

Grand Canyon University

Turabian Style Guide for Writing

Introduction

Students of Grand Canyon University (GCU) are required to use the guidelines provided by Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* (8th edition), otherwise known as the Turabian manual, for preparing written assignments, except where otherwise noted. GCU has made a Turabian template and other resources available within the Student Success Center and GCU Library; therefore, students are not required to purchase the Turabian manual.

In most cases of style, paper format, organization, and mechanics, this style guide follows the Turabian manual. The manual may allow for various options in format. In such cases, this style guide will take precedence.

A Turabian template and a Turabian tutorial are provided in the Student Success Center for student download and use.

PLEASE NOTE: GCU curriculum materials (syllabus, lectures/readings, resources, etc.) are not prepared using the Turabian style detailed in this style guide, but rather in an editorial format that relies on either APA or Turabian author-date style as a framework. Thus, curriculum materials should not be used as examples of correct style or format in student papers.

Turabian Format and Style

General

- 1) This style guide provides guidelines for and examples of the Turabian *notes-bibliography* style of documentation used primarily in the humanities (literature, history, the arts, and religion). This style presents bibliographic information in either footnotes at the bottom of pages or endnotes at the end of a paper, and usually a bibliography. Grand Canyon University students are required to document sources using footnotes and a bibliography in paper assignments and endnotes with no bibliography in PowerPoint assignments.
- 2) Unless otherwise directed by the instructor or the nature of an assignment calls for first-person narrative (e.g., personal reflection), papers are to be written in formal, academic style using third person. First or second person pronouns are not acceptable. This includes I, we, our, us, and you. Instead, use words such as: one, a person, the writer, etc. For example, if a student as the writer of a paper wanted to express an opinion about something, it is incorrect to write "I compared . . ." However, it is acceptable to write "The writer of this paper compared . . ." Students should also avoid emotional language, contractions, slang, popular clichés, and exclamations (and exclamation points) in writing.

Paper Format

- 1) Standard-sized paper (8.5 x 11 inches)
- 2) Margins: 1" top, bottom, left, right
- 3) Text font: Times New Roman, 12 pt.
- 4) Note font: Times New Roman, 10 pt.
- 5) Double space all text except the following: block quotations, titles of tables, captions of figures, and items in the following lists: footnotes or endnotes, table of contents, and bibliography. The items in the above lists would be separated by a blank single-spaced line.
- 6) Use tabs or indents instead of spaces for paragraph indentation. Set tabs at 0.5 inch.
- 7) Align the text flush left (not justified); there will be a ragged right edge.
- 8) Double space between the title of the paper and the first line of text.
- 9) Header and pagination: All pages, except the title page, should have a header consisting of the author's last name and the page number. The name should be flush left and the page number flush right.

Organization

The basic organization of a Turabian-style paper includes the title page, text of the paper, and the bibliography, though students should follow any specific directions given in the assignment.

Title Page

Place the title of the paper, double-spaced and in bold headline caps (the beginning of each major word is capitalized), a third of the way down the page, centered. Seven double-spaced lines

below it, place your name, course number and title, and date, not bolded, on separate lines separated by a blank line.

Body of Paper

- 1) The text contains all of the author's main points as well as detailed and documented support for those ideas. It begins with an introduction and ends with a conclusion, both of which can be a single paragraph or several paragraphs, depending on the scope of the assignment.
- 2) Sections and subsections: Papers can be divided into sections, which can be further divided into subsections. Each section or subsection should have a double-spaced subheading. A page should never end with a subheading nor should any single line end or begin any page. There are three levels of subheadings. Each level should have two or more subheadings. If not, remove that level. The format for the levels of subheadings is as follows with examples in shaded text:

- a) First level: centered, double spaced, boldface type, headline-style capitalization

Topic to Final Draft

- b) Second level: centered, double spaced, regular type, headline-style capitalization

Processing the Topic

- c) Third level: flush left, double spaced, italic type, headline-style capitalization

Managing the Topic

Bibliography

- 1) The bibliography should start on a new page, with a second-level subheading of "Bibliography" centered at the top of the page.
- 2) Leave two blank lines between the title and the first entry
- 3) The entries should be single-spaced with a hanging indent of 0.5 inch.
- 4) Leave one blank line between entries.

Mechanics:

Numbers

- 1) Spell out whole numbers from one to one hundred. Use a hyphen in numbers with two words. Also spell out round numbers in hundreds, thousands, millions, etc., and for most other numbers, use Arabic numerals (e.g., thirty-six, one hundred, two thousand, but 101 and 1,345).
- 2) For percentages, decimals, and fractions, use Arabic numerals (e.g., 35%, 2.9, $2\frac{2}{3}$).
- 3) Use words for numbers beginning a sentence, title, or heading (e.g., "One hundred seventy-two subjects responded; 132 subjects improved.").
- 4) If there are numbers above and below 100 in a sentence and none begin the sentence, use numerals for all of them (e.g., Out of 172 subjects, 132 improved and 40 did not.)

- 5) For other rules and exceptions regarding numbers, see the chapter on numbers in Part III of the Turabian manual.

Abbreviations

- 1) Acronyms and abbreviations must be spelled out completely on their initial appearance in text. For example, "Both the Society of Biblical Literature Handbook of Style (SBLHS) and the Christian Writer's Manual of Style (CWMS) capitalize 'the Way' when used in terms of Christ. However, neither the SBLHS nor the CWMS give any guidance on the capitalization of 'the Truth.'"
- 2) Use abbreviations sparingly. Use only if the abbreviation is conventional, is apt to be familiar, will save considerable space, and will prevent cumbersome repetition.
- 3) Avoid beginning a sentence with an acronym or an abbreviation.
- 4) Usually, abbreviations given in capital letters do not include periods (e.g., BA, US, LPN), but abbreviations made up of lowercase letters or a combination of capital and lowercase letters have a period (e.g., Capt., Gov., Dr.). Notable exceptions, such as kg, PhD, and DMin, can be found in the chapter on abbreviations in the Turabian manual.

In-Text Punctuation

- 1) Put only one space, not two, following the punctuation at the end of a sentence.
- 2) Commas: The following rules about commas are in sentences that are themselves examples of the rules:
 - a) A comma is used in sentences with two or more independent clauses joined by conjunctions, but a noun or pronoun must be the subject in the other clause(s).
 - b) If a sentence contains a nonrestrictive clause, which could be removed without disrupting the subject-verb-object meaning, put commas before and after it.
 - c) In a series of three or more words, phrases, or clauses, a comma is placed before the conjunction.
 - d) Except for short prepositional phrases, commas are used to set off introductory words and phrases.
 - e) Words that precede clarifying comments should be followed by a comma and preceded by a period or semicolon; for example, *namely*, *that is*, and *for example*.
 - f) Finally, interjections and conjunctive adverbs are set off by commas.
- 3) Quotation marks: Use quotation marks for direct quotes, titles of shorter works (chapter, short story, article, song, and lecture), when a foreign word or phrase is defined, and when a word or phrase is used in an unconventional way. (e.g., When the printer "ate" the original, my French coworker used an idiom, *c'est la guerre*, meaning "That's war.")
- 4) Hyphens:
 - a) The best authority on whether two words should be hyphenated, joined together, or used as two separate words is *Webster's Third New International Dictionary* or its abridgement, *Merriam-Webster's Collegiate Dictionary*.
 - b) For compound words not in the dictionary, use hyphens for clarity rather than omit them.

- c) Hyphenate compound adjectives that precede a noun they modify but do not hyphenate when they are after a noun:
 - i) open-ended discussion questions, but the discussion questions are open ended
 - ii) duty-free goods, but the goods were purchased duty free
 - iii) long-term goals, but the goals are long term.
 - d) Do not hyphenate a compound adjective if its meaning is established or it cannot be misread:
 - i) grade point average
 - ii) sex role difference
 - e) Do not hyphenate words beginning with a prefix, unless the prefix is before a capitalized word or number; the prefix would result in two *i*'s or *a*'s together; a word that could be misread (e.g., re-form [form again], re-pair [pair again], and un-ionized [not ionized]); the prefix precedes a compound word that is hyphenated or open (e.g., non-coffee-drinking and post-high school); or the prefix stands alone (e.g., "macro-and microeconomics").
 - f) For other rules and examples of hyphenation, see the section on compounds and words formed with prefixes in the Turabian manual.
- 5) Dashes
- a) An en dash can be used to separate numbers or words in a range (e.g., pages 4–12 of the January–March issue). To insert an en dash between two numbers or words, use CTRL + minus sign on the number keypad on a Windows computer. On an Apple computer, the keys are OPT + minus sign. The Turabian manual allows the use of a single hyphen in place of an en dash. Whatever method is used should be consistent throughout the paper.
 - b) The em dash is the longest dash and is used—as in this example—to indicate a sudden break in thought that disrupts the sentence structure or to set off an amplifying or explanatory element. To insert an em dash, type two hyphens between words without any intervening spaces. Another way is to use the keyboard shortcut: CTRL + ALT + minus sign on the number pad on a Windows computer. On an Apple computer, the keys are SHIFT + OPT + minus sign.
 - c) There are no spaces before or after dashes.
 - d) A 3-em dash, which is created by joining three em dashes, is used in bibliographies as a ditto mark in place of the author's name when there are two or more works by the same author.
- 6) For more rules and examples of punctuation, see the chapter on punctuation in the Turabian manual.

Capitalization

- 1) Appendix A: Capitalization of Biblical and Religious Words lists words that should be lowercased or capitalized.

- 2) Do not capitalize first-, second-, and third-person pronouns for God, Holy Spirit, and Jesus or deities of other religions. However, when quoting from a source, retain the capitalization style of that source.
- 3) Always use a capital when referring to the God of the Bible and for **names or titles of specific spiritual beings** but not a devil, an angel, or a god when used generally or descriptively. For example:
 - a) In the beginning, God created the heavens and the earth.
 - b) Many ancient Greeks believed that a god named Jupiter ruled the heavens.
 - c) Satan and his devils
 - d) Messiah
 - e) the Devil
 - f) the Trinity
 - g) the Creator
 - h) the Holy Spirit
 - i) Prince of Peace
 - j) Michael the Archangel and his angels
 - k) Son of God, Son of Man.
- 4) Capitalize synonyms for the Bible (e.g., Scripture, the Word of God, the Book) but do not capitalize *scripture* when referring to sacred books of non-Christian religions, when used as the adjective *scriptural*, or when using the plural form for referring to a passage(s) within the group as a whole (She studied the scriptures from the Gospel of Mark). Do not capitalize *word* when used in the sense of God's promise, or *gospel* when used generally in the sense of the Christian message. Gospel, however, should be capitalized when referring to that part of the canon as a whole (i.e., the Gospels) or one of the four synoptic gospels (e.g., the Gospel of John).
- 5) Always use a capital for the names of people and titles used with the name. For example:
 - a) Prophet Noah
 - b) Adam HaRishon
 - c) King David
 - d) John the Baptist
 - e) Jesus Christ.
- 6) Always use a capital for the **names of places**. Both heaven and hell are not capitalized and earth is not capitalized if used as a synonym for the world. For example:
 - a) Mount of Olives
 - b) Garden of Eden
 - c) The planet Earth
 - d) New Jerusalem
 - e) the Red Sea
 - f) move heaven and earth
- 7) Always capitalize for the **name of people groups**. For example:
 - a) Israelites
 - b) Babylonians

