LIBERTY UNIVERSITY BAPTIST THEOLOGICAL SEMINARY

A Writing Guide for the Purpose of Correct Style

Submitted to LBTS Faculty & Students, in partial fulfillment of the requirements for the completion of any course

<Insert Course Prefix and Number – Section Number>

<Insert Course Title>

by

Faculty of Liberty University Baptist Theological Seminary

November 21, 2013
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**LBTS Writing Guide**
(based on the 8\textsuperscript{th} edition of the Turabian manual)

**Formatting**

- One-inch margins
- Times New Roman size 12-pt. type font except in the footnotes when you are to have Times New Roman 10-pt. font.
- Double-spaced except in the footnotes, block quotes, and other exceptions.\(^1\)
- Block quotations should be blocked if any amount if the quote is over four lines, and the left margin should be indented one-half inch. Therefore, a four-line quotation can remain in the body of the text without being blocked.

**Style**

- Use active voice, and avoid first person pronouns unless permitted by the assignment instructions. In historical writing, use simple past tense verbs, but when referring to an author’s written work, use present tense.
- Turabian permits two citation styles. LBTS only accepts notes-bibliography style in submitted documents. When using this style, only use footnotes rather than endnotes. Do not use both citation styles within a document.
- LBTS prefers superscript numbers for footnotes. An example of a superscripted footnote number looks like this “\(^1\),” whereas the standard footnote for Microsoft Word 2013 is “1.”
- When footnoting, indent the first line of your footnote. The indentation should be before the superscripted footnote number. The footnotes should be single-spaced, but there should be 6-pt. spacing beneath the footnote. In order to format your paper using 6-pt. spacing, highlight the footnote, right-click on your highlighted space, click the paragraph option, and then with the spacing option change it to on 6 pt. spacing in the “after” option.
- “Ibid.” is short for the Latin term \textit{ibidem} meaning “in the same place.” When referring to a source whose bibliographical data are in the footnote prior, use “Ibid.” Do not include a page number if you are citing the same page as the previous; however, if it is a different page number use “Ibid.” plus a comma and then the page number like this, “Ibid., #.”

• Since the Bible is considered a sacred work, cite it initially in the footnotes and subsequently in parenthetical references. Do not include the Bible in the bibliography. The exception to this rule is when you are citing notes from a study Bible, which should in turn be referenced in the bibliography. An example for properly footnoting a biblical citation is in the footnote at the bottom of this page. Notice the phrasing of the footnote, “Unless otherwise noted, all biblical passages referenced are in the _____ Version.” This means that you will not need to reference the version of the Bible in subsequent citations unless you change the version.

• When footnoting a book for the second time and the citation is not concurrent with the first citation, you do not need a full citation. Instead use the author’s last name(s), an abbreviated version of the book title (in four words or less), and the page number. An example of this is in the footnote below for a source titled Leading, Teaching, and Making Disciples.

• When citing an article from an online library/search engine, you do not need to cite the search engine or article address if the article is in the same form as it would have been in a print journal (typically you can tell this is the case if the online article is downloadable into a .pdf). If you need to cite the link to the article it is preferred that you cite the article using the Digital Object Identifier (DOI). If there is no DOI make sure that you are using a permalink rather than a link copied and pasted from your address bar. If you signed into the Library using a username and password then the address from the address bar will not work for anyone who does not have your username/password.

• Writing and preaching are two different communicational mediums with two distinct purposes. When writing an academic assignment, avoid the temptation to “sermonize.” Eliminate any use of “you” or “us,” and do not appeal to your reader’s emotions or character.

Grammar Usage Notes

• Avoid using the em-dash (—) which is used in place of a comma to separate thoughts in a sentence. If it is necessary, make sure you understand the grammatical reasoning behind using this form of punctuation.

• Bible is the title of a book whereas biblical is an adjective and biblically is an adverb. Bible should be capitalized, but biblical and biblically should not be capitalized. The same is true of Scripture in the nominal form versus the adjectival or adverbial form. See the Capitalization Glossary for more examples of common capitalization mistakes.

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3 Turabian, Manual, 16.2.3.

4 Mitchell, Making Disciples, 235.

5 For more information on the DOI see Turabian, Manual, 15.4.1.3.

6 A permalink is a hyperlink that is not directly copied from your web browser address bar. Instead it is typically provided by a search engine. The permalink will allow readers of your work to find the article you are referencing without being sent to your institution’s login screen. LBTS students can find permalinks in the majority of Liberty’s online library sources.
• The abbreviation, i.e., means “that is” and should be used in parentheses when providing a point of clarification.
• The abbreviation, e.g., means “example” and should be used in parentheses when giving an example.
• [sic] should appear directly after an error in a quotation because quotations need to be cited verbatim (including errors), but you do not want to suffer the point reduction of an error. Therefore, [sic] lets the reader know that you purposefully copied over the error because it was in the original citation.

