

**The Master's Seminary**  
***Style Guide Summary for Papers, Theses, Projects, and Dissertations***  
(modified: 1 February 2010)

The official standard for writing style for The *Master's Seminary* is *A Manual for Writers of Research Papers, Theses, and Dissertations* by Kate L. Turabian (commonly called *Turabian* for short). The new 7<sup>th</sup> edition has been thoroughly revised and updated by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams (University of Chicago Press, 2007). This edition is based on the new 15<sup>th</sup> Edition of *The Chicago Manual of Style*. In this new edition of *Turabian* we are using the citation styles in *Chapter 17* not the optional *in-text* style system of *Chapter 19*.

Only the most recent (7<sup>th</sup>) edition of *Turabian* is to be consulted for issues of style and formatting.

All questions about style and formatting (interpretations and applications of obscure points in *Turabian*, etc.) shall be referred to the seminary librarian.

***Reminders and Explanation of Some Key Issues***

- *Abbreviations for Books of the Bible and Materials Related to Biblical and theological studies: The SBL Handbook of Style for Ancient Near Eastern, Biblical and Early Christian Studies* (Peabody, MA: Hendrickson Publishers, 1999) listing of abbreviations is the standard which shall be followed for all work at *The Master's Seminary*.
  - *Important Note:* The Proper abbreviation for *The Master's Seminary Journal* is now changed from the traditional *TMSJ* to *MSJ* effective immediately. *TMSJ* is no longer an acceptable abbreviation.
  - Generally, in formal writing, abbreviations are to be avoided within the body of a work but are more allowable in the notations.
  - Within footnotes and bibliographic references the standard SBL abbreviations are to be used for series identification, they should not be spelled out. (e.g.: F. F. Bruce, *The Book of Acts*. NICNT. Not, New International Commentary on the New Testament). If the series does not have an abbreviation listed in the SBL guide consult the librarian for any updates. Most new series are creating abbreviations for their work in conjunction with SBL ahead of time. Series abbreviations are not italicized.
  - Care must be exercised in the proper use and *selection* of abbreviations. For instance, some abbreviations in the guide are only differentiated by

one being italicized and the other not (e.g., SB = *Sources Bibliques*, while *SB* = *Sammelbuch griechischer...*). Also, different editions of the same title in several cases have different abbreviations (e.g., *The Greek-English Lexicon of the New Testament and Other Early Christian Literature*, utilizes, BAG for the first edition; BAGD for the second edition; and BDAG for the third edition.

- In some theses, projects, or dissertations, upon the recommendation of the advisor, it is sometimes necessary to include a front matter listing of abbreviations that will appear in the body of the work. In such a list the abbreviations of books of the Bible need not be listed.
- *Abbreviations for States in Bibliographies and Footnotes:* The two letter postal abbreviations are now the standard for all bibliographic and footnote references.
- *Publisher information:* When listing the publisher's location, this location is the main or first listed city (only one city is necessary). Only cities with which an average reader may be unfamiliar require a state designation. For instance, New York, Los Angeles, Chicago, etc., do not require a state designation. Cities like Downers Grove, IL; Wheaton, IL; Philipsburg, NJ; Carlisle, PA; etc., would require a state abbreviation in both a footnote and bibliography.
  - For TMS purposes, Grand Rapids does not require a state designation. It is a well known publishing center, even within secular scholarship.
  - When the city name is obscure but the state is identified by the publisher name, the state abbreviation is omitted. For example: Chapel Hill: University of North Carolina Press.
  - Cambridge must always carry a state or country designation so that they can be differentiated.
  - When more than one publisher is listed, for example several publishers work in conjunction such as Eerdmans and Brill and Eerdmans and Apollos; only the first publisher should be noted. Multiple publishers are generally indicative of cooperation between American and European publishers.
  - Some publishers have individual "imprints" or "divisions" which indicate a different publishing house now owned by a larger corporation or a subdivision of the larger publishers created for marketing or corporate purposes. In this case the full publishing name is required. For example the correct listing for an imprint would be:
    - Regency Reference Library, an Imprint of Zondervan Publishing.
    - Nelson Bibles, a Division of Thomas Nelson Publishing.

- It must also be remembered that the publisher's name, like that of an author, must appear *exactly* as it occurs in the work being cited, even if you know the publisher has changed or altered their name. Also use the publishers name as it appears on the title page of the work, not the spine. Some extraneous part of their corporate title (e.g., Inc., Corporation, Company, etc. or articles, if present) may be eliminated.
- For example, currently, the Oxford University Press would be the correct name to use for their most recently printed works. However, in the past the name was The Clarendon Press at Oxford University. For older works from the press, use Clarendon Press and for newer works use Oxford University Press.
- Here are some examples of commonly used publishers names:
  - Zondervan Publishing House: Use, Zondervan Publishing
  - Baker Book House: Use, Baker Books
  - William B. Eerdmans Publishing Company: Use Eerdmans Publishing.
  - Broadman and Holman Publishing: Use, Broadman & Holman
  - The Banner of Truth Trust: Use, Banner of Truth.
  - InterVarsity Press: Use the same, noting there is no space between the title words (do not use the initials IVP in place of the publisher name).
  - Kregel Publications: Use as listed, do not just use Kregel
  - Crossway Books: Use as listed, do not simply use Crossway
  - Moody Press: Use as listed, do not simply use Moody
  - Brill: Use as listed
  - Hendrickson Publishers: Use as listed
- *Edition of a Book:* The proper edition of a book *must always* be listed.
  - When multiple editions of a work exist, the most recent edition of that work should be cited. For example, the most recent edition of *A Greek English Lexicon of the New Testament* (BDAG) is the Third Edition. That edition is the proper one to cite. If a specific reason exists for citing an earlier edition (e.g. a textual change from one edition to another), then that *must* be noted in a footnote with an explanation as to the rationale.
  - Any edition other than the first must be noted in the notation. For example:

<sup>1</sup>D. A. Carson, *New Testament Commentary Survey*, 6<sup>th</sup> ed. (Grand Rapids: Baker Books, 2007).

Note that the 6<sup>th</sup> ed., although part of the proper title is not italicized and, unlike a normal title, there is a period before the publisher information. Also only the date of the edition being cited need be listed. The dates of previous editions are not to be listed. Also note, that the period (.) after ed. and before the parenthesis for the publisher information is an exception to the general rule on punctuation in this format.

- *Reprint Editions:* When listing a reprint edition of a book, only the date of the original edition needs to be cited, no longer the complete information of the original publisher. For example:
  - <sup>1</sup>Charles H. Spurgeon, *Lectures to My Students* (1889; repr., Pasadena, TX: Pilgrim Publishers, 1992).

Note: In a bibliographic entry Reprint is to be spelled out, not abbreviated.

- *Titles of Works:* Normally only the main title of a work needs to be listed in a citation. A sub-title may be listed at the discretion of the writer or if it assists in distinguishing one work from another. A sub-title (if included, although it is not required) is italicized just as the main title.
- *Series Notations:* In either a footnote citation or bibliographic citation, if a work exists within a series, the series title abbreviation *must* be listed. For example, Douglas Moo's commentary on James is in The Pillar New Testament Commentary Series, it should be cited as follows:
  - <sup>1</sup>Douglas J. Moo. *The Letter of James*, PNTC (Grand Rapids: Eerdmans Publishing, 2000), 123.
  - Please note that the series abbreviation is not italicized.
  - Also, care should be used in not confusing a *series title* with the title of the book. For example:
    - This would be an *incorrect* citation:
      - <sup>1</sup>John MacArthur Jr. *The MacArthur New Testament Commentary, Matthew 1-7* (Chicago: Moody Press, 1985), 37.
    - *The MacArthur New Testament Commentary* is a *series title*, not part of the proper title of the work. This would be the *correct* citation:
      - <sup>1</sup>John MacArthur Jr. *Matthew 1-7*, MNTC (Chicago: Moody Press, 1985), 37.
- *Author's Names:* In a citation an author's name is to be listed *exactly* as it appears in the work being cited, not as he may have used his name in other publications or

venues. For example, Dr. MacArthur has used several formulations of his name in his publishing career: John F. MacArthur Jr.; John F. MacArthur; John MacArthur Jr., and simply John MacArthur (which is what he currently uses). His name is to be listed in the work being cited exactly as it appears in that work, even if that causes his name to have differing configurations in various citations.