- c) Canaanite, Canaanites
 - d) Pharisees, Sadducees, Samaritans
 - e) Christian, Christians, Christianity.
- 8) Capitalize holy days and religious observances. For example:
- a) Advent
 - b) Epiphany
 - c) Michaelmas
 - d) Ash Wednesday
 - e) Holy Communion
 - f) National Day of Prayer
 - g) Christian Unity Week
 - h) Holy Week
 - i) Passover
 - j) Lent
 - k) Saint Valentine's Day
- 9) Capitalize **names of specific groups, movements, and denominations** but not broad movements or "church," unless it is the official title of a denomination. For example:
- a) Baptist church
 - b) Pentecostal(ism)
 - c) charismatics
 - d) Puritan(ism)
 - e) church and state
 - f) Christ's church
 - g) Episcopal Church
 - h) the church
 - i) Methodist church
 - j) Protestant church
 - k) Roman Catholic Church
 - l) United Methodist Church
- 10) In titles and subtitles and headings and subheadings, do not capitalize articles (*a, an, the*), coordinating conjunctions (*and, but, or, for*), or the words *to* or *as*, except when they are the first or last word.
- 11) Do not capitalize prepositions (*of, in, at, above, under, up, down, through*, etc.), unless they are used as adverbs (*Shining Through*) or adjectives (*Up the Down Staircase*).
- 12) Capitalize words after a colon in headings even if they are in sentence style. Sentence style is a capitalization style in which only the first word, words after colons, and any proper nouns or proper adjectives are capitalized.
- 13) Capitalize the second part and subsequent parts of hyphenated compound words unless the word is an article, coordinating conjunction, or preposition, or unless the first part is a prefix (*re, pre, post, anti*, etc.). For example, the title "Twenty-First-Century Constitutional Law and the Re-establishment of a Black-and-White Interpretation." Note that Re-establishment

should not be hyphenated in Turabian style, but the original hyphenation must be followed in titles as it is in quotations.

- 14) Lowercase the second part of a species name (e.g., *Homo sapiens*).
- 15) For the titles of works predating the year 1800, retain the original capitalization and spelling, except that words in all capital letters, which should be spelled with an initial capital only.
- 16) See the index of the Turabian manual for other general rules and exceptions for capitalization.

Quotations

- 1) Introduce a quote with the source's name followed by an action term (*writes, notes, claims, etc.*) and a comma or the word *that*.
- 2) Periods and commas should be placed inside quotation marks; semicolons and colons go outside. If a quote ends with a semicolon or colon, change it to a period or comma. Question marks and exclamation points should be placed outside quotation marks unless the question or exclamation is part of the quotation.
- 3) To omit material within a quotation, use ellipsis points (...). When omitting an entire sentence, end the previous sentence with a period and then add the ellipsis points. To add material within a quotation, enclose the addition in square brackets.
- 4) Accuracy in quotes is essential—wording, spelling, capitalization, and punctuation. You must use the exact quote, even if it does not follow Turabian style. However, when incorporating a quote into the syntax of your sentence, you can make minor changes (e.g., adding or removing first-word capital, using brackets for additions, or using ellipses for omissions).
- 5) If the original quote has an obvious typographical error, correct it without comment, unless leaving the error will illustrate a point the author is making, in which case, follow the error with [*sic*].
- 6) Block Quotes:
 - a) Prose quotations of five or more lines should be set in block quotation format. A block quote is set off from the text in single-spacing and indented in its entirety 0.5 inch from the left margin, with no quotation marks at the beginning or the end. If there is more than one paragraph in the quote, indent the first line of subsequent paragraphs an additional 0.5 inch.
 - b) Leave a blank line before and after a block quote.
 - c) Present a quotation of two or more lines from a poem as a block quote. Begin each line of the poem on a new line, with punctuation as in the original poem.

Names

- 1) When referring to an outside source in the text of a paper for the first time, use the full name of the author. In subsequent references, use only the author's last name in the text.
- 2) If a source is usually referred to by a first name (e.g., Michelangelo) name, refer to that source using the first name only in the first and subsequent references.

- 3) Italicize foreign words that are not familiar enough to be in the dictionary; species names; the names of ships, aircraft, etc.; legal cases; and the first use of key terms. For other rules and examples of names and terms, see the chapter on names, special terms, and titles of works in the Turabian manual.

Source Citations

General:

- 1) All direct quotations, paraphrases, and summaries must be cited. Only common knowledge does not need to be cited. Information and ideas that are not common knowledge or are not available in a standard reference work must be cited. For example, it is common knowledge that Thomas Edison invented the phonograph, oxygen has an atomic number of 8, and *The Starry Night* was painted by Vincent Van Gogh. However, sometimes it is difficult to know for sure what is common knowledge, especially when writing about a subject that is new to you. You may need to consult with an expert, such as a professor, within the discipline. If you are not sure if something is common knowledge, document it to be safe.
- 2) Plagiarism: Plagiarism is the intentional or inadvertent use of someone else's published words or ideas without proper attribution. Please refer to GCU's Policy on Plagiarism in the University Policy Handbook and view the Plagiarism Prevention Tutorial in the Student Success Center.
- 3) Provide information necessary to identify the source and do not add unnecessary information. For example, if you are citing the entire work and not a specific page or range of pages, it is not necessary to provide the inclusive page numbers for the entire book.
- 4) If a source has no page numbers (for example, an online article), cite the paragraph number of the reference within the source.
- 5) Citations of Bible and Ancient Texts:
 - a) Use Arabic not Roman numerals in biblical citations and do not write out numbers.
 - b) Use a period between chapter and verse for classical references and other literary references, but a colon for biblical references. For example: Rom 6:4, but Homer, *The Odyssey* 9.266–71. The only way to accurately cite classical works across all different editions is by referring to the organizing principles they have come to have in common (e.g., book, chapter, section, or paragraph numbers).
 - c) If citations to classical, patristic (church fathers), and medieval sources are from modern English translations, the edition must be specified and the normal rules for citing books should be followed.
 - d) For specific rules and examples for citing classical works, see the section on additional types of published sources in the Turabian manual.
 - e) When referring to whole chapters or to whole books of the Bible or Apocrypha in text, spell out the names of the books (do not italicize or underline them). The abbreviations for them are to be used only in citations.
 - f) For quotes taken from the Bible, students should use one of the following versions: the English Standard Version (ESV), the New International Version (NIV), or the

New American Standard Bible (NASB). Each of these versions is available in print. These versions are also available free at www.BibleGateway.com. Students might also find it helpful to choose a study Bible such as the Life Application Study Bible NIV or the ESV Study Bible in order to take advantage of additional information. These should be cited in text in parenthetical citations with just the book, chapter, and verse numbers. However, the first in-text citation should have the specific version attached to it after the chapter and verse number. When a different version is cited, include the version abbreviation for the new version in the same way as mentioned previously. For example, an ESV citation would be (John 1:6-8 [ESV]) for the first reference, (John 1:6-8) if the version was previously mentioned, and (John 1:6-8 [KJV]) if the student wanted to compare the same verses from the King James Version.

- g) When citing multiple Bible passages, list each new book followed by the chapter number and colon, and all verses in that chapter separated by a comma and a space. A semicolon should separate references to subsequent chapters or books. Do not include “and” or an ampersand (&) before the last citation. List passages in canonical and numerical order. (e.g., Matt 2:3; 3:4–6; 4:3, 7; Luke 3:6, 8; 12:2, 5; Acts 15:1–5; Rom 1:8–12).
- h) Abbreviations of books of the Bible should conform to the standard abbreviations from the Turabian manual. These are listed in Appendix B of this style guide. Note that abbreviations and full titles are not in italics and abbreviations end in periods. If a scripture is used in the text instead of a reference in parenthesis, the name needs to be spelled out instead of using the abbreviation.
- i) Additional formatting help on the SBL website, The “Student Supplement for *The SBL Handbook of Style*” (<https://www.sbl-site.org/assets/pdfs/pubs/SBLHSupp2015-02.pdf>), provides helpful guidelines and examples for avoiding common citation mistakes in biblical and theological studies. Only the sections in Part I on Transliterating Greek and Hebrew Words should be consulted

Notes:

- 1) If adjacent to marks of punctuation, note numbers follow marks of punctuation (however, they do precede a dash).
- 2) A note number should come at the end of a sentence, or at least at the end of a clause. If a quotation is at the end of a sentence, put the note number after the closing quotation mark. If it ends in the middle of a sentence, put the number at the end of the clause that includes the quotation.
- 3) Notes should be numbered consecutively with a number not in superscript format, separated from the note by a period and a space. Single-space the note with a blank line inserted between each note, and the first line indented half an inch. This formatting is not automatically established when you insert a footnote or endnote using Word's References menu tools. The footnote will need to be manually formatted to comply with Turabian style, which requires a period after the number and does not require it to be in superscript style. To

correct this, first highlight the number, then click the “Home” tab and then, in the Font group, click the dialog box launcher (the small arrow icon in the bottom left corner of the group). In the Font dialog box, uncheck the “Superscript” box under Effects and click “OK.” Then type a period after the number. If you have more than one footnote on a page, you can highlight all of them and follow the above steps. This will remove the superscript formatting from all the footnote numbers at once. However, you will have to add periods after each number and insert a blank single-spaced line between footnotes.

- 4) You may want to put substantive material (explanatory comments) in a footnote that you do not want to include in the body of your text but also do not want to omit. However, do so judiciously and sparingly. The Turabian manual suggests using symbols, such as an asterisk, to distinguish substantive footnotes from numbered citation footnotes. However, due to the limitations of Word, this is not possible. Therefore, they can be numbered footnotes.
- 5) After the first full note, a short form is used. Full words, rather than acronyms or initials, should be used. The title can be shortened. If more than one work by the same author is cited, use the title in the short form. If not, use just the author and page number. The author’s name must appear in the note.
- 6) Italicize the title of whole published works. Use quotation marks around titles of chapters or other parts of books and around titles of articles in journals and magazines.
- 7) Include secondary sources (those that quote an original or primary source) only if the original is unavailable. Secondary sources can be formatted either with the primary source first or the secondary source first, depending on the intent of the student. See the example in the section on book citations.
- 8) Notes and bibliographies include reprint information and also give the date of the original publication and, if possible, the original publisher. Original data comes first, then reprint information. Do not cite new printings by the same publisher, only new editions.
- 9) Use separate notes for each quotation—do not use one note for a paragraph containing several quotations.
- 10) Use of the abbreviation *ibid.* is allowed (capitalized, not italicized, and followed by a period). *Ibid.* is used when notes to the same work follow one another with no intervening notes. The author’s name and the title are never used with *ibid.* Use *ibid.* after the short form is used.
- 11) Use endnotes only in PowerPoints. Because PowerPoint does not have an insert endnote tool, you will have to do it manually, using the following procedure:
 - a) For each quote or fact included in the presentation from another source, type a number at the end of the sentence. Start with the first quote or fact; at the end of the sentence or clause, type the number “1”.
 - b) Highlight the number “1”.
 - c) Click the “Home” tab and, in the Font group, click the dialog box launcher (the small arrow icon in the bottom left corner of the group).
 - d) In the Font dialog box, click the “Superscript” check box under Effects and click “OK.”