Levels of Headings

Here is the expected level of headings for LBTS papers. The level explanation below also provides an example of what each level should look like. All headings are to remain Times New Roman 12-pt. font. When providing a sectional heading, the heading should have two empty, single-line spaces above it and one empty, single-line spaces below.

**First Level: Centered, Boldface, Headline-Style Capitalization**

Second Level: Centered, Regular Type, Headline-Style Capitalization

**Third Level: Flush Left, Boldface, Headline-Style Capitalization**

Fourth level: Flush left, roman type, sentence-style capitalization

**Fifth level: Indent ½ inch for run in at beginning of paragraph (no blank line after), boldface or italic type, sentence-style capitalization, terminal period.** Start first sentence here.

Footnote Citations

**Book with a Single Author or Editor**


**Book with Multiple Authors**


**Kindle/E-Reader Book**

Journal Article in Print


Journal Article Online


Dissertation


Volume in multi-volume set with translator


Article or Chapter in an Edited Book


Reference Works (omit from bibliography):

1 *Holman Illustrated Bible Dictionary*, rev., updated, and expanded, s.v., “Romans, Letter to the.”

Bibliography Citations

Book with a Single Author or Editor


Book with Multiple Authors

Kindle/E-Reader Book


Journal Article in Print


Journal Article Online


Dissertation


Volume in multi-volume set with translator


Article or Chapter in an Edited Book


Bibliography Tips

- Use the term Bibliography for your final list of bibliographic entries. Other terms such as References or Works Cited are not acceptable.
- Bold the title, center it, and begin a new page with normal page numbering.
- Use a ½-inch hanging indentation.
- Use single-line spacing with a 12-pt. space between entries, which can be added by going to the paragraph option in Microsoft Word and adding a 12-pt. line space afterwards.
- Only cite sources directly referenced in the body of your paper. Do not cite works that have only been consulted.
### Sacred Book References

Spell out the name of biblical books when they are referred to in their entirety. To cite a specific biblical passage within the text or notes, follow the guidelines given in Turabian 17.5.2, but use the following abbreviations instead of the ones given in Turabian 24.6.

#### Old Testament

<table>
<thead>
<tr>
<th>Book</th>
<th>Title</th>
<th>Song or (Cant)</th>
<th>Song of Songs (or Canticles)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen</td>
<td>Genesis</td>
<td>Isa</td>
<td>Isaiah</td>
</tr>
<tr>
<td>Exod</td>
<td>Exodus</td>
<td>Jer</td>
<td>Jeremiah</td>
</tr>
<tr>
<td>Lev</td>
<td>Leviticus</td>
<td>Lam</td>
<td>Lamentations</td>
</tr>
<tr>
<td>Num</td>
<td>Numbers</td>
<td>Ezek</td>
<td>Ezekiel</td>
</tr>
<tr>
<td>Deut</td>
<td>Deuteronomy</td>
<td>Dan</td>
<td>Daniel</td>
</tr>
<tr>
<td>Josh</td>
<td>Joshua</td>
<td>Hos</td>
<td>Hosea</td>
</tr>
<tr>
<td>Judg</td>
<td>Judges</td>
<td>Joel</td>
<td>Joel</td>
</tr>
<tr>
<td>Ruth</td>
<td>Ruth</td>
<td>Amos</td>
<td>Amos</td>
</tr>
<tr>
<td>1-2 Sam</td>
<td>1-2 Samuel</td>
<td>Obad</td>
<td>Obadiah</td>
</tr>
<tr>
<td>1-2 Kgs</td>
<td>1-2 Kings</td>
<td>Jonah</td>
<td>Jonah</td>
</tr>
<tr>
<td>1-2 Chr</td>
<td>1-2 Chronicles</td>
<td>Mic</td>
<td>Micah</td>
</tr>
<tr>
<td>Neh</td>
<td>Nehemiah</td>
<td>Nah</td>
<td>Nahum</td>
</tr>
<tr>
<td>Esth</td>
<td>Esther</td>
<td>Hab</td>
<td>Habakkuk</td>
</tr>
<tr>
<td>Job</td>
<td>Job</td>
<td>Zeph</td>
<td>Zephaniah</td>
</tr>
<tr>
<td>Ps/Pss</td>
<td>Psalms</td>
<td>Hag</td>
<td>Haggai</td>
</tr>
<tr>
<td>Prov</td>
<td>Proverbs</td>
<td>Zech</td>
<td>Zechariah</td>
</tr>
<tr>
<td>Eccl (or Qoh)</td>
<td>Ecclesiastes</td>
<td>Mal</td>
<td>Malachi</td>
</tr>
</tbody>
</table>

#### New Testament

<table>
<thead>
<tr>
<th>Book</th>
<th>Title</th>
<th>Song or (Cant)</th>
<th>Song of Songs (or Canticles)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matt</td>
<td>Matthew</td>
<td>1-2 Thess</td>
<td>1-2 Thessalonians</td>
</tr>
<tr>
<td>Mark</td>
<td>Mark</td>
<td>1-2 Tim</td>
<td>1-2 Timothy</td>
</tr>
<tr>
<td>John</td>
<td>John</td>
<td>Phlm</td>
<td>Philemon</td>
</tr>
<tr>
<td>Acts</td>
<td>Acts</td>
<td>Heb</td>
<td>Hebrews</td>
</tr>
<tr>
<td>Rom</td>
<td>Romans</td>
<td>Jas</td>
<td>James</td>
</tr>
<tr>
<td>1-2 Cor</td>
<td>1-2 Corinthians</td>
<td>1-2 Pet</td>
<td>1-2 Peter</td>
</tr>
<tr>
<td>Gal</td>
<td>Galatians</td>
<td>Jude</td>
<td>Jude</td>
</tr>
<tr>
<td>Eph</td>
<td>Ephesians</td>
<td>Rev</td>
<td>Revelation</td>
</tr>
<tr>
<td>Phil</td>
<td>Philippians</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Col</td>
<td>Colossians</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Apocrypha and Septuagint

<table>
<thead>
<tr>
<th>Book</th>
<th>Title</th>
<th>Song or (Cant)</th>
<th>Song of Songs (or Canticles)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bar</td>
<td>Baruch</td>
<td>Jdt</td>
<td>Judith</td>
</tr>
<tr>
<td>Add Dan</td>
<td>Additions to Daniel</td>
<td>1-2 Macc</td>
<td>1-2 Maccabees</td>
</tr>
<tr>
<td>Pr Azar</td>
<td>Prayer of Azariah</td>
<td>3-4 Macc</td>
<td>3-4 Maccabees</td>
</tr>
<tr>
<td>Bel</td>
<td>Bel and the Dragon</td>
<td>Pr Man</td>
<td>Prayer of Manasseh</td>
</tr>
<tr>
<td>Sg three</td>
<td>Song of the Three Young Men</td>
<td>Ps 151</td>
<td>Psalm 151</td>
</tr>
<tr>
<td>Sus</td>
<td>Susanna</td>
<td>Sir</td>
<td>Sirach/Ecclesiasticus</td>
</tr>
<tr>
<td>1-2 Esd</td>
<td>1-2 Esdras</td>
<td>Tob</td>
<td>Tobit</td>
</tr>
<tr>
<td>Add Esth</td>
<td>Additions to Esther</td>
<td>Wis</td>
<td>Wisdom of Solomon</td>
</tr>
<tr>
<td>Ep Jer</td>
<td>Epistle of Jeremiah</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Abrahamic Covenant
Age:
  church age
  nuclear age
Apostolic Age
Bronze Age
Iron Age
Stone Age
Almighty God
amillennial, amillenarian
the Antichrist
anti-Christian
antichrists (many)
the Apocrypha (but: apocryphal)
apostle(s) (but: the Twelve Apostles, the Twelve)
apostolic
archaeology
ark (any reference)
Ascension (specific biblical event)
Atonement (of Christ)
Beatitudes
believer-priests
Bible
biblical
black theology
body of Christ
Book of books (Bible)
book of Job (a book of the Bible)
book of life (mentioned in Rev. 20:15)
Bread of Life
bride of Christ
Calvary
Captivity (the Babylonian; others, lowercase)
Catholics, Catholicism (but: catholic, meaning universal)
chapter (general term)
Chapter 6 (specific chapter)
charismatic

