

TURABIAN STYLE GUIDE

TITLE PAGE

See below.

INTRODUCTION

The headings must be formatted according to the instructions below.

Usually the first page begins with the word “introduction” in bold at the top of the page.

FOOTNOTES

Quotations, paraphrases, and summaries are cited by using footnotes. In

the text, the note numbers are superscript, follow the passage being referenced, and come immediately after the final punctuation mark.

Corresponding footnotes are placed at the bottom of their page of reference. The reference begins with a superscript number, with one space after it but no period.

The text and footnotes are separated by a short line. The first line should be indented.

Footnotes continue their numbering throughout the paper and should be in 10-point font.

Introduction

In Victorian England, strict parents made it hard for lovers to communicate with each other. “Lovers would have to invent their own ciphers, which they used to publish notes in newspapers.”¹ This paper will explore some of the history of codes used by the west’s militaries and how they aided in warfare.

Charles Babbage loved to read the paper and try to solve the codes. Once, he saw a message from a student inviting his girlfriend to elope. Babbage wrote in their code and advised them not to act so rashly. Their code had been discovered.²

¹ Richard Baker, “The Structure of the Military,” *History Journal* 27 (September 1938, College Edition): 597–607.

² Benjamin McDonald, *The Roots of Military Codes* (Madison, NJ: Farleigh Dickinson University Press, 1970), 386–88.

NUMBERING

upper right corner of every page after the Title Page. The Title is not numbered and does not count in the page numbering.

FORMAT

Use 12-point Times New Roman font on all pages of the paper. Double space the text, but single space the footnotes. Leave a one-inch margin on all four sides of the document.

BLOCK QUOTATIONS

Block Quotations are quotations 3 lines or longer and must include at least 2 sentences. They are single spaced and indented 4 spaces from the left. If the block quotation is an entire paragraph from the original text, the 1st line should be indented an additional 4 spaces. Block quotations should end with a superscript footnote and should not have quotation marks.

If it had not been for this secret coding perhaps the outcome of the second World War would have been dramatically different. Yet because the information unveiled was so critical, the cryptoanalysts literally saved the day.³

The ability to decipher the code of the enemy enabled the allies to get the upper hand in WWII. American historian Thomas Powers wrote the following:

The American ability to read Japanese cables, code-named Magic, was one of the small advantages that helped The Allies win time and then the war. Another was the British ability to read the German military communications Enciphered with the Enigma machine, code-named Ultra.⁴

Considering Powers’ contribution to the development of the coding system within warfare, it is not surprising that each side in the war

³ Alan Cutler, *Codes in Abodes* (Boston: Houghton Mifflin, 1943), 110.

USING IBID.

Within footnotes, identical source information need not be repeated. The abbreviation "Ibid." indicates that the note refers to the same information as the previous reference. Use it to replace the author's name, the title, and any other identical information. If the note refers to a different page number, include the correct page number.

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Thus we see the relative importance of coding within the military.¹⁰

Though codes have proven beneficial to lovers,¹¹ they have also proved fatal for enemies of war.¹² Yet codes will forever add to the mysteries of military warfare.¹³

¹⁰ Marshall Savage, *Culture and Practical Reason* (Chicago: University of Chicago Press, 1976), 88.

¹¹ Ibid., 89.

¹² A reason why many codes have been broken is that people have gotten much more intelligent in recent years. While education opportunities have proliferated, IQ levels have also risen with the decreased infant mortality rate of women. While history is the supreme discipline, it is wise to remember that value can be found in "decoding" other academic disciplines. (Frank Graves, *The Living Principle: "History" as a Discipline of Thought* [London: Chatto & Windus, 1975], 12).

¹³ Savage, *Culture*, 144.

SHORTENED REFERENCES

If an author's work has already been referenced but does not immediately precede the note in question, simply list the author's last name, a shortened title, and the page number. Here is an example: McDonald, *Military Codes*, 387.

BIBLIOGRAPHY

In addition to footnotes, a bibliography is required. The bibliography comes at the end of the paper and should list all sources that were cited in the paper. The title should be centered and in bold, but not underlined, italicized, or bolded. There should be two blank lines below the heading before the first entry.

Bibliography

Baker, Richard, ed. *The Dispersion of Nuclear Weapons Strategy and Politics*. New York: Columbia University Press, 1964.

Cutler, Alan. "The War-Time Reliability of Interstate Alliances, 1816-1965." Paper delivered at the Sixteenth Annual Conference of the International Studies Association, Washington, D.C. 19-22 February 1975.

McDonald, Benjamin. *Safeguards Against Nuclear Proliferation*. Cambridge: MIT Press, 1975.

Savage, Marshall. *The Foundations of Codes*. New York: Dover, 1972.

Zenger, Lawrence. *Atomic Energy Policy in France under the Fourth Republic*. Princeton: Princeton University Press, 1965.

———. *France and Energy*. Harvard: Harvard University Press, 1972.

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ALPHABETICAL ORDER

Arrange entries in alphabetical order by the author's last name. If there is no author for a work, list it alphabetically by the title (excluding *the*, *a*, *an*).

SPACING

Each entry should be single spaced. However, an extra space should be added between individual entries.

SPECIAL ENTRY

When an author has 2 works in the bibliography, in the second entry the name is replaced by three em-dashes, followed by the typical entry.

HANGING INDENT

Use a hanging indent for entries longer than one line. Indent 1/2" from the set margins after the first line of each entry.

CITATION GUIDELINES

Papers written in Turabian format require both footnotes and a bibliography page. The information in footnotes and the bibliography is very similar, but the format is slