STYLE GUIDE FOR RESEARCH PAPERS

PHILLIPS SEMINARY

TULSA, OKLAHOMA

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I. Introduction

I.1 How to Use this Guide

The explanations that accompany each reference type contain very useful information and should be read thoroughly. Some information is given only once in the guide, so it would be useful to read through the entire guide and mark those sections you may wish to refer to later. (For example: Where do you find the copyright date? See guide page 4. How do you find the series title? See guide page 12.)

I.2 Basic Resources


Turabian is considered the primary style guide at Phillips. It is based on The Chicago Manual of Style. Since Turabian has now been extensively revised, you must use the eighth edition of Turabian (2013). All chapters have been rewritten and renumbered.


The Chicago Manual of Style Online - This searchable online style guide is the one on which Turabian (see above) is based. The web version offers the full content of the 15th and 16th editions. Click link above or copy link below:


The SBL Handbook also provides a style guide for footnotes, but students should use Turabian/Chicago Manual as the default style guide. However, the SBL Handbook may be used as the guide to capitalization of technical terms and abbreviations of biblical books and other ancient literature related to the study of early Christianity.

I.3 How this Guide Differs from Turabian

While Turabian is the primary resource for this guide, we have adapted and supplemented Turabian at points:

a) At Phillips, we use the “notes-bibliography” style rather than the “reference list” style, as described at Turabian 15.3.

b) We use footnotes rather than endnotes.

c) For the short title form, we use “author-title notes” rather than “author-only notes” (Turabian 16.4.1, p. 158).

d) The use of “ibid.” is discouraged at Phillips; instead we suggest always using the short
title form.
e) The forms given here for “Article in a Scholarly Dictionary or Encyclopedia” (II.4) and for “Comment in a Study Bible” (II.5) are adapted from the Turabian form for “Article or Chapter in an Edited Collection” (see I.2, “Basic Resources”).
f) The forms given here for “Multivolume Works” (II.9, II.10, and II.11) are adapted from options presented in Turabian 17.1.4.
g) The forms given here for “Online Sources” (II.12, II.13, II.14 and II.15) are adapted from the various options presented in Turabian 17.5.9 and 17.7.
h) At Phillips, we prefer that online sources be listed in the bibliography as well as in footnotes. (Turabian makes bibliography listings of some kinds of internet sources optional; see Turabian 17.7.2.)
i) At Phillips, we prefer the abbreviations of books of the Bible recommended by the Society of Biblical Literature instead of those recommended by Turabian (see Appendix One).
II. Footnotes and Bibliography:
A Summary of the Most Common Types of References

II.1 Book
(see Turabian 16.1, 17.1)

The basic reference data for a book consists of the following divisions in this order:

- **AUTHOR:** Full name of author, as shown on the title page.
- **TITLE OF BOOK:** Complete title as shown on title page, including subtitle if present.
- **PUBLICATION DATA** (see Turabian 17.1.6): City, publisher, and date of publication. The
city and publisher are normally given at the bottom of the title page. The date is normally
found on the back of the title page and is often the copyright date, indicated by the
symbol ©. If more than one date is given, use the latest one (Turabian, p. 175). Note that
words like “Press” and “Publishers” are normally left out of the name of a publisher, with
the exception of university presses which are always listed with the term “press”
included, as in “University of Chicago Press.”

II.1a How to Cite a Book in a Footnote:

When the reference data is presented in a footnote within the paper, it takes this form:

1. Anne Wohnee Joh, *Heart of the Cross: A Postcolonial Christology* (Louisville:

Punctuation of a footnote must follow this model exactly. Be sure to include:

- The comma after the AUTHOR’s name;
- **TITLE** in italics (no comma after);
- **PUBLICATION DATA** in parentheses, followed by a comma;
- **PAGE NUMBERS** being referenced in the paper, ending with a period.

A footnote reference follows the model of a sentence; that is, it contains no periods within
the reference itself but only at the end of the reference.