- e) Move to the end of your presentation. Click the “Home” tab, click the “New Slide” drop-down arrow in the Slides group, and select “Title and Content” for the layout of your slide.
 - f) Type “Endnotes” in the title area of the slide. In the Paragraph group, click the icon for Centered Text.
 - g) Click in the “Contents” area of the slide to add text. Click on the “Home” tab, and then click the “Bullets” icon in the Paragraph group to remove the bullet. You do not want to click the "Numbering" icon to insert numbers because you will be unable to format the numbers.
 - h) Type the footnote number followed by a period and a space and type the endnote's source information, using the format for that type of source.
 - i) Adjust the size of the text. Highlight the text and click the drop arrow on font size box in the Font group. Select 10.
 - j) Set the text formatting so that it is indented 0.5 inch. Highlight the text and click on the dialogue box launcher in the Paragraph group. In the Paragraph dialogue box, in the Special Indentation setting, select First Line and 0.5".
 - k) Repeat steps i through iv and viii through x for each endnote. If, when you hit a hard return for a blank line, the number automatically changes to a list number with a large space between the number and first word, simply click the undo icon to restore your formatting. Alternately, you can go to File>Options>Proofing>AutoCorrect Options>AutoFormat As You Type and uncheck Automatic bulleted and numbered lists.
- 12) Both notes and bibliography entries are structured according to the following patterns. Depending on the type of source, some or all of the parts shown in the patterns below will be present. The examples in the next part of this style guide ("Examples: Notes and Bibliography Entries") may not have all parts shown. It is not practical to show every possible example with different combinations of parts. Thus, for sources that have no exact example in this style guide, refer to the patterns below. In notes, parts are separated by commas (except for publication data, which are enclosed by parentheses). Bibliography entries use a period where there is a comma in the note separating a part, there are periods but no parentheses enclosing facts of publication, and there are either inclusive page numbers or no page numbers instead of cited page numbers. For example, a note will have Author, *Title*, (Publication Data), page cited, while a bibliography entry will have Author. *Title*. Publication Data. Online source citations end with the accessed date followed by the URL or doi number. When retrieving sources from a library database, the Turabian manual allows for just the use of the database name instead of a URL. However, GCU students are encouraged to use a persistent link URL or a doi number when available. Instructions on how to locate persistent links are available under Research Guides on the GCU Library website.
- a) The first note for a book should include the following information in the order shown:
 - i) Name of author(s), editor(s), or translator(s)
 - ii) Title and subtitle, if any
 - iii) Number or name of edition, if other than the first

- iv) Name of editor, compiler, or translator, if any
- v) Name of series in which book appears, if any, with volume or number in the series
- vi) Facts of publication, consisting of:
 - 1. City and state or country of publication (if a state's city is familiar or the state is obvious, you do not need to add the state's postal code abbreviation)
 - 2. Name of publisher. Do not include abbreviations such as Co., or Inc.
 - 3. Year of publication
- vii) Page number(s) cited
- b) The first full note for an article in a journal or periodical generally includes the following facts in the order shown:
 - i) Author(s)
 - ii) Title of article
 - iii) Title of periodical
 - iv) Volume and issue number (if available)
 - v) Publication date
 - vi) Page number(s)
- c) Public documents vary considerably, and include congressional publications, reports and documents, bills and resolutions, hearings, statutes, presidential publications, publications of government departments and agencies, the US Constitution, treaties, legal cases, state and local government documents, Canadian and British government documents, publications of international bodies, and online public documents. It is best to consult the Turabian manual for an example that is similar to the source you are using. Generally, you will want to include the following:
 - i) Name of government (country, state, city, county, or other division)
 - ii) Governmental body that created the document
 - iii) Title, if any, or collection
 - iv) Name of individual author, editor, or compiler
 - v) Report number or other identifying information
 - vi) Publication data: place, publisher's name (e.g., Washington, DC: Government Printing Office), date of publication
 - vii) Page numbers or other locators, if relevant
 - viii) Access date and URL if the document is online

Bibliography Entries:

- 1) Normally, use Bibliography for heading in headline caps, centered, and not boldface.
- 2) In most cases, include only sources that were actually cited in the paper. You may also include sources that were important to your thinking but which you did not cite in your paper.
- 3) For bibliography entries, use the same sequence of parts and punctuation specified for notes above, except that parts separated by commas in notes are separated by periods in

bibliography entries. Also, the facts of publication are not in parentheses as they are in notes, but are separated by periods. The page numbers, if required, are inclusive of the entire source.

- 4) If an assignment calls for an annotated bibliography, either as a separate assignment or as part of a paper, add the annotation on a new line after the bibliography entries. Refer to the Preparation of Annotated Bibliographies resource in the Student Success Center for formatting guidelines and examples.
- 5) Bibliography entries have a half-inch hanging indent.
- 6) Bibliography entries are arranged alphabetically by author's last name, ignoring spaces, hyphens, and other marks.
- 7) If there are two or more works by the same author, alphabetize them by title. In the case of authors with identical last names, alphabetize by first name.
- 8) In a succession of works by the same author, arrange the entries alphabetically by title, disregarding articles (*a*, *an*, *the*). The name is given for the first entry, and a 3-em dash followed by a period replaces the author's name in subsequent entries. For example:

Plotnik, Arthur. *Better Than Great: A Plenitudinous Compendium of Wallopingly Fresh Superlatives*. Berkeley: Cleis Press, 2011.

———. *The Elements of Editing*. New York: Collier Books, 1982.

- 9) See the chapter on abbreviations in the Turabian manual for more rules of alphabetization.
- 10) Separate works edited by the author or coauthored with others from works written by the author alone. In a bibliography that includes all three categories, the author's own works are listed first. Use a 3-em dash followed by a comma, a space, and *ed.*, *trans.* or *comp* for works edited, translated, and compiled, respectively, by the same author.
- 11) Do not use a 3-em dash for co-authored works (unless you are referring to all the names for subsequent works by the same combination of authors). Co-authored books follow edited, translated, and compiled works.
- 12) The following sources can be just cited in notes and need not be included in a bibliography unless they are frequently cited or critical to a paper:
 - a) Articles in newspaper or newsletters
 - b) Classical works
 - c) The Bible and other non-Christian scripture
 - d) Standard reference works
 - e) Reviews
 - f) Abstracts
 - g) Pamphlets and brochures
 - h) Unpublished works
 - i) Blog and social media posts and comments
 - j) Entries on Facebook and other social networks, groups, or forums
 - k) The US Constitution, legal cases, and other public documents

- 13) E-mail and text messages may be cited in running text (“In a text message to the author on July 21, 2012, John Doe revealed . . .”) instead of in a note, and they are rarely listed in a bibliography.

Examples: Notes and Bibliography Entries

Turabian style includes two options for citing sources: notes-bibliography style and author-date style. This guide provides instructions for notes-bibliography style, which is required for GCU papers. Endnotes, which are required for PowerPoint assignments, have the same format as footnotes, only they are grouped together at the end of a PowerPoint presentation on one or more slides. Bibliography entries are not required for PowerPoint assignments.

In the examples provided below, the first note for each citation category includes five variations:

- 1) Full note.
- 2) Subsequent note of the same work only if there are other works by the same author cited.
- 3) Subsequent note of the same work only if there are no other works by the same author cited.
- 4) Subsequent note of the same work with no intervening notes to other works.
- 5) Subsequent note of the same work on the same page with no intervening notes.

Please note: Shaded words in the Format entries represent actual text used in the notes, not just instructions.

Citation Examples: Books and Parts of Books

Book: One Author, First Edition

Note Format:

##. Author's First and Last Name, *Title of Book* (Place of Publication: Name of Publisher, year of publication), page(s) cited.

Bibliography Format:

Author's Last Name, First Name. *Title of Book*. Place of Publication: Name of Publisher, year of publication.

[Please note: If editor or translator is listed on the title page instead of an author, use that name in the author slot, followed by ed. or trans.]

Note Example:

1. A.W. Tozer, *The Pursuit of God: The Human Thirst for the Divine* (Camp Hill, PA: Wind Spread, 2006), 60.
2. Tozer, *The Pursuit*, 61.
3. Tozer, 61.
4. Ibid., 62.
5. Ibid.

Bibliography Example:

Tozer, A.W. *The Pursuit of God: The Human Thirst for the Divine*. Camp Hill, PA: Wind Spread, 2006.

Book: One Author, Later Edition

Note Format:

##. Author's First and Last Name, *Title of Book*, edition # ed. (Place of Publication: Name of Publisher, year of publication), page(s) cited.

Bibliography Format:

Author's Last Name, First Name. *Title of Book*. edition # ed. Place of Publication: Name of Publisher, year of publication.

[Please note: If editor or translator is listed on the title page instead of an author, use that name in the author slot, followed by ed. or trans.]

Note Example:

1. Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th ed. (Chicago: University of Chicago Press, 2013), 172.

Bibliography Example:

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 8th ed. Chicago: University of Chicago Press, 2013.

Book: Two-Three Authors

Note Format:

##. Authors' First and Last Names, *Title of Book* (Place of Publication: Name of Publisher, year of publication), page(s) cited.

Bibliography Format:

First Author's Last, First Name, Second Author's First and Last Name. *Title of Book*. Place of Publication: Name of Publisher, year of publication.

Note Example:

1. Arthur F Glasser, Charles Van Engen, and Dean S. Gilliland, *Announcing the Kingdom: The Story of God's Mission in the Bible* (Grand Rapids, MI: Baker Academic, 2003), 52.

Bibliography Example:

Glasser, Arthur F., Charles E. Van Engen, and Dean S. Gilliland. *Announcing the Kingdom: The Story of God's Mission in the Bible*. Grand Rapids, MI: Baker Academic, 2003.

Book: More than Three Authors

Note Format:

##. First Author's First and Last Name et al., *Title of Book* (Place of Publication: Name of Publisher, year of publication), page(s) cited.

Bibliography Format:

First Author's Last, First Name, Other Authors' First and Last Names. *Title of Book*. Place of Publication: Name of Publisher, year of publication.

Note Example:

1. Bernard B. Scott et al., *Reading New Testament Greek* (Peabody, MA: Hendrickson, 1993), 50.

Bibliography Example:

Scott, Bernard B., Margaret Dean, Kristen Sparks, and Frances LaZar. *Reading New Testament Greek*. Peabody, MA: Hendrickson, 1993.

Book: Editor and/or Translator in Addition to Author**Note Format:**

##. Author's First and Last Name, *Title of Book*, ed. and/or trans. First and Last Name(s) of Editor(s) and/or Translator(s) (Place of Publication: Name of Publisher, year of publication), page(s) cited.

Bibliography Format:

Author's Last, First Name. *Title of Book*. Edited and translated by First and Last Name of Editor(s) and/or Translator(s). Place of Publication: Name of Publisher, year of publication.

Note Example:

1. Georg Wilhelm Friedrich Hegel, *The Science of Logic*, ed. and trans. George di Giovanni (Cambridge, England: Cambridge University Press, 2010), 642-43.

Bibliography Example:

Hegel, Georg Wilhelm Friedrich. *The Science of Logic*. Edited and translated by George di Giovanni. Cambridge, England: Cambridge University Press, 2010.

Electronic Book**Note Format:**

##. Author's First and Last Name, *Title of Book* (Place of Publication: Name of Publisher, year of publication), page(s) cited, accessed Month Day, Year, URL or database.

[Please note: If eBook is unavailable online, include the format of the eBook (Kindle, Adobe PDF, etc.) in place of the URL or database, but do not include an access date. If there is no page number, use a heading or paragraph number.]

Bibliography Format:

Author Last, First Name. *Title of Book*. Place of Publication: Name of Publisher, year of publication. Accessed Month Day, Year, URL or database.

Note Example:

1. Nagel, Thomas. *Concealment and Exposure and Other Essays* (Cary, NC: Oxford University Press, 2002), 64, accessed August 14, 2014, ProQuest ebrary.

