Supplemental Guidelines for Academic Writing

Each paper should be double spaced (unless otherwise instructed), 12-point font, include sources of scholarly literature (the Bible, Study Bibles, or versions do not count) consisting of journals, essays, books, dictionaries, dissertations, or monographs, and address relevant data on your subject.

FORM OF PAPER

Each paper is to be typed, in Turabian form, double-spaced, with 1-inch margins, and 12-point font, must include footnotes, and must have bibliography (of cited sources only).

Sources: You may not use any internet sources. Let me repeat. You may not use any internet sources. If you include an internet source, you will receive an “F.” This does not include articles found on the CCU Library website or scholarly periodicals that happen to be on the internet. What periodicals/journals are acceptable? The periodicals listed in SBL Handbook are the only sources acceptable. So when you come upon a source not listed in SBL Handbook, the rule is to reject it (unless approved by the professor). You may access the library database or the periodicals in the library.

For a fuller list of sources not recommended for papers, see below under, “WHAT AUTHORS OR SOURCES ARE PROHIBITED (Verboten)?”

Biblical Quotations: cite the biblical passage (e.g., Acts 2:3) instead of quoting the entire passage in your paper.

Footnotes: when something in your paper is dependent upon another source, please include that in a footnote with full bibliographic information. Here is how your footnotes should be formatted:

Book: first name last name of author, Book Title (city, state of publisher; Publisher, date), page number(s). Examples:


Article: first name last name of author, “Title of Article,” Journal Name volume number (year): page number(s). Example:


Essay/Dictionary: first name last name of author, “Title of Essay,” in Name of Book, ed. first name last name of editor, trans. first name last name of translator (city, state of publisher, Publisher, date), page number(s). Examples:


Footnotes are not counted in word count.
Bibliography: Provide a complete bibliography of sources cited (no other sources) at the end of the paper with all of the bibliographic data. The bibliography is not included in the word count. Here is how your bibliography should be formatted:

Book: last name, first name of author. *Book Title*. City, State of publisher: Publisher, date. Examples:


Article: last name, first name of author. "Title of Article." *Journal Name* volume number (date): page numbers for the entire article. Example:


Essay/Dictionary: last name, first name of author. "Title of Article." In *Name of Book*, ed. first name last name of editor, trans. first name last name of translator, page number(s). City, State of Publisher: Publisher, date. Examples:


OTHER MATTERS OF FORM

Title page: have one.

Bibliography page: this page should consist only of materials cited in paper. Furthermore, the first line of the bibliography is to be flush with the left margin while the second line is to be indented .5 inches. These entries are to be single-spaced. However, the next entry is to be spaced double from the previous entry.

Person: do not use first person ("I” or “we”) or second person (“you”) in your paper. Please use third person, “he, she, it” or “they, them, their.” This gives your paper a more objective perspective and less subjective or preachy style. "You should be baptized because Jesus commands it” should be read as, “One should be baptized because Jesus commands it.”

Number: be sure your verbs match in number (singular/plural) with your subjects (singular/plural). For example, “The believer should be baptized because of their testimony to the world.” This should read either, “The believer should be baptized because of his testimony to the world” or “The believers should get baptized because of their testimony to the world.”

Tense: stick to either past or present tense (with few exceptions). “Paul desired to go to Rome but the devil prevents him from doing so” should read, “Paul desired to go to Rome but the devil prevented him from doing so.”

Transitions: read over your paper and make sure your paragraphs flow together. Give good introductory paragraphs and conclusions. Give relevant topic sentences for each paragraph.

Page number: give page numbers to your papers (start numbering on second page and usually at bottom center; but I’m not strict about where the numbers occur).
**M-dash:** an added thought takes an “m-dash.” An m-dash is an extended line “—” (or three dashes) used to indicate a break in a sentence or a parenthesis as in, “Paul was prevented from going into Bithynia—a region north of Asia Minor.”

**N-dash:** used to indicate spans or differentiations “where it may be considered to replace ‘and’ or ‘to’” (but not as a preposition) (Wikipedia). An n-dash is an extended line “—” (or two dashes) used to replace “and” or “to” as in 1963-1982 or 70 B.C.-A.D. 5 or John 1:1–3:10 (as opposed to a simple dash as in John 1:1-18).

**Punctuation within quotations:** Do not “quote material and place the period outside like this”. Always “quote material like this.” See where the period is placed in relation to the quotation?

