biblical Theology. Downers Grove, IL: IVP Academic, 2006.
- DeRouchie, Jason. "From Condemnation to Righteousness: A Christian Reading of Deuteronomy." *Southern Baptist Journal of Theology* 18, no. 3 (2014): 87–118.
- Durham, John I. *Exodus*, Word Biblical Commentary. Grand Rapids: Zondervan, 2018.
- Estes, Daniel J. *Psalms 73–150*. New American Commentary 13. Nashville: Broadman & Holman, 2019.

8. Sample Book Review

AWAKENING THE EVANGELICAL MIND:
AN INTELLECTUAL HISTORY OF THE NEO-EVANGELICAL MOVEMENT

A Book Review

Presented to

Dr. Owen Strachan

Grace Bible Theological Seminary

Submitted in Partial Fulfillment

of the Requirements for

HT 553 Reformation and Post-Reformation Church

by

John Doe

August 3, 2023

Strachan, Owen. *Awakening the Evangelical Mind: An Intellectual History of the Neo-Evangelical Movement*. Grand Rapids: Zondervan, 2015. 240 pp. \$24.99.

Introduction to the Author

Owen Strachan's *Awakening the Evangelical Mind* was published in 2015 as a semi-popular revision of his doctoral dissertation at Trinity Evangelical Divinity School. This work intends to highlight chapters of evangelical history that have been forgotten or ignored by modern evangelicals. The bulk of the book is a historical recounting of the neo-evangelical movement in the mid-to-late twentieth century with a concluding chapter featuring theological evaluation of the movement. Strachan is Provost and Research Professor of Systematic Theology at Grace Bible Theological Seminary.

Summary of Book

Strachan's thesis is that in the mid-twentieth century, neo-evangelicals like Carl Henry, Harold Ockenga, and Billy Graham "championed a freshly intellectual and culturally engaged brand of evangelicalism" that veered away from stodgy and separatist fundamentalism (22). Such innovators led the way in establishing new institutions that sought to engage culture and activate the life of the mind within evangelical confessional boundaries through entities like the National Association of Evangelicals, or NAE (founded 1942), Fuller Theological Seminary (founded 1947), the Evangelical Theological Society, or ETS (founded 1949), and Gordon-Conwell Theological Seminary (formed from a merger in 1969). Strachan's purpose in writing is to hold up these neo-evangelical pioneers as a model, albeit not without faults, of how contemporary evangelicals "may honestly and passionately engage their culture" (25).

Strachan's introduction presents a brief overview of the story he will tell and casts a vision about the importance of the life of the mind for neo-evangelical leaders like Henry,

Finally, in his conclusion, Strachan ties up some historical loose ends from the lives of the pioneers mentioned throughout this book's pages and presents four practical insights that current evangelicals can learn from their neo-evangelical forebears.

Analysis of Book

The following review will highlight three strengths of the book before examining two areas for possible improvement. First, Strachan revives the often-undervalued legacy of Harold John Ockenga and sheds light on a man whose influence in evangelicalism in the twentieth century was inestimable. As Strachan notes, "He was the indispensable man of neo-evangelicalism, the one without whom no major enterprise could be projected" (167). As the first president of two major seminaries (Fuller Theological Seminary and Gordon-Conwell Theological Seminary) and the first president of arguably the most influential interdenominational evangelical association, the NAE, Ockenga had nearly unparalleled influence. Strachan rightly notes that Ockenga's "name has slipped the evangelical memory" (23). The reason for this historical amnesia is uncertain, although the present reviewer will contribute an observation that it is evangelists (Billy Sunday, Aimee Semple McPherson, Billy Graham) and popular-level preachers (W. A. Criswell, Adrian Rogers) who often hold the highest esteem in the evangelical psyche. As Strachan notes, besides being an institution builder, Ockenga was a formidable preacher in his own right, albeit of a more high-brow and esoteric sort, often referring to Classical civilization and advanced literature in his sermons (58–59). Strachan is to be commended for reintroducing "Ocky" to the contemporary evangelical world in all of his eccentricities and grandeur—his Methodist-Presbyterian-Congregationalist-Keswick background (33), his admiration of the polar personalities of Jonathan Edwards and Phoebe Palmer (60–61), and his influence on stalwarts of the current evangelical generation such as John

GBTS

GRACE BIBLE THEOLOGICAL SEMINARY