Bibliography Example:

Nagel, Thomas. *Concealment and Exposure and Other Essays*. Cary, NC: Oxford University Press, 2002. Accessed August 14, 2014. ProQuest ebrary.

Chapter in an Edited Book

Note Format:

##. Chapter Author's First and Last Name, "Title of Chapter," **in** *Title of Book*, **ed.** First and Last Names of editor(s) (Place of Publication: Name of Publisher, year of publication), page(s) cited.

Bibliography Format:

Chapter Author's Last, First Name. "Title of Chapter." **In** *Title of Book*, **edited by** Editor's First and Last Name, Inclusive page numbers. Place of Publication: Name of Publisher, year of publication.

Note Example:

1. Kenneth R. Calvert, "Why Educate? A Return to the Classical Christian Model," in *Christianity, Education, and Modern Society*, ed. William Jeynes and Enedina Martinez (Charlotte, NC: Information Age Publishing, 2007), 68.

Bibliography Example:

Calvert, Kenneth R. "Why Educate? A Return to the Classical Christian Model." In *Christianity, Education, and Modern Society*, edited by William Jeynes and Enedina Martinez, 67-89. Charlotte, NC: Information Age Publishing, 2007.

Secondary Source Book Quoting Original Book [only if original source is unavailable]

Note Format:

##. Original Source Author's First and Last Name, *Book Title*, edition # **ed.** (Place of Publication, Publisher, Year of Publication), page(s) cited, **quoted in** Secondary Source Author's First and Last Name, *Title of Book* (Place of Publication: Publisher, year of publication), page(s) cited.

Bibliography Format:

Original Source Author's Last, First Name. *Book Title*, edition # **ed.** Place of Publication, Year of Publication: page(s) cited. **Quoted in** Secondary Source Author's First and Last Name, *Title of Book*. Place of Publication: Publisher, year of publication.

Note Example:

1. Jan Vansina, *Art History in Africa* (Oxford, England, Routledge, 1984), 40, quoted in Rosalind I. Hackett, *Art and Religion in Africa*. (London: Continuum International Publishing, 1998).

[Please note: If your purpose is to make a point about the second author's use of the material, list the secondary source first in your citation and use **quoting** instead of **quoted in**]

1. Rosalind I. Hackett, *Art and Religion in Africa* (London: Continuum International Publishing, 1998), quoting Jan Vansina, *Art History in Africa*, (Oxford, England, Routledge, 1984), 40.

Bibliography Example:

Vansina, Jan. *Art History in Africa*. Oxford, England, Routledge, 1984. Quoted in Rosalind I. Hackett, *Art and Religion in Africa*. London: Continuum International Publishing, 1998.

Hackett, Rosalind I. *Art and Religion in Africa*. London: Continuum International Publishing, 1998. Quoting Jan Vansina, *Art History in Africa*. Oxford, England, Routledge, 1984.

Foreword, Afterword, or Preface Written by Someone Other Than Author

Note Format:

##. Part Author's First and Last Name, part name **to** *Title of Book*, **by** Book Author's First and Last Names (Place of Publication: Name of Publisher, year of publication), page(s) cited.

Bibliography Format:

Part Author's Last, First Name. Part name **to** *Title of Book*, **by** Book Author's First and Last Names, inclusive page numbers of part. Place of Publication: Name of Publisher, year of publication.

Note Example:

1. Joseph C. Holbrook, foreword to *Jonah: His Life, Character, and Mission*, by Patrick Fairburn (Grand Rapids, MI: Kregel Publications, 1964), xii.

Bibliography Example:

Holbrook, Joseph C. Foreword to *Jonah: His Life, Character, and Mission*, by Patrick Fairburn, xii. Grand Rapids, MI: Kregel Publications, 1964.

Book as Part of a Series

Note Format:

##. Author's First and Last Name, *Title of Book*, Title of Series, **vol.** # (Place of Publication: Name of Publisher, year of publication), page(s) cited.

Bibliography Format:

Author's Last, First Name. *Title of Book*. Title of Series, **vol.** #. Place of Publication: Name of Publisher, year of publication.

Note Example:

1. Robert E. Webber, *The Services of the Christian Year*, The Complete Library of Christian Worship, vol. 5 (Nashville: Star Song Publishing Group, 1994), 171.

Bibliography Example:

Webber, Robert E. *The Services of the Christian Year*. The Complete Library of Christian Worship, vol. 5. Nashville: Star Song Publishing Group, 1994.

Book as Part of a Commentary: Single Volume

Note Format:

##. Author's First and Last Name, *Title of Bible Book Commented On*, Title of Commentary (Place of Publication: Name of Publisher, year of publication), page(s) cited.

[Please note: The use of abbreviations for well-known biblical commentaries, dictionaries, encyclopedias, and periodicals is permitted in notes, but only if you provide a list of abbreviations in your paper. Always use full titles in bibliographic entries.]

Bibliography Format:

Author's Last, First Name. *Title of Book Commented On*. Title of Commentary. Place of Publication: Name of Publisher, year of publication.

Note Example:

1. Charles A. Wanamaker, *The Epistles to the Thessalonians*, New International Greek Testament Commentary (Grand Rapids: Eerdmans, 1990), 23.

Bibliography Example:

Wanamaker, Charles A. *The Epistles to the Thessalonians*. New International Greek Testament Commentary. Grand Rapids: Eerdmans, 1990.

Signed Article or Chapter in Book as Part of a Commentary: Multi-Volume Work**Note Format:**

##. Author's First and Last Name, "Title of Article or Chapter," in *Title of Commentary*, vol. # of *Title of Work*, ed. First and Last Name of Editor (Place of Publication: Name of Publisher, year of publication), page(s) cited.

Bibliography Format:

Author Last, First Name. "Title of Article or Chapter." In *Title of Commentary*. Vol. # of *Work Title*. Edited by First and Last Name of Editor. Inclusive page numbers. Place of Publication: Name of Publisher, year of publication.

Note Example:

1. Patrick D. Miller, "The Book of Jeremiah: Introduction, Commentary, and Reflections," in *Introduction to Prophetic Literature, Isaiah, Jeremiah, Baruch, Letter of Jeremiah, Lamentations, Ezekiel*, vol. 6 of *New Interpreter's Bible*, ed. Leander E. Keck (Nashville: Abingdon, 2001), 577.

Bibliography Example:

Miller, Patrick D. "The Book of Jeremiah: Introduction, Commentary, and Reflections." In *Introduction to Prophetic Literature, Isaiah, Jeremiah, Baruch, Letter of Jeremiah, Lamentations, Ezekiel*. Vol. 6 of *New Interpreter's Bible*. Edited by Leander E. Keck. 553-926. Nashville: Abingdon, 2001.

Unsigned Article in Book as Part of a Commentary**Note Format:**

##. "Title of Commentary on Biblical Book," in *Title of Commentary*, ed. First and Last Name of Editor (Place of Publication: Name of Publisher, year of publication), vol. #: page(s) cited.

Bibliography Format:

"Title of Commentary on Biblical Book." In *Title of Commentary*. Edited by First and Last Name of Editor. Vol. #: Inclusive page numbers. Place of Publication: Name of Publisher, year of publication.

Note Example:

1. "Interpretation of Daniel," *Seventh-Day Adventist Bible Commentary*, ed. F. D. Nichol (Washington, DC: Review and Herald, 1953-57), 4:54.

Bibliography Example:

"Interpretation of Daniel." *Seventh-Day Adventist Bible Commentary*. Edited by F. D. Nichol. 4:53-56. Washington, DC: Review and Herald, 1953-57.

Bible (Citation for Bible quotes are not in note format)**Format for Parenthetical Citation:**

(Abbreviation for Book Chapter #:Verse #(s) [Version]).

[Please note: Include version, either spelled out or abbreviated only in first citation. For most citations, you will use the English Standard Version.]

Sample Parenthetical Citation:

(Isa 43:1-7 [ESV]).

Bibliography (if desired):

The Holy Bible, English Standard Version.

[Please note: Do not italicize the title of the Apocrypha; the Bible and its books and versions (e.g., the Message); and sacred works of non-Christian religions (e.g., the Upanishads).]

Article or Note in a Study Bible

Note Format:

##. Author's First and Last Name, "Title of Note or Article," in *Title of Book*, ed. First and Last Names of editor(s) (Place of Publication: Name of Publisher, year of publication), page(s) cited.

Bibliography Format:

Author's Last, First Name. "Title of Note or Article." In *Title of Book*, edited by Editor's First and Last Name, inclusive page numbers. Place of Publication: Name of Publisher, year of publication.

Note Example:

1. David L. Petersen, "Ezekiel," in *The HarperCollins Study Bible Fully Revised and Updated: New Revised Standard Version, with the Apocryphal/Deuterocanonical Books*, ed. Harold W. Attridge and Wayne A. Meeks (San Francisco: HarperCollins, 2006), 1096.

Bibliography Example:

Petersen, David L. "Ezekiel." In *The HarperCollins Study Bible Fully Revised and Updated: New Revised Standard Version, with the Apocryphal/Deuterocanonical Book.*, edited by Harold W. Attridge and Wayne A Meeks, 1096-1167. San Francisco: HarperCollins, 2006.

Classical Work: Primary Source

Note Format:

##. Author, *Title* Section number numerals and letters.

Note Example:

1. Augustine, *De Doctrina Christiana* 4.2.3.

Classical Work: English Language Translations

Note Format:

##. Author, *Title*, ed. First and Last Name of Editor (if any), trans. First and Last Name of Translator, Title of Collection (if any), volume # (if any) (Publication Location: Publisher, Year of Publication), page(s) cited.

Bibliography Format:

Author. *Title*. Edited by Editor's First and Last Name. Translated by Translator's First and Last Name. Title of Collection (if any), Volume # (if any). Place of Publication: Publisher, year of publication.

Note Example:

1. Augustine, *The Trinity*, ed. John E. Rotelle, trans. Edmund Hill, The Works of Saint Augustine, I/5 (Brooklyn: New City Press, 1991), 332.

Bibliography Example:

Augustine. *The Trinity*. Edited by John E. Rotelle. Translated by Edmund Hill. The Works of Saint Augustine, 1/5. Brooklyn: New City Press, 1991.

Citation Examples: Periodicals

Journal Article: Print, Single Author**Note Format:**

##. Author First and Last Name, "Title of Article," *Journal Name* volume #, no. issue # (Month/Season Year): page number(s) cited.

[Please note: If a journal continues pagination across issues in a volume, you do *not* need to include the issue #.]

Bibliography Format:

Author's Last, First Name. "Title of Article." *Journal Name* volume #, no. issue # (Month/Season Year): inclusive page numbers.

Note Example:

1. Nicholas M. Beasley, "Ritual Time in British Plantation Colonies, 1650-1780," *Church History: Studies in Christianity and Culture* 76, no. 3 (September 2007): 557.

2. Beasley, "Ritual Time," 558.

3. Beasley, 558.

4. Ibid., 559.

5. Ibid.

Bibliography Example:

Beasley, Nicholas M. "Ritual Time in British Plantation Colonies, 1650-1780." *Church History: Studies in Christianity and Culture* 76, no. 3 (September 2007): 541-568.

Journal Article: Print, Two or More Authors**Note Format:**

##. First Authors' First and Last Name and Next Authors' First and Last Name, "Title of Article," *Journal Name* volume #, no. issue # (Month/Season Year): page number(s) cited.

Bibliography Format:

First Author's Last Name, First Name, and Next Author's First and Last Name. "Title of Article." *Journal Name* volume #, no. issue # (Month/Season Year): inclusive page numbers.