**In-text footnote numbers:** when you have a sentence that requires a footnote, put the number at the end of the sentence without any spaces after the period.

**Avoid exclaimations:** this means that one should be very sparing when it comes to exclamations. I hope I make my point!

**Block quotes:** technically, a block quote is any extended quotation of a secondary source that requires four or more lines in your document. This is to be offset by indenting to .5 inch, single-spacing, leaving out quotation marks, and (of course) following it by a footnote number. In short papers (5-10 pages), block quotes are discouraged. If you have to use a block quote, use only one per paper (if at all).

**Abbreviations for ancient sources:** when abbreviating primary sources like the Mishnah, Qumran materials, pseudepigraphal works, biblical books, Philo, Josephus, Plato, Aristotle, etc., see the SBL Handbook of Style (see below).

**Bible verses:** when beginning a sentence using a biblical verse, write out the verse but within a sentence abbreviate it. For example: First Corinthians 10:13 says, “No temptation has overtaken you that is not common to man.” Notice it is spelled out “First” not 1 Corinthians (if it begins a sentence). Example: Origen mentioned 1 Cor 13:1-6 in his homily on love. If referring to a verse, include it in a parenthesis. Example: Paul says that there is no condemnation for those in Christ Jesus (Rom 8:1). Do not write out the entire name (Romans 8:1).

**The word, Scripture:** when referring to Scripture, always capitalize it. Do not write, “scripture” unless quoting from a secondary source that actually writes it as “scripture.”

**Page numbers in footnote:** do not give entire range of pages in footnote but only the specific page or pages needed.

**Fonts:** keep consistent in using an English font for the text and footnotes. You may use different English fonts for the footnotes than the text, but you may not use different fonts within either the text or footnotes (other than foreign languages that require a non-English font). Be consistent.

**Spaces after sentences.** Please avoid adding two spaces between sentences. This procedure was used for typewriters due to the need for distance and division. You do not need two spaces while typing on a computer. Here is an example of two spaces. See that? I do not want that. Just one space.

**SOURCES, WARNINGS, AND HELPS**

*When in doubt about form, consult these works:*


Turabian, Kate L., Gregory G. Colomb, Joseph M. Williams and Wayne C. Booth. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers.* 8th
When it comes to English style…


**ATTENTION! ATTENTION! ATTENTION! PLEASE READ CAREFULLY…**

**FORMAT:** If you turn in a paper with an incorrect format (footnotes, bibliography), it will be automatically deducted 10 points.

**PLAGIARISM:** Please do not plagiarize. This is a serious offense, will result in a zero for your paper, and will most likely ensure failure of the course. It may lead to further disciplinary action including the possibility of expulsion. See Student Handbook. If you have questions regarding this matter, please see the professor.

**HELP FOR BIBLIOGRAPHIC DATA BASE.** You may wish to consider purchasing Endnote, a bibliographic program available to students for around $109.95 (a steal!) located at [http://www.endnote.com/](http://www.endnote.com/). Endnote also has a free program called EndnoteWeb that is basically Endnote online located at [http://www.myendnoteweb.com](http://www.myendnoteweb.com). The best part is that it is free and every bit as good as the program. There are Quicktime Player helps to guide you through the entire process of gathering sources and putting them into a paper (can access through YouTube). There is also another free online service available for users of Firefox called Zotero located at [http://www.zotero.org/](http://www.zotero.org/). One recent development is ComWriter found here [https://writer.comwriter.com](https://writer.comwriter.com). This is an innovative online program designed specifically for academic biblical writing. The originator of ComWriter is Dr. Linda Glassop. She provides tips and helps for using her program. ComWriter is free for now.
WHAT AUTHORS OR SOURCES ARE PROHIBITED (Verboten)?

Here is a list of authors and/or sources that may be cited in papers but will not count as part of the academic sources required. The list is not theologically motivated in all cases but rather academically determined. These sources are (for one reason or another) simply not up to the standards of academic rigor. The list is neither intended nor should it be interpreted to either demean or slander individuals, ministries, and institutions.

INDIVIDUALS:
Copeland, Kenneth
Dollar, Creflo
Hagan, Kenneth
Hinn, Benny
Hunt, Dave
Jakes, T. D.
MacArthur, John
Meyer, Joyce
Osteen, Joel
Stanley, Charles F.
Swindoll, Charles
Wiersbe, Warren

SOURCES:
Study Bibles
Bible Versions
Pulpit commentaries
Websites
(this list may expand)