

# M.A. Thesis Manual



ORU Graduate School of Theology and Ministry  
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## PREFACE

The *M.A. Thesis Manual* has been compiled for students in the Oral Roberts University Graduate School of Theology and Ministry (GSTM) Seminary. This manual supplements Kate L. Turabian's form and style manual, *A Manual for Writers of Term Papers, Theses and Dissertations* (7<sup>th</sup> edition), officially adopted by STM. Nancy J. Vyhmeister's book, *Quality Research Papers*, based on Kate Turabian's work, has also been a resource for this manual.

This manual has been designed, first of all, to provide specific introductory matter for the M.A. Thesis. Second, it outlines general form and style requirements and other requirements, along with examples. Third, it describes and illustrates the process of formatting Thesis documents. Fourth, it provides bibliographic and footnote examples that are not explicit either in Turabian or Vyhmeister. Fifth, it lists abbreviations of books of the Bible, scholarly abbreviations, and Greek and Hebrew text Citations. Finally, it lists the ORU Library Resources, and describes and illustrates the procedures for accessing these resources.

## ACKNOWLEDGMENTS

The Administration and Faculty of the Graduate School of Theology and Ministry (GSTM) are pleased to provide this *M.A. Thesis Manual* to assist M.A. students with their respective writing projects. Dr. Cheryl Iverson has provided oversight for this manual, and she extends her gratitude and appreciate to several individuals: Dr. Thomson K. Mathew, the GSTM Dean, who has supported this project and provided the necessary resources to bring it to completion. She is also grateful for the valuable contributions made by Dr. Mark Hall, Sally Shelton, and Dr. David Hebert. Jake Davis, M.A., M.Div.; Melissa Miller, M.A., M.Div.; and Marlene Mankins, M.A. These assistants have demonstrated their dedication, academic excellence, technical skills and organizational ability. They know this form and style manual will be a valuable resource for students in the completion of their respective degrees.

*Cheryl L. Iverson, Ph.D., Associate Dean of Academic Affairs*

## OVERVIEW: THESIS RESEARCH AND WRITING

**Goals:** Upon successful completion of this course, the student will be able to perform the following:

- Demonstrate the will and tenacity to complete a scholarly research project
- Show the ability to follow proper research methodology
- Demonstrate the ability to organize and interpret material in a particular degree area
- Make an original and/or supportive scholarly contribution
- Demonstrate a scholarly writing style

The M.A. Thesis Research and Writing courses provide the opportunity for students to utilize and integrate knowledge of theological and hermeneutical perspectives, methodological tools, languages, research skills, and socio-historical information in the chosen discipline in order to produce an academic study demonstrating competency in one specialized aspect of a topic in the area of the student's concentration. The courses allow students the opportunity to conduct research in a specific area and organize and present the results of the research in a systematic way. Each student has a faculty advisor to guide him or her in the researching and writing of the thesis. The thesis does not necessarily require the student to contribute new or unique insights or positions concerning the topic, but to show mastery of existing resources and knowledge in one aspect of the discipline.

It is *highly recommended* that you complete the Thesis Writing course the semester before you graduate. For example, if you plan to graduate in May, the thesis should be completed by the previous December. In order to reach this goal, you would need to complete the Thesis Research course during the spring.

### Course Calendar

*First Semester: GBIB/GTHE 756 Thesis Research* (taken the year before the May graduation) Write a thesis proposal as outlined below.

Week 1-3: Meet with thesis supervisor; discuss potential research topics and research methods

Weeks 4-9: Gather and organize information for the thesis, review of literature, bibliography, proposal, and abstract

Weeks 10-12: Write abstract, proposal, bibliography, review of literature, and outline of the thesis

Weeks 13-15: Review of material with thesis supervisor and faculty reader

*Second Semester: GBIB/GTHE 757 Thesis Writing* (taken during the first semester of the academic year of graduation): Write and defend the thesis, submit required copies, and complete all requirements (two credits of the three-credit course).

Weeks 1-8: Upon completion of each section of the thesis, the student must submit a copy to the thesis supervisor and faculty reader for analysis.

The thesis supervisor and faculty reader, in consultation with the student, sets deadlines for the submission of each section and the revisions.

Weeks 9-10: The student defends the thesis before the thesis supervisor and faculty reader. The supervisor and reader may choose to offer suggestions and corrections. The student makes the recommended changes.

Week 11: One month prior to the date of graduation (or one month before the end of the semester, if the thesis is completed in the fall semester), the student presents a properly edited and corrected final copy of the thesis in a clamp folder and a 150-word abstract to the thesis supervisor. The thesis supervisor then submits it to the faculty reader for grading. The faculty reader submits the thesis and grade to the thesis supervisor who arranges for the form and style reader to review the thesis for conformity to correct form and style.

Week 12: Submit two copies of the revised thesis on 100% cotton paper.

**GBIB/GTHE 758 Thesis Extension:** In extenuating circumstances, students may petition for an extension to complete the thesis. If granted, the student must pay the required thesis extension fee of one credit hour.

### **Required Texts**

*Master of Arts Thesis Manual.* Tulsa, OK: ORU, latest edition.

Pazmino, Robert W. *Doing Theological Research.* Eugene, OR: Wipf and Stock Publishers, 2009. ISBN: 9781606089392

Turabian, Kate. *A Manual for Writers of Research Papers, Theses, and Dissertations.* 7th ed. Rev. by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams. Chicago: University of Chicago Press, 2007. ISBN: 9780226823379

*Note: This manual, in conjunction with any additional supplements produced by the GSTM, constitutes the official writing form and style to be used in preparing the Master of Arts Thesis.*

Vyhmeister, Nancy Jean. *Quality Research Papers for Students of Religion and Theology: Your Indispensable Guide to Writing.* 2nd. ed. Grand Rapids: Zondervan, 2008. ISBN: 9780310274407

Yaghjian, Lucretia, B., *Writing Theology Well: A Rhetoric for Theological and Biblical Writers* (paperback). London: Continuum, 2006. ISBN: 9780826418852

**Recommended Texts:**

Alexander, Patrick H. et al., eds. *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies*. Peabody, MA: Hendrickson, 1999. ISBN: 978-1565634879

Bauer, David R. *An Annotated Guide to Biblical Resources for Ministry*. Peabody, MA: Hendrickson, 2003. ISBN: 9781565637238

Glynn, John. *Commentary and Reference Survey: A Comprehensive Guide to Biblical and Theological Resources*. 10<sup>th</sup> ed. Grand Rapids: Kregel Publications, 2007. ISBN: 978-0825427374

Hudson, Robert, ed. *The Christian Writer's Manual of Style*. Grand Rapids: Zondervan, 2004. ISBN: 978-0310487715

*The Chicago Manual of Style (CMS)*. 16<sup>th</sup> ed. Chicago: University of Chicago Press, 2010. ISBN: 978-0226104201

Yaghjian, Lucretia, B., *Writing Theology Well: A Rhetoric for Theological and Biblical Writers* (paperback). London: Continuum, 2006. ISBN: 9780826418852



## **GBIB/GTHE 756 THESIS RESEARCH AND PROPOSAL**

*“Research is creating new knowledge.” —Neil Armstrong*

### **Choosing a Thesis Topic**

A thesis topic must spring from your own energies and interests. The first step toward defining a topic is to determine your primary areas of interest. The role of self-examination in this process is critical.

You can begin by looking over your past work in the Graduate School of Theology and Ministry program, especially noting your field of interest. What courses have you taken? What have you written about in course papers? Also, think about why you decided to concentrate on your particular program. As you consider these and other similar questions, you will begin to discern certain patterns or trends in your work. Contemplation of these issues will allow you to define your general areas of interest.

Since your thesis will occupy a large portion of your time in the next few months, it is imperative that you choose a topic that is interesting and intriguing to you. Being interested in your topic will also improve the quality of your work. The last thing you need is to be bored by your thesis.

Finding a topic within an area of interest is more difficult. A topic is best formulated as a question. But the questions cannot be too broad, for a topic must have focus. Nor can it be too narrow, since the goal of a good thesis is to express thoughts of general importance through detailed analysis of a specific subject.

Because the purpose of this process is to formulate a focused and thought-provoking question, the best way to uncover topics in your area of interest is to begin posing questions. Start with the issues that stand out in your mind. Also, read some scholarly literature on approaches you might take. If your topic seems too broad or too narrow, refer to Vyhmeister (pp. 29-34) for further ideas on approaches you might take.

The selection of a topic for a thesis must be made in close communication with your thesis supervisor; however, the final choice of the topic is your responsibility. Before seeing the professor about a topic, complete the initial pre-research and write down two or three possible topics. Your professor can help you to focus on the particular area of research.

### **Writing the Thesis Proposal**

The following information has been adapted from *Quality Research Papers*, 2nd ed. by Nancy J. Vyhmeister. For further explanation of the process of proposal writing, see pages 39-44 and 213-215 in her book. A thesis proposal provides a clear guide for the

research process; it also becomes the basis for the introduction to your thesis. The proposal should be between 8-10 double spaced pages (excluding bibliography). The whole proposal is dedicated to an explanation of what the thesis will contain. The major parts of the thesis proposal are listed below:

### Major Parts of the Thesis Proposal:

Be sure the final proposal follows the outline below precisely.



#### Title Page

1. **Abstract:** An abstract is a concise summary (approx. 150 words) of the thesis, intended to inform prospective readers about its content.
2. **Outline/Table of Contents:** The outline is the backbone of the thesis. It provides the basis for organization of the research report and the table of contents. The outline should be done in close cooperation with the advisor. (See example in this manual.)
3. **Background and Statement of the Problem:** Begin your proposal with a background for the study and the statement of the problem. The problem must be clearly stated: Exactly what is to be researched? You may also show the scope or extent of the problem. It should point to:
  - A gap in knowledge
  - An unclear situation

- An unresolved question
- A lack of information
- An unknown
- A specific question to be investigated and answered
- A problem to be researched and solved.

Any historical information that provides greater understanding or clarification of the topic is valuable.

5. **Thesis Statement:** A concise statement that communicates the main premise of the thesis, often in a question form.
6. **Purpose:** Determine what to do with the problem. Are you going to analyze? Compare? Reconstruct? Synthesize? The purpose of the thesis tells the reader what you are going to do about the problem.
7. **Objectives and Significance:**
  - What is the value of the research to a given discipline? Why is doing this research important?
  - You may also present the significance of your research. Who will benefit from having this problem solved? How important is it to answer this question?
8. **Delimitations and Limitations:**
  - The delimitations outline the parameters chosen by the writer—what will and will not be discussed.
  - In defining limitations, the writer points out any hindrances to the study, such as shortness of time, lack of library facilities, or language limitations.
9. **Definition of Terms:** It is important to indicate the specific use of certain terms. In doing so, readers are informed of their exact use, as they may not be familiar with denominational or local terms, or unique terms that characterize one's own tradition.
10. **Methodology:** Methodology refers to the way you will go about achieving the purpose already stated. You must ask, "How am I going to do this?" The thesis supervisor and faculty reader need to be convinced that the route you have chosen will lead to a successful resolution of the problem.
11. **Presuppositions or Assumptions:** Presuppositions or assumptions are basic understandings that undergird the researcher's thinking on a given topic—in other words, what we take for granted. Readers will be better able to follow the researcher's thinking when they know the presuppositions/assumptions of the writer.
12. **Hypothesis** (optional, depending on topic): Tentative solution to the problem; an indication of the expected result of the study.

**Bibliography:** *15 annotated bibliographic sources and at least 45 additional sources.* An annotated bibliography contains the usual bibliographical information; but in addition, it gives a brief description of the summary and evaluation of a source (see Vyhmeister, p. 55 for examples). See example pages.

**Sample Outline:**

- I. First level sentence.
  - A. Second level sentence.
  - B. Second level sentence.
    - 1. Third level sentence.
    - 2. Third level sentence. (If the information in a given level is long enough to need more than one line, be sure to single space within the level, double space between levels, and begin succeeding lines immediately below the first letter of the first word of the first line.)
      - a. Fourth level sentence.
      - b. Fourth level sentence.
        - (1) Fifth level sentence.
        - (2) Fifth level sentence.
          - (a) Sixth level sentence.
          - (b) Sixth level sentence.
- II. First level sentence.
  - A. Second level sentence.
  - B. Second level sentence.
    - 1. Third level sentence.
    - 2. Third level sentence.
      - a. Fourth level sentence.
      - b. Fourth Level sentence
        - (1) Fifth level sentence.
        - (2) Fifth level sentence.

## **GBIB/GTHE 757 THESIS WRITING: WRITING THE TEXT OF THE THESIS**

The thesis is expected to reflect logical and analytical thinking, appropriate organization, the use of standard English and acceptable grammar and punctuation, proper documentation, and neat appearance. Writing should be concise, yet comprehensive, and the qualities of unity, coherence, and clarity are paramount.

**Criteria:** While writing your thesis, keep in mind the following criteria (from the thesis rubrics) for each academic degree program.

### **M. A. Biblical Literature**

- Deploy critical interpretative methods and tools through use of sources and reflection upon biblical themes
- Show knowledge of and ability to discuss diverse perspectives, critical issues, and arguments impinging on the research thesis
- Display ability to translate and interpret major portions of biblical passage(s) in research and the development of a thesis
- Show coherence, logical consistency, and systematic correspondence in development of thesis
- Show ability to appreciate, integrate, and apply today's biblical truths and/or ethical demands educed from research

### **M. A. Biblical Literature/Advanced Languages Concentration**

- Deploy critical interpretative methods and tools and show appreciation for advanced languages through use of sources and reflection upon biblical themes
- Show knowledge of and ability to discuss diverse perspectives, critical issues, and arguments impinging on the research thesis
- Display ability to translate and interpret major portions of biblical passage(s) and cognate texts in research and in the development of a thesis
- Show coherence, logical consistency, systematic correspondence in the development of a thesis
- Display ability to appreciate, integrate and apply today's truths or ethical demands educed from research

### **M.A. Biblical Literature/Judaic-Christian Studies Concentration**

- Deploy critical interpretative methods and tools and show appreciation for Judeo-Christian literature through use of sources and reflection upon biblical themes
- Show knowledge of and ability to discuss diverse perspectives, critical issues, and arguments impinging on the research thesis
- Display ability to translate and interpret major portions of biblical passage/s and Jewish literature in research and in the development of a thesis
- Show coherence, logical consistency, and systematic correspondence in development of thesis
- Show ability to appreciate, integrate and apply today's biblical truths and/or ethical demands educed from research

### **M. A. Theological/Historical Studies**

- Show an exemplary proficiency in historical methodology for exploring historical/theological themes
- Display an extensive knowledge of diverse interpretations, critical issues, and arguments impacting the research thesis
- Display an extensive knowledge of cultural and social backgrounds correlative to thesis topic
- Show coherence and logical development of thesis
- Show an exemplary ability to integrate, and apply historical and theological truths
- Demonstrate a masterly knowledge and use of recognized source materials
- Shows an exceptional use of style and form showing full knowledge of scholarly referential data

### **PARTS OF A THESIS:** (Also see example pages section of this manual)

#### **A. Front Pages (or Front Matter)**

The front pages of the document are counted but are *not numbered*. Begin inserting numbers in the Preface (if used) or Acknowledgments, using lower-case roman numerals, centered .75" from bottom of page. Front pages include the following *in the order given*:

1. Blank sheet (fly page) for protection during binding
2. Title page (begin counting front matter)
3. Disclaimer page
4. Approval sheet
5. Abstract
6. Copyright
7. Dedication (if used)
8. Preface (if used) (begin inserting numbers)
9. Acknowledgments (if no Preface, begin inserting numbers)
10. Table of Contents (example and formatting pages)
11. List of tables (if used)
12. List of figures (if used, see Turabian for formatting)

**B. Main Body of Text** (75-100 pages, Times New Roman 12-pt. font, 3-4 chapters)

#### **C. Back Pages (or Back Matter)**

The back pages of the thesis should include the following in the order given:

- Appendix(es) (if used)
- Bibliography (60-75 sources, 1/3 periodicals)
- Vita (no page number); add blank sheet (fly page) when printing.

# Form and Style



If any man wish to write in a clear style,  
let him first be clear in his thoughts;  
and if any would write in a noble style,  
let him first possess a noble soul.

—*Johann Wolfgang von Goethe*

## FORM AND STYLE REQUIREMENTS

### Abbreviations, Apocrypha

Additions to Esther	Add Esth
Baruch	Bar
Bel and the Dragon	Bel
Epistle of Jeremiah	Ep Jer
1 Esdras	1 Esdr
2 Esdras	2 Esdr
Judith	Jud
1 Maccabees	1 Macc
2 Maccabees	2 Macc
Prayer of Manasseh	Pr Man
Ecclesiasticus (Wisdom of Jesus the Son of Sirach)	Sir
Song of the Three Children	S Th Ch
Susanna	Sus
Tobit	Tob
Wisdom of Solomon	Wisd Sol

### Abbreviations, English Bible

Good News Bible	GNB
Living Bible	LB
King James Version	KJV
A New Translation of the Bible	Moffatt
New Century Bible	NCB
New English Bible	NEB
New International Version	NIV
New Jerusalem Bible	NJB
New King James Version	NKJV
New Living Translation	NLT
New Revised Standard Version	NRSV
New American Standard Bible	NASB
New American Standard Bible, Updated	NASU
Revised Standard Version	RSV
Today's New International Version	TNIV



**Abbreviations, Bible Books**

- In modern academic usage, the abbreviations of the books of the Bible are not followed by periods.
- Abbreviate book names in footnotes or within parentheses; however, spell out book names in the text.
- Spell out the numbers for numbered books of the Bible when a sentence begins with a book name (e.g., Second Timothy). Use Arabic numerals (1, 2) for numbered books when the book name is in running text (e.g., 2 Timothy).