[Please note: For bibliography, include all authors, regardless of number, in the order they appear in the byline for the article. If there are four or more authors, use the first author followed by et al. in notes.]

Note Example:

1. Patricia O'Connell Killen and Eugene V. Gallagher, "Sketching the Contours of the Scholarship of Teaching and Learning in Theology and Religion," *Teaching Theology & Religion* 16, no. 2 (April 2013): 108.

Bibliography Example:

Killen, Patricia O'Connell, and Eugene V. Gallagher. "Sketching the Contours of the Scholarship of Teaching and Learning in Theology and Religion." *Teaching Theology & Religion* 16, no. 2 (April 2013): 107-124.

Journal Article: Online

Note Format:

##. Author First and Last Name, "Title of Article," *Journal Name* volume #, no. issue # (Month/Season Year): page number(s) cited, accessed Month Day, Year of access, URL.

Bibliography Format:

Author's Last, First Name. "Title of Article." *Journal Name* volume #, no. issue # (Month/Season Year): inclusive page numbers. Accessed Month Day, Year. URL.

Note Example:

##. Samuel Smith, "Milton's Theology of the Cross: Substitution and Satisfaction in Christ's Atonement," *Christianity and Literature* 63, no. 1 (Autumn 2013): 8, accessed August 21, 2014, <http://library.gcu.edu:2048/login?url=http://search.ebscohost.com.library.gcu.edu:2048/login.aspx?direct=true&db=rft&AN=ATLA0001969087&site=ehost-live&scope=site>.

Bibliography Example:

Smith, Samuel. "Milton's Theology of the Cross: Substitution and Satisfaction in Christ's Atonement." *Christianity and Literature* 63, no. 1 (Autumn 2013): 5-25. Accessed August 21, 2014. <http://library.gcu.edu:2048/login?url=http://search.ebscohost.com.library.gcu.edu:2048/login.aspx?direct=true&db=rft&AN=ATLA0001969087&site=ehost-live&scope=site>.

Book Review in Journal

Note Format:

##. Reviewer's First and Last Name, review of *Title of Book*, by Book Author's First and Last Name, *Journal Name* volume #, no. issue # (Month/Season Year): page number(s) cited.

Bibliography Format:

Reviewer's Last, First Name. Review of *Title of Book*, by Book Author's First and Last Name. *Journal Title* volume #, no. issue # (Month/Season Year): inclusive page numbers.

Note Example:

1. Frank J. Matera, review of *The Spirit and Christ in the New Testament and Christian Theology: Essays in Honor of Max Turner*, by Howard Marshall, Volker Rabens, and Conelis Bennema. *The Catholic Biblical Quarterly* 76, no. 1 (January 2014): 184.

Bibliography Example:

Matera, Frank J. Review of *The Spirit and Christ in the New Testament and Christian Theology: Essays in Honor of Max Turner*, by Howard Marshall, Volker Rabens, and Conelis Bennema. *The Catholic Biblical Quarterly* 76, no. 1 (January 2014): 184-85.

Magazine Article: Print

Note Format:

##. Author First and Last Name, "Title of Article," *Magazine Name*, Month Day, Year, page number cited.

Bibliography Format:

Author Last Name, First Name. "Title." *Magazine Name*, Month Day, Year.

Note Example:

1. Alexandra Marks, "Faith in Work, God, and Himself," *Christian Science Monitor*, October 3, 2007, 4.

Bibliography Example:

Marks, Alexandra. "Faith in Work, God, and Himself." *Christian Science Monitor*, October 3, 2007.

Magazine Article: Online

Note Format:

##. Author First and Last Name, "Title of Article," *Magazine Name*, Month Day, Year, page number cited, accessed Month Day, Year of access, URL.

Bibliography Format:

Author Last Name, First Name. "Title." *Magazine Name*, Month Day, Year. Accessed Month Day, Year. URL.

Note Example:

1. David Neff, "The Roar of Worship," *Christianity Today*, May 1, 2014, 28, accessed August 16, 2014, <http://library.gcu.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=95843768&site=eds-live&scope=site>

Bibliography Example:

Neff, David. "The Roar of Worship." *Christianity Today*, May 1, 2014. Accessed August 16, 2014. <http://library.gcu.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=95843768&site=eds-live&scope=site>

Newspaper Article: Print

Note Format:

##. Author First Name and Last Name, "Article Title," *Newspaper Name*, Month Day, Year.

Bibliography Format:

Author Last, First Name. "Article Title." *Newspaper Name*. Month Day, Year.

Note Example:

1. Nicholas D. Kristof, "Christianity is Booming in China Despite Rifts," *New York Times*, February 7, 1993.

Bibliography Example:

Kristof, Nicholas D. "Christianity is Booming in China Despite Rifts." *New York Times*. February 7, 1993.

Newspaper Article: Online

Note Format:

##. Author's First and Last Name, "Article Title," *Newspaper Name*, Month Day, Year, accessed Month Day, Year, URL.

Bibliography Format:

Author Last, First Name. "Article Title." *Newspaper Name*. Month Day, Year. Accessed Month Day, Year, URL.

Note Example:

1. Benjamin Russell, "Archbishop of Canterbury: Britain Has Been 'Shaped and Founded on' Christianity," *Express (Online)*, April 24, 2014, accessed August 21, 2014, <https://library.gcu.edu:2443/login?url=http://search.proquest.com.library.gcu.edu:2048/docview/1518758611?accountid=7374>.

Bibliography Example:

Russell, Benjamin. "Archbishop of Canterbury: Britain Has Been 'Shaped and Founded on' Christianity." *Express (Online)*. April 24, 2014. Accessed August 21, 2014, <https://library.gcu.edu:2443/login?url=http://search.proquest.com.library.gcu.edu:2048/docview/1518758611?accountid=7374>.

Letter to the Editor

Note Format:

##. Author's First and Last Name, letter to the editor, *Newspaper Title*, Month Day, Year of Publication.

Note Example:

1. Deborah D. Davies, letter to the editor, *San Francisco Chronicle*, May 16, 2005.

Citation Examples: Reference Works

Unsigned Entry in a Well-Known Reference Work: Print

Note Format:

##. *Reference Work's Title*, edition # ed., s.v. "entry."

[Please note: This is a typical citation for a biblical dictionary/lexicon entry. The letters s.v. are an abbreviation of *sub verbo* for "under the word."]

Note Example:

1. *The Macmillan Dictionary of the Bible*, 2nd ed., s.v. "faith."
2. *The Macmillan Dictionary*.
3. Ibid.

Signed Article Entry in a Well-Known Reference Work: Print

Note Format:

##. Author's First and Last Name, "Article Title," in *Reference Work's Title*, edition # ed.

Note Example:

1. Stanley D. Walters, "Jacob Narrative," in *The Anchor Bible Dictionary*, 3rd ed.

Signed Article in a Specialized, Less-Well-Known Reference Work

Note Format:

##. Author's First and Last Name, "Article Title," *Reference Work's Title*, edition # ed., ed. Editor's First and Last Name, # vols. (Place of Publication: Publisher, year of publication), volume #: page(s) cited.

Bibliography Format:

Author's Last, First Name. "Article Title." *Reference Work's Title*, edition # ed. Edited by Editor's First and Last Name. # vols. Place of Publication: Publisher, year of publication.

Note Example:

1. William W. Bassett, "Eugenics and Religious Law: Christianity," *Encyclopedia of Bioethics*, rev. ed., ed. Warren T. Reich, 5 vols. (New York: Macmillan, 1995), 2: 779-80.

Bibliography Example:

Bassett, William W. "Eugenics and Religious Law: Christianity." *Encyclopedia of Bioethics*, rev. ed. Edited by Warren T. Reich. 5 vols. New York: Macmillan, 1995.

Signed Article in an Online Reference Work

Note Format:

##. Author's First and Last Name, "Article Title," *Reference Work's Title*, accessed Month Day, Year, URL.

Bibliography Format:

Author's Last, First Name. "Article Title." *Reference Work's Title*. Accessed Month Day, Year. URL.

Note Example:

1. Michael D. Pearson, "Adventism," *Cambridge Dictionary of Christian Theology*, accessed August 21, 2014, <http://library.gcu.edu:2048/login?qurl=http%3A%2F%2Fsearch.credoreference.com.library.gcu.edu%3A2048%2Fcontent%2Fentry%2Fcupdct%2Fadventism%2F0>.

Bibliography Example:

Pearson, Michael D. "Adventism." *Cambridge Dictionary of Christian Theology*. Accessed August 21, 2014, <http://library.gcu.edu:2048/login?qurl=http%3A%2F%2Fsearch.credoreference.com.library.gcu.edu%3A2048%2Fcontent%2Fentry%2Fcupdct%2Fadventism%2F0>.

Citation Examples: Government Documents

Statutes at Large

Note Format:

##. Title of Statute, Public Law #, *US Statutes at Large* volume # (year): page(s) cited, codified at *US Code* volume # (year), §§ section # et seq.

Note Example:

1. "Homeland Security Act of 2002, Public Law 107-296, *US Statutes at Large* 116 (2002): 2163-64, §§ 101 et seq.
2. Homeland Security Act, 2165.
3. Ibid., 2166.
4. Ibid.

Congressional Report**Note Format:**

##. Title of Report, Congress # Cong., session # sess., year, S. or H. Rep. report # pt. part #, page(s) cited.

Note Example:

1. Select Committee on Homeland Security, Homeland Security Act of 2002, 107th Cong., 2nd sess., 2002, H. Rep. 107-609, pt. 1, 11-12.

Congressional Record (Bill and Resolutions)**Note Format:**

##. Title of Bill or Resolution, Congress # Cong., session # sess., Congressional Record, vol. volume #, daily ed. (Month Day, Year): page(s) cited.

Bibliography Format:

US Congress. House or Senate. Title of Bill. Congress # Cong., session # sess. Congressional Record volume #, daily ed. (Month Day, Year): inclusive page numbers.

Note Example:

1. Food and Security Act of 1985, H. Res. 2100, 99th Cong., 1st sess., *Congressional Record*, vol. 131, daily ed. (October 8, 1985): H8485.

Bibliography Example:

US Congress. House. Food and Security Act of 1985. H. Res. 2100. 99th Cong., 1st sess. *Congressional Record* 131, daily ed. (October 8, 1985): H8353-H8486.

Presidential Proclamation or Executive Order**Note Format:**

##. President's First and Last Name, Proclamation or Executive Order #, "Title," *Federal Register* volume #, no. Issue # (Month Day, Year): page(s) cited.

Bibliography Format:

US President. Proclamation or Executive Order #. "Title." *Federal Register* volume #, no. Issue # (Month Day, Year): inclusive page numbers.

Note Example:

1. Barack Obama, Proclamation 9071, "Wright Brothers Day, 2012," *Federal Register* 78, no. 244 (December 19, 2013): 76971.

Bibliography Example:

US President. Proclamation 9071. "Wright Brothers Day, 20112." *Federal Register* 78, no. 244 (December 19, 2013): 76971-72.

Legal Cases: Print

Note Format:

##. *Full Case Name*, volume # Abbreviation for reporter (publication documenting legal decisions), opening page # of the decision, actual page cited (Abbreviated Name of the Court and year).

Note Example:

1. *Miranda v. Arizona*, 384 86 S. Ct. 1602, 436 (U.S. 1966).

Legal Cases: Online

Note Format:

##. *Full Case Name*, volume # Abbreviation for reporter (publication documenting legal decisions), opening page # of the decision, actual page cited (Abbreviated Name of the Court and year), accessed Month Day, Year of access, URL or Database.