II.1b How to List a Book in a Bibliography:

When the reference data is presented in the bibliography located at the end of the paper, it
takes this form:

Joh, Wonhee Anne. *Heart of the Cross: A Postcolonial Christology*. Louisville:

Notice that the data is presented in the same order with four changes:

1. **AUTHOR** is given last name first, because the bibliography will be arranged in
   alphabetical order.
2. Punctuation is different: periods, rather than commas, are used after **AUTHOR** and after
TITLE. PUBLICATION DATA has no parentheses but otherwise maintains the same punctuation as in the footnote.
3. No page numbers are listed in the bibliography when the reference is to a book.
4. The formatting is “hanging” indentation. To set this form of indentation in Microsoft word, mark the text, then go to “Format,” [OR “Home” tab], then “Paragraph,” then “Special,” then choose “Hanging.”

II.1c How to Give the Short Form Citation of a Book:

The first citation of a source in the footnotes should contain the full footnote form as given above (see Turabian 16.4, 16.4.1). All subsequent citations should use the short title form as follows:

10Joh, Heart of the Cross, 42-45.

The short title will contain:
- AUTHOR, last name only.
- TITLE in a shortened form of 1 to 3 or 4 key words.
- PAGE NUMBERS being referenced in the paper.

Also note:
1. Each time the work is cited with a short title, the same version of the short title should be used. Turabian figure 16.2, p. 159, provides two versions of the “short title” form; we use “author-title notes” rather than “author-only notes.”
2. While “ibid.” is allowed (see Turabian 16.4.2), at Phillips we recommend that you use it rarely if at all. Instead, it is simpler to use the short title form for all citations of a source after the first full citation of that source.
II.2 Journal Article
(see Turabian 17.2)

The basic reference data for a journal article consists of the following divisions in this order:
- **AUTHOR**: Full name of author, as shown on the title page of the article.
- **TITLE OF ARTICLE**: Complete title as shown on title page, including subtitle if present.
- **TITLE OF JOURNAL**: Complete title of journal as shown on the journal cover page.
- **PUBLICATION DATA**: A journal will normally have a volume number and/or issue number and a month and/or year of publication.
- **PAGE NUMBERS OF ARTICLE**: Since the article is only a portion of the total pages of the journal edition, the page numbers on which the article is found must be listed.

II.2a How to Cite a Journal Article in a Footnote:

When the reference data is presented in a footnote within the paper, it takes this form:


Note the following features:
- **AUTHOR** is followed by comma;
- **TITLE OF ARTICLE** is in quotation marks, followed by a comma;
- **TITLE OF JOURNAL** is in italics;
- **PUBLICATION DATA** includes the volume and issue number of journal separated by a comma, then the month (or season) and year of issue in parentheses followed by colon, and finally the page numbers being referenced in the paper.

II.2b How to List a Journal Article in the Bibliography:

When the reference data is presented in the bibliography located at the end of the paper, it takes this form:


Notice that the data is presented in the same order with three changes:
1. **AUTHOR** is given last name first, because the bibliography will be arranged in alphabetical order.
2. Punctuation is different: periods, rather than commas, are used after **AUTHOR** and after **TITLE**.
3. The bibliography includes **COMPLETE PAGE NUMBERS** for the article, not just the pages cited in the paper, are listed in the footnote.
II.2c How to Give the Short Form Citation of a Journal Article:

The first citation of a source in the footnotes should contain the full footnote form as given above. All subsequent citations should use the short title form:


The short title will contain:

- **AUTHOR**, last name only;
- **TITLE**, in a shortened form of 1-3 key words. Note that the article title, not journal title, is used, and is placed in quotation marks;
- **PAGE NUMBERS** being referenced in the paper.

Note: each time the work is cited with a short title, the same version of the short title should be used.
II.3 Article or Chapter in an Edited Collection

(see Turabian 17.1.8)

The basic reference data consists of the following divisions in this order:

- **AUTHOR**: Full name of author, as shown at the beginning or end of the article
- **TITLE OF ARTICLE**: Complete title as shown at the beginning of the article, including subtitle if present.
- **TITLE OF BOOK**: Complete title of book, as shown on its title page, in italics.
- **EDITOR OF BOOK**: Be sure to distinguish between “author” of the article being cited and “editor” of the book where the article is found.
- **PUBLICATION DATA**: Use the same form as for any book.
- **PAGE NUMBERS OF ARTICLE**: Since the article is only a portion of the total pages of the book, the page numbers of the article must be listed.