**Old Testament Abbreviations**

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

**New Testament Abbreviations**

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

*Information adapted from Quality Research Papers by Nancy Vyheimster, p. 86, and SBL Handbook of Style (Peabody, MA: Hendrickson, 1999).*

### Abbreviations, Misc.

You can find the abbreviations for the following writings in the abbreviation section of any volume of the *Word Biblical Commentary* (Dallas: Word 1988) or in the *SBL Handbook of Style* (Peabody, MA: Hendrickson, 1999):

- Commonly used periodicals, reference works, and serials
- Dead Sea Scrolls, Philo, and Josephus
- Early Jewish Literature (OT Pseudepigrapha); Rabbinic writings
- Early Christian Writings

### Abbreviations, Scholarly

- Confine general abbreviations *etc.*, *e.g.*, and *i.e.* to parenthetical references in text.
- The abbreviations *cf.*, and *s.v.*, are preferably used only in footnotes.
- Latin abbreviations are not acceptable in the document citations.
- The most common scholarly abbreviations (for full list see Turabian 24.7):

App.	appendix
ca.	circa, about, approximately
cf.	confer, compare (Confer is Latin for “compare;” <i>cf.</i> must not be used as abbreviation for
ed.	editor; edition; edited by
e.g.	exempli gratia, for example
et al.	et alia, and others
et seq.	et sequentes, and the following
etc.	et cetera, and so forth
f., ff.	following (verse or verses, pages, etc.)
hap. leg.	hapax legomenon, sole occurrence
id.	idem, the same (used to refer to persons; not to be confused with <i>ibid.</i> )
i.e.	id est, that is
infra	below
n.	note, footnote (plural, nn.)
n.d.	no date
n.p.	no place; no publisher; no pagination
p.	page (plural, pp.)
passim	here and there; elsewhere
q.v.	quod vide, which see (for use with cross-references)
sic	so, thus (always italicized or underlined); an unusual
supra	above
s.v.	sub verbo, sub voce, under the word (plural, s.vv.; used in references to encyclopedias and
v.	verse (plural, vv.)
viz.	videlicet, namely
vs.	versus, against



### **Abbreviations, States**

In footnotes and bibliography use two-letter abbreviated form of the name of the state. Include state when the city may not be well-known to the reader. See Turabian 24.3.1

### **Abstract (M.A. Thesis)**

- An abstract is a *concise summary* (approx. 150 words, normally on one page) intended to inform prospective readers about the content of a thesis.
- It usually includes a brief description of the research, the procedures or methods, and the results or conclusions.
- An abstract should not include internal headings, parenthetical citations of items listed in the reference section, diagrams, or other illustrations.

### **Bible Versions (also see Scripture Citations)**

- In a biblical or theological paper, Bible references are commonly placed in parenthesis directly in the text. In English, it has been accepted practice that no version is indicated when one uses the King James Version (KJV). Any other version must be indicated in a footnote at the first Scripture reference in the paper:

<sup>1</sup>Unless otherwise indicated all Bible references in this paper are to the New American Standard Bible (NASB) (La Habra, CA: The Lockman Foundation, 1973).

- Although several versions may be used in the paper, this practice is discouraged. Unless word or sentence comparisons are being done between versions, use the same version throughout the paper. Jumping from one version to another and choosing the wording that suits a specific purpose suggests that the author of the paper is trying to make the Bible say what he or she wants it to say (“proof texting”).
- If a quotation from an additional version appears in the paper, indicate this with the abbreviation for that version following the citation: e.g., (Rom 1:17, NIV).

### **Bibliography/Bibliographic Sources and Documentation** (see example pages)

- Source citations (footnotes) are required in the text when using a direct quotation, paraphrasing another author’s words, or including specific information that is not common knowledge.
- References in the text must correspond exactly to the listing of sources at the end of the paper. The bibliography should list only works that are referred to or quoted in the text.
- Be certain that all items are included in the bibliography that appear in the footnotes, author’s names are spelled consistently and correctly, and the dates are the same in both the footnotes and the bibliography.

### **Bibliography** *continued*

- Categorize your sources according to type: Books, Periodicals, Online Sources, etc. Use the same format as you would for 1st level headings and alphabetize within each category. Do not list a source in more than one section unless it could clearly be categorized in two or more ways. See example Bibliography near end of manual.
- GTHE 517: For research paper, approximately 8-12 sources needed, as instructed by professor (1 source per page length of paper).
- GBIB/GTHE 757: For M.A. Thesis, between 60-75 sources should be used; at least one-third should be periodicals.
- Margins: Top (first page) 2"; (following pages) 1.4"; Left, bottom, and right 1" (NOTE: for M.A. Thesis, left margins are 1.5" to allow for binding.)
- Pagination (Page numbering)
  - Continue numbering from the last page of the main text.
  - Page number on first page is centered 0.75" from bottom.
  - Following page numbers are 1 inch from top and right edge of page.
- To transfer footnote information to the bibliography:
  - Go to View, switch to Draft.
  - Click Insert, Show Notes.
  - Select all (Ctrl+A) then Copy (Ctrl+C)
  - Open Bibliography (should be separate document) and Paste (Ctrl+V)
  - Arrange and format accordingly.

### **Chapter Headings and Chapters (M.A. Thesis)**

- Begin each chapter on a new page;
- Use capital letters and Arabic numerals (CHAPTER 1) 2" from top of page.
- Title of chapter is in all capital letters, doubled spaced from chapter designation.
- 3 blank lines between chapter title and text; text begins on 4th line.
- An M.A. thesis is normally divided into 3-5 chapters.
- Introductory and concluding sections are included in the first and last chapters.
- Subheadings will indicate the orderly progression of topics and their relationships.

### **Commas**

- The subject of comma usage is much too comprehensive to include here. Read and refer to Turabian 21.2 for specific directions.
- In a series, always use a comma before the conjunction that introduces the last item:  
*He studied Greek, Latin, and Hebrew.* (Turabian 21.2.2)
- Use paired commas to set off a nonrestrictive clause (a clause that is not necessary to identify the noun it modifies):  
*These five books, which are on reserve in the library, are required reading.*  
(Which books? These five books.)
- Restrictive clauses: Commas are not used around restrictive clauses (a clause that is necessary to identify the specific noun it modifies):  
*The books that are required reading are on reserve in the library.*  
(Which books? The books that are required reading.)

## Conclusions

- A conclusion is essential to complete an argument, and draws the presentation to a close.
- It contains a restatement of the thesis, and reminds the reader of the main points.
- In the conclusion, do not simply list the points of your argument. Rather, rephrase your points using sharp, clear, and concise words.
- Do not use a quotation/paraphrase from someone else as a concluding statement.

## Copyright© (M.A. Thesis)

- Copyright privileges vest immediately upon creation of the work, without the requirement of notice or registration formalities. One should, nevertheless, include a copyright notice with the work. It signals an acknowledgment of legal rights to the readers, copyright ownership, and indicates the first year of publication.
- Registration is technically optional, but still recommended. It establishes a public record of the document, the copyright, and the author's name and address. For American publications, registration is required before one can file an infringement lawsuit.
- Timely registration bestows additional legal rights, particularly the ability to receive "statutory damages" and attorney fees in an infringement action. Those remedies may be the sole monetary award from an infringer. In general, to have these benefits, authors must register before the infringement occurs.
- For more information, see ProQuest UMI: [www.umi.com/hp/Support/DServices/copyright/Part5.html](http://www.umi.com/hp/Support/DServices/copyright/Part5.html). U.S. Copyright: [www.copyright.gov](http://www.copyright.gov), or call (202) 707-3000.

## Ellipses (See Turabian 25.3.2)

- An ellipsis is a series of periods, separated by spaces, used to mark an omission of words, phrases, or paragraphs in quoted material.
- To omit material between sentences but quote the sentence preceding the omission in full, put the terminal punctuation mark immediately after that sentence; then leave a space between the ending punctuation mark and the ellipsis dots:  
*"When a nation is wrong, it should say so and apologize. . . . It should also take steps to change the situation."*
- If the omission does not include the end of the preceding sentence, put a space instead of a punctuation mark immediately following that sentence. After the space, use three spaced ellipsis dots to represent the omission:  
*"When a nation is wrong, it should say so . . . It should also change the situation."*

## Emphasis Added (See Turabian 25.3.1)

- To italicize for emphasis words that are not italicized in an original quote or your text, you must indicate the change with *emphasis added*.
- Within the text, add notation in square brackets [ ] immediately after italicized words: According to Schulz, "By the end of 2010, *every democracy* [emphasis added] will face the challenge of nuclear terrorism." To add italics at two or more points in a quotation or text, use the [emphasis added] after the last point.
- Only use "emphasis added" for quoted materials.

## **Eras**

- Use BC and AD, or BCE and CE.
- Use capital letters without periods.
- AD precedes the year; the other designations follows it:  
*The temple was destroyed in 586 BC and again in AD 70.*

## **First Pages (Main Text, Bibliography)**

- The format of the first page is different than subsequent pages in a paper.
- Top margin: 2"; (1.4" on subsequent pages).
- Page number: centered 0.75" from bottom; (1" from top and right margins on subsequent pages).

Also see Line Spacing section.

## **Fonts**

- The accepted font type for the paper is Times New Roman.
- The font size is a standard 12 for both text and footnotes.
- Bold print is not acceptable for any portion of the document.
- Use italics or underline only when Turabian gives the option.

## **Fonts, Greek and Hebrew** (and other biblical era languages)

- If Greek or Hebrew (or other) text is used, avoid bold type of font. If the font looks bold (even if not selected as bold), it must be approved before use.
- The citations of Greek or Hebrew (or other language) texts are put in block quotations.
- Hebrew text is right justified.
- To download font from your computer:
  - Go to Control Panel (Click Start on lower left corner of screen)
  - Open font folder.
  - Select and copy (Ctrl + C) the Greek and/or Hebrew font used and paste it (Ctrl + V) to the flash drive.
- To space Hebrew text properly in your paper, conform to the following guidelines:
  - Select Text, then click on Format, Paragraph.
  - Under Line Spacing select Exactly and type 24 into the pt box.
  - Block Quotes should be spaced at exactly 12 pts.
  - Double Space = 24 pts; Single Space = 12 pts.
- Free Hebrew and Greek fonts are available at [www.teknia.com/free\\_fonts](http://www.teknia.com/free_fonts).
- Do not italicize foreign words in non-English alphabets (e.g. Greek, Hebrew).

## **Footnotes**

- Text and footnotes are separated with a two-inch unbroken line (made automatically by word processor), beginning at the left margin.
  - Footnotes are to be typed immediately below the separation line.

### **Footnotes** *continued*

- o Footnote separators that extend across the page are not acceptable.
- The first line of each footnote should have same indentation as the paragraph indentations in your text (one-half inch).
- No space should appear between the footnote number and the footnote itself.
- Footnotes must be in 12-point font.
- Footnotes must be single-spaced when more than one line in length; the second and following lines are left justified.
- Double-space between footnotes.
- Number footnotes sequentially throughout the paper.
- M.A. Thesis only: Footnote numbers must begin at 1 again at the beginning of each chapter.
- Do not repeat the full citation of a source if it was used previously.
- For example, when referring to a source that has already been cited in full, give only the last name of the author and the page number.
- Include title if there are more works by the same author.
- Latin abbreviations are not acceptable (e.g., *Ibid.*, *op cit.*).
- Endnotes and parenthetical references (as used in MLA or APA style) are not acceptable.
- To transfer footnote information to the bibliography:
  - o Go to View, switch to Draft.
  - o In MS Word 2007, go to Reference tab; in Footnotes group, Show Notes. (In Word 2003, click Insert, Show Notes.)
  - o Select all (Ctrl+A) then Copy (Ctrl+C)
  - o Open Bibliography (should be separate document) and Paste (Ctrl+V)
  - o Arrange and format accordingly.

### **Foreign Language Terms/Transliterations**

- Italicize transliterations and isolated words and phrases in foreign languages likely to be unfamiliar to readers of English.
  - “The terms *parabolē* in Greek and *mashal* in Hebrew require some qualification.”
- If you define a foreign term, put the definition in parenthesis or quotation marks following the term in the text.
  - In biblical criticism, *Sitz im Leben* is a German phrase roughly translating to "setting in life.”

### **Greek Citations**

- Block quotes need to begin one-half inch from left margin, double-spaced after text.
- The English translation of the text also begins one-half inch from left margin, double-spaced after citation of Greek text.
- At the end of the translation, double space between the translation and the start of the remainder of the main body of text.
- Both the Greek text block quote and the English translation are single-spaced.

### **Headings and Subheadings** (M.A. Thesis)

- Think of the headings as the outline of the paper; you must have at least two headings in a level. (You can't have an A without a B in an outline)
- Subheadings must use exactly the same wording as the Table of Contents
- If the subheading text itself extends two lines, single-space the subheading.
- All headings use the same font as the text of the paper
- Do not type a heading near the bottom of a page unless there is a room for at least two lines of text following the heading (see Widows and Orphans Section). Instead, simply leave a little extra space on that page and begin the heading on next page.
- Neither bold nor italics is acceptable for headings.
- Also see section on Line Spacings.
- Subheadings can consist of up to five levels, although not all five need to be used unless they are applicable to the organization of the text.

#### Level 1 - Centered and Underlined

#### Level 2 – Centered and Not Underlined

#### Level 3 – Justified Left and Underlined

#### Level 4 – Justified Left and Not Underlined

Level 5 begins a paragraph. It is underlined and has a period at the end. The text then continues as normal.

### **Hebrew Citations**

- For block quotes, use same format as for Greek (above), *only use right justification for Hebrew text.*
- To space lines with Hebrew text properly:
  - o Select text
  - o Click on Paragraph tool bar
  - o Under Line Spacing, select Exactly and type 24 into the pt. box  
(Double space = 24 pts.) (Single space = 12 pts.)
- Block quotes should be spaced at exactly 12 pts.
- Do not italicize foreign words/phrases in non-English alphabets.

### **Hyphens and Dashes**

- A hyphen is a single line between two words made with one stroke of the hyphen key (e.g., Tulsa is a fast-growing city).
- Avoid using hyphenation in your document, unless there is excessive space at the end of the line.



### **Hyphens and Dashes** *continued*

- An em-dash (width of an “M”) is made with two conjoined hyphens to set off text in a way similar to but more prominent than commas (e.g., Research reading—beyond the early exploratory reading—takes time.).
- An en-dash (width of an “N”) usually means “through” and is used to connect numbers and, less often, words: *The years 1993-2000 were heady ones.*
- Do not leave spaces before or after hyphens or dashes.
- See Turabian 21.7 for more information

### **Inclusive Language**

When possible, avoid gender-specific language when referring to human parties (use “people” or “humanity” rather than “men”). With regard to God, use masculine pronouns. See CMS 5.222-5.227.

### **Indentation**

The first line of the paragraph begins one-half inch from the left margin. The whole of a block quotation is indented (not tabbed) one-half inch from the left margin.

### **Italics**

- Book Titles
  - Italicize book titles in bibliographic and footnote entries/citations.
  - Italicize book titles in running text.  
*The Mishnah* and *The Jewish Encyclopedia* were crucial in the research findings.
- Emphasis Added (Turabian 25.3.1)
  - If you italicize for emphasis words that are not italicized in an original quotation, you must indicate the change with *emphasis added*.
  - Within the text, add notation in square brackets [ ] immediately after italicized words:  
According to Schulz, “By the end of 2010, *every democracy* [emphasis added] will face the challenge of nuclear terrorism.”
  - If you add italics at two or more points in a quotation or text, use the [emphasis added] after the last point.
- Foreign Language Terms/Transliteration
  - Italicize transliterations and isolated words and phrases in foreign languages likely to be unfamiliar to readers of English.  
“The terms *parabolē* in Greek and *mashal* in Hebrew require some qualification.”
  - If you define a foreign term, put the definition in parenthesis or quotation marks following the term in the text.  
In biblical criticism, *Sitz im Leben* is a German phrase roughly translating to “setting in life.”
  - Do not italicize words/phrases in non-English alphabets.

## Justification

Left justification is the standard for a paper. Right justification is not acceptable in any area of the document. The only exception is with Hebrew block quotations, which are right justified.

## Length of M.A. Thesis

- 75-100 pages, Times New Roman 12 pt. font
- Do not use an appendix to exceed the maximum length of the body of the thesis.

## Line Spacing

- Text is to be double-spaced.
- Single spacing is allowed in certain limited cases: block quotations, headings, table titles, figure captions, tables, and appendices. It is also permitted within items in the list of tables, list of figures, bibliography, and footnotes.
- Line spacing of multiple (1.15 and other increments) is not acceptable.
- Between end of text and next subheading: 3 single spaces (2 blank lines between; text starts on 3rd line)
- Between subheading and text: 2 single spaces or 1 double space (1 blank line between; text starts on 2nd line)
- For Bibliography first page: between “BIBLIOGRAPHY” and “Books” section: 4 single spaces or 2 double spaces (3 blank lines between; text starts on 4th line)
- Between “Books” section and first bibliographic entry: 2 single spaces or 1 double space (1 blank line between; text starts on 2nd line)
- See examples below. The paragraph mark ( ¶ ) is included to show line spaces.

### LINE SPACING EXAMPLES:

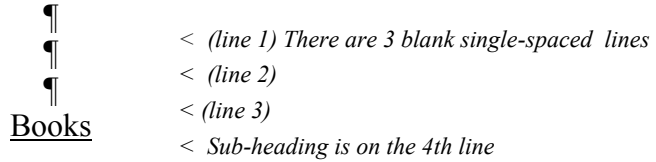
Clearly one of the most distinctive points of time in the history of the church is the  
¶  
Pentecostal outpouring that came like a flood in the early part of the twentieth century.  
¶  
According to most sources, William J. Seymour was the dominant figure in this historic  
event . ¶

¶  
¶  
¶Azusa Street ¶ *There are 2 blank single-spaced lines  
between text and next heading.  
Heading is on the 3rd line.*  
¶

The Azusa Street Revival significantly shaped and impacted the Pentecostal  
churches of America in the early part of the twentieth century. . . .

## Line Spacing *continued*

### BIBLIOGRAPHY (ALL CAPS)



DiSante, Carmen. *Jewish Prayer: The Origins of Jewish Liturgy*. New York: Paulist Press, 1985.