Note Example:

1. *Winter v. NRDC, Inc.*, 129 S. Ct. 365 (2008), accessed March 1, 2010, <http://www.lexisnexis.com.library.gcu.edu:2048/lnacui2api/api/version1/getDocCui?lni=4TX2-8KV0-TXFX-13DV&csi=270944,270077,11059,8411&hl=t&hv=t&hnsd=f&hns=t&hgn=t&oc=00240&perma=true>.

Citation Examples: Miscellaneous

Dissertation or Thesis, Published or Unpublished

Note Format:

##. Author First and Last Name, "Title of Dissertation," (PhD diss. or master's thesis, Name of Institution, Year), page(s) cited.

Bibliography Format:

Author's Last, First Name. "Title of Dissertation." PhD diss., or master's thesis, Name of Institution, Year.

Note Example:

1. Robert Prescott-Ezickson, "The Sending Motif in the Gospel of John: Implications for Theology of Mission" (PhD diss., Southern Baptist Theological Seminary, 1986), 76-80.

2. Prescott-Ezickson, "The Sending Motif," 81.

3. Prescott-Ezickson, 81.

4. Ibid., 82.

5. Ibid.

Bibliography Example:

Prescott-Ezickson, Robert. "The Sending Motif in the Gospel of John; Implications for Theology of Mission." PhD diss., Southern Baptist Theological Seminary, 1986.

Unpublished Interview (or Personal Communication) with Paper Author

Note Format:

##. First and Last Name of Person Interviewed, interviewed by Author First and Last Name, Location of Interview, date of interview.

[Please note: If communication is other than an interview, modify descriptors in the note appropriately. Personal communications can be "e-mail message to author," "letter to author," "telephone conversation with author," "text message to author," etc.]

Note for Interview:

1. Jane Lope, interviewed by Johnny Lope, Phoenix, AZ, August 13, 2014.

Note for Personal Communication:

1. Johnny Lope, e-mail message to author, July 15, 2014.
2. Jane Lope, telephone conversation with pastor, January 22, 2012.

Website

Note Format:

##. "Website Name," Organization Owning Website, accessed Month Day, Year, URL.

Note Example:

1. "College of Theology," Grand Canyon University, accessed August 14, 2014, <http://www.gcu.edu/College-of-Theology.php>.

Website Article Signed by Author

Note Format:

##. Author First and Last Name, "Title of Article," Name of the Website, Month Day, Year of publication or last revision if available, accessed Month Day, Year, URL.

Bibliography Format:

Author's Last, First Name. "Title of Article." Name of the Website. (Month Day, Year of publication or last revision if available). Accessed Month Day, Year, URL.

Note Example:

1. David Allred, "The Platonic Foundation of *The Great Divorce*," Into the Wardrobe—a C. S. Lewis Web Site, accessed August 14, 2014, <http://cslewis.drzeus.net/papers/platonic.html>.

Bibliography Example:

Allred, David. "The Platonic Foundation of *The Great Divorce*." Into the Wardrobe—a C. S. Lewis Web Site. Accessed August 14, 2014. <http://cslewis.drzeus.net/papers/platonic.html>.

Web Page Article No Author

Note Format:

##. "Title of Article," last modified Month Day, Year, accessed Month Day, Year, URL.

Bibliography Format:

Website Organization's Name. "Title of Article." Last modified Month Day, Year. Accessed Month Day, Year, URL.

Note Example:

1“The Baptist Faith and Message,” last modified June 14, 2000, accessed August 14, 2014, <http://www.sbc.net/bfm2000/bfm2000.asp>

Bibliography Example:

Southern Baptist Convention. “The Baptist Faith and Message.” Last modified June 14, 2000. Accessed August 14, 2014. <http://www.sbc.net/bfm2000/bfm2000.asp>.

Paper Presented at Meetings**Note Format:**

##. Presenter’s First and Last Name, "Title of Paper or Lecture" (paper presented at Name of Meeting, Location, Month Day, Year).

Bibliography Format:

Presenter’s Last Name, First Name. "Title of Paper or Lecture." Paper presented at Name of Meeting, Location, Month Day, Year.

Note Example:

1. Holly Taylor Coolman, “Christological Torah” (paper presented at the Annual Conference of the American Academy of Religion, Chicago, November 2, 2008).

Bibliography Example:

Coolman, Holly Taylor. “Christological Torah.” Paper presented at the Annual Conference of the American Academy of Religion, Chicago, November 2, 2008.

[Please note: The formats for Papers provided above may also be used for lectures (except published GCU Lectures) by substituting "lecture" for "paper presented" and following similar formatting strategies. For citing GCU Lectures, use the format provided below.]

GCU Lecture**Note Format:**

##. Grand Canyon University, "Title of Lecture" (Published lecture, Course Title, copyright year of lecture).

Bibliography Format:

Grand Canyon University. "Title of Lecture." Published lecture, Course Title, copyright year of lecture.

Note Example:

1. Grand Canyon University, “BIB-502 Lecture 1” (Published lecture, New Testament Foundations, 2014).

Bibliography Example:

Grand Canyon University. "BIB-502 Lecture 1." Published lecture, New Testament Foundations, 2014.

Movies, Television, or Radio

Note Format:

##. *Title of Movie*, directed by First Last Name of Director (Name of Production or Distribution Company, Year movie was released), Medium, [if applicable] accessed Month Day, Year, URL.

Title of Television Program, season #, episode #, "Title of Episode," directed by First and Last name of Director, aired Month Day, Year, on Original Broadcast Company, [if applicable] accessed Month Day, Year, URL.

"Title of Radio Episode," Author of the Episode, *Name of Radio Show*, aired Month Day, Year on Radio Station or Network.

[Please note: Producing, writing, and acting contributors can also be included following the director if significant. The second Movie sample below demonstrates the formatting for this additional information.]

Notes for Movie:

1. *It's a Wonderful Life*, directed by Frank Capra (Liberty Films, 1946), DVD (Paramount, 2006).

1. *The Book of Daniel*, directed by Anna Zielinski, screenplay by Chuck Konzelman and Cary Soloman, featuring Robert Miano and Lance Hendreksen (Pure Flix Entertainment, 2013), accessed August 22, 2014, <http://www.netflix.com>.

Note for Television Broadcast:

1. *The Bible*, season 1, episode 2, "Exodus," directed by Crispin Reece, aired March 3, 2013, on The History Channel, accessed August 13, 2014, <http://www.netflix.com>.

Note for Radio Broadcast:

1. "The Confident Promise of Grace," David Jeremiah, *Turning Point*, aired August 22, 2014, on FaithTalk1360.

Music/Sound Recording

Note Format:

##. First and Last Name of Recording Artist, "Title of Song," recorded Month Day, Year, Recording Company, Company Location, Medium, [if applicable] accessed Month Day, Year, URL.

Note for Music/Sound Recording:

1. Hillsong United, "Oceans (Where Feet May Fail)," recorded February 26, 2013, Hillsong United, Sydney, Australia, MP3, accessed August 2, 2013, <http://www.amazon.com/Oceans-Where-Feet-May-Fail/dp/B00B9ZI5PC>.

Images, Artwork, Photograph, or Graphic Art

Note Format:

##. Name of Artist, *Title of Artwork/Photograph*, date of creation, medium, source of publication, [if applicable] accessed Month Day, Year, URL.

Name of Creator [when possible], "title or caption" (type of graphic), *Source*, [if applicable] accessed Month Day, Year, URL.

[Please note: If date of creation is approximate, use *ca.* (circa) before it.]

Notes for Images/Artwork/Photographs:

1. Michelangelo, *Creation of Adam*, 1508-12 (fresco), Sistine Chapel, Vatican, accessed August 15, 2014, <http://www.italianrenaissance.org/michelangelo-creation-of-adam/>.

1. Annie Griffiths Belt, *Jerusalem's Dome of the Rock*, ca. 2014 (photograph), *National Geographic* Website, accessed July 22, 2014, <http://travel.nationalgeographic.com/travel/countries/israel-guide/>.

Note for Graphic Art:

1. Andromeda International, "The Wanderings of Abraham, Isaac and Jacob" (map), *Atlas of the Bible, Andromeda*, accessed August 22, 2014, http://library.gcu.edu:2048/login?qurl=http%3A%2F%2Fsearch.credoreference.com.library.gcu.edu%3A2048%2Fcontent%2Fentry%2Fandatbib%2Fan_outline_of_biblical_history%2F0.

1. Michael Patton, "The Exegetical Process" (graphic), *Parchment & Pen Blog*, April 1, 2008, Credo House Ministries, accessed August 21, 2014, <http://www.reclaimingthemind.org/blog/2008/04/the-exegetical-process-what-does-it-mean-to-you/>.

Streaming Media, Videos, or Podcasts

Note Format:

##. First and Last Name of Author/Poster, "Title of Video or Podcast" (medium), Month Day, Year posted, accessed Month Day, Year, URL.

Note for Videos/Podcasts:

1. Grand Canyon University, "Welcome to Grand Canyon University" (video), August 11, 2014, accessed August 22, 2014, <https://www.youtube.com/watch?v=yiq3KVTsHDo>.

1. Beth Moore, "Wising Up-Part IV (11): The Wisdom of Restraint (a)" (podcast), August 11, 2014, accessed August 22, 2014, <http://www.oneplace.com/ministries/living-proof-with-beth-moore/listen/wising-up-part-iv-11-the-wisdom-of-restraint-a-419317.html>.

Blogs

Note Format:

##. Author's Name, "Title of Entry," *Title of Blog* (blog), Month Day Year posted, accessed Month Day, Year, URL.

[Please note: If title does not have "blog" in it, you may add (blog) after the title to make it clear.]

Note for Blog Post:

1. Scott Higa, "#914—Marriage and Baptism," *The Christian Nerd: Nerd Culture from a Christian Perspective and Vice Versa* (blog), August 21, 2014, accessed August 22, 2014, <http://thechristiannerd.com/2014/08/21/914-marriage-and-baptism/>.

Discussion Groups

Note Format:

Correspondent's Name, post to "Title of Forum Subject," Name of Forum, Month Day, Year (time of message or post), accessed Month Day, Year, URL.

Note for Discussion Groups:

1. John Doe, post to "New Testament vs. Old Testament," BIB-650-Module 1 Discussion Forum, August 12, 2014 (5:23:12 ET), accessed August 13, 2014, <https://lc-grad2.gcu.edu/.https://lc-grad2.gcu.edu/learningPlatform/home/course, student, and DQ location in the LMS>.