II.3a How to Cite, in a Footnote, an Article or Chapter of an Edited Collection:

When the reference data is presented in a footnote within the paper, it takes this form:


The following forms are **incorrect**:


Always cite by the author of the article being cited, not by the editor of the book.

Note the following features:

- **AUTHOR** is followed by comma;
- **TITLE OF ARTICLE** followed by comma, all in quotations marks;
- **TITLE OF BOOK** is in italics;
- **EDITOR OF BOOK** is accompanied by the abbreviation for editor;
- **PUBLICATION DATA** for book is enclosed in parentheses followed by comma;
- **PAGE NUMBERS** refer only to those being in the paper.

II.3b How to List, in the Bibliography, an Article or Chapter in an Edited Volume:

When the reference data is presented in the bibliography located at the end of the paper, it
takes this form:


Notice that the data is presented as follows:

- AUTHOR is given last name first, because the bibliography will be arranged in alphabetical order.
- Punctuation is different -- periods, rather than commas, are used after AUTHOR and after TITLE OF ARTICLE. Because periods are used, each line of text must begin with a capital, thus “In” is capitalized.
- “Edited by” is written out rather than abbreviated.
- PAGE NUMBERS are given after the name of the editor. Note that the complete page numbers for the article must be provided in the bibliography.
- PUBLICATION DATA has no parentheses but otherwise maintains the same punctuation as in the footnote.

**II.3c How to Give the Short Form Citation of an Article or Chapter in an Edited Volume:**

The first citation of a source in the footnotes should contain the full footnote form as given above. All subsequent citations should use the short title form:


The short title will contain:

- Author
- Title of article in a shortened form
- Page number(s) being cited in the paper.
II.4 Article in a Scholarly Dictionary or Encyclopedia

The basic reference data will be presented in the same form as in II.3 above.

II.4a How to Cite a Scholarly Dictionary or Encyclopedia Article in a Footnote:

When the reference data is presented in a footnote within the paper, it takes this form:


The following is incorrect:


Dictionary authors should be cited by the author of the article, not the editor of the dictionary.

Notice the following features:

- The citation form uses “et al.” when there are more than three editors or authors. The abbreviation “et al.” stands for et alii, which means “and others.” Since “al.” is an abbreviation, it is followed by a period. No comma is used between the name of the first author and “et al.”
- Page numbers refer to the material being cited in the paper.
- A full list of authors is usually included in a scholarly dictionary or encyclopedia, normally as part of the front matter.
- If no author for the article is provided, then you will have to list the editor in the position of the author followed by a comma and the abbreviation “ed.”

II.4b How to List a Scholarly Dictionary or Encyclopedia Article in the Bibliography:

When the reference data is presented in the bibliography located at the end of the paper, it takes this form:


In the bibliography the complete page numbers for the article are given.

II.4c How to Give the Short Form Citation for a Dictionary or Encyclopedia Article:

The first citation of a source in the footnotes should contain the full footnote form as given above. All subsequent citations should use the short title form:

II.5 Comment in a Study Bible

The basic reference data will be presented in the same form as in II.4 above.

II.5a How to Cite, in a Footnote, a Comment in a Study Bible:

When the reference data is presented in a footnote within the paper, it takes this form:


The following is incorrect:


Study Bible comments should be cited by the authors of the comments, not the editor of the study Bible. Authors of comments are usually included with the introduction to each biblical book.

II.5b How to List, in the Bibliography, a Comment in a Study Bible:

When the reference data is presented in the bibliography located at the end of the paper, it takes this form:


II.5c How to Give the Short Form Citation for a Comment in a Study Bible:

The first citation of a source in the footnotes should contain the full footnote form as given above. All subsequent citations should use the short title form:

II.6 Book in a Series, Type One

(see Turabian 17.1.5)

The basic reference data for a book in a series consists of the following divisions in this order:

- **AUTHOR**: Full name of author, as shown on the title page
- **TITLE OF BOOK**: Complete title as shown on title page, including subtitle if present
- **SERIES TITLE**
- **VOLUME NUMBER** (if applicable)
- **PUBLICATION DATA**

II.6a How to Cite a Book in a Series in a Footnote:

When the reference data is presented in a footnote within the paper, it takes this form:


Please note the following:

- The **TITLE** is in italics, but the **SERIES TITLE** is not.
- Sometimes, but not always, there is a volume number with the series title.
- You may omit listing the series editor (that is, if there is one).
- The **SERIES TITLE** is often identified on the back side of the title page of the book, at the bottom of the page under “Library of Congress Cataloging-in-Publication Data,” or you can find it identified in the Phillips library online catalog listing for the book.
- Biblical commentaries are often published in a series.
- Sometimes “Press” may be included with the name of the publisher, as here, since “Liturgical” in this case is an adjective and seems awkward when it stands alone.
- In some cases, as here, it may be necessary to include both city and state for the publisher whenever the city alone is not sufficient for clear identification of the location (see Turabian 17.1.6, p. 174).

II.6b How to List a Book in a Series in the Bibliography:

When the reference data is presented in the bibliography located at the end of the paper, it takes this form:


II.6c How to Give the Short Form Citation for a Book in a Series:

The first citation of a source in the footnotes should contain the full footnote form as given above. All subsequent citations should use the short title form:

Collins, First Corinthians, 432.
II.7 Book in a Series, Type Two
(see Turabian 17.1.4)

This is the style to use when each volume in a multivolume work has a different title. To identify the AUTHOR of the portion of the book you are citing, you may have to consult the editor’s comments at the beginning of the book or look for a list of contributors in the table of contents.

The basic reference data for this type of book consists of the following divisions in this order:

- **AUTHOR**: Full name of author, as shown on the title page
- **TITLE OF BOOK**: Complete title as shown on title page, including subtitle if present
- **VOLUME NUMBER**, if applicable
- **SERIES TITLE**
- **SERIES EDITOR(S)**
- **PUBLICATION DATA**

II.7a How to Cite a Book in a Series in a Footnote:

When the reference data is presented in a footnote within the paper, it takes this form:


II.7b How to List a Book in a Series in the Bibliography:

When the reference data is presented in the bibliography located at the end of the paper, it takes this form:


II.7c How to Give the Short Form Citation for a Book in a Series:

The first citation of a source in the footnotes should contain the full footnote form as given above. All subsequent citations should use the short title form:

II.8 Edition Other Than the First
(see Turabian, fig. 16.1, p. 146)

The basic reference data will be presented in the same form as II.1 above.

II.8a How to Cite, in a Footnote, an Edition other than the First:

When the reference data is presented in a footnote within the paper, it takes this form:


Edition number is listed after the title, separated by a comma. Also note that Turabian is often cited by paragraph number rather than page number, but either can be used.

II.8b How to List, in the Bibliography, an Edition Other Than the First:

When the reference data is presented in the bibliography located at the end of the paper, it takes this form:


II.8c How to Give the Short Form Citation for an Edition Other Than the First:

The first citation of a source in the footnotes should contain the full footnote form as given above. All subsequent citations should use the short title form:

**II.9 Multivolume Works: Book**

*(see Turabian 17.1.4)*

The basic reference data will be presented in the same form as II.1 above.

**II.9a How to Cite a Multivolume Book in a Footnote:**

When the reference data is presented in a footnote within the paper, it takes this form:


Note that the footnote lists both volume and page number cited; volume and page are separated by a colon. Thus 2:569 refers to volume 2, page 569.

**II.9b How to List a Multivolume Book in the Bibliography:**

When the reference data is presented in the bibliography located at the end of the paper, it takes this form:


Note the change in punctuation. Also there are two dates of publication because the two volumes were published in different years.

**II.9c How to Give the Short Form Citation for a Multivolume Book:**

The first citation of a source in the footnotes should contain the full footnote form as given above. All subsequent citations should use the short title form:

12Brown, *John*, 2:570
II.10 Multivolume Works: Dictionary Article in a Multivolume Work

The basic reference data will be presented in the same form as II.3 above.

II.10a How to Cite, in a Footnote, a Dictionary Article in a Multivolume Work:

When the reference data is presented in a footnote within the paper, it takes this form:


Note that the footnote lists both volume and page number cited; volume and page are separated by a colon. Thus 6:303 refers to volume 6, page 303.

II.10b How to List, in the Bibliography, a Dictionary Article in a Multivolume Work:

When the reference data is presented in the bibliography located at the end of the paper, it takes this form:


Note that the bibliography reference provides the complete page numbers for the article cited.

II.10c How to Give the Short Form Citation for an Article in a Multivolume Work:

The first citation of a source in the footnotes should contain the full footnote form as given above. All subsequent citations should use the short title form:

8Smith, “Table Fellowship,” 6:302.
II.11 Multivolume Works: Article in New Interpreter’s Bible

The preferred style at Phillips, as illustrated below, is to cite *The New Interpreter’s Bible* in the style we use for a dictionary article, in which the author of the article and title of the article are listed as the lead author and title. Both volume and page number must be provided; thus 8:215 refers to volume 8, page 215.

II.11a How to Cite, in a Footnote, an Article in New Interpreter’s Bible:

When the reference data is presented in a footnote within the paper, it takes this form:


II.11b How to List, in the Bibliography, an Article in New Interpreter’s Bible:

When the reference data is presented in the bibliography located at the end of the paper, it takes this form:


Note that the bibliography reference provides the complete page numbers for the article cited. Thus 8:87-505 refers to volume 8, pages 87-505, which are the page numbers for the complete article.

II.11c How to Give the Short Form Citation for an Article in New Interpreter’s Bible:

The first citation of a source in the footnotes should contain the full footnote form as given above. All subsequent citations should use the short title form:

8Boring, “Gospel of Matthew,” 8:201.
II.12 Online Sources: General Guidelines

Internet sources have three basic categories of information to be included in a citation reference:

1. **Author, Title, and Publication Data:** Some sites may not contain all of this data, but it is essential to include as much as is available.

2. **URL (Universal Resource Locator):** This is the electronic code that is used to locate the data on the internet. The URL that shows in the browser window may not always be correct. Note that the URL alone is not sufficient to identify a source since internet sites often change their URL’s. Thus it is necessary to provide as thorough a citation as possible so that, even if the URL were to change, the site could still be found with an internet search engine. To find the correct URL in Internet Explorer, place your cursor within the page you are citing, right click, then go to “properties.” In Firefox or Chrome, right click and select “view page”.

3. **Date Accessed:** This is the date when you last accessed the material online.
II.13 Electronic Books

These are books that may either be accessed online or downloaded. They are cited very much like traditional books. Pages may or may not be available for you to cite. Cite pages if they are present. If your book was downloaded in a specific electronic book format (Kindle, Nook, etc.), include that format in place of an access date.

II.13a How to Cite, in a Footnote, an Electronic Book (accessed online or downloaded):

When the reference data is presented in a footnote within the paper, it takes this form:


II.13b How to Cite in a Bibliography

When the reference data is presented in the bibliography located at the end of the paper, it takes this form:


II.13c How to Give the Short Form Citation for a Book Accessed Online

The first citation of a source in the footnotes should contain the full footnote form as given above. All subsequent citations should use the short title form:

II.14 Electronic Journal Articles
(see Turabian 17.2.7)

When a journal article is available online, the publication data is listed the same as it would be for the print publication, to which is added the URL and the date accessed. In the first example, the online version (from the publisher’s website) of a printed journal is being cited. In the second example, the online version retrieved via a database (EBSCOhost) is being cited.

II.14a How to Cite, in a Footnote, an Online Journal Article:

When the reference data is presented in a footnote within the paper, it takes this form:


II.14b How to List, in the Bibliography, an Online Journal Article:

When the reference data is presented in the bibliography located at the end of the paper, it takes this form:


II.14c How to Give the Short Form Citation for an Online Journal Article:

The first citation of a source in the footnotes should contain the full footnote form as given above. All subsequent citations should use the short title form:

II.15 How to Cite a Blog
(see Turabian 17.7.2)

In the following example, the SITE TITLE is treated like a lecture title and cited in quotation marks ("Religions of the Ancient Mediterranean: A Blog by Phil Harland")

II.15a How to Cite a Blog in a Footnote:

When the reference data is presented in a footnote within the paper, it takes this form:


Note the following information in this order: author of the entry, a title (in quotation marks), the name of the blog (in italics), the date of posting, date accessed, and URL.

II.15b How to List a Blog in the Bibliography:

When the reference data is presented in the bibliography located at the end of the paper, it takes this form:


Note: Phillips prefers a bibliography listing of such items, even though Turabian 17.7.2 says it is optional.