Donin, Hayim Halevy. *To Pray as a Jew*. New York: Basic Books, 1980.

## Margins

The margins should be set as follows:

- Research papers: left 1”
- M.A. Thesis: left 1.5” (to allow for binding)
- Bottom and right 1”
- Top 2” (for title page, first page of text, and bibliography)
- Top 1.4” (for following pages)

## Names with Junior, Senior, and III

Commas are no longer required around Jr. and Sr, nor are they used to set off II, III and such as part of a name:

George Wilson Sr. has finally finished his thesis.

John Downey III is the son of John Downey Jr.

## Numbers

- Spell out numbers under 101, except for Scripture references, dates, or years of ages.  
*There were seventeen manuscripts in the library.*  
*He had studied 257 sources to write his book.*
- If a number has two words, use a hyphen (fifty-five).
- Spell out round numbers followed by hundred, thousand, etc.  
*The population of the area was twelve million.*
- Always spell out a number that begins a sentence.  
*Four men went in search of a lost civilization.*

## Pagination (Page Numbers)

Every page in the document, including Bibliography, must be counted.

- Body of Paper:
  - Pagination should be started from the first page of the main text and continued throughout.
  - Use Arabic numbers (1, 2, 3) of same size and font type as the main text.

### **Pagination** *continued*

- o The page number on the first page is centered 0.75” from bottom of page.
- o Following page numbers are 1 inch from the top and right edge of page.
- Bibliography
  - o Continue numbering from the last page of the main text
  - o Page number on first page is centered 0.75” from bottom.
  - o Following page numbers are 1 inch from top and right edge of page.

### **Paragraphs**

- The first line of each paragraph should be indented one-half inch.
- A paragraph must have at least three sentences.
- Avoid “widows and orphans”—carrying over just one line of a paragraph to the following page or starting a paragraph with one line at the end of the page. Set the “widow and orphan control” to automatically prevent the above from happening.

### **Print Quality**

- Only sharp laser quality print with uniform blackness is accepted.
- Print single-sided only.
- If a laser printer is not available, transfer the document onto a flash drive or disc for printing at another location, such as Kinko’s or the ORU Document Preparation Services.
- *Warning: When using another computer and/or printer, often formatting is automatically changed; for example, the last line on a page may shift to the next page, or tabulations may change.*
- Saving your document as a PDF file will minimize formatting changes during printing; however, some adjustments may still be needed.
- See Embedding Fonts section.

### **Quotation Marks**

- The period ending the quotation should be placed before the quotation mark (.”).
- If quoted material ends in a semicolon or colon in the original, the punctuation can be changed to a comma or period to fit with the structure of your sentence.
- Use ”?” or ”!” if the punctuation refers to entire sentence of which quotation is part.
- Use ?” or !” if the punctuation is a part of the quoted material.
- Use a single quotation mark (‘) for a quote within a quote.

## Quotations

- All quotations are to be introduced:

*While most scholars accept this theory, Dr. John Jones denies its viability:  
“There is no evidence whatsoever to support this.”*

- Use the full name of an author when he/she is mentioned for the first-time. Subsequent references to an author can refer to last name only.
- When referring to the stated views of present or past writers, use the historical present tense (see Vyhmeister, p. 119).
- Suggested verbs that can be used to introduce quotations:

accepts	asks	denies	mentions	proposes	stipulates
adds	believes	describes	objects	recalls	submits
admits	combats	discusses	opposes	recommends	suggests
affirms	confirms	expresses	points out	reports	thinks
agrees	declares	indicates	points to	reveals	verifies
argues	defends	labels	portrays	states	writes

## Quotations, Block

- Block quotations *must be five or more lines of text in length*; Greek and Hebrew citations are the exception.
- Must be single spaced, and indented one-half inch from left margin only.
- No quotation marks at the beginning or end.
- If the block quotation itself is a complete paragraph in the original source, the first line of the block quotation is tabbed an additional one-half inch.
- Quotations should be typed exactly as in the original, including wording, spelling, capitalization, and punctuation. If a word is misspelled in the quote, place [*sic*] immediately after the misspelled word. This designates that the incorrect spelling appears in the original.
- Note: Hebrew and Greek passages are always put in block quotes, whatever the length. For further information, see Turabian 25.2.2.

## Scripture Citations (also see Bible Versions and Bible Abbreviations above)

- “Bible” should always be capitalized.
- The following Bible versions are suggested for the paper: KJV, NASB, NIV, NKJV, NLT, NRSV, RSV, or TNIV (see *Abbreviations, English Bible*).
- Footnote the first Scripture citation with a statement indicating which translation will be used for quotations, along with the publisher’s information. Example:  
<sup>2</sup>Unless otherwise indicated all Bible references in this paper are to the New American Standard Bible (NASB) (La Habra, CA: The Lockman Foundation, 1973).
- All subsequent scriptural citations should appear in the body of the paper and not in footnotes.

### **Scripture Citations** *continued*

- If a quotation from an additional version appears in the paper, indicate this with the abbreviation for that version following the citation: e.g., (Rom 1:17, NIV).
- Do not use excessive wording when referring to Scripture. For example, do not write, “chapter fourteen verses 3 through 6.” Simply write “14:3-6.”
- Multiple citations within the same chapter are separated by commas (e.g., Rev 3:6, 11, 13), but semicolons separate citations from different chapters and books (e.g., 2 Thess 2:1; 3:4; Rev 3:16).
- When chapters or verses are cited in parentheses, use ch./chs. and v./vv. (e.g., ch. 3; chs.1, 3; v. 1; vv. 4-9).
- Abbreviate Bible book names in footnotes or within parentheses (See *Abbreviations Bible Books*); however, spell out book names in the text.
- Spell out the numbers for numbered books of the Bible when a sentence begins with a book name (e.g., Second Timothy).
- Use Arabic numerals for the numbers of numbered books of the Bible when the book name is in running text (e.g., 2 Timothy).

### **Spacing After Punctuation**

- There is to be one space after all punctuation marks ending each sentence.
- Do not leave a space after colons when used in Scripture references (1 Cor 1:2), between hours and minutes (5:20 p.m.), or between volume and page numbers (2:123-142).
- Do not leave a space after periods in abbreviations such as i.e., e.g., Ph.D., A.M., P.M.
- Single space after periods of the initials of personal names, (R. C. A. Lentki).

### **Table of Contents** (M.A. Thesis)

- The TOC is essentially a topical outline of the work, compiled by listing the headings in the thesis, using the exact same wording
- The title, disclaimer, approval, abstract, copyright, and vita pages are not included
- See Setup Instructions in the Formatting the Paper section

### **Tables/Graphs** (M.A. Thesis)

- All figures must have narration in the text to introduce or conclude. The narration (explanation) for a figure comes after the figure itself.
- See Turabian 26.1.1; 26.2.2; 26.3.2, and chapter 8 for more detailed information.

## **Tabs**

Default tab should be set at 0.5 inch.

## **Title page**

- Top margin, 2”.
- Type title of the work using all capital letters; double space between lines if needed.
- Be sure the title is in the shape of an inverted pyramid (if more than one line)
- Use transliteration for Greek or Hebrew words if used in the title.
- Line 1: Title in (or first line of title)
- Line 12: “A Research Paper . . .”
- Line 28 “In Partial Fulfillment . . .”
- Line 36: “By”
- See example of title page in Example Pages section
- To help in setting up title page:
  - o Set margins
  - o Go to Page Layout and click Line Number
  - o Click Continuous
  - o As you go down the page, the line numbers will automatically show up on your left so that you know what line you are typing on.
  - o When you’ve finished, go back to Page Layout, click Line Number, and unselect Continuous; the line numbers will disappear.

## **Vita (M.A. Thesis)**

- The Vita is a brief biographical sketch of the writer which should include the date and place of birth, parents’ names, schools and colleges attended, degrees awarded, and professional experience.
- It comes after the Bibliography and has no page number.

## **Widows and Orphans**

- An “orphan” is a heading or the first line of a paragraph that remains as the last line on a page.
- A “widow” is the last line of a paragraph alone at the top of the next page.
- Neither is acceptable and can be prevented.
- Make sure at least two lines of text in a paragraph remain together.

# Formatting the Paper



**Art and science have their meeting point in method.**

*—Edward Buhver-Lytton*



## FORMATTING THE PAPER

The following formatting instructions are based on the program Microsoft Word 2007 for Windows. This manual is prepared specifically for students writing biblical and theological theses according to the style requirements of the Graduate School of Theology and Ministry at Oral Roberts University.


### SAVING YOUR WORK


#### Backing up

Immediately after beginning the first chapter, save this new document on the hard drive of your computer. It is recommended that a folder be created in which all documents pertaining to the paper will be kept. It is also absolutely essential that backup copies be made of the document and kept in a safe place, in the event that your computer breaks down, all work will not be lost. Therefore, at the end of each work session make a copy to a flash drive or CD.

#### AutoRecover

The AutoRecover feature lets Word automatically save your document periodically. If the computer unexpectedly shuts down, (i.e., due to a power blackout) the document will be recovered. It will be opened the next time Word is launched. To set AutoRecover feature:

1. Click on the **Office button** and go to **Word Options**. 
2. Click on **Save** tab on the left-hand side of the screen.
3. Click on the check box and enter the time period for **AutoRecover**.

Save AutoRecover information every   minutes

4. Click **OK**.

You will be able to see the progress of AutoRecover saving in the Status Bar. If your document is large, Word may appear to have stopped functioning while the save takes place.

### PAGE SETUP

- It is helpful to save each part of the paper as a separate document: i.e., Title Page, Main Body, Bibliography, etc. Creating a template for each of these is recommended.
- Make sure to set the margins, header and footer, font, etc. for each individual document.

## **Margins and Paper Size**

To set the margins on the page:

1. Click on the **Page Layout** tab and open the **Page Layout dialog box** by clicking the appropriate arrow.
2. Click on the **Margins** tab if it is not on the top.
3. Select margins: **Top 1.4,” Bottom 1” and Right 1.”**

**NOTE: Research papers: Left 1”;** **M.A. Thesis, Left 1.5”** (to allow for binding)

1. Select paper orientation: **Portrait**.
2. Click on the **Paper** tab.
6. Select **Letter** paper size.
7. Click **OK**.

Your margins, paper orientation, and paper size are set.

## **Setting the Default Font**

Times New Roman 12-pt. is the required font type for all papers. You can set the default font type for all of your documents. To set the default font type:

1. Click on the **Home** tab and open the **Font dialog box**.
2. Click on the **Font** tab if it is not on the top.
3. In the **Font** box, select the font type you would like to use in your paper.
4. **Font Style**—select **Regular**.
5. **Size**—select **12**.
6. Click **Default** button and **OK**. The default font is set.

## **Widows and Orphans**

An “orphan” is a heading or the first line of a paragraph that remains as the last line on a page. A “widow” is the last line of a paragraph alone at the top of the next page. Neither is acceptable and can be prevented by following these guidelines:

1. Click on the **Home** tab and open the **Paragraph dialog box**.
2. Click on the **Line and Page Breaks** tab.
3. Put a check mark in front of **Widow/Orphan control**.
4. Put a check mark in front of **Keep with next**. (This prevents the subheading from appearing at the bottom of the page with no text below.)
5. Click **OK**.

## **Page Breaks**

To set the text to appear on the top of the next page (e.g., a new heading) do not press the enter key until the text falls onto a new page. When you print your paper, the text could drift back to the previous page. Instead of using hard returns, you should insert a manual page break function.

To set a page break:

1. Position the cursor after the last line of your text where you want the page break to appear.
2. Click on the **Insert** tab.
3. Click **Page Break** in the **Pages** section of the menu.
4. A new page will open.

## **Hyphenation**

Automatic hyphenation is not be used in a paper. This function should be turned off in your document.

To turn off the automatic hyphenation:

1. Click the **Page Layout** tab.
2. In the **Page Setup** section of the menu, click the **Hyphenation** button.
3. Click **None**.

## **Line Spacing**

The text of the paper is to be double spaced. Before beginning to type the text of the paper, set the double spacing in your document.

To set proper spacing:

1. Click on the **Home** tab.
2. In the **Paragraph** section of the menu, click the **Line Spacing** button.
3. Click the number **2**.
4. The text is now set for double spacing.

## **PAGE NUMBERS**

- Arabic numbers are used for the body of the text and bibliography
- (For M.A. Theses only: Use lower case roman numerals for the front matter.)

## **PAGE NUMBERS** *continued*

- In order to avoid problems with numbering in a Word document, it is recommended that you create a separate file for the body of the paper, as well as for the title page and bibliography.

### **Numbering the Front Matter** (M.A. Thesis)

- The first part of the front matter consists of pages without numbers (title page, disclaimer page(s), approval, abstract, copyright, dedication, and preface).
- The second part has lower-case roman numerals at the bottom of each page (dedication, preface, acknowledgments, table of contents).
- In order to number the front pages you can create a separate document for every page and insert proper page numbers or leave it blank.  
There is also a way to create page numbers in one document consisting of all front pages. Arabic numbers should be used starting on the first page of the first chapter of the project.

### **Inserting the Page Numbers in One Document** (M.A. Thesis):

1. Create a document consisting of all front pages.
2. Place your insertion point at the top of the acknowledgment page (if this is your first numbered page).
3. Go to the **Page Layout** tab. In the **Page Setup** section, click **Breaks**.
4. Click **Next Page**.
5. On the toolbar, click on the **Insert** tab, select **Page Number**.
6. In the **Page Numbers** selection list, select **Bottom of Page**.
7. Select the **center-aligned** page numbering format (generally titled 'Plain Number 2').
8. Go back to the **Insert Tab**, select **Page Number, Format Page Numbers**.
9. In the **Page Number Format dialog box**, select **Roman numerals (i, ii, iii, ...)**.
10. Under **Page Numbering** click on **Start at** and type the page number that you want (most likely number vi).
11. Click **OK**.
12. Go to **Page Layout** and then open the **Page Setup dialog box**.
13. Click on the **Layout** tab.
14. Set the header to **1"** and the footer to **0.75"**.
15. Under **Preview**, select apply to **Whole Document**.
16. Click **OK**. Now you should have numbers centered 0.75" from the bottom of the page.

### **Numbering the Body of the Text**

- It is recommended that you create a separate document for the body of the paper and bibliography.
- **Don't forget to set margins, header and footer, and font etc. for each individual document.**

To set page numbers for the **second and following pages** of the paper:

1. Insert a Page **Break (Insert>Page Break)** after the last word of your first page.
2. Place your cursor on the second page of your document.
3. On the toolbar, go to the **Insert** tab, select **Page Number**.
4. In the **Page Numbers** selection list, select **Top of Page**.
5. Select the **right-aligned** page numbering format (generally titled Plain Number 3).
6. Go back to the **Insert Tab**, select **Page Number, Format Page Numbers**.
7. In the **Page Number Format dialog box**, select **Arabic numbers (1, 2, 3)**.
8. Select **Start at** and insert page 2.
9. Click **OK**.
10. Go to **Page Layout** and then open the **Page Setup dialog box**.
11. Click on the **Margins** tab.
12. Change top margin to **1.4"**
13. Click on the **Layout** tab.
14. Set **Section Start** to **New Page**.
15. **DO NOT** select **Different First Page**.
16. Set the header to **1"** and the footer to **0.75"**.
17. Under **Preview**, select apply to **This Point forward**.
18. Click **OK**.

**The number on the first page of the text and the bibliography must be centered at the bottom of the page. (NOTE: For M.A. theses, this applies to the first page of every chapter and the bibliography.)**

To set the page number at the bottom of a page:

1. Place your cursor on the first page of your document.
2. Go to **Page Layout** and open the **Page Setup dialog box**.
3. Click on the **Margins** tab, change top margin to **2"**
4. Click on the **Layout** tab, make sure header is set at **1"**, footer at **0.75"**, **Section Start** is set to **New Page**, and **Apply To** is set to **This Section**
5. Check/click the **Different First Page** box.
6. Click **OK**.

7. Go to **Insert > Footer > Edit Footer**
8. Manually place your page number (1) with alignment set to center.
9. You can substitute the following directions for steps 7 and 8:
  - With your cursor placed in the first page of your document, go to **Insert > Page Number > Bottom of Page** > then select the centered number format (generally listed as ‘Plain Number 2’).

Repeat the process for each first page.

### **TABLE OF CONTENTS (M.A. Thesis)**

- Create a separate document for the Table of Contents.
- Format margins 1.5 inch from the left and 1 inch from the right and bottom, and 2” from the top (second page top margin should be 1.4”).

### **Dot Leaders and Page Numbers**

In order to create a dot leader between the heading text and the page number, you must set a right aligned tab with a dot leader in your document before you begin entering text and page numbers. If you attempt to do this manually with periods and spaces, you may end up modifying every line in your table of contents when you change your printer driver.

To set a right aligned tab with dot leader:

1. From the **Home** tab, open the **Paragraph** dialog box.
2. Click on **Tabs**.
3. In the **Tab Stop Position** box type **6**.
4. Under **Alignment**, select **Right**.
5. Under **Leader**, select **1 None**.
6. Click **Set**.
7. Again in the **Tab Stop Position** box type **5.6**.
8. Under **Alignment**, select **Right**.
9. Under **Leader**, select **2 (.....)**.
10. Click **Set**.
11. Click **OK**.

Your tabs for dot leader and page numbers are set.

Next, after you type the text, position the cursor on the first line of your Table of Contents immediately after the word Acknowledgments, and click the tab button (on your keyboard) twice. The leader and short blank space will appear. Type the page number. Repeat clicking the tab twice for every page number in your Table of Contents.

## **Table of Contents: Chapter Headings, Subheadings, & Hanging Indents Setup** (M.A. Thesis only)

Note: It is recommended that you set the dot leaders (previous section), type all the **text** of the Table of Contents first, and then start formatting it.