Appendix A: Capitalization of Biblical and Religious Words

Aaronic priesthood	apostolic faith	book of the covenant
Aaronide (geneology of Aaron)	apostolic fathers (the men)	book of the law
Abba	Apostolic Fathers, the (the corpus of writings)	Book of the Twelve, the
abomination of desolation	Arabah	Book of Truth
Abrahamic covenant	Aramaean	boy Jesus, the
Abyss, the	archangel (but Archangel Michael)	brazen altar
Achaemenid	archbishop of Canterbury (<i>but</i> Archbishop Smith)	Bread of Life (Bible or Christ)
Adapa	ark, the (Noah's)	Bridegroom, the (Christ)
Adonai	ark of the covenant	bride of Christ (the church)
advent, the	ark of the testimony	brotherhood of man
Advent season	Arminian(-ism)	bulla (pl. <i>bullae</i>)
Advocate, the	ascension, the	burning bush, the (Ex. 3)
Agabah	Ascension Day	burnt offering
Agape	Athanasian Creed	call of Amos, etc.
Age (eras, such as Bronze Age)	atheism, -ist	Calvary
age of grace	atonement, the	Calvinist(ic), -ism
agnosticism	Atonement, the Day of	Canon, the (Scripture)
Ahram Inscription	Augsburg Confession	canonical
Akhetaten (Tell el-Amarna)	Baal	Canonical Epistles, the (James, et al.)
Almighty, the	baalism	canon of Scripture, the
almighty God	babe in the manger, the	captivity, the (of the Jews)
Alpha and Omega (Christ)	baby Jesus, the	catechumen
amillennial(-ism)(-ist)	Babylonian captivity (Jews)	catholic (universal)
ancient Near East(ern)	Babylonian Empire	Catholic church, a (the building)
Ancient of Days, the (God)	baptism	Catholic Church, the (the Roman Catholic Church)
angel (cap if theophany)	baptism, the (of Christ)	Catholic Epistles (or Letters)
angel Gabriel, the	Baptist, the (John the Baptist)	Catholicism (faith)
angel of the Lord (cap if theophany)	battle of Armageddon (final battle)	Celestial City (abode of the redeemed)
annunciation, the (the event)	Beast, the (Antichrist)	century (the first century)
Annunciation, the (the holiday)	beatification	cereal offering
Anointed, the (Christ)	beatific vision (theology)	charismatic
Anointed One, the (Christ)	beatitude, a	charismatic church
anointed Savior	Beatitudes, the	charismatic movement
ante-Christian	bedouin (sing. and pl.)	cherub(im)
antediluvian	Beelzebub	chief priest
ante-Nicene fathers	Beelzebul	Chief Shepherd (Christ)
anti-Catholic	Begaa	child Jesus
antichrist (the general spirit)	Being (God)	children of Israel
Antichrist (the person)	Beloved Apostle, the	chosen people (Jews)
anti-Christian	Ben Sira	Christ
antichurch	Ben-hadad	Christ child
anti-God	Benedictus (Song of Zechariah)	christen(ing)
antilegomena	betrayal, the	Christian (n. and adj.)
antimonarchic	Bible, the	Christian Era
anti-Semitism	Bible Belt, the	christianize, -ization
anti-Trinitarian	Bible school	Christianlike
Apocalypse, the (Revelation of John)	biblical	Christian socialism
apocalyptic	bidding prayer	Christlike
Apocrypha, the	bishop of Rome (<i>but</i> Bishop Jones)	Christmas Day
Apocryphal	Black Obelisk	Christmas Eve
Apology of Hattusilis	blessed name (Christ)	christocentric
Apostle Paul (but Paul the apostle, etc.)	Blessed Virgin	christological
apostles, the	Blessing of Moses	Christology
Apostles' Creed, the	blood of Christ	christophany
Apostle to the Gentiles (Paul)	body, the (of Christ)	Chronicler, the
apostolic	body of Christ (the church)	church, the (body of Christ)
apostolic age	Book, the (Bible)	church (building)
apostolic benediction (2 Cor. 13)	book of Genesis (etc.)	church (service)
apostolic council (Acts 15)	Book of Life (book of judgment)	

church age
 church and state
 church father(s) (but Fathers of the church)
 church in America
 church invisible
 church militant
 Church of England
 Church of Rome
 church triumphant
 church universal
 City of David
 city of God
 Classical Arabic
 Code of Hammurabi
 College of Cardinals
 Comforter, the (Holy Spirit)
 commandment (first, etc.)
 Commandments, the Ten
 Communion (sacrament)
 comply
 confirmation
 coregency
 Council of Trent
 Counselor, the (Holy Spirit)
 Counter-Reformation
 covenant, the (old, new)
 Covenant Code (Exod 21–23)
 covenant of grace
 covenant of the Lord, the
 covenant of works
 creation, the
 Creation Epic
 Creator, the
 creator God, the
 creed, the (Apostles' Creed)
 cross, the (both the wooden object and the event)
 crown
 crown prince
 Crucified One, the
 crucifixion, the
 crucifixion of Christ, the
 Crusades, the
 cupbearer
 curse, the
 Daniel's Seventieth Week
 Davidic covenant
 Davidic law
 day hours (first seven canonical hours)
 Day of Atonement
 day of grace
 day of judgment
 day of Pentecost
 day of the Lord
 Dead Sea Scrolls
 Decalogue (Ten Commandments)
 Defender (God)
 deism, -ist
 Deity, the
 deity of Christ
 deluge, the (the flood)
 demiurge
 demon(ic)
 demotic

deuterocanonical
 Deuteronomic
 deuteropauline
 devil, a
 Devil, the (Satan)
 Diaspora (the event and the people)
 diglot
 disciples
 dispensation(alism)(alist)
 dispensation of the Law
 dispersion, the
 divided kingdom
 divine
 Divine Doctor (Christ)
 Divine Father (God)
 divine guidance
 Divine King
 Divine Liturgy (Eucharist, Eastern Orthodox)
 divine office (canonical hours)
 Divine Providence (God)
 divine providence (God's providence)
 Divine Warrior
 Divinity, the (God)
 divinity of Christ, the
 doctor(s) of the church
 Door, the (Christ)
 doxology
 Dragon, the (Satan)
 Dynasty (as in 18th Dynasty)
 early church
 early church fathers
Early Church Fathers (title of work)
 Eastern church
 Eastern Orthodox church, an (a building)
 Eastern Orthodox Church, the
 Eastern religions
 Eastern Rites
 Easter Sunday
 ecumenism, -ical
 Eden
 Eighteen Benedictions
 El
 elect, the; God's elect
 Eleven, the
 Elohim
 Elohist source
 El Shaddai
 Emmaus road
 emperor, but Emperor Constantine
 empire, the
 Empire, (Babylonian, Roman, etc.)
 end-time (adj.)
 end time(s), the
 Enemy, the (Satan)
 enemy, the (satanic forces)
 Epiphany
 epistle (John's epistle, etc.)
 epistle to the Romans
 Epistles, the (NT apostolic letters)
 Epistles, Paul's (etc.)
 eschatology, -ical
 Eternal, the (God)

Eternal City, the (Rome)
 eternal God, the
 eternal life
 eternity
 Eucharist
 eucharistic
 Evangel (any of the four Gospels)
 evangelical (adj.)
 evangelicals, -ism
 evangelist (John the; the fourth, etc.)
 evangelist (someone who evangelizes or a gospel writer)
 evensong
 Evil One, the (Satan)
 exile, the
 exodus, the (from Egypt)
 extrabiblical
 extreme unction
 faith, the (Christianity)
 faith healing
 fall, the
 fall of humanity
 fall of Jerusalem
 false christs
 False Prophet (of Revelation)
 false prophet(s)
 Farewell Discourses (John)
 Father (God)
 fatherhood of God
 Father of Lies (Satan)
 Fathers, the (fathers of the church)
 fathers of the church, the
 Feast (meaning Passover)
 Feast of Pentecost (etc.)
 Feast of Tabernacles
 Fertile Crescent
 fertility god(dess)
 Festival of Passover (etc.)
 first Adam, the
 first advent
 Firstborn, the (Christ)
 firstborn Son of God
 First Cause, the
 First Estate (Second Estate, etc.)
 First Evangelist
 firstfruits
 first person of the Trinity
 First Vatican Council (1869–70)
 flood, the
 footwashing
 Former Prophets
 four evangelists, the
 Four Gospels, the
 Fourth Gospel, the
 free will
 Friend (Quaker)
 fundamentalist(s), -ism
 fundamentals of the faith
 Galilean, the (Christ)
 garden, the (Eden or Gethsemane)
 garden of Eden
 garden of Gethsemane
gehenna
 Gemara
 gematria
 General Epistles (or Letters)

Gentile, a (distinguished from Jew)
 Gentile laws
 Gloria Patri
 gnosis
 gnostic (generic)
 Gnostic(ism) (specific sect)
 god (pagan)
 God (Yahweh)
 God Almighty
 God-given
 Godhead (essential being of God)
 godhead (godhood or godship)
 godless
 godlike
 godly
 God-man
 God Most High
 godsend
 God's house
 Godspeed
 God's Son
 God's Spirit
 God's word (his statement or promise)
 God's Word (the Bible)
 godward
 golden calf, the
 golden candlesticks, the
 Golden Rule, the
 Good Book, the (Bible)
 Good Friday
 good news, the
 Good Samaritan, the (*but* the parable of the good Samaritan)
 Good Shepherd (Jesus)
 good shepherd, the parable of the
 gospel (the Christian message)
 gospel (John's gospel, etc.)
 Gospel of Matthew
 Gospels, the (division of the Canon)
 gospel singer
 gospel truth
 grain offering
 Great Awakening, the
 Great Commandment, the
 Great Commission, the
 Great High Priest, the
 great judgment, the
 Great Physician, the
 Great Schism (of 1054)
 Great Shepherd, the
 great tribulation, the
 great white throne, the
 Ground of Being
 Guide, the (Holy Spirit)
 guilt offering
 Hades (Greek mythology)
 hades (hell)
 Haggadah
 hagiographa
 Hail Mary
 halakah
 Hallel
 hallelujah
 Hanukkah (Feast of the Dedication)
 Hasidic

Hasidim
 Head, the (Christ, head of the church)
 heaven (abode of the redeemed)
 heavenly Father
 Hebraism
 Heidelberg Catechism
Heilsgeschichte
 hell
 Hellenism (-istic)
 hellenize
 henotheism
 Heptateuch
 Herodian
 Herod's temple
 Hexaemeron
 Hexapla
 high church
 high priest, a
 High Priest, the (Christ)
 High Priestly Prayer, the
 Historical Books, the (of Bible)
 Hittite Law Code
 holiness
 Holiness Code (Lev 17–26)
 Holiness Movement, the
 Holy Bible
 Holy Book (Bible)
 Holy City
 Holy Communion
 holy day of obligation (Roman Catholic)
 Holy Eucharist
 holy family
 Holy Father (pope)
 Holy Ghost (*prefer* Holy Spirit)
 Holy God (*but* a holy God)
 Holy Grail
 Holy Land (Palestine)
 Holy of Holies
 holy oil
 Holy One, the (God, Christ)
 holy order(s)
 Holy Place
 Holy Roman Empire
 Holy Saturday
 Holy Scriptures
 Holy See
 Holy Spirit
 Holy Thursday
 Holy Trinity
 holy war
 holy water
 Holy Week (before Easter)
 Holy Writ (Bible)
 homologoumena
 house of David
 house of the Lord
 humanity
imago Dei
 immaculate conception, the
 Immanuel
 incarnation, the
 incarnation of Christ
 Indo-European
 infancy gospels, the

infant Jesus, the
 Inklings, the (Lewis, Tolkien, et al.)
 inner veil
 Intercessor, the (Christ)
 intertestamental
 Isaian or Isaianic
 Jacobian
 Jacob's trouble
 Jehovah
 Jehovah's Witness
 jeremiad
 Jeremiah or Jeremianic
 Jesus Prayer, the
 Jewish Feast (Passover)
 Jewish New Year (Rosh Hashanah)
 Jewish War
 Johannine
 John the Baptist
 John the Beloved
 John the Evangelist
 Jordan River (*but* the river Jordan)
 Jubilee (year of emancipation)
 Jubilee Year
 Judaic
 Judaism, -ist, -istic
 Judaize, Judaizer
 Judean
 Judeo-Christian
 judges, the
 judgment day
 judgment seat of Christ
 Kabbalah
 Kaddish
 kerygma
 King (God or Jesus)
 King Herod (etc.)
 kingdom, the
 kingdom age
 kingdom of God/heaven
 kingdom of Israel
 kingdom of Satan
 King James Version
 King of Glory (Christ)
 King of kings (Christ)
 kingship of Christ
 kinsman-redeemer
koinonia
 Koran, Koranic (*prefer* Qur'an)
 Lady, our
 lake of fire
 Lamb, the (Christ)
 Lamb of God
 Lamb's Book of Life
 land of Canaan
 Land of Promise
 last day(s), the
 last judgment, the
 last rites
 Last Supper, the
 Latin Rite
 Latter Prophets, the
 lauds
 laver
 law (as opposed to grace)
 Law, the (Pentateuch)
 Lawgiver (God)