- *Same or Similar Names:* When a case arises where two different individuals have or use the same name, they are to be listed in a bibliography order of birth with their birth (and death if applicable) years listed. For instance, in many of his publications, Dr. MacArthur's father, "Jack" MacArthur, used his proper name, John F. MacArthur or John MacArthur which would be identical. If that case arises then one would add to the name, John F. MacArthur (1914-2005) for Dr. MacArthur's father; and John F. MacArthur (1939- ) for Dr. MacArthur himself (with or without the middle initial depending how the book list their name).
- *Journal or periodical listing:* The proper method for citing a journal article is as follows:

- <sup>1</sup> Dennis M. Swanson, "The Downgrade Controversy and Evangelical Boundaries: Some Lessons from Spurgeon's Battle for Evangelical Orthodoxy," *Faith and Mission* 20, No. 2 (Spring 2003): 16–39.

Note the proper manner to note the volume and issue number. Do not use 20:2 or 20/2 in any instance. Also, a colon is to follow the parenthesis before the pagination reference is given. The information on year in parenthesis should be written out in the same manner that the journal itself uses.

- *Page numbering:* Remember page numbering references are abbreviated. For example: 151–75, not 151–175. The exception is when a new series of numbers is crossed (e.g.: 183–217) or when the number increases by adding a decimal (e.g.: 75–153), the other exception is when following the rule would lead to the first number being a zero (e.g.: 200–209 not 200–09 or 200–9).
- *Noting the Page Number in a footnote for a multi-volume work:* When citing the page number in a multi-volume work, the volume number appears first followed by a colon and then the page number of the individual volume. For example:
  - <sup>1</sup> James K. Hoffmeier, "Eighteenth Dynasty Inscriptions: The Tomb Biography of Ahmose of Nekheb (2.1)," in *The Context of Scripture*, William W. Hallo and K. Lawson Younger, eds. (Leiden: Brill, 1996), 2:5.
- *em and en dashes:* The em dash is used to set off a phrase within a sentence much as a comma might, but when the writer wishes to bring more attention to the set off. It can also be used instead of parenthesis marks. The long em dash—may

not have a space between it—on either end whether for a set off or parenthesis. The shorter en dash takes the place of the word “through” (see page numbers above). It is also used in Biblical references for the same purpose. For example: Rom 3:1–9 (no spaces between the number reference and the dash on either side). The use of simple hyphens for these purposes is not acceptable.

- *Multiple Entries for Same Author in a Bibliography:* The new edition of Turabian has changed a long-standing practice for listing multiple entries in the bibliography by the same author (see *Turabian* 16.2.2). In the past in the first bibliography entry was the standard:

MacArthur, John. *The Gospel According to Jesus...*

Then subsequent entries would be:

\_\_\_\_\_. *The Charismatics...*

Now, for subsequent entries, instead of using eight \_ to replace the name you now use the long 3-em dash (—) instead of the underlines. So, now it will look like this:

— *The Charismatics...*

- *Biblical References:* The abbreviations for Biblical books in *Turabian* shall not be used. The abbreviations found on pages 73–74 in the *SBL Guide* (without a period) of the books of the Bible are to be used.
  - No period is to be used after the abbreviation when it occurs within a sentence (e.g.: “In Rom 3:1–9 Paul discusses...”)
  - When the Biblical reference begins a sentence the name of the book must be spelled out fully (e.g.: “Romans is a book in which...”).
  - Within a sentence books with a numerical factor in it is title a regular numeral is to be used (e.g.: “as Paul notes in 2 Cor 2:7...”), not a Roman Numeral (e.g., I, II, III).
  - However, when the reference begins a sentence then the numerical reference must be spelled out (e.g.: “Second Corinthians begins with...”)
  - An “en” dash is to be used even to link two verses (e.g.: Rom 3:1–2). Using a comma, such as Rom 3:1, 2 is improper.
  - When multiple verses in the same context are referenced the proper form would be Rom 3:1, 7, 13. Or Rom 3:1–2, 7. Consecutive verses are not to be separated by a comma.
- *Old Testament References:* Be certain that in Old Testament references the proper (and uniform) versification is being cited, since English, Hebrew, and LXX versification can vary at places.