### **To set chapter headings in the Table of Contents:**

Select chapter heading (or subheading, see below)

1. Click on the **Home** tab and open the **Paragraph** dialog box.
2. Click on the **Indents and Spacing** if it is not on the top.
3. In the **Indentation** section, click on the down triangle under **Special**.
4. Select **Hanging** from the roll-down list.
5. In the **By** box, select 0.3.”
6. In the **Left** box select 0.3.”
7. Click **OK**. Next, position the cursor after the period behind the number of your chapter, and tab once (on the keyboard). The title of your chapter will align at 0.3” from the chapter number. Repeat the process with all chapter headings.

### **Setting Hanging Indents for Subheadings in Table of Contents:**

- A hanging indent is characterized by the first line of the paragraph touching the left margin, and subsequent lines are indented. You will need to create hanging indents for the headings in the Table of Contents.
- Follow the above procedures, but in **step 6** in the **Left** box select **0.9”** (for first level subheading).
- Click **OK**.

Your hanging indent for the first level subheading is set.

You will have to repeat the process for every level of subheading that you have in each of your chapters of your Table of Contents. Insert the following numbers:

- Level 2 subheading: in the indentation section select: **Left 1.2”** and **Hanging By 0.3”**
- Level 3 subheading: in the indentation section select: **Left 1.5”** and **Hanging By 0.3”**
- Level 4 subheading: in the indentation section select: **Left 1.8”** and **Hanging By 0.3”**
- Level 5 subheading: in the indentation section select: **Left 2.1”** and **Hanging By 0.3”**

Repeat the process for every chapter in your Table of Contents.

## BLOCK QUOTATIONS

Do not use spacing or tabs for block quotations. Follow these instructions to set a block quotation:

1. Select the text you want to quote in block.
2. From the **Home** tab, open the **Paragraph** dialog box.
3. Click on the **Indents and Spacing** if it is not on the top.
4. In the **Indentation** section, in the **Left** box type 0.5.”
5. In the **Spacing** section, under the **Line Spacing** select **Single**.
6. Click **OK**. Your block quotation is set.

Remember to double space before and after block quotations.

## FOOTNOTES

**Inserting Footnotes** - In order to insert footnotes into your document follow these guidelines:

1. Position the cursor in the place where you want your footnote number to appear.
2. Click on the **References** tab.
3. In the **Footnotes** section, open the **Footnote & Endnote** dialog box.
4. In **Location**, select **Footnotes & Bottom of Page**.
5. In **Format** section, select **Number from 1, 2, 3, ...**(if not already selected).
6. Click **Insert**. Type the text of the footnote. Backspace one to delete space after footnote number (if necessary). Repeat the process for each footnote.

### Modifying Footnotes Style

In order to create the same style for all footnotes:

1. After entering first footnote notation, place cursor immediately after footnote number.
2. **Right click** the mouse.
3. A new box will open. Select **Style**.
4. The **Style** box will open with **Footnote Text** selected.
5. Click on the **Modify** button (see the picture on the right).
6. The **Modify Style** box will open. Select the font type and size to be the same as the main text of your document.
2. Next, click **Format** button and select paragraph.
3. A Paragraph box will open. Select indentation: **First line by 0.5.”** Under Spacing After, set to 12 pt. Click **OK**. Click **OK** again. Click **Apply**.

Your footnote style is set. When you enter new footnote notations they will always be the same size, font type and the first line will be indented 0.5.”



### **Removing Footnote Continuation Separator**

In order to remove footnote separator that is going all the way across the page do the following:

1. Click on the **View** tab and select **Draft** in the **Document View** section.
2. Next, click the **References** tab and, in the **Footnotes** section, select **Show Notes**.  
The page should split into two sections with footnotes being displayed in the bottom section.
3. In the bottom section, where it says **Footnotes**, select **Footnote Separator**; the short horizontal line will appear.
4. Select this short line and on the keyboard click **Ctrl + C** (copy).
5. Go to **Footnote Continuation Separator**.
6. Select this longer line and on the keyboard click **Ctrl + V** (paste).
7. Your **Footnote Separator** and **Footnote Continuation Separator** should be the same length.
8. Click **Show Notes** again to close the footnotes section of the page.

### **BIBLIOGRAPHY**

- Do not use spacing and tabs to format your bibliography. Instead, use hanging indents (see the instruction in **Hanging Indents of Heading**).
- Select all bibliography and format hanging indents as shown on the picture (Indention: Left and Right 0," Special—Hanging, By—0.5;" Spacing—Single).
- Make sure the spacing after selection is set to 12 pt.
- Double space between books and periodicals listed in the bibliography.
- Triple space between headings.
- Page number on the first page of the bibliography should appear centered at the bottom.
- Page number on following pages goes 1" from top and right margins
- In order to format numbers, follow the instructions for **Page Numbering**.

# ORU Library Resources



**Research is formalized curiosity.  
It is poking and prying with a purpose.**

*—Zora Neale Hurston*

## **ORU LIBRARY RESOURCES**

### **ACCESS TO ORU LIBRARY DATABASES**

Many of ORU's electronic resources are available via the Internet. Since your bibliography should include journal articles as well as books, you will find ORU's databases very helpful in doing your research. Many databases store journal articles from thousands of journals and magazines either in full text or abstract form. Some databases contain the text of full length books. The use of ORU databases is restricted to ORU students and faculty.

#### **When ORU Is Your Internet Provider:**

To access the ORU Library databases, log onto the OR network with your Novell user name and password. Then, go to the ORU Library Web Page ([www.oru.edu/university/library](http://www.oru.edu/university/library)). Select a resource such as the library catalog, the journal list, or another electronic resource, and begin searching.

#### **Via Another Internet Provider:**

Go to the ORU Library Web Page ([www.oru.edu/university/library](http://www.oru.edu/university/library)). Click on "Off-Campus Access" in the listing in the top section of the right frame. A login page will pop up.

**Fill in your Novell user name.** Your user name is usually the same as your ORU student e-mail address less the @oru.edu. For example, if your e-mail address is [gil26456@oru.edu](mailto:gil26456@oru.edu), then your user name is [gil26456](mailto:gil26456@oru.edu). *If you have forgotten your ORU e-mail address, go to <https://vision.oru.edu> and key in your student ID number and password as instructed. Once in Vision, click on "Personal Information," then click "View E-mail Addresses."*

**Fill in your Novell password.** If you need help with your password, contact the Student IT Help Desk at (918) 495-6321, or email [iservices@oru.edu](mailto:iservices@oru.edu).

**After you have filled out your user name and password, the ORU library web page will open again.** (When you log on successfully, the "Off Campus Access" link is gone.) You are now ready to select the library catalog, the Journals List, the Database List, or Central Search and begin searching.

## JOURNAL SEARCH USING DATABASES

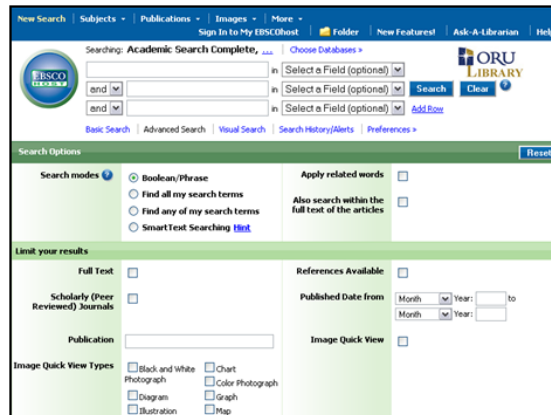
### Topical Search in Journals

You may use ORU's databases to search through the theological journals for a particular subject, keyword, Scripture, name, etc. To start searching, open the library's main page and click on **Database List** (you will find it in the left menu).

Once the *Database List* opens, scroll down the page to find **EBSCOhost Databases (All)**. Click it. When the new page opens, click *EBSCOhost Research Databases*.

Now, check the boxes beside the databases you want to search. Theological databases include *ATLA Religion Database with ATLASerials*, *New Testament Abstracts*, and *Old Testament Abstracts*. Others are also available. You may wish to check *Academic Search Complete* as it indexes a significant number of theological journals. Once you have checked the desired databases, click **Continue**.

After the above window opens, you may begin your search. In the search box, type the subject or name that you desire to search. If desired, you may limit your search by selecting a particular field (e.g., title or author) or by using a limiter such as a range of dates.



### ATLA Database Search

In the above search, four databases were selected, allowing you to search all four databases simultaneously. However, sometimes it is better to search within just one database (particularly ATLA, which is the largest theological database) because you can do specific kinds of searching such as Scripture searching which are not available when searching a combination of databases.

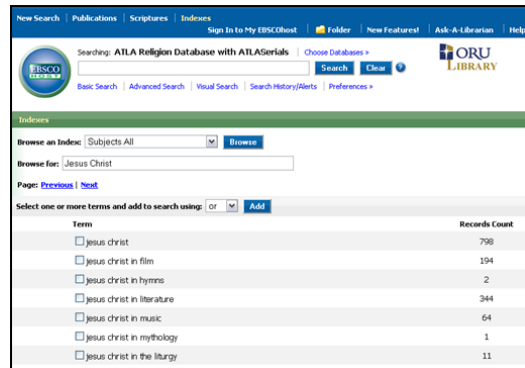
In order to search in the ATLA Database only, click the **Choose Databases** link above the search boxes. When the list of databases appears, select only **ATLA Religion Database with ATLASerials**. Along the blue tool bar at the top of the screen, you will see several options including *Publications*, *Scriptures*, and *Indexes*.

Select one to search. If you are interested in finding articles on a particular Bible passage, for example, click **Scriptures**. A new page will open with a list of passages. In the **Browse** box, enter the passage that you want to find. A list of references will open. Select one or more by putting a check mark in the boxes of the ones that pertain to your

search. Click **Search**. A list of citations to journal articles and essays related to the selected passages will appear.

You may also do a search for a particular subject. To do this, click on the **Indexes** link on the blue tool bar. Then in the **Browse an index** box, select **Subjects All**. In **Browse for**, enter the subject that you want to find. Click **Browse**. A list of sub-jects will open. Select one or more that relates to your interest and click **Search**. A list of citations to journal articles related to the selected subject will appear.

Search for a Particular Journal Article

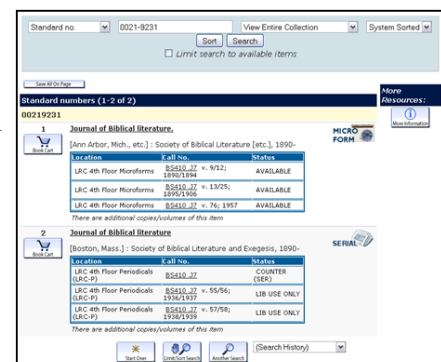


You may also search for a particular journal article using the ORU databases. For example, if while reading and researching, you find a reference to a particular journal article and you want to read the full article, use the type of search described here to find the desired resources: To start the search, go to the main page of the library, and click **Journals List** in the left-hand menu. In the search box, type the exact name of the journal that you want to find (for example, *Journal of Biblical Literature*). Click **Search**. A new page will open with a list of results.

On the results page displayed in the image on the right, there are two types of findings for the search for *Journal of Biblical Literature*: (1) the ORU Library Catalog and (2) three online databases, *ATLA Religion Database with ATLASerials*, *Academic Search Complete*, and *Humanities International Complete*. (Be sure to note the date range beside each database. In this case the *ATLA* database has from 1943 to the present, whereas the other two have 1973 to the present.)

The ORU **library catalog** link leads you to the catalog entries of the journal holdings that are in paper, microfilm, and/or CD-ROM format. When you click the holdings link, the library catalog opens and takes you to two records related to *Journal of Biblical Literature*. The icons indicate the available formats: paper and microform.

In the **Journals List** example in the image at the top of the page, three databases are listed which contain articles from *Journal of Biblical Literature*. Click the name of a database that contains the date of the article that you are looking for (for example, *Academic Search Complete*). A new page with years of publication will open (see image to the right). Click the desired year, and then the desired volume and issue.

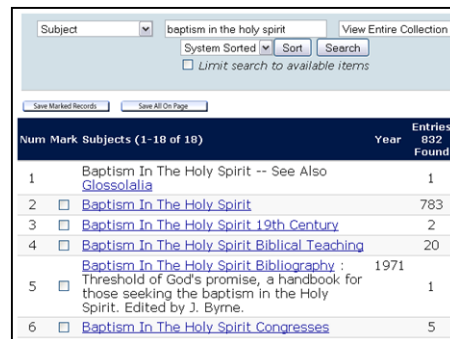


## BOOK SEARCH USING THE LIBRARY CATALOG

You can search through the books and audiovisual materials available at the ORU library using the ORU online catalog. Go to the main library web page. In the left column, select **ORU Library Catalogs**, and then **ORU Library Catalog**. The page that opens is the library catalog.

Now you can begin your search. In the **Search** box, select your desired method of searching. For example, you can search the library's resources by title, author, subject, or call number, etc. Then, in the box to the right, enter a word or phrase appropriate to the index that you selected. Click **Submit**.

A new page will open with the results of your search (see image on the right). Click on a relevant result. A new page will open with a list of items available. Scroll through the list. When you find a title that looks appropriate, click it for more information. If you decide you want the book, write down the title, call number, and location in the library so you will know where to find it on the shelf.



Num	Mark	Subjects	Year	Entries Found
1		Baptism In The Holy Spirit -- See Also <a href="#">Glossolalia</a>		1
2	<input type="checkbox"/>	<a href="#">Baptism In The Holy Spirit</a>		783
3	<input type="checkbox"/>	<a href="#">Baptism In The Holy Spirit 19th Century</a>		2
4	<input type="checkbox"/>	<a href="#">Baptism In The Holy Spirit Biblical Teaching</a>		20
5	<input type="checkbox"/>	<a href="#">Baptism In The Holy Spirit Bibliography : Threshold of God's promise, a handbook for those seeking the baptism in the Holy Spirit. Edited by J. Byrne.</a>	1971	1
6	<input type="checkbox"/>	<a href="#">Baptism In The Holy Spirit Congresses</a>		5

*Note: To go backwards and forwards in the results list, it is best to use Results List link provided in the catalog rather than the browser back button.*

## CENTRAL SEARCH

The library has a powerful resource called *Central Search* that allows simultaneous searching of virtually all the library databases.

Databases that are specifically theological in nature are not the only ones that contain religious or biblical materials; many multidisciplinary databases (e.g. *Academic Search Complete*) do as well. To identify which databases may have material relevant to your particular topic, go to the library home page and click **Central Search**. Then click **Search by subject**, and then click the box beside the word **Theology**. Now, in one of the search boxes, key in a keyword or phrase, and click **Search**.



ORU LIBRARY

### Central Search

You may select any or all of these databases, and search them simultaneously

[Basic Search](#) [Advanced Search](#) [Search tips](#)

Search by subject | [Search by database](#)

"baptism in the Holy Spirit" Keyword

And Keyword

And Keyword

And Keyword

Year: (Format yyyy)

Search

The results page will indicate the number of items found by each vendor (e.g., EBSCOhost). To see the results within individual databases, click the plus sign beside the name of each of the vendors.

## CENTRAL SEARCH *continued*

Each of the databases that has results will have a number beside it. Click the name of the database to see the results in it. Begin scanning the results. When you find the title of a relevant item, click the title. You will be immediately taken to its record. If the full text of the item is available in that database, you will be able to click on a link to it. The full text is either in PDF or HTML format.

## THESIS AND DISSERTATION SEARCH

Another kind of resource that you may find useful in your research are theses, dissertations, and applied research projects. These are searchable in the library catalog or in the databases.

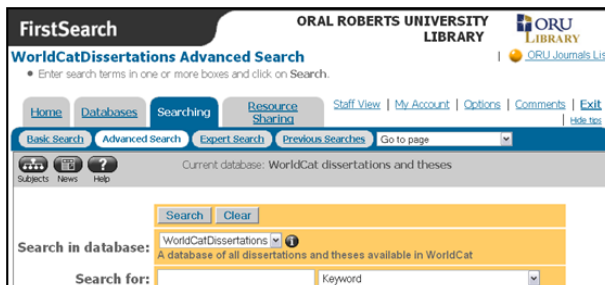
**Library Catalog.** To search the Library Catalog for a project or dissertation, go to the Advanced Search page (see instructions *Book Search using Library Catalog*) and

select *Subject* from the arrow-down box. Then in the first search box, type *Research Projects, Applied*, then select *or* in the drop-down box, and then select *Subject* again, and type *Dissertations, Academic*. Click *Submit*. A new page will open showing the total number of projects and dissertations in the library (see image on the right). Scroll the search. They will include works from other academic institutions that are in the ORU library, in addition to projects and theses by ORU students.



**WorldCatDissertations Database.** In order to access the WorldCatDissertations database, on the main page of the library, click on **Databases**. The *Databases by Title* page will open. Click the last entry on the list, **WorldCatDissertations**. The *WorldCatDissertations Advanced Search* page will open (see the image on the left). To find information on a specific title, do a keyword search for the author's last name and two or three keywords from the title.

To search for theses in a general subject area, click the **Subjects** icon on the far left of the gray tool bar (as seen on the image on the right). Type your topic of interest. Click **Search**. Then scan the list for titles of interest.



## REFERENCE RESOURCES

Numerous reference resources in the ORU Library may be used for theological or biblical research. Several of these are described below:

### **Bible dictionaries and Bible encyclopedias**

To find general history or background information on persons, places, customs, subjects etc., use *Bible dictionaries and Bible encyclopedias*.

*LRC-R indicates that the item is shelved in the Reference area.*

*NetLibrary, Ebrary or Credo indicates that the item is an electronic book available online (search for the title in the library catalog and click the link).*

*Otherwise, items are available in the Main Collection. Examples:*

- *A Dictionary of the Bible* - BS440.B73 2004 LRC-R
- *Baker Encyclopedia of the Bible* - BS440.B26 1988 LRC-R
- *Baker Theological Dictionary of the Bible* - BS440.E78 2000 LRC-R
- *Biblical Studies on the Internet: A Resource Guide* - Ebrary
- *Biographical Dictionary of Christian Theologians* - Ebrary
- *Blackwell Encyclopedia of Modern Christian Thought* - BR95 .B58 1995 LRC-R
- *Britannica Encyclopedia of World Religions* - Ebrary
- *Companion Encyclopedia of Theology* - Ebrary
- *Critical Terms for Religious Studies* – Credo
- *Dictionary of the Bible* - BS440.H5 1988 LRC-R
- *Dictionary of Christian Biography* - BR1700.3.D53 2001 LRC-R
- *Dictionary of Early Christian Beliefs* - BR66.5.D53 1998 LRC-R
- *Dictionary of Early Christian Literature* - BR66.5 .L4813 2000 LRC-R
- *Dictionary of Ethics, Theology & Society* - ebrary (online); BJ63 D53 1996 LRC-R
- *Dictionary of Mission: Theology, History, Perspect.* - BV2040.L4813 1997 LRC-R
- *Dictionary of Pastoral Care and Counseling* - BV4011.D43B 1990 LRC-R
- *Eerdmans Dictionary of the Bible* - BS440.E44 2000 LRC-R
- *Encyclopaedia Judaica* - DS102.8.E496B LRC-R (Look up your topic in the Index, vol. 1.) *Also available online via the library Database List.*
- *Evangelical Dictionary of Christian Education* - BV1461.E93 2001 LRC-R
- *Evangelical Dictionary of World Missions* - BV2040.E92 2000 LRC-R
- *Handbook of Contemporary Preaching* - BV4222.H35 1992
- *HarperCollins Bible Dictionary* - BS440.H235 1996 LRC-R
- *Holman Bible Dictionary* - BS440.H69 1991 LRC-R
- *Illustrated Bible Dictionary* - BS440.D6x 1980 Vol. 1-2 LRC-R
- *International Standard Bible Encyclopaedia* - BS440.I6 1994 LRC-R
- *Interpreter's Dictionary of the Bible* - BS440.I63 1962 Vol. 1-4 LRC-R
- *The Jewish Religion: A Companion* - NetLibrary
- *Macmillan Dictionary of the Bible* - Credo
- *Mercer Dictionary of the Bible* - BS440.M429 1990 LRC-R



## **Bible dictionaries and Bible encyclopedias *continued***

- *New Bible Dictionary* - BS440.D734 1996 LRC-R
- *New Catholic Encyclopedia* - BX841.N44 2003 Vol. 1-15 LRC-R
- *New Dictionary of Christian Ethics and Pastoral Theology* - BJ1199.N495 1995 LRC-R
- *The New Encyclopedia of Judaism* – Credo
- *The Oxford Dictionary of the Bible* - BS440 .B73 2004 LRC-R
- *Oxford Dictionary of the Christian Church* - BR95.O8 1997 LRC-R
- *Oxford Dictionary of World Religions* - BL31.O84 1997 LRC-R
- *Prime-Time Religion: An Encyclopedia of Religious Broadcasting* - Ebrary
- *Who's Who in Christianity* - Credo
- *Who's Who in the New Testament* - Credo
- *Who's Who in the Old Testament* - Credo
- *World Christian Encyclopedia* - BR157.W67 2001 Vol. 1-2 LRC-R
- *World Religions* - BL31.W67 1998 LRC-R
- *Wycliffe Bible Encyclopedia* - BS440.W92 1975 Vol. 1-2 LRC-R
- *Zondervan Pictorial Encyclopedia of the Bible* - BS440.Z63 1975 Vol. 1-5 LRC-R

## **Concordances**

To find a particular Bible verse when you know a key word, use *concordances*.

Call number section BS425. Examples:

- *The New Strong's Expanded Exhaustive Concordance of the Bible*  
BS425.S8 2001 LRC-R  
Contains Hebrew and Greek dictionaries to help you find terms.
- *The NIV Exhaustive Concordance* - BS425.G62 LRC-R  
Contains Hebrew to English Index-Lexicon, Greek to English Index-Lexicon, and Index of Strong's/Goodrick Kohlberger numbers.
- *New American Standard Exhaustive Concordance of the Bible*  
BS425.N385 LRC-R
- *BibleGateway.com* - available on the Internet. *Allows searching of a number of English versions of the Bible as well as several other language translations.*

## **Specialized dictionaries, English**

For in-depth research on a particular English word, see *specialized dictionaries*.

Examples:

- *The Anchor Bible Dictionary* - BS440.A54 LRC-R
- *The Complete Biblical Library* (Harris) - BS2535.2.N474 LRC-R  
*Includes three sections: Harmony of the Gospels, N.T. Study Bible with Interlinear Bible, and Greek-English Dictionary.*
- *Complete Word Study Dictionary* - PA881.Z63 LRC-R (Use the English index in the front of the book.)
- *Dictionary of New Testament Theology* (Brown) - BS2397.N48 LRC-R
- *Theological Dictionary of the Old Testament* - BS440.B5713 1974- LRC-R

## Specialized dictionaries, English *continued*

- *Theological Dictionary of the New Testament*, PA881.K513 1964- LRC-R
- *Vine's Expository Dictionary of Biblical Words*, BS537.E967 LRC-R
- *Vine's Expository Dictionary of Old & New Testament Words*, BS440.V748 LRC-R

## Commentaries

For in-depth research on a particular word, Bible verse, social and cultural milieu, etc., see *commentaries*. General call numbers section is BS490 through 491.5. Other commentaries are under call number according to the book of the Bible they discuss. Examples:

- *Collegeville Bible Commentary* - BS491.2.C66 1989 LRC-R
- *Eerdmans Commentary on the Bible* - BS491.3.E37 2003 LRC-R
- *The Expositor's Bible Commentary* - BS491.2 .E96
- *HarperCollins Bible Commentary* - BS491.2.H37 2000 LRC-R
- *Harper's Bible Commentary* - BS491.2.N4 1988 LRC-R
- *New Bible Commentary* - BS491.2.N45 1994 LRC-R
- *The New Jerome Biblical Commentary* - BS491.2.N485 1990 LRC-R
- *The New Interpreter's Bible* - BS491.2 .N484 1994 LRC-R

Commentaries often come in series. Some are shelved together, while others are not. To find a commentary of a particular book of the Bible in a particular series, do an advanced keyword search in the library catalog for the series title and for the name of the book of the Bible as a keyword (e.g. "Title": Berit Olam AND "Keyword": Ruth ). Examples of series are:

- *Abingdon New Testament Commentaries* – LRC-R
- *The Anchor Bible* ("Bible. English.Anchor Bible. 1964")  
BS192.2.A1 1964.G3 (*First Corinthians* available online via Ebrary)
- *Augsburg Commentary on the New Testament* – LRC-R
- The *Berit Olam* series on the Old Testament – BS1295.2 .H35 2000
- *Black's New Testament Commentaries* - BS2341.B56 LRC-R
- *International Critical Commentary*- BS491.I6 LRC-R
- *International Theological Commentary* - BS1151.2.I57 LRC 4<sup>th</sup> Floor
- *Interpretation* - BS491.2.I54 LRC-R (some vols. available online via NetLibrary)
- *New International Biblical Commentary* - BS2341.2.N48 LRC-R
- *New International Commentary on the Old Testament* - BS1151.2.N4 LRC-R
- *New International Commentary on the New Testament* - BS2341.2.B7 LRC-R
- *The NIV Application Commentary* - BS491.2.N58 LRC-R
- *The Old Testament Library* - BS1151.2.O4 LRC-R
- The *Sacra Pagina* series on the New Testament - BS2341.2.S22 LRC-R
- *Word Biblical Commentary* - BS491.2.W67 LRC-R

## Interlinear Bibles

For a translation and/or transliteration of ‘Hebrew’ or ‘Greek’ see *Interlinear Bibles*.

<b>Greek</b>	<b>Hebrew</b>
<i>The Interlinear Hebrew-Greek-English Bible</i> (Green, BS1 1976)	<i>The Interlinear Hebrew-Greek-English Bible</i> (Green, BS1 1976)
<i>The Interlinear Greek-English New Testament</i> (Marshall, BS1965 1959B)	<i>The Interlinear Bible, Hebrew/English</i> (Green, BS715 1976X)
<i>The R.S.V. Interlinear Greek-English New Testament</i> (BS1965 1970)	<i>The NIV Interlinear Hebrew-English Old Testament</i> (Kohlenberger, BS715 1979)
<i>The Complete Biblical Library, "N.T. Study Bible"</i> (Harris, BS2535.2.N474, v. 2-10)	

## Specialized dictionaries (Hebrew and Greek)

For research on a particular Hebrew or Greek word, use specialized dictionaries, parsing guides, and lexicons.

<b>Greek</b>	<b>Hebrew</b>	
<i>Dictionary of New Testament Theology</i> (Brown, BS2397.N48)	<i>Theological Dictionary of the Old Testament</i> (Botterwick, BS440.B5713)	
<i>Theological Dictionary of the New Testament</i> (Kittel, PA881.K513)	<i>Theological Wordbook of the Old Testament</i> (Harris, Archer, Waltke; BS440.T49)	
<i>Theological Lexicon of the New Testament</i> (PA875.S613)	<i>Students Hebrew and Chaldee Dictionary</i> (PJ4833.H1914)	
<i>The Complete Word Study Dictionary (N.T.)</i> (PA881.Z63)	<i>Gesenius' Hebrew-Chaldee Lexicon to the Old Testament</i> (PJ4833.G41979)	
<i>The Complete Biblical Library</i> , (Harris, BS2535.2.N474) Greek-English Dictionary, v. 11-16	<i>New International Dictionary of Old Testament Theology and Exegesis</i> (BS440.N438) Vol. 5 has Scripture, subject, & numbering index.	

## Parsing guides and analytical keys

<b>Greek</b>	<b>Hebrew</b>
<i>A Parsing Guide to the Greek New Testament</i> (PA847.H3)	<i>Old Testament Parsing Guide</i> (PJ4645.B43)
<i>The Complete Biblical Library</i> (Harris, BS2535.2.N474)	<i>Analytical Key to the Old Testament</i> (4 vols.) (Owens, PJ4731.B53 O94)

## Lexicons

Greek	Hebrew
<i>Theological Lexicon of the New Testament</i> (PA875.S613, multi-volume set)	<i>Old Testament Word Studies</i> (BS1125.W52) Use as a lexicon and concordance.
<i>A Greek-English Lexicon of the New Testament</i> (Bauer, PA881.B38)	<i>Hebrew and English Lexicon of the Old Testament</i> (Brown, PJ4833.G4 1836)
<i>Analytical Greek Lexicon</i> (PA881.A6)	<i>Analytical Hebrew and Chaldee Lexicon</i> (PJ4833.D3)
	<i>The New Brown, Driver, Briggs, Gesenius Hebrew &amp; English Lexicon</i> (PJ4833.B66)
	<i>Index to BDB Hebrew Lexicon</i> (PJ4833.B683)

## OTHER LIBRARY RESOURCES

**eBooks:** Do an advanced search in the catalog, using *netlibrary* or *ebrary* as a keyword and a term such as *missions* or *theology* as a keyword. Or go to the eBooks page (from the Library page, find the *Read about eBooks*) and follow the directions there. Note that all 8,800+ of the netLibrary eBooks that ORU owns are searched simultaneously when you do a full text search from the *netlibrary* site. Similarly, the full text of 46,000+ eBooks is searched when you do a simple search from the *ebrary* site.

**Table of Contents:** One way to keep informed of what is being currently published in theology is to browse the tables of contents of related journals in FirstSearch's *Electronic Collections Online* (ECO). On the ECO page, click "Browse Journal Titles" and then, from the "All Subject Collections," select a category under "Philosophy. Psychology [B-BJ]" or "Religion & Religions [BL-BX]." Begin browsing. *Please note: ECO provides only a small amount of full text.*

**Other Formats:** Do a subject keyword search in *webPAC*. On the results list page, click a subject. In the page that opens, scroll down the list scanning entries for format icons. If the list is long, you may limit it to a particular format by selecting a format from the drop-down box (see picture on the left). Available format limits include *audiobooks*, *audio cassettes*, *DVDs*, and *ebooks*. After making a selection, click *Search*. The results will be limited to the selected format.

### Library Guides:

Click on Library Guides from the Library home page, and scroll down the page to see the theology-related guides: Theology Resources; Theology/Bible Word Studies; Theological Reference Materials; Locating an Essay in the ATLA Religion Database; Foreign Countries, Cultures & Missions; Babylonian Talmud.

### **Library Tutorials:**

The Library's instruction librarian has created three new interactive tutorials that cover a variety of topics and research skills that will help you be a successful student. These online tutorials, available on the Library's home page, will allow you to learn at your own pace.

Choose a tutorial appropriate for your level of skill and knowledge. If you are new to the University, begin with the "Library Orientation" for an introduction to the Library's services, resources, and physical and electronic environments. "Research Basics" will explain how to begin a research project and give tips and tools for strategic searching, evaluating information, and avoiding plagiarism. If you live more than an hour away from the ORU campus, then begin with the "Distance Learners" tutorial, which will help you find out how the ORU Library can serve you even when you cannot be on campus.

### **Special Collections**

- The ORU **Theology Collection** is located on the 4<sup>th</sup> floor of the LRC, primarily within the BJ-BX call number range. These books may be checked out.
- The **Reference Library** has a comprehensive collection of theological resources, to be used only in the library.
- **The Holy Spirit Research Center, LRC, 5th floor**
  - o One of the largest and most comprehensive Pentecostal/charismatic and Holy Spirit collections in the world, it contains over 12,000 books, 300 magazines, 4,500 tapes, vertical files of tracks, pamphlets, brochures, unpublished papers, newsletter, and new articles, and hundreds of sound recordings, films, photographs, and microfilms.
  - o Contact Dr. Mark Roberts, Director, for hours: 918-495-6899, or [hsrc@oru.edu](mailto:hsrc@oru.edu).

The following special collections are accessed by permission through the Circulation Desk. A key to the collection room may be checked out for a maximum of four hours.

- **William Sanford LaSor Collection, LRC 408 E-F**
- **Elmar Camillo Dos Santos Collection** (*with collection below*) LRC 408 L-M
- **Jewish Theological Seminary Collection, LRC 408 L-M**
- **Temple Israel Library** has a long-standing agreement to allow ORU students to check out their materials. You may visit the Temple library any time during normal business hours. For research assistance, see library committee, Tuesday mornings.
  - o Search library catalog at <http://titulsa.surpasssoftware.com/titulsa/>
  - o Temple Israel, 2004 East 22nd Place, Tulsa, Oklahoma 74114-2800 Administrative Office: (918) 747-1309

### **Online Jewish research sources**

- Babylonian Talmud Research Guide (ORU Library):  
[http://webapps.oru.edu/new\\_php/library/guides/talmud.html](http://webapps.oru.edu/new_php/library/guides/talmud.html)
- Jewish Encyclopedia: <http://www.jewishencyclopedia.com/index.jsp>
- Jewish National and University Library (JNUL) Digitized Book Repository
  - <http://www.jnul.huji.ac.il/eng/digibook.html>
  - Rare and out-of-print monographs
  - About 1,100 digitalized volumes, from 15th century incunabula to early 20th century works.
- Judaism:  
<http://www.oru.edu/university/library/Elites/heologicalresources.html#JUD>
- RAMBI : Index to articles and books on Jewish studies by the Jewish National and University Libraries. <http://jnul.huji.ac.il/rambi/>
- The Talmud (Yale University Library): <http://www.library.yale.edu/cataloging/hebraicteam/talmud.htm>
- WebShas–Index to the Talmud: <http://www.webshas.org/>

*Note: This page was adapted from various sections of the ORU Library's website (<http://www.oru.edu/university/library>).*

*(Library section rev. 6/2/10 S.S.)*

# Bibliographic Examples



Learn as much by writing as by reading.

—*Lord Acton*

## FOOTNOTE AND BIBLIOGRAPHIC EXAMPLES

Turabian style is required for the bibliography and footnotes. Refer to Turabian chapters 16-17 for the general samples of style. This manual deals with the bibliographical entries that are most commonly used by theological students in the seminary.

- Use the standard 12-point font for footnotes and bibliography.
- When referencing a specific publisher, refer to the publisher exactly the same way in all notes and bibliographic entries.
- Never use a title in a note of bibliographic entry (Rabbi, Rev., Dr.)
- Never use degrees in a note of bibliographic entry (BA, MA, PhD)
- In the examples below, the first entry is for a footnote; the second for a bibliography.

## MULTIVOLUME WORKS

### 1. One author, several volumes:

<sup>1</sup>R. Laird Harris, ed, “יְהוָה,” *Theological Wordbook of the Old Testament*, vol. 1 (Chicago: Moody Press, 1980), 51.

Harris, R. Laird, ed. “יְהוָה.” *Theological Wordbook of the Old Testament*. Vol. 1. Chicago: Moody Press, 1980. 51-53.

### 2. One author, several volumes, translated:

<sup>2</sup>Adolf Harnack, *History of Dogma*, vol. 2, trans. Neil Buchanan (London: Williams and Norgate, 1910), 120.

Harnack, Adolf. *History of Dogma*. Vol. 2. Translated by Neil Buchanan. London: Williams and Norgate, 1910.

<sup>3</sup>Hecataeus, *Aegyptiaca* 11.3-4, in *Greek and Latin Authors on Jews and Judaism*, vol. 1, *From Herodotus to Plutarch*, trans. F. R. Walton, ed. Menahem Stern (Jerusalem: The Israel Academy of Sciences and Humanities, 1974), 28.

Hecataeus, *Aegyptiaca*. In *Greek and Latin Authors on Jews and Judaism*. Vol. 1, *From Herodotus to Plutarch*. Translated by F.R. Walton. Edited by Menahem Stern. Jerusalem: The Israel Academy of Sciences and Humanities, 1974. 20-46.



**3. One author, different title of each volume:**

<sup>4</sup>Justo Gonzalez, *The Story of Christianity*, vol. 2, *The Reformation to the Present Day* (Peabody, MA: Prince Press, 1985), 57.

Gonzalez, Justo. *The Story of Christianity*. Vol. 2, *The Reformation to the Present Day*. Peabody, MA: Prince Press, 1985.

**4. Independent Titles and Different Authors for Each Volume:**

<sup>5</sup>Brian Rapske, *The Book of Acts and Paul in Roman Custody*, vol. 4, *The Book of Acts in Its First Century Setting*, ed. Bruce W. Winter (Carlisle, UK: Paternoster, 1994), 26.

Rapske, Brian. *The Book of Acts and Paul in Roman Custody*. Vol. 4, *The Book of Acts in Its First Century Setting*. Edited by Bruce W. Winter. Carlisle, UK: Paternoster, 1994.

**5. Multiple authors with the same name (Jr., Sr., III):**

<sup>6</sup>Rogers, Cleon L. Jr. and Cleon Rogers III. *The New Linguistic and Exegetical Key to the Greek New Testament*. Grant Rapids: Zondervan, 1998.

Rogers, Cleon L. Jr. and Cleon L. Rogers III. *The New Linguistic and Exegetical Key to the Greek New Testament*. Grant Rapids: Zondervan, 1998.

**BIBLE COMMENTARIES** (In Bibliography, list under Books)

**1. Author given, no volume number:**

<sup>1</sup>John B. Polhill, *Acts*, New American Commentary (Nashville: Broadman, 1992), 160.

Polhill, John B. *Acts*. New American Commentary. Nashville: Broadman, 1992.

**2. Author and volume number given:**

<sup>2</sup>Edward R. Campbell, *Ruth*, Anchor Bible, vol. 7 (Garden City, NY: Doubleday, 1975), 27.

Campbell, Edward R. *Ruth*. Anchor Bible. Vol. 7. Garden City, NY: Doubleday, 1975.

### 3. Several volumes by the same author:

(Note: abbreviated names/initials are only acceptable when the full name is not cited in the original and is unknown. See example below.)

<sup>3</sup>F. Delitzsch, *Biblical Commentary on the Book of Job*, Part 2, Biblical Commentary on the Old Testament, vol. 2, trans. Francis Bolton (Grand Rapids: Eerdmans, 1949), 115.

Delitzsch, F. *Biblical Commentary on the Book of Job*. Part 2. Biblical Commentary on the Old Testament. Vol. 2. Translated by Francis Bolton. Grand Rapids: Eerdmans, 1949.

### 4. Commentary as a part of the volume in a multivolume set:

<sup>4</sup>Fred B. Craddock, "The Letter to the Hebrews: Introduction, Commentary, and Reflections," *New Interpreter's Bible*, vol. 12 (Nashville: Abingdon, 1998), 54.

Craddock, Fred B. "The Letter to the Hebrews: Introduction, Commentary, and Reflections." *New Interpreters Bible*. Vol. 12. Nashville: Abingdon, 1998.

### 5. Editor or Compiler as "Author":

<sup>5</sup>Edward Hastings, ed., *The Speaker's Bible*, vol. 15 (Grand Rapids: Baker, 1971), 123.

Hastings, Edward, ed. *The Speaker's Bible*. Vol. 15. Grand Rapids: Baker, 1971.

## ARTICLES IN THEOLOGICAL DICTIONARIES AND ENCYCLOPEDIAS

- In Bibliography, list under Books.
- In the footnote, indicate the page(s) of the particular reference cited.
- In the bibliographic entry, list the entire pagination of the article.
- A separate full entry is needed for each individual article from any one book.

### 1. Signed article:

<sup>1</sup>Hayim Lapin, "Rabbi," *Anchor Bible Dictionary*, vol. 5, ed. David Noel Freedman (New York: Doubleday, 1992), 601.

Lapin, Hayim. "Rabbi." *Anchor Bible Dictionary*. Vol. 5. Edited by David Noel Freedman. New York: Doubleday, 1992. 600-602.

<sup>2</sup>J. Fredrick McCurdy, “covenant,” *The Jewish Encyclopedia*, vol. 4, ed. Isidore Singer (New York: KTAV Publishing House, 1964), 318.

McCurdy, J. Fredrick. “Covenant.” *The Jewish Encyclopedia*. Vol. 4. Edited by Isidore Singer. New York: KTAV Publishing House, 1964. 318-322.

## 2. Unsigned articles:

Dictionary/Encyclopedia articles without separate authors for each article:

<sup>3</sup>Ronald F. Youngblood, ed., “angel,” *Nelson’s New Illustrated Bible Dictionary*, rev. ed. (Nashville: Nelson, 1995), 15.

Youngblood, Ronald F., ed. “Angel.” *Nelson’s New Illustrated Bible Dictionary*. Rev. ed. Nashville: Nelson, 1995. 15-16.

<sup>4</sup>John D. Davis, “baptism,” *The Westminster Dictionary of the Bible*, vol. 1 (Philadelphia: The Westminster Press, 1944), 59.

Davis, John D. “Baptism.” *The Westminster Dictionary of the Bible*. Vol. 1. Philadelphia: The Westminster Press, 1944. 59.

## 3. Concordances: *List bibliographic entries for each individual word and a full footnote entry for first reference to each word in text.*

<sup>5</sup>Robert Young, “heavens,” *Analytical Concordance to the Bible*, 22<sup>nd</sup> American ed. (Grand Rapids: Eerdmans, 1970), 472.

Young, Robert. “Heavens.” *Analytical Concordance to the Bible*. 22<sup>nd</sup> American ed. Grand Rapids: Eerdmans, 1970. 472.

<sup>6</sup>James Strong, “οὐρανός,” “A Concise Dictionary of the Words in the Greek Testament,” in *The New Strong’s Exhaustive Concordance of the Bible* (Nashville: Thomas Nelson, 1990), 53.

Strong, James. “οὐρανός.” “A Concise Dictionary of the Words in the Greek Testament.” In *The New Strong’s Exhaustive Concordance of the Bible*. Nashville: Thomas Nelson, 1990. 53.

**4. Lexicons: List bibliographic entries for each individual word and a full footnote entry for first reference to each word in text.**

<sup>7</sup>Walter Bauer, “οὐρανός,” *A Greek-English Lexicon of the New Testament and Other Early Christian Literature*, trans. and adapt. William F. Arndt and F. Wilburg Gingrich, 4<sup>th</sup> rev. and aug. ed. (Chicago: University of Chicago, 1952), 599.

Bauer, Walter. “οὐρανός.” *A Greek-English Lexicon of the New Testament and Other Early Christian Literature*. Translated and adapted by William F. Arndt and F. Wilburg Gingrich. 4<sup>th</sup> rev. and aug. ed. Chicago: University of Chicago, 1952. 598-600.

<sup>8</sup>Francis Brown, C. Briggs, and S. R. Driver, “שָׁמַיִם,” *The Brown-Driver-Briggs Hebrew and English Lexicon* (Peabody, MA: Hendrickson Publishers, 1996), 1029.

Brown, Francis, C. Briggs, and S. R. Driver. “שָׁמַיִם.” *The Brown-Driver-Briggs Hebrew and English Lexicon*. Peabody, MA: Hendrickson Publishers, 1996. 1029.

**PERIODICALS**

- In the footnote, indicate the page(s) of the particular material cited in your text.
- In the bibliographic entry, list the entire pagination of the article.

**1. Journals with successive pagination throughout the different issues:**

<sup>1</sup>Ruth Lienhard, “A ‘Good Conscience’: Differences Between Honor and Justice Orientation,” *Missiology* 29 (2001): 132.

Lienhard, Ruth. “A ‘Good Conscience’: Differences Between Honor and Justice Orientation.” *Missiology* 29 (2001): 131-141.

**2. Journals with separate pagination for each issue:**

<sup>2</sup>Cartright C. Bellworthy, “Reform of Congressional Remuneration,” *Political Review* 7, no. 6 (1990): 89, 93-94.

Bellworthy, Cartright C. “Reform of Congressional Remuneration.” *Political Review* 7, no. 6 (1990): 89-94.

<sup>3</sup>Richard Jackson, “Running Down the Up-Escalator: Regional Inequality in Papua New Guinea,” *Australian Geographer* 14 (May 1979): 180.

Jackson, Richard. “Running Down the Up-Escalator: Regional Inequality in Papua New Guinea.” *Australian Geographer* 14 (May 1979): 175-84.

## ANCIENT WRITERS

### 1. Church Fathers/Ante-Nicene Fathers/Nicene and Post-Nicene Fathers:

<sup>1</sup>Irenaeus, *Against Heresies* 5.5.1 (ANF 1:530).

Irenaeus. *Against Heresies*, 5.5.1. In vol. 1 of *The Ante Nicene Fathers*. Edited by Alexander Roberts and James Donaldson, 1885. Reprint, Peabody, MA: Hendrickson, 1995.

<sup>2</sup>Origen, *On First Principles*, trans. G. W. Butterworth (Gloucester, MA: Peter Smith, 1973), Book I, Preface, Section 8.

Origen. *On First Principles*. Translated by G. W. Butterworth. Gloucester, MA: Peter Smith, 1973.

<sup>3</sup>John Chrysostom, *Interpretatio Omnium Epistularum*, ed. F. Field (Oxford: Claredon, 1849-1862), 10; quoted in Mark J. Edwards, ed., *Ancient Christian Commentary on Scripture: New Testament*, vol. 8 (Downers Grove, IL: InterVarsity, 1999), 306.

Chrysostom, John. *Interpretatio Omnium Epistularum*. Edited by F. Field. Oxford: Claredon, 1849-1862. 10. Quoted in Mark J. Edwards, ed. *Ancient Christian Commentary on Scripture: New Testament*. Vol. 8. 306. Downers Grove, IL: InterVarsity, 1999.

<sup>4</sup>*The Clementine Homilies* 1.3 (ANF 8:223).

*The Clementine Homilies* 1.3. In vol. 8 of *The Ante-Nicene Fathers*. Edited by Alexander Roberts and James Donaldson, 1887. Reprint, Peabody, MA: Hendrickson, 1994.

<sup>5</sup>Augustine, *Letters of St. Augustin* 28.3.5 (NPNF 1:252).

Augustine. *The Letters of St. Augustin* 28.3.5. In vol. 1 of *The Nicene and Post-Nicene Fathers*, no. 1. Edited by Philip Schaff, 1886. Reprint, Peabody, MA: Hendrickson, 1994.

### 2. Classical authors:

<sup>6</sup>Flavius Josephus, *Jewish War*, in *The Works of Josephus*, vol. 4, ed. William Whiston (New York: Oakley, Mason, 1869), 85.

Josephus, Flavius. *Jewish War*. In vol. 4 of *The Works of Josephus*. Edited by William Whiston. New York: Oakley, Mason, 1869.

### 3. Rabbinical or Jewish writings:

<sup>7</sup>Judah David Eisenstein, "Sabbatical Year and Jubilee," *The Jewish Encyclopedia*, vol. 10, ed. Isidore Singer (New York: Funk and Wagnalls, 1905), 605.

Eisenstein, Judah David. "Sabbatical Year and Jubilee." *The Jewish Encyclopedia*. Vol. 10. Edited by Isidore Singer. New York: Funk and Wagnalls 1905. 605-608.

<sup>8</sup>Marcus Jastrow, ed., "תַּרְגּוּמֵי," *A Dictionary of the Targumim, the Talmud Babli and Yerushalmi, and the Midrashic Literature*, vol. 2 (Brooklyn, NY: P. Shalom Pub., 1967), 1595.

Jastrow, Marcus, ed. "תַּרְגּוּמֵי." *A Dictionary of the Targumim, the Talmud Babli and Yerushalmi, and the Midrashic Literature*. Vol. 2. Brooklyn, NY: P. Shalom Pub. Inc., 1967. 1595.

<sup>9</sup>Mishnah *Sanhedrin* 10:2.

*The Mishnah*. Translated by Herbert Danby. London: Oxford University Press, 1933.

<sup>10</sup>*The Mishnah: A New Translation*, trans. Jacob Neusner (New Haven, CT: Yale University Press, 1988).

*The Mishnah: A New Translation*. Translated by Jacob Neusner. New Haven, CT: Yale University Press, 1988.

<sup>11</sup>B. Talmud *Sanhedrin* 97a.

*The Babylonian Talmud*. Edited by I. Epstein. London: Soncino, 1935.

<sup>12</sup>Nahum M. Sarna, *Deuteronomy*, *The JPS Torah Commentary: The Traditional Hebrew Text with the New JPS Translation* (Philadelphia: The Jewish Publication Society, 1991), 169.

Sarna, Nahum M. *Deuteronomy*. *The JPS Torah Commentary: The Traditional Hebrew Text with the New JPS Translation*. Philadelphia: The Jewish Publication Society, 1991.

**Rabbinical or Jewish writings:** *continued*

<sup>13</sup>*Song of Songs Rabbah* 7.7.1 (*Midrash Rabbah* 9:289).

*Song of Songs*. Translated by Maurice Simon. In vol. 9 of *Midrash Rabbah*. Edited by H. Freeman and Maurice Simon. 3<sup>rd</sup> ed. New York: The Soncino Press, 1983.

<sup>14</sup>*Tosefta Kiddushin* 1:12.

*The Tosefta*. Vol. 1. Translated by Jacob Neusner. Peabody, MA: Hendrickson Publishers, 2002.

**ELECTRONIC DOCUMENTS**

- **Important Note:** Electronic/online references should be **verifiable, academic sources**. If a website's reliability is in question, students need to consult their professor for approval.
- Web entries are to be no more than 1/3 of the total bibliographic sources.
- While the web provides numerous sites and is easily accessible, it is best to use it as a secondary source of information rather than the primary (see chapter 3 in Vyhmeister for further guidance on web sources).
- **Place in the following bibliographic categories:**
  - **Database** entries should normally be placed under Periodicals (or other appropriate category heading).
  - **E-Books** should be placed under Books.
  - **CD-Rom** references put with appropriate section, e.g., Periodicals, Books
  - **Pure Web-Entries** should be placed under Other Sources
  - Other web entries should be placed under appropriate category heading.
    - ✦ **Important:** With sites containing web addresses, the first date in the footnote and bibliographic entries should refer to the creation, revision, or last update of the article/information being cited.
    - ✦ The second date in the footnote and bibliographic entries refers to the day the site was accessed. In a professional site, the name in italics that precedes the article date is the name of the web site.

**1. Journal article from a database:**

<sup>1</sup>Carl Graesser, "Righteousness, Human and Divine," *Currents in Theology and Missions* 10 (1983): 135. *ATLA Religion Database*, EBSCOhost (22 July 2003).

Graesser, Carl. "Righteousness, Human and Divine." *Currents in Theology and Missions* 10 (1983): 134-141. *ATLA Religion Database*, EBSCOhost (22 July 2003).

**Journal article from a database** *continued*

<sup>2</sup>John T. Pawlinowski, "Christian Anti-Semitism: Past History, Present Challenges," *Journal of Religion and Society* 6 (2004): 2, <http://mses.creighton.edu/JRS/2004/2004-20.html>; quoted in David F. Sandmel, "The Christian Reclamation of Judaism," *Judaism* 54 (2005): 255, n. 1. *ATLA Religion Database*, EBSCOhost (23 September 2007).

Pawlinowski John T. "Christian Anti-Semitism: Past History, Present Challenges," *Journal of Religion and Society* 6 (2004): 2. <http://mses.creighton.edu/JRS/2004/2004-20.html>. Quoted in David Fox Sandmel, "The Christian Reclamation of Judaism." *Judaism* 54 (2005): 251, n. 1. *ATLA Religion Database*, EBSCOhost (23 September 2007).

**2. Reference article from a database:**

<sup>3</sup>Lavina Cohn-Sherbok, "John of Damascus (c.675-c.749)," *Who's Who in Christianity* (Routledge, 2002), n. p., *Credo Reference Database*, Ezproxy (11 September 2010).

Cohn-Sherbok, Lavina. "John of Damascus (c.675-c.749)." *Who's Who in Christianity*. Routledge, 2002. N. p. *Credo Reference Database*, Ezproxy (11 September 2010).

**3. Journal article from online journal (ejournal):**

<sup>4</sup>Tonya Browning, "Embedded Visuals: Student Design in Web Spaces," *Kairos: A Journal for Teachers of Writing in Webbed Environments* 3, no. 1 (1997): n.p., <http://english.ttu.edu/kairos/2.1/features/browning/index.html> (22 July 2003).

Browning, Tonya. "Embedded Visuals: Student Design in Web Spaces." *Kairos: A Journal for Teachers of Writing in Webbed Environments* 3, no. 1 (1997): n.p. <http://english.ttu.edu/kairos/2.1/features/browning/index.html> (22 July 2003).

**4. Article in an electronic magazine (ezine):**

<sup>5</sup>Nathan Myhrvold, "Confessions of a Cybershaman," *Slate*, 12 June 1997, n. p., <http://slate.msn.com/id/1904/> (22 July 2003).

Myhrvold, Nathan. "Confessions of a Cybershaman." *Slate*. 12 June 1997. N. p. <http://slate.msn.com/id/1904/> (22 July 2003).



## 5. Online book:

<sup>6</sup>Peter J. Bryant, "History of Life on Earth," in *Biodiversity and Conservation*, April 1999, n.p., <http://darwin.bio.uci.edu/~sustain/bio65/lec01/b65lec01.htm> (22 July 2003).

Bryant, Peter J. "History of Life on Earth." In *Biodiversity and Conservation*. April 1999. N. p. <http://darwin.bio.uci.edu/~sustain/bio65/lec01/b65lec01.htm> (22 July 2003).

## 6. E-Books

<sup>7</sup>Louis P. Pojman and Jeffery Reiman, *The Death Penalty: For and Against* (Lanham, MD: Rowman and Littlefield, 1998), 34-36 (E-book accessed on 24 October 2000, from NetLibrary database).

Pojman, Louis P. and Jeffery Reiman. *The Death Penalty: For and Against*. Lanham, MD: Rowman and Littlefield, 1998. E-book accessed on 24 October 2000, from NetLibrary database.