II.15c How to Give the Short Form Citation of a Blog:

The first citation of a source in the footnotes should contain the full footnote form as given above. All subsequent citations should use the short title form:

11Harland, “Satanic Conspiracies”. 
II.16 How to Cite Books of the Bible

When giving a direct quotation from the Bible, the book, chapter, and verse should be given in the body of the paper, in the following order:

1. The quotation itself; but if the quotation includes a period at the end of the sentence, do not include it yet;
2. Closing quotation marks;
3. The biblical reference in parentheses, including the abbreviated name of the translation;
4. The period at the end of the sentence.

In other words, the biblical reference should be outside the quotation, but within the sentence which ends with a period.

Below is an example of a correct biblical reference:

“For all who eat and drink without discerning the body, eat and drink judgment against themselves” (1 Cor 11:29 NRSV).

II.16a When to use the full name of the biblical book:

Use the full name of the biblical book in the following two instances:

1. When you refer to the book without chapter and verse.
2. When the name of the biblical book comes at the beginning of a sentence.

The following is correct:

First Corinthians 11:29 is a crucial text.

The following is incorrect because the name of the biblical book comes at the beginning of a sentence:

❌ 1 Corinthians 11:29 is a crucial text.

II.16b When to use the abbreviation of the biblical book:

Use the abbreviation of the biblical book:

- In all instances (except at the beginning of the sentence) when chapter and verse are given.
- In all instances of citations in parentheses and footnotes.
- When more than one translation is cited in a work, indicate with an abbreviation which translation is being used.

Note that abbreviations for biblical books do not require a period and are not italicized.

The following examples are correct:
The passage in 1 Cor 11 is often considered crucial.

The passage, 1 Cor 11:29, is often considered crucial.

The following example is incorrect, because the reference occurs at the beginning of the sentence:

❌ 1 Cor 11:29 is a crucial text.
III. How to Cite Sources Correctly (And Avoid Plagiarism)

The following passage is a direct quotation from *Chalice Introduction to the New Testament*, p. 58:

Scholars often explain the connection between Paul’s theology and its practical, ecclesiological application by using the terminology of “indicative” and “imperative.” The “indicative” refers to the present, already-accomplished status of the believer – what he or she has come to by virtue of baptism and incorporation into the body of Christ. The “imperative” refers to what remains to be done, to the life of discipleship as it is to be lived out. For Paul, the former (“indicative”) grounds or gives rise to the latter (“imperative”). The shape of discipleship is in large measure determined by one’s new Christian status. This heuristic model is by no means unambiguous. As Paul’s letters attest, there were substantive disagreements among early Christians about the nature of the indicative, with subsequent divergence on the character of discipleship. With many different answers to “What has God done?” (Depending on one’s perspective and social location) there were many ideas about “What shall we do?”

In this section, you will see two examples (III.1 and III.2) where this passage is used in ways that constitute clear or possible plagiarism, followed by one example of an appropriate use of this passage.
III.1 Possible Plagiarism: Using Exact Phrases Without Quotation Marks

In the example below, the author uses exact phrases from the original without quotation marks:

❌ The connection between Paul’s theology and its practical application is explained by using the terminology of “indicative” and “imperative.” The “indicative” refers to the present status of the believer. The “imperative” refers to the life of discipleship as it is to be lived out. For Paul, the “indicative” gives rise to the “imperative.”

Note that this is author risks being penalized for plagiarism, even though the source is footnoted.

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III.2 Possible Plagiarism: Overusing Direct Quotations from the Original

In the following example, the author overuses direct quotations from the original, to the point that the paragraph contains little, if any, work by the supposed writer of the paper. Note that this author risks being penalized for plagiarism, even though the source is footnoted.

“Scholars often explain the connection between Paul’s theology and its practical, ecclesiological application by using the terminology of ‘indicative’ and ‘imperative.’ The ‘indicative’ refers to the present, already-accomplished status of the believer -- what he or she has come to by virtue of baptism and incorporation into the body of Christ. The ‘imperative’ refers to what remains to be done, to the life of discipleship as it is to be lived out. For Paul, the former (‘indicative’) grounds or gives rise to the latter (‘imperative’).”

III.3 Appropriate Use of Source Material

The passage below is an example of correct form and style, because the gist of the original source is presented, but it is in the words of the writer of the paper:

According to scholars, Paul’s “imperative,” which refers to his instructions for Christians on how to live, was seen by Paul to be derived from the “indicative” of God’s grace.

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# Appendix I: Accepted Abbreviations for Biblical Books

The following are taken from *The SBL Handbook of Style*. Please note that this differs from Turabian 24.6.

<table>
<thead>
<tr>
<th>Biblical Book</th>
<th>Abbreviation</th>
<th>Biblical Book</th>
<th>Abbreviation</th>
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<tbody>
<tr>
<td>Genesis</td>
<td>Gen</td>
<td>Micah</td>
<td>Mic</td>
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<tr>
<td>Exodus</td>
<td>Exod</td>
<td>Nahum</td>
<td>Nah</td>
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<tr>
<td>Leviticus</td>
<td>Lev</td>
<td>Habakkuk</td>
<td>Hab</td>
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<td>Numbers</td>
<td>Num</td>
<td>Zephaniah</td>
<td>Zeph</td>
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<td>Deuteronomy</td>
<td>Deut</td>
<td>Haggai</td>
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<td>Malachi</td>
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<td>1-2 Sam</td>
<td>Mark</td>
<td>Mark</td>
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<td>1-2 Chr</td>
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<td>Romans</td>
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<td>Esth</td>
<td>1-2 Corinthians</td>
<td>1-2 Cor</td>
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<td>Job</td>
<td>Job</td>
<td>Galatians</td>
<td>Gal</td>
</tr>
<tr>
<td>Psalms</td>
<td>Ps (plural = Pss)</td>
<td>Ephesians</td>
<td>Eph</td>
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<td>Prov</td>
<td>Philippians</td>
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<td>Eccl</td>
<td>Colossians</td>
<td>Col</td>
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<td>Song</td>
<td>1-2 Thessalonians</td>
<td>1-2 Thess</td>
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<td>Isa</td>
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<td>Obad</td>
<td>Revelation</td>
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</table>
Appendix II: How to Modify Footnote Style in Microsoft Word

(Applies to all versions before Vista)

This style modification will allow your footnotes to appear in the preferred style at Phillips.

1. From pull down menus at the top of the page, choose FORMAT.
2. Scroll down and choose STYLES AND FORMATTING.
3. At the bottom of the STYLES AND FORMATTING window there is a SHOW option. Set it to ALL STYLES.
4. Scroll through the choices under PICK FORMATTING TO APPLY, and find FOOTNOTE TEXT.
   a. If there is no FOOTNOTE TEXT showing:
      i. Change STYLE to CUSTOM.
      ii. This will open a FORMAT SETTINGS window.
      iii. Scroll down the selections in the STYLES TO BE VISIBLE box until you find FOOTNOTE TEXT.
      iv. Place a check in the box next to FOOTNOTE TEXT.
      v. Set the CATEGORY menu to ALL STYLES.
      vi. Check OK to close the FORMAT SETTINGS window.
      vii. Go back to PICK FORMATTING TO APPLY and find FOOTNOTE TEXT.
5. Right-click on FOOTNOTE TEXT
6. Select MODIFY. The MODIFY STYLES window will then open.
7. To modify font:
   a. Click on FORMAT (bottom left) and then FONT.
   b. Choose Times New Roman.
   c. Under FONT STYLE, choose REGULAR.
   d. Under SIZE, choose “10 points.”
   e. Click OK to return to the MODIFY STYLES window.
8. To modify line spacing:
   a. Click on FORMAT (bottom left), then on PARAGRAPH.
   b. Choose the INDENT AND SPACING tab at the top left.
   c. Under GENERAL, your ALIGNMENT should be set to “Left.”
   d. Under INDENTATION, “Left” and “Right” should both be set to “0.”
   e. Under INDENTATION, “Special” should be set to “First Line.”
   f. Under BY, set to “0.5”
   g. Under SPACING, set “Before” to “0” and “After” to “0.”
   h. Under SPACING, set “Line Spacing” to “single.”
   i. Click OK to return to the MODIFY STYLES window.
9. Now click OK in the MODIFY STYLES window to save this style.