law of Moses
 Lent(en)
 Letter to the Galatians (etc.)
 Letters, the
 Levant, the
 Levantine
 Leviathan
 Levite
 Levitical
 Levitical decrees
 Light (Truth or Christ)
 Light of the World (Christ)
 Litany, the (Anglican)
 living God
 living Word, the (Bible)
 loanword
 Logos, the
 Lord, the
 Lord Almighty, the
 Lord of Hosts
 Lord of lords
 Lord's Anointed, the (Christ)
 Lord's anointed Savior, the (Christ)
 Lord's Day, the
 lordship of Christ
 Lord's Prayer, the
 Lord's Supper, the
 Lord's Table, the
 lordship
 lordship of Christ
 Lost Tribes
 lost tribes of Israel
 Love Chapter, the (1 Corinthians 13)
 low church
 Lucifer (Satan)
 Lukan
 Ma'at
 Maccabean
 magi
 Magnificat, the ("Song of Mary")
 Majority Text
 Major Prophets, the (div. of OT)
 major prophets (people)
 Maker, the (God)
 mammon (cap for the god)
 Man, the (Jesus)
 Man of Sin (Satan)
 Man of Sorrows
 Manichaen
 Markan or Marcan
 Masorah
 Masoretes
 masoretic (but Masoretic Text)
 Mass, the (liturgy of the Eucharist)
 Master, the (God)
 matins
 matrimony (sacrament)
 Matthean
 Mediator, the (Christ)
 medieval
 menorah
 mercy seat
 merkabah
 messiah, a (in general)
 Messiah, the (Christ)
 messiahship

messianic age
 Middle Ages
 midtribulation(al)
 millenarian(ism)(ist)
 millennial kingdom
 millennium, the
 minor judges
 minor prophets (people)
 Minor Prophets, the (div. of OT)
 Miserere, the
 Mishnah, Mishnaic
 modernist(s), -ism
 monarchic period
 moon-god
 mosaic (type of art)
 Mosaic covenant
 Mosaic law (Pentateuch or Ten Commandments)
 Most High, the
 Mot (Death personified)
 Mount of Olives
 Mount of Transfiguration
 Mount Olivet
 Mount Olivet Discourse
 Mount Sinai
 Muhammad (*preferred*)
 Muslim (*preferred*)
 Nag Hammadi codices
 name of Christ, the
 name of God, the
 nativity, the
 nativity of Christ, the
 Near East
 Neo-Babylonian Empire
 neo-Evangelicalism
 neo-orthodox(y)
 neo-Pentecostalism
 neoplatonic
 new age
 new birth
 New City (part of modern Jerusalem)
 new covenant (NT)
 new heaven and new earth
 New Jerusalem (heaven)
 New Testament church
 New Year festival
 Nicene Creed
 Nicene fathers
 night office (canonical hour)
 Ninety-five Theses
 noncanonical
 non-Christian (*but unchristian*)
 Nonconformism, -ist
 none (canonical hour)
 non-Pauline
 northern kingdom
 Nunc Dimittis
 Old City (part of modern Jerusalem)
 old covenant (OT)
 Old Testament
 Olivet Discourse
 Omega, the
 omnipotence of God
 Omnipotent, the

One, the (*but* the one true God *and* God is the one who . . .)
 Only Begotten, the
 only begotten of the Father
 only begotten Son of God
 orders (sacrament)
 Orient
 oriental
 original sin
 Orthodox(Judaism; Eastern Orthodox)
 orthodox(y)
 outer court (of the temple)
 pagan
 Palestinian covenant
 Palm Sunday
 papacy
 parable of the Wicked Tenants, etc.
 Paraclete, the
 Paradise (garden of Eden)
 paradise (heaven)
 parousia
 partial rapture
 paschal
 Paschal Lamb (Jesus)
 passion, the
 Passion Narrative
 Passion Sunday (fifth Sunday in Lent)
 Passion Week
 Passover
 Passover Feast or Seder
 Passover Lamb (Jesus)
 Pastoral Epistles
 Pastoral Letters
 patriarch, a
 Patriarch, the (Abraham)
 patriarchal period/age
 patriarchs, the (church fathers)
 patristic(s)
 Pauline Epistles
 Paul's Epistles or Letters
 Paul the apostle
 peace offering
 penance
 Pentateuch
 pentateuchal
 Pentecost
 pentecostal (adj.)
 Pentecostal(ism)
 period, as in Roman period
 person of Christ
 persons of the Trinity (but Third Person of the Trinity)
 Pesach (Passover)
 Petrine
 Pharaoh (when used as name without article)
 pharisaic (attitude)
 Pharisaic (in reference to Pharisees)
 Pharisee
 Pilgrim Fathers
 pilgrim festivals
 Pilgrims, the
 pillar of cloud
 pillar of fire
 Poetical Books, the

pope, the
 Pope John XXIII
 postbiblical
 post-Christian
 postexilic
 postmillennial(ism)(ist)
 postmodern
 post-Nicene fathers
 pre-Christian
 predestination
 premillennial(ism)(ist)
 pretribulation(al)
 priesthood of Christ
 prime (canonical hour)
 Prime Mover
 Prince of Darkness
 Prince of Peace (Christ)
 Prison Epistles or letters
 Prodigal Son
 Promised Land (Canaan or heaven)
 Promised One, the (Christ)
 Prophetic Books, the
 Prophet Isaiah, et al., the
 Prophets, the (books of OT)
 prophets, the (people)
 Protestant(ism)
 proverb, a (general)
 Proverbs, the (OT book)
 Providence (God)
 providence of God
 providential
 psalm, a
 Psalm 119 (etc.)
 psalmic
 psalmist, the
 Psalms, the (OT book)
 Psalter, the (the Psalms)
 pseudepigrapha(l)
 purgatory
 Purim (Feast of Esther)
 Queen of Heaven
 Queen of Sheba
 Qumran(ic)
 Qur'an, Qur'anic (*preferred*)
 rabbi
 rabbinic(al)
 rapture, the
 real presence
 Received Text, the
 Redeemer, the (Jesus)
 Reformation
 Reformed church
 Reformers
 Renaissance
 resurrection, the
 resurrection of Christ
 risen Lord
 rite(s)
 River of Life, the (Christ)
 Rock, the (Christ)
 Roman Catholic Church
 Roman Rite
 Rosh Hashanah (Jewish New Year)
 Sabbath (day)
 sabbath rest (for the land)

Sabbath rest (for the people of God)
 sabbatical (n. and adj.)
 Sabbatical Year
 sacrament(s)
 sacramentalism, -ist
 Sacramentarian(ism)
 sacrament of baptism, confirmation, etc.
 Sacred Host
 sacred rite(s)
 Sadducees
 Sanhedrin
 Satan
 satanic
 Savior (Jesus)
 scribe
 scriptural
 Scripture(s) (Bible; n. and adj.)
 scripture(s) (other religions)
 Sea of Galilee
 second Adam, the (Christ)
 second advent, the
 second coming, the
 Second Temple period
 Second Vatican Council (1962–65)
 seder
 Semite, -ic, -ism
 Septuagint
 seraph(im)
 Sermon on the Mount
 Serpent, the (Satan)
 Servant of the Lord (Second Isaiah)
 servant passages
 Servant Songs
 settlement period
 seven deadly sins, the
 seven sacraments, the
 Seventh-day Adventist
 Seventieth Week
 sext (canonical hour)
 Shabuoth (Pentecost)
 shalom
 shalom aleichem
shekinah
 Sheol (italicized only when referred to as a Hebrew word)
 Shepherd Psalm, the
 shofar
 Shulammitte
 Sinai Desert
 Sinai peninsula
 Sin-Bearer, the
 sin offering
 Solomon's temple
 son of David
 Son of God
 Son of Man
 sonship of Christ
 southern kingdom
 Sovereign Lord
 Spirit, the (Holy Spirit)
 spirit of God
 star of Bethlehem
 stations of the cross
 Suffering Servant

Sukkoth (Feast of Booths)
 Sunday school
 sun-god
 Sun of Righteousness
 Supreme Being, the
 Sustainer (God)
 synagogue
 Synoptic Gospels
 Synoptics, the
 synoptic writers, the
 tabernacle, the (OT building)
 table of shewbread
 Talmud, talmudic
 Tanak
 Targum, targumic
Te Deum
 televangelist
 temple, the (at Jerusalem)
 Temple Mount
 temptation, the
 Ten Commandments (*but the second commandment, etc.*)
 tent
 Tent of Meeting
 Tent of the Testimony
 Ten Tribes, the
 ten tribes of Israel, the
 terce (canonical hour)
 Testaments, the
 Tetragram/Tetragrammaton
 Tetrateuch
 Textus Receptus
 third world
 Thirty-nine Articles (Anglican)
 throne of grace
 Thummim
 time of Jacob's trouble
 time of the Gentiles, the
 time of the judges, the
 tomb, the
 Torah
 Tower of Babel
 transfiguration, the
 Transjordan
 Tree of Knowledge of Good and Evil
 Tree of Life
 tribe of Judah
 tribulation, the (historical event)
 Trinitarian
 Trinity, the
 triumphal entry
 triune God
 True Cross, the
 Twelve, the
 twelve apostles, the
 twelve disciples, the
 Twenty-third Psalm (etc.)
 unchristian
 ungodly
 Unitarian
 united kingdom (of Israel)
 universal church
 universalism, -ist
 unscriptural
 Upanishads
 upper room, the

Upper Room Discourse
 Urim and Thummim
 Ur text
 utopia
 vacation Bible school
 Vedas, Vedic
 version (Greek version, but King James Version)
 vespers
 viaticum
 Vicar of Christ
 Victor, the (Christ)
 Vine, the (Christ)
 Virgin, the (Mary)
 Virgin and child
 virgin birth, the
 visible church
 voice of God
 Vulgate
 Wailing Wall
 Wandering Jew, the (legend)
 Water of Life (Christ)
 Way, the (Christ)
 way, the truth, and the life
 Weeping Prophet, the (Jeremiah)
 Western church
 Western Rites
 Westminster Catechism
 whole burnt offering
 whole offering
 Wicked One, the (Satan)
 wilderness (but Wilderness of Zin)
 wilderness wanderings
 wisdom (movement, quality)
 Wisdom (personified)
 Wisdom literature, the
 wisdom tradition
 wise men
 Word, the (Bible or Christ)
 Word made flesh (Christ)
 word of God (his statement or promise)
 Word of God (the Bible)
 Word of Life
 Word of Truth, the
 worldview
 Writings, the (div. of Canon)
 Yahweh (italicized only when referred to as Hebrew word)
 Year of Jubilee
 Yom Kippur (Day of Atonement)
 Yuletide
 Zealots
 ziggurat

Appendix B: Abbreviations for Books of the Bible

Old Testament

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

New Testament

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