chief priest(s)
children of Israel
Christ Child
Christian education (but: Department of Christian Education)
Christlike
Christological
Christology
Christ’s kingdom
church (both universal and local)
church, the early
church fathers (but: the Fathers)
the Commandments (capitalize only when referring to the whole Decalogue: Ten Commandments, but: first commandment)
Commencement
communion (the ordinance)
communists, communism (when referring to the political system)
covenant (but: Old Covenant and New Covenant)
Creation (the original)
the Creator
the Cross (figurative sense of Christ’s sacrifice and redemption)
cross (the wooden object)
the Crucifixion (when referring to Calvary in its total significance)
curriculum (plural: curricula, not: curriculums)
Davidic Covenant
Day of Atonement
Day of Pentecost
Day of the Lord the Decalogue
Department of Historical Theology (but: the Historical Theology department)
devil
disciple(s) (but: the Twelve)
Easter Day
Epistle (when used in connection with the biblical letters, as “the Epistle to the Galatians,” “the Epistles,” “the Epistles
of Paul,” “the Pauline Epistles,” “the Pastoral Epistles”; but Paul’s epistles
eternal God
Exile (biblical event)
Exodus (biblical event)
Fall (of man, biblical event)
fall season
the Father (God)
the Fathers (meaning the church fathers)
Feast of Tabernacles
Flood (biblical event—but: the flood of Noah’s day)
fundamentalism, fundamentalist
Garden of Eden
Garden of Gethsemane Gentile
Gnostic(s), Gnosticism
Godhead
godless
godly
God-Man
God’s Word
Golden Rule
the Good Shepherd
gospel (when referring to the evangelical message)
Gospel, Gospels (one or more of the first four New Testament books)
Great Commission
great white throne judgment
handbook
Father
hell
High Priest (for Jesus, otherwise lowercase)
Holy Land
holy of holies, holy place, most holy place (in the tabernacle and temple)
Holy One (God); Holy Ghost; Holy Spirit
the Incarnation
Jehovah (but: Yahweh is preferred)
judgment seat of Christ
the Just for the unjust
King of kings
the kingdom (also: His kingdom)
kingdom of God
Last Supper
Law (Pentateuch or the Ten Commandments; lowercase for any other reason)
Law of Moses
liberation theology
Lamb of God
Living Water (Jesus)
“living water” (salvation)
Lord of lords
Lord’s Day (Sunday)
Lord’s Prayer (specific prayer taught by Jesus)
Lord’s Supper
Lord’s Table
lordship
Majority Text
marriage supper of the Lamb
Masoretic text
the Master (Jesus)
Mediator (Christ)
mercy seat
Messiah
messiahship
messianic
Midrash
midrashic
millenarian, millenarianism,
millennial, millennium
Mosaic Covenant
Mosaic Law
Most High (name of God)
most holy place
New Covenant
New Jerusalem
Nicene fathers
Noah’s ark
non-Christian
Northern Kingdom (Israel)
Old Covenant
parable of the prodigal son (and other parables)
Passover feast (Feast of the Passover)
His being and work
Person (one of the Trinity) e.g. The third
Person of the Trinity
postmillennial, postmillenarian
premillennial, premillenarian
Prince of Peace
Promised Land
prophet (the prophet Amos)
the Prophets (Hebrew division of the Old Testament)
Protestant, Protestantism
Psalm (specific song or chapter in the Psalms—Psalm 1; but: this psalm)
psalmist (psalmist David)
the psalms (general reference)
Psalms (the biblical book)
rabbi
rabbinical (but: Rabbinical Judaism)
rapture
the Redeemer
the Reformation
registration
the Resurrection (Jesus’; otherwise lowercase)
Righteous One
River Jordan
Sabbath Day
Sadducees
Sanhedrin
Satan
satanic, satanism
Savior
scribes
scriptural
Scripture, Scriptures
the Second Advent
the Second Coming (biblical event; but: Christ’s second coming)
the Seminary (when referring to Liberty Baptist University Theological Seminary)
Sermon on the Mount
Shekinah
Sin-bearer (Christ)
Son of Man
sonship
Southern Kingdom (Judah)
the Spirit of God
the Spirit of Truth
spring season (summer, fall, winter, spring)
Stoic(s) (member of the philosophy begun by Zeno)
stoic (an attitude)
suffering Servant (Christ)
Sunday school
Synoptics
Synoptic Gospels
systematic theology
tabernacle
temple
the Ten Commandments (but: the first commandment)
third world (preference: two-thirds world)
throne of grace
Thy holy name
Transfiguration (biblical event)
tribulation, the Tribulation, the Great Tribulation
Trinitarian
Trinity
Triumphal Entry
triune
TV (not T.V.)
the Twelve (referring to the apostles)
unbiblical
unchristian (but: un-Christlike, non-Christian)
Upper Room
white (Caucasian)
wise men (biblical)
Wonderful One (title of God)
the Word (Bible or Christ)