## 7. Electronic Books: Kindle, Microsoft Reader, Nook, etc. (see Chicago Manual of Style [CMS] 14.166-169)

- Indicate a format other than print at the end of the citation.
- If page numbers are not included in the electronic format, include an indication of chapter or section or other locator. (See CMS 14.17)

<sup>8</sup>Phyllis Trible, *God and the Rhetoric of Sexuality* (Philadelphia: Fortress, 1978), Kindle Electronic Edition: Chapter 4, Location 288-90.

Trible, Phyllis. *God and the Rhetoric of Sexuality*. Philadelphia: Fortress, 1978. Kindle Electronic Edition: Chapter 4, Location 288-90.

*Note different formats of same book:*

Austin, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle edition.

Austin, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. PDF e-book.

Austin, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Microsoft Reader e-book.

#### 8. Book and Journals in print now on the Internet:

<sup>9</sup>John Gill, "John Ch 1," *Exposition of the Whole Bible*, on *Freegrace.net*. n. d., <http://www.freegrace.net/gill/> (26 May 2009).

Gill, John. "John Ch 1." *Exposition of the Whole Bible*. On *Freegrace.net*. N. d. <http://www.freegrace.net/gill/> (26 May 2009).

<sup>10</sup>Bruce K. Waltke, "Righteousness in Proverbs," *Westminster Theological Journal* 70 (2008): 227, <http://www.wts.edu/uploads/images/files/70.2.Waltke.Righteousness%20in%20Proverbs.pdf> (26 May 2009).

Waltke, Bruce K. "Righteousness in Proverbs." *Westminster Theological Journal* 70 (2008): 225-237. <http://www.wts.edu/uploads/images/files70.2.Waltke.Righteousness%20in%20Proverbs.pdf> (26 May 2009).

#### 9. CD-ROM reference with a corresponding print edition:

<sup>11</sup>Duane F. Watson, "False Apostles," n. p., *The Anchor Bible Dictionary on CD-ROM*, Logos Library System Version 2.0c. 1995, 1996.

Watson, Duane F. "False Apostles." N. p. *The Anchor Bible Dictionary on CD-ROM*. Logos Library System Version 2.0c. 1995, 1996. Print ed.: David Noel Freedman, ed. *Anchor Bible Dictionary*. Vol. 2. New York: Doubleday, 1992. 760-761.

#### 10. CD-ROM Reference

<sup>12</sup>Ludwig Koehler, Walter Baumgartner, M. E. J. Richardson, and Johan Jakob Stamm, "חֲבֵר," n. p., *The Hebrew and Aramaic Lexicon of the Old Testament on CD-Rom*. Logos Library System Version 4.3SR-6. 2011.

Koehler, Ludwig, Walter Baumgartner, M. E. J. Richardson, and Johan Jakob Stamm. "חֲבֵר." N. p. *The Hebrew and Aramaic Lexicon of the Old Testament on CD-Rom*. Logos Library System Version 4.3 SR-6. 2011.

#### 11. Personal website:

<sup>12</sup>Jeff Lamp, "Jeff Lamp's Stuff and All Page," 16 July 2003, <http://www.gbronline.com/jlamp/> (22 July 2003).

Lamp, Jeff. "Jeff Lamp's Stuff and All Page." 16 July 2003. <http://www.gbronline.com/jlamp/> (22 July 2003).

## 12. Professional website:

<sup>13</sup>John Dart, "Up Against Caesar," Society of Biblical Literature, *SBL Online*, 8 February 2005, <http://www.sbl-site.org/Article.aspx?ArticleId=388> (11 July 2005).

Dart, John. "Up Against Caesar." Society of Biblical Literature. *SBL Online*. 8 February 2005. <http://www.sbl-site.org/Article.aspx?ArticleId=388> (11 July 2005).

<sup>14</sup>R. A. Torrey, "anointing," n. p., *The New Topical Textbook*, 1897, *Biblestudytools.com*, 2010, <http://www.biblestudytools.com/concordances/torreys-topical-textbook/anointing.html> (29 January 2010).

Torrey, R. A. "Anointing." N. p. *The New Topical Textbook*. 1897. *Biblestudytools.com*. 2010. <http://www.biblestudytools.com/concordances/torreys-topical-textbook/anointing.html> (29 January 2010).

## 13. E-mail:

<sup>15</sup>Richard McBrien (rmcbrien@nd.edu), Reply to Query Regarding Catherine LaCugna, e-mail to Sally Shelton (sshelton@oru.edu) (16 February 2004).

McBrien, Richard (rmcbrien@nd.edu). Reply to Query Regarding Catherine LaCugna. E-mail to Sally Shelton (sshelton@oru.edu) (16 February 2004).

## MISCELLANEOUS

### 1. Article in a Study Bible or book

<sup>1</sup>James Caroll Tollett, "The Holy Spirit at Work [Exodus]," in *New Spirit-Filled Life Bible*, gen. ed. Jack Hayford (Nashville: Thomas Nelson, 2002), 76.

Tollett, James Caroll. "The Holy Spirit at Work [Exodus]." In *New Spirit-Filled Life Bible*, gen. ed. Jack Hayford, 76. Nashville: Thomas Nelson, 2002.

2. **Secondary source of quotation:** (The "4, n. 16" in the reference below refers to page 4, "note" 16 in that source) (See other example under *Journal Article from a Database*.)

<sup>2</sup>M. L. Peel, "Theological Education in America," *Vox Theologica* 33 (1962-63): 85; quoted in Jacob Firet, *Dynamics in Pastoring* (Grand Rapids: Eerdmans, 1986), 4, n. 16.

Peel, M. L. "Theological Education in America." *Vox Theologica* 33 (1962-63): 85. Quoted in Jacob Firet, *Dynamics in Pastoring*, 4, n. 16. Grand Rapids: Eerdmans, 1986.

### **3. Class papers:**

<sup>3</sup>Wojtek Panas, "The Righteousness of God in Romans," a paper presented for GBIB 517 Paul: Mission & Message, Oral Roberts University, November 2002, 10.

Panas, Wojtek. "The Righteousness of God in Romans." A paper presented for GBIB 517 Paul: Mission & Message, Oral Roberts University, November 2002.

### **4. Class notes (lectures):**

<sup>4</sup>Larry Hart, "Azusa Street," class notes from GTHE 663 Charismatic Theology, Oral Roberts University, October 2004.

Hart, Larry. "Azusa Street." Class notes from GTHE 663 Charismatic Theology, Oral Roberts University, October 2004.

### **5. Class handout composed by professor:**

<sup>5</sup>Ann Young, "Flashbacks: What Helps," class handout from PRM 627 Crisis Counseling, Oral Roberts University, January 1998.

Young, Ann. "Flashbacks: What Helps." Class handout from PRM 627 Crisis Counseling, Oral Roberts University, January 1998.

### **6. Reprint:**

<sup>6</sup>John L. Nevius, *Demon Possession* (New York: Fleming H. Revell, 1894; reprint, Grand Rapids: Kregel, 1968), 274.

Nevius, John L. *Demon Possession*. New York: Fleming H. Revell, 1894. Reprint, Grand Rapids: Kregel, 1968.

### **7. Component part by one author in a work edited by another:**

<sup>7</sup>Richard M. Davidson, "Headship, Submission, and Equality in Scripture," in *Women in Ministry: Biblical and Historical Perspectives*, ed. Nancy Vyhmeister (Berrien Springs, MI: Andrews University Press, 1998), 266.

Davidson, Richard M. "Headship, Submission, and Equality in Scripture." In *Women in Ministry: Biblical and Historical Perspectives*, ed. Nancy Vyhmeister, 259-295. Berrien Springs, MI: Andrews University Press, 1998.

#### **8. Footnote with multiple entries:**

<sup>8</sup>Walter R. Martin, *Kingdom of the Cults* (Minneapolis: Bethany Fellowship, 1977), 172; Ruth A. Tucker, *Another Gospel* (Grand Rapids: Zondervan, 1989), 75; and Ron Rhodes, *The Challenge of the Cults and New Religions* (Grand Rapids: Zondervan, 2001), 59.

#### **9. Archived sources:**

<sup>9</sup>Senethea Meyer, “Historical Notes of Eugene Bible College” (Eugene, OR: Eugene Bible College, 2004, library archives), 2.

Meyer, Senethea. “Historical Notes of Eugene Bible College.” Eugene, OR: Eugene Bible College, 2004. Library archives, 1-6.

#### **10. Interview:**

<sup>10</sup>Choo Lak Yeow, Executive Director of the Association for Theological Education in Southeast Asia, interview by author, Singapore, 15 July 1985.

Yeow, Choo Lak, Executive Director of Association for Theological Education in Southeast Asia. Interview by author. Singapore. 15 July 1985.

#### **11. Newspapers:**

<sup>11</sup>Tim Talevich, “Eugene Bible College Earns Accreditation,” *The Register-Guard*, 26 November 1983, sec. C, p. 11.

Talevich, Tim. “Eugene Bible College Earns Accreditation.” *The Register-Guard*, 26 November 1983, sec. C, p. 11.

#### **12. Applied Research Project/Dissertation/Thesis:**

<sup>12</sup>Carol Peters Tanksley, “Decreasing Anxiety Through Training in Spiritual Warfare,” (D. Min. proj., Oral Roberts University, 2009), 25.

Tanksley, Carol Peters. “Decreasing Anxiety Through Training in Spiritual Warfare.” D. Min. proj., Oral Roberts University, 2009.

### 13. Subsequent Reference Examples (for footnotes only):

- If more than one citation to a particular source appears in the work, subsequent references to that source need only to be noted in a shortened form. This applies to most all referenced materials.
- The shortened citation usually contains the **author's last name** (unless others have the same name) and **page number**.
- If different works are cited that were written by the same author, the title of the work must also be included.
- The order then would be the **author's last name, title, and page number**.
- Works with **no** author need to only list the **title and page number**.
- Make sure when citing books, the title is always *italicized*.
- When referencing the title of an article or similar type of reference, place the name of the title in "quotes."

### BOOKS

#### 1. Only one book cited by author:

<sup>1</sup>Bloesch, 12.

#### 2. One book by more than one author:

<sup>2</sup>Fee and Stuart, 33.

#### 3. Two books by the same author:

<sup>3</sup>Bloesch, *The Evangelical Renaissance*, 12.

<sup>4</sup>Bloesch, *The Invaded Church*, 56.

#### 4. Kindle books

<sup>5</sup>Trible, Kindle ed.: chap. 4, loc. 288-90.

### JOURNALS/MAGAZINES

#### 1. One article cited by author:

<sup>1</sup>Moore, 79.

#### 2. One article by more than one author:

<sup>2</sup>Uzzi and Spiro, 2.

**3. Two articles by the same author with successive pagination:**

<sup>3</sup>Mercadante, "Are We All Immigrants?" 3-4. (*cite all pages used*)

<sup>4</sup>Mercadante, "Winners or Whiners?" 16. (*For journals, magazines, articles, etc. list the title of the article rather than the title of periodical it came from, if the same author is cited for two different articles.*)

- Examples are transferable to most all other types of referenced materials.
- Note: If an example of a particular source cannot be found in this manual or in Turabian, consult your professor for assistance.
- The above samples of style were adapted from Vyhmeister ch. 10, Turabian ch. 17, and *SBL Handbook of Style* ch. 7.

# Example Pages



Reading maketh a full man,  
conference a ready man,  
and writing an exact man.

—*Sir Francis Bacon*



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TITLE OF YOUR  
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By

*Line 12*

STUDENT'S FULL OFFICIAL NAME

Month and Year Degree Awarded

A Thesis

*Line 28*

Submitted to the Theological Faculty

in Partial Fulfillment of the Requirements

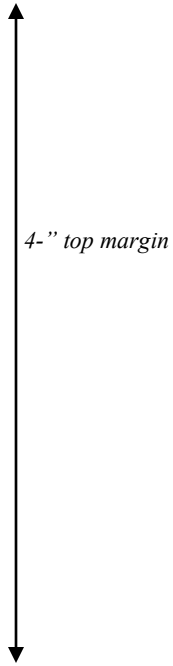
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MASTER OF ARTS IN BIBLICAL LITERATURE

GRADUATE SCHOOL OF THEOLOGY AND MINISTRY *Line 39*

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The beliefs and conclusions presented in this thesis are not necessarily those of the administration of Oral Roberts University, the Graduate School of Theology and Ministry, or the faculty.

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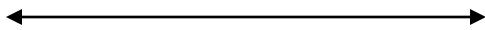
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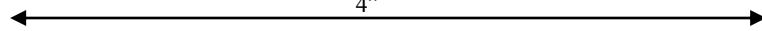
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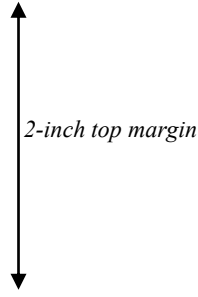
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Thesis Supervisor

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Cheryl L. Iverson, Ph.D.  
Associate Dean  
ORU Graduate School of Theology and Ministry

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**ABSTRACT**

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Name of student, Master of Arts in Your Degree < *Text line 4*

Title of your thesis; do not underline; single space the second line

Full name of supervising professor, Ph.D.

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The abstract is typed and double spaced. Indent and start three single spaces below the items of the heading. The abstract shall not exceed 150 words. In Times New Roman font this should fit on one page. The type is the same throughout the thesis. Margins throughout are as follows: one and a half inches on the left, two inches on the top and one inch on the right, and bottom.

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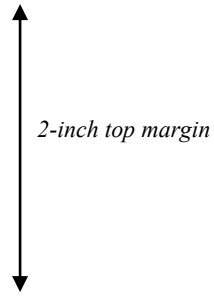
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## DEDICATION

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“Some theses are dedicated to a special person [or persons], but this is not necessary. In any case, wisdom suggests moderation and reserve in the expression of thanks” (Turabian, 216). (This page is optional.)

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## PREFACE

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“You may include a preface to explain what motivated your study, the background of the project, the scope of the research and the purpose of the paper” (Turabian, 389). (This page is optional.)

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lower case roman numeral, centered  
.75” from bottom of page.*

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## ACKNOWLEDGMENTS

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In a few sentences, you can express your gratitude to particular professors, family members, or other people who influenced your studies and life.

*If Preface is not used, begin inserting  
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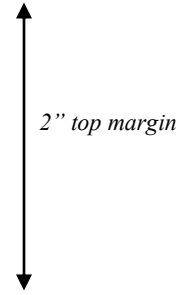


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    Jesus' Sacrifice as Savior of the World ..... 8

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    The Glory of God Revealed in His Creation ..... 12

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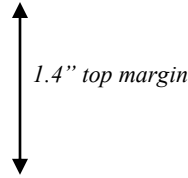
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        Redemption in Joshua ..... 36

        Redemption in the Prophets ..... 42

        Redemption in Psalms and Proverbs ..... 55

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## **EXAMPLES - BODY OF TEXT**

1. First page of chapter
2. Main body of text
3. Table in text
4. Appendix cover sheet

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## CHAPTER 1

### EUGENE BIBLE COLLEGE: BORN OUT OF REVIVAL

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*Level 1 subhead:*    **Introduction**    *< Subhead (line 4)*

Clearly one of the most distinctive points of time in the history of the church is the Pentecostal outpouring that came like a flood in the early part of the twentieth century. William J. Seymour was the dominant figure in this historic event . . .

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*Level 2 subhead:*    **Azusa Street**    *< Subhead (line 3)*

The Azusa Street Revival significantly shaped and impacted the Pentecostal churches of America in the early part of the twentieth century. . . .

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*Level 3 subhead:*    *< Blank line 2*

**Theological Implications**    *< Subhead (line 3)*

From a theological standpoint, many of these early Pentecostals sought to follow a literal interpretation of scripture. . . .

*Level 4 subhead:*

**Spirit Baptism**

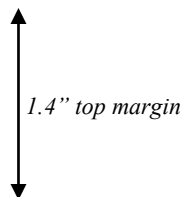
Their biblical understanding of Spirit baptism was that of an experience separate from sanctification. . . .

*Level 5 subhead:*

**Fulfillment of Joel 2:28-32**. They felt they were amidst a literal fulfillment of Joel 2:28-32. . . .

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Although the debate between the cultic/figurative and the literal interpretation continues, there is no doubt that Malachi calls for faithfulness between husbands and wives because marriage is grounded in the covenant between the husband and wife and Yahweh.<sup>1</sup> However, the traditional view identifies marriage as a covenant and one of the most important scholars to support this view is Gordon Paul Hugenberger. In his book, *Marriage as a Covenant*, he presents a thoroughly researched study in biblical ethics especially in the concept of marriage as held by Malachi and other Bible writers. Hugenberger argues that Malachi 2:14 refers to a literal marriage covenant and not to a figurative one as some scholars believe. Malachi 2:14 reads:

Hebrew block quotation  
right justified

אֲשֶׁר אַתָּה בְּנִדְתָהּ בָּהּ וְהִיא חֲבֻרְתָּךְ וְאִשְׁתְּ בְרִיתְךָ  
וְאַמְרָתָם עַל-מָה עַל כִּי-יָהוָה הֵעִיד בֵּינְךָ וּבֵין אִשְׁתְּ נְעוּרֶיךָ

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And you say wherefore? Because the Lord has been a witness between you and the wife of your youth, against whom you have been faithless, though she is your companion and your wife by covenant.<sup>2</sup>

Hugenberger argues that the endearing designation “the wife of your youth” in 2:14 is in parallel with “the wife of your covenant.” This implies that the covenant in 2: 14 was between the husband and wife.<sup>3</sup> In Genesis 31:50, the reference of the . . .

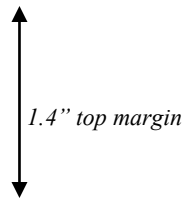
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Double space between footnote entries  
No space between footnote # & text

<sup>1</sup>Ralph L. Smith, Malachi, *Word Biblical Commentary*, vol. 32 (Waco: Word, 1984), 325.

<sup>2</sup>Author’s translation.

<sup>3</sup>Gordon Paul Hugenberger, *Marriage as Covenant: Biblical Law and Ethic as Developed from Malachi* (Grand Rapids: Baker, 1994), 28.