- *Dead Sea Scroll, Classical, and Other References:* References to classical and other ancient works should follow the abbreviations of the SBL Guide.
- *Contractions:* Contractions such as can't, won't, shouldn't, wouldn't, it's, etc., are *not permitted* in papers, theses, projects or dissertations.
- *Online and Internet Sources:* For all online and internet source examples be guided by Turabian 17.7.1. It must be remembered that a URL will not necessarily take the reader back to the original article (if it was generated by a database for instance), and that they need to retain a printed copy or a electronic copy of the item(s) that can be easily produced in case the source or citation is called into question.
  - A proper citation of a source from the internet is:

<sup>1</sup>Dennis M. Swanson, "Millinarismus Quondam Iterum: The Westminster Assembly," <http://www.narnia3.com/mt/Blog/Archives/000169.html> (accessed on 10/4/2008).

Note: There is no punctuation mark between the URL and the note on access.

- *Citation of CD-ROM Material:* The rule for the seminary remains in place. Students may not cite an electronic source for a book that is common or readily available in the library. For instance the electronic version of the *Word Biblical Commentary* or *MacArthur New Testament Commentary* may not be cited in a paper, theses, or dissertation either in a footnote or in the bibliography.
- *Citation of e-Book Sources:* There are a number of electronic book sources now available for general use and some materials only exist in that format. When citing an electronic book of e-Book the reference must contain the actual type or model of e-Book being used (Amazon Kindle, Microsoft, Sony, etc.) and the location number of the quote (since actual page numbers are not created) . For example:

<sup>1</sup>D. Brent Laytham, ed., *God Does Not...: Entertain, Play Matchmaker, Hurry, Demand Blood, Cure Every Illness* (Grand Rapids: Brazos Press, 2008), Kindle e-book, locations 552-53.

In addition students must be aware that a professor may request to see the device and examine the quotation and that the student must be able to comply with this request.

- *Bibliographies:* For ease of reference, bibliographies in theses, projects and dissertations are normally to be arranged categorically, that is, listing different genres in separate section (e.g.: Reference and Lexical Works; Books and Monographs; Periodicals; Unpublished and Online Sources). The categories may

- be more or less specialized depending on the nature of the work and on the recommendation of the advisor. A bibliography required for a paper may be listed in the standard method without categorical divisions.
- *English Bible Versions:* Theses, Projects and Dissertations shall use a standard exact equivalence model English Bible translation throughout the work which shall be agreed upon by the candidate and their advisor. Upon the first Bible quotation in the work a footnote shall appear indicating that “Unless otherwise noted all Scripture quotations in this [thesis/dissertation] are from the \_\_\_\_\_ [fill in the blank] translation.”
    - All English Scripture quotations that may appear in the work other than the base translation for that work shall be noted in the following manner:
 

Indicate in the text in a manner that makes it clear to the reader that the Scripture quotation is from a particular translation. For example, “*The English Standard Version* renders the passage as...”
    - If the text is not a proper or convenient setting to indicate a change in Bible versions then a simple in-text citation after the quoted passage shall be used. For example, “So, if you consider me your partner, receive him as you would receive me” (Phlm 17, ESV).
    - A footnote indicating full publishing detail is not required for an English Bible version, unless some other matter, such as the preface or a marginal notation, etc., is being quoted instead of the actual Bible verse. English Bible Versions are not listed separately in a bibliography.
    - *Explanatory notes:* By “standard exact equivalence” we would mean the NASB or NASU, ESV, NKJV, or KJV. For instance, while the *Darby Translation* is an exact equivalence translation, it would not be considered “standard.”
  - *The Use of First Person:* The use of first person pronouns (and general first person writing) is allowable when appropriate for clarity or style. The previous rigid rule of always writing in the third person in formal writing has been eliminated. (See section 11.1.7 of *Turabian*).
  - *Margins:* Margins for Theses, Projects, and Dissertations is different than regular classroom papers. Regular term papers require one inch margins on all four sides. For theses and dissertations the left margin is to be 1 ½ inches and the other three sides remain at one inch. See Appendix beginning on page 373.
  - *Fonts:* All papers, theses, projects and dissertations shall use the Times-Roman 12 point font for the body of a paper. All footnotes are one standard size smaller and shall use the Times-Roman 10 point font (there is now an 11 point font, but it

is not considered standard). A specialized fonts (Hebrew, Cyrillic, Akkadian, Hieroglyphs, etc.) shall use and electronic font, no hand-written symbols are permitted within the body of a work.