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. . group there was no change. Rather, in question 6, there was a decrease of 3 points (average -7 as shown in Table 2).

Table 2. Change of Faith Through Youth Group

	Pre-test		Post-test		Change		Average Increase (%)	
	T.G	C.G	T.G	C.G	T.G	C.G	T.G	C.G
(5) God-centered Life	11	11	23	11	12	0	109	0
(6) Jesus-like Character	13	13	23	13	10	0	76	0
(7) Neighbor-Centered	11	14	21	11	10	-3	90	-21
Total	35	38	67	35	32	-3	91	-7

Triple space between the bottom of the table and the first line of the remainder of the text. Continue with the text as normal.

*NOTE:*

- The number and title for a table is to be placed at the top of the table and left justified. (See Turabian, 26.2.2)
- All tables must have narration to introduce or conclude the table. The narration for a table comes before the table itself.
- Turabian has a rather comprehensive list and approach to tables and figures in chapter 8. Please consult this material for further instructions.



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APPENDIX A

TITLE OF APPENDIX

*Include this cover sheet in numbering,  
but do not put number on page  
See Turabian, Section 8*



## **EXAMPLES - BACK MATTER**

1. Bibliography, first page
2. Bibliography second page
3. Vitae

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## BIBLIOGRAPHY

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Books < Subhead (line 4)

DiSante, Carmen. *Jewish Prayer: The Origins of Jewish Liturgy*. New York: Paulist Press, 1985.

Donin, Hayim Halevy. *To Pray as a Jew*. New York: Basic Books, 1980.

Elliger, K., and W. Rudolph. *Biblia Hebraica Stuttgartensia*. 4th ed. New York: American Bible Society, 1990.

Gonzalez, Justo. *A History of Christian Thought*. Vol. 3. Nashville: Abingdon, 1975.

Harris, R. Laird, ed. "אָנִי." *Theological Wordbook of the Old Testament*. Vol. 1. Chicago: Moody Press, 1980. 51-53.

A separate  
entry is  
made for  
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referenced

\_\_\_\_\_. "אָרִי." *Theological Wordbook of the Old Testament*. Vol. 1. Chicago: Moody Press, 1980. 137.

\_\_\_\_\_. "חֲנוּךְ." *Theological Wordbook of the Old Testament*. Vol. 1. Chicago: Moody Press, 1980. 693.

\_\_\_\_\_. "קָדַר." *Theological Wordbook of the Old Testament*. Vol. 2. Chicago: Moody Press, 1980. 786-787.

\_\_\_\_\_. "קָדַשׁ." *Theological Wordbook of the Old Testament*. Vol. 2. Chicago: Moody Press, 1980. 786.

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author

Heinemann, J. *Prayer in the Talmud*. New York: DeGruyter, 1977.

\_\_\_\_\_. "The Background of Jesus' Prayer." In *The Lord's Prayer and Jewish Liturgy*. Edited by J. J. Petuchowski and M. Brocke, 205-210. New York: Seabury, 1978.

Hendrickson, William. *New Testament Commentary: The Gospel of Matthew*. Edinburgh: The Banner of Truth Trust, 1976.

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66

Hertz, Joseph H. *The Authorized Daily Prayer Book*. New York: Bloch Publishing, 1948.

Jeremias, Joachim. *The Lord's Prayer*. Philadelphia: Fortress Press, 1964.

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## VITA

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Elizabeth Marie Brown was born in Houston, Texas, on April 31, 1949, the daughter of Marie Joanna Brown and Peter Allen Brown. After completing her work at Lamar High School, Houston, Texas, in 1958, she entered Southwest Texas State Teachers College at San Marcos, Texas. During the summers of 1959 and 1960, she attended the University of Colorado. She received the degree of Bachelor of Science from Southwest Texas State Teachers College in May 1963. During the following years, she was employed as a biology teacher in the Austin High School. In September 1964, she entered The Graduate School of Business of the University of Texas.

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Permanent address: 1908 Oldham  
Austin, Texas

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## GREEK AND HEBREW TEXT CITATION EXAMPLES

### Greek Text Citation Sample

- Both Greek and English texts are indented half an inch from the left margin and single-spaced.
- Greek block quotes need to begin double-spaced after the text.
- The translation of the verse must begin double-spaced after the citation of the Greek text.
- At the end of the translation, double space between the translation and the start of the remainder of the main body of text.
- Both the Greek text block quote and translation need to be single-spaced.
- See example below:

30 Τί οὖν ἐροῦμεν; ὅτι ἔθνη τὰ μὴ διώκοντα δικαιοσύνην κατέλαβεν δικαιοσύνην, δικαιοσύνην δέ τὴν ἐκ πίστεως, 31 Ἰσραὴλ δὲ διώκων νόμον δικαιοσύνης εἰς ὄμον οὐκ ἔφθασεν. 32 διὰ τί; ὅτι οὐκ ἐκ πίστεως ἀλλ' ὡς ἐξ ἔργων. προσέκοφαν τὴν λῶν τοῦ προσκόμματος, 33 καθὼς γέγραπται. Ἴδού τίθημι ἐν Σιών λίθον προσκόμματος καὶ πέτραν σκανδάλου, καὶ ὁ πιστεύων ἐπ' αὐτῷ οὐ κατασχυνηθήσεται.<sup>1</sup>

30 What then shall we say? That Gentiles, who did not seek after righteousness, obtained righteousness, namely the righteousness which is based on faith. 31 But Israel, pursuing after a law of righteousness, did not attain that law. 32 Why not? Because it was not on the basis of faith, but as if it were based on works. They have stumbled over the stumbling stone, 33 as it is written, "See, I am laying in Zion a stone of stumbling, a rock of offense, and whoever believes in him will not be disappointed."<sup>2</sup>

Paul begins this new section (Rom 9:30-31) with a paradoxical statement: Gentiles got what they did not pursue (namely, righteousness), while the Jews did not obtain what they pursued (righteousness based on the law).

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<sup>1</sup>All Greek references are from *The Greek New Testament*, 4th rev. ed., Barbara Aland, et al. (Stuttgart: United Bible Societies, 1994).

## Hebrew Text Citation Sample

- Hebrew block quotes need to begin double-spaced after the previous text.
- Block quotes are single-spaced.
- Hebrew text is right justified.
- The English translation of the verse must begin double-spaced after the citation of the Hebrew text and will be single-spaced and indented 0.5 inches.
- At the end of the English translation, double space between the translation and the start of the remainder of the main body of text.
- See example below:

This righteousness and wickedness referred, of course, only to the particular lawsuit and not to a general reputation of the litigants. This type of language is used for example in Deuteronomy 25:1-2:

כִּי־יִהְיֶה רִיב בֵּין אָנָשִׁים וּנְגִשׁוּ אֶל־הַמִּשְׁפָּט וּשְׁפָטוּם וְהִצְדִּיקוּ אֶת־הַצְדִּיק וְהִקְשִׁיעוּ:  
אֶת־הַרְשָׁע וְהָיָה אִם־בֶּן־חַפְזֵי הַרְשָׁע וְהִפִּילוּ הַשֹּׁפֵט וְהִכּוּ לִפְנֵי כְהֵן בְּמִסְפָּר<sup>1</sup>

When there is a strife between men and they go to the court, the judges will judge them, justifying the righteous and condemning the guilty. Then if the guilty man deserves to be beaten, the judge shall cause him to lie down and be beaten in his presence with a number of stripes in proportion to his offense.<sup>2</sup>

In this case וְהִצְדִּיקוּ (Hiphil of צָדַק) means, “declare to be righteous, or not guilty,”<sup>3</sup> and וְהִקְשִׁיעוּ (also Hiphil, דָּשַׁע) means “condemn or declare to be guilty.”<sup>4</sup>

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<sup>1</sup>All Hebrew references are from *Biblia Hebraica Stuttgartensia*, 5<sup>th</sup> corrected ed. (Stuttgart: United Bible Societies, 1997).

<sup>2</sup>Author’s translation.

<sup>3</sup>Francis F. Brown, S. R. Driver, and Charles A. Briggs, “צָדַק,” *The Brown-Driver-Briggs Hebrew and English Lexicon* (Peabody, MA: Hendrickson, 1996), 15.

<sup>4</sup>Brown, Driver, and Briggs, “דָּשַׁע,” 25.

# Miscellaneous

Common Mistakes  
Submission, Publication, & Fees  
Encouraging Scriptures



**The skill of writing is to create a context  
in which other people can think.**

*—Edwin Schlossberg*

## COMMON PROBLEMS WITH FORM AND STYLE

Also see corresponding topics in Form and Style Section of this manual.

### **Bibliography:**

- Cites not matching footnotes, or contained in one place but not the other
- Only list sources used in text
- Problems with Bibliographic format—where to place sources within three categories: Books, Periodicals, or Other Sources.
- Separate entry not included for each word referenced in a concordance, lexicon, etc.
- Not using proper format

**Consistency:** Inconsistency throughout thesis (from chapter to chapter) with form and style.

**Contractions:** Using contractions (contractions may not be used in academic papers).

**Ellipses:** No space between word and ellipsis; no space between dots of ellipses.

### **Emphasis Added:**

Not using [emphasis added] when italicizing words/phrases in a quotation for emphasis; underlining or quotation marks are also options.

### **First Pages:**

First pages of chapters/bibliography not done in proper format: 2" top margin, page number at bottom center, 3/4" from bottom of page; subsequent pages: 1.4" top margin, page numbers 1" from top and right margins.

### **Footnotes:**

- Not using proper format: 12 pt font; indent first line 0.5"; single space footnotes; double space between footnotes.
- Footnote number and footnote on separate pages; indicated by footnote line all across bottom of page.

**Front Matter:** Not in proper format and not submitted with first chapter.

**Italics:** Not italicizing foreign transliterations (e.g., *agape*, *shalom*, *koinonia*, *harpazo*, etc.). Do not italicize words/phrases in non-English alphabets (Greek or Hebrew).

**Names, Full:** Not using full names in first time use of quotes, then last name thereafter.



## **COMMON PROBLEMS WITH FORM & STYLE** *continued*

**Paragraph, introductory:** No introductory paragraph under each heading before breaking down into subheadings (must have at least two subheadings to break down)

**Paragraph, format:** Some paragraphs do not contain at least three sentences (try to avoid lengthy sentences).

**Person:** Thesis not written completely in third person. Do not use first person (“I,” “me,” “we,” or “us”) or second person (“you”).

**Punctuation:** Improper use of capitalization, commas, semicolons, parentheses, and ellipses.

**Quotations, block:** Not using block quotations for five or more lines of quoted text (and foreign language quotes); (make liberal use of ellipses . . . only quote “heart of the matter”/central concept), or foreign quotations.

### **Quotations:**

- Not introducing all quotations.
- Using too much quoted material. Ensure that copyright “Fair Use Rule” not violated.

**Spacing:** Line spacing between headings and subheadings not formatted properly.

**Scripture reference:** Not using general Scripture footnote at first Scripture reference, then parenthetically thereafter.

**Starting Sentences:** Starting a sentence with a number, quotation, or foreign word.

**Table of Contents:** Headings must match exact text of headings in body of thesis.

**Title:** Lines of title not in inverted pyramid format (for multiple line titles only).

**Widows and Orphans:** Subheading at bottom of page without at least two lines of text beneath to support it (or only one line at bottom of page starting a paragraph), or only one line at top of page ending a paragraph from the previous page.

## SUBMITTING THESIS FOR FINAL APPROVAL

Submit completed thesis to the Thesis Supervisor for the final approval. Be sure the following requirements have been met before submission:

- Laser print
- General neatness and legibility; no liquid paper or visible corrections
- No footnote separators that span across the whole page
- No missing pages; pages in order; no upside down pages
- Margins:
  - left 1.5”; right and bottom 1”
  - top: first page of table of contents, chapters, and bibliography 2”; thereafter 1.4”
- Page numbers:
  - On first page of new chapters and bibliography, centered 0.75” from bottom of page
  - Following pages top right corner, 1” from top and right margins
- Text
  - No subheadings on the last line on the page
  - Subheading levels match the format of samples in the Thesis Manual
- **Front pages** are in the right order matching the format of samples in the Thesis Manual:
  - Blank sheet
  - Title page
  - Disclaimer page
  - Approval sheet
  - Abstract
  - Copyright
  - Dedication (if used)
  - Preface (if used)
  - Acknowledgment page: small roman numeral “vi” (if Preface page not used) centered 0.75” at the bottom of the page
  - Table of contents
    - ✦ Page numbers: small roman numerals centered at bottom of page
    - ✦ Chapters and headings with 0.3” indention and proper style
    - ✦ Page numbers of the chapters and subheadings correspond exactly with page numbers in the text of the document
  - List of tables (if used)
    - List of figures (if used)
    - Appendix (if used)
- **Main body of text**
- **Back pages** are in the right order matching format of samples in the Thesis Manual:
  - Bibliography – proper page numbering
  - Vita – no page number
  - Blank sheet

## THESIS BINDING AND PUBLICATION CHECKLISTS

After the Thesis Supervisor and the Faculty Reader have given their final approval of the thesis, submit copies to the Thesis Supervisor for binding and publication.

### Copy Information:

- **The 2 copies required by the GSTM must be printed on 100% cotton paper**
- Additional student copies may be printed on any good quality paper.
- Copies needed for Houchen Bindery:
  - 1 copy for ORU Library
  - 1 copy for STM
  - 1 copy for Faculty Reader (optional)
  - Copies for student
- Copies needed for ProQuest
  - 1 copy for publication; this copy will be returned to the student (unbound).
  - Include an *extra* copy of the Title Page and Abstract.

### To Submit Thesis for Binding by Houchen Bindery:

- All copies should be checked for accuracy: all pages in proper order (see pp. 8-9 in this manual), no missing pages, all pages right side up, etc.
- All approval pages need to be signed and dated by the Thesis Supervisor and Faculty Reader.
  - **Check with Thesis Supervisor for correct date to use on signature pages.**
  - **Signatures must be in black ink.**
- Include a blank sheet of 100% cotton paper on the front and back of each final copy.
- Submit copies for binding in a small box.
- Submit a standard-sized manila file folder to the Thesis Supervisor which contains (for the STM academic office):
  - 1 copy of thesis Title Page
  - 1 copy of Abstract
  - Completed form *Requirements & Fees for M.A. Thesis* (next page). Include:
    - ✦ Check/money order to Houchen Bindery for binding (see next page for prices)
    - ✦ Check/money order to ORU for postage (see next page for prices)
    - ✦ Your address/phone number/email—both present and after graduation, if known
    - ✦ Contact person/address/phone number, in the event we are unable to locate you within the next year

## THESIS BINDING AND PUBLICATION CHECKLISTS *continued*

**To Submit Thesis for Publication by ProQuest:** (optional but recommended)

- **ProQuest Publication Forms:**
  - See Thesis Supervisor to get required publication forms.
  - Fill out and sign forms, indicating publishing/copyright options desired.
- **Submit to Thesis Supervisor:**
  - All completed ProQuest publications forms
  - Photocopy of forms for the academic office
  - 1 copy of thesis
  - 1 copy of signed approval page
    - See Thesis Supervisor for correct date to use on signature page
    - Signatures must be in black ink
  - 1 additional copy of title page and abstract for Proquest
  - Check/money order to Proquest\*
  - Check/money order to ORU for postage\*
  - Completed *Requirements & Fees for M.A. Thesis* form (next page)

\*Note: The *Requirements and Fees for M.A. Thesis* form on the following page includes all fee information for Houchen Bindery, ProQuest, and postage.

**REREQUIREMENTS & FEES FOR M.A. THESIS**  
**ORU Graduate School of Theology and Ministry**

*Copy or tear out this sheet and submit with payment to thesis supervisor.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Faculty Reader: \_\_\_\_\_

**FEES CHARGED** A total of three checks will be required: 1) to ProQuest for publishing/copyright; 2) to Houchen Bindery for binding; 3) to ORU for postage. See details below:

**1. PUBLISHING (optional, unless requesting copyright):**

The student must sign a publishing agreement form. (See Thesis Supervisor for forms)  
 The copy of the Thesis or ARP Report sent to Proquest will not be bound and will be returned to the student unbound. The publishing process takes from 8 weeks to 6 months.  
 Please indicate the method of returning the unbound copy:

\_\_\_\_\_ Call phone number listed above. \_\_\_\_\_ Mail to address above.

**Fees:**

_____ Master's Thesis — Microfilms/Publishing .....	\$ 55.00
_____ Microfilm Copy for the University (optional).....	\$ 17.00
_____ Copyright (optional).....	\$ 55.00
_____ Postage for mailing to PROQUEST (see postage below)....	\$ 5.00
<b>Make check payable to PROQUEST.....</b>	<b>Total Publishing: \$ _____</b>

**2. BINDING:**

- Binding of each copy is \$9.20 (up to 2" thick; over 2" is an additional \$4.30/volume to be bound\*)
  - Include 1 copy for ORU Library, 1 copy for STM, (1 copy for Faculty Reader is optional)
  - Any additional copies requested will be returned to the student.
  - Please indicate preferred method of handling bound document(s):  
 \_\_\_\_\_ For student pickup, call phone # above.  
 \_\_\_\_\_ Mail bound copies to address above.
  - The colors required by ORU are: Binding (Royal Blue #588); Lettering (Gold).
  - Indicate # of copies to be bound \_\_\_\_\_ X \$ 9.20
  - Indicate # of copies to be bound \_\_\_\_\_ X \$13.50 (over 2" thick)
- Make check payable to HOUCHEM BINDERY..... Total Binding: \$ \_\_\_\_\_**

**3. POSTAGE:**

Postage for mailing thesis to ProQuest (see above).....	\$ 5.00
Postage for mailing up to 4 copies of bound thesis to student.....	\$ 5.00
For more than 4 copies mailed, additional postage required .....	\$ _____
If theses mailed internationally, additional postage required.....	\$ _____
<b>Make check payable to ORU.....</b>	<b>Total Postage: \$ _____</b>

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**