### *Notes on Theses, Projects and Dissertations*

The following requirements are for all theses, projects, and dissertations. Please note all of the deadlines that are listed in the catalogue and on the check list that each candidate must obtain from their advisor and keep current.

- *Paper Requirement:* Completed theses, projects, and dissertations all must use white (no “off-white” or ivory color paper will be accepted), acid free paper. Typically, cotton content should be between 20-40% (anything in this range is acceptable). Watermarked paper is also acceptable but not required. The first two requirements: white and acid free paper, are absolutely required.
- *Footnote Numbering:* When writing any Thesis, Project, or Dissertation, each chapter will begin with a new series of footnote numbers (beginning with #1). The same will hold true for any appendices that any work may contain; that is, for example Appendix One would begin a new series of footnotes numbers, as would as many subsequent appendices that may follow. If within the work the candidate makes reference to his own footnote it will be distinguished by the page number and the note number (e.g. “see my other sources as listed in citation at 123n14 of this work” or something appropriate).
- *Submissions:* Upon submitting presentation copies to the library, the following is required:
  - One copy in presentation quality paper (as noted above) which is bound and placed in the library collection.
  - One additional copy (paper quality is not an issue; this copy will be sent for microfiching and then discarded).
  - One CD containing the theses, project, or dissertation in both the original electronic format of the document (Word, Nota Bene, etc.) and also in a PDF format.
  - The individual candidate may also want bound copy(s) for themselves. The candidate must submit those extra copies on presentation quality paper as well.
  - The “typical” candidate will therefore submit (along with the required fees, see the checklist for the current fee required), two copies on presentation quality paper, one copy on standard copier paper, and one CD with electronic files of the work as noted above.

- *Due Dates:* Presentation copies of all theses, projects and dissertations are due on the first Friday of April. This is an inviolable deadline. Candidates who fail to meet this deadline will not receive their degree at commencement in May.

***Other Issues Related to Papers, Theses, Projects and Dissertations***

- *Title Pages:* For classroom papers, title pages are required at the discretion of the individual professor. But when required they shall use the standard format as noted in *Turabian* figure A-1 (page 378). All theses, projects, and dissertations shall have a title page as formatted in *Turabian* figure A-2 (page 379). All wording is to be capitalized (no “small caps”), centered and 1.5 line spaces.
  - The title of the work appears THREE 1.5 line spaces after the line with THE MASTER’S SEMINARY (which appears FOUR 1.5 line space from the top of the page). If a title extends more than one line it is also separated by 1.5 line spaces. Remember if a proper name is in the title it cannot be split by a line, but must be forced to the next line.
  - The title page shall have its submission notice (FOUR 1.5 line spaces after the title) in the following manner (following the line breaks in the exact manner shown and 1.5 line spaces):

A THESIS SUBMITTED TO THE FACULTY  
IN PARTIAL FULFILLMENT FOR THE DEGREE OF  
MASTER OF THEOLOGY  
IN OLD TESTAMENT

- Project or Dissertation is substituted for Thesis depending on the appropriate program.
- Master of Theology can also be Master of Divinity, Doctor of Ministry or Doctor of Theology, again depending on the program.
- Old Testament can also be New Testament, Bible Exposition or Theology. The Doctor of Ministry would only be Expository Preaching and the Master of Divinity would leave the subject line out entirely.
  - The Master’s Seminary does not have departments or divisions, so there is no reference to anything other than the discipline in the submission notice.
- The author of the work is listed FOUR 1.5 line spaces after the submission notice in the following manner:

BY  
DENNIS MICHAEL SWANSON

- The use of the full name is normal protocol in scholarly work but is not required; a middle name with an initial only may be substituted.
- The Location and Date is listed FOUR 1.5 line spaces after the name in the following manner:

SUN VALLEY, CALIFORNIA

APRIL 2009

- On the date, this is the month and year in which the work is actually submitted in its final form. This may or may not correspond to any particular commencement.
- *Other “Front Matter” Issues:* The candidate shall follow the listing for front matter (title page, table of contents, etc.) as noted in *Turabian* Appendix A (pages 373ff). The addition to *Turabian* is that a signature page for the candidate’s readers to sign shall be included immediately after the title page.
- *Classroom Papers:* Regular papers submitted in class *shall* follow the *Turabian* guidelines unless the assignment is specialized (such as a chart or some exegetical comparative paper) and the individual professor has a specific format for student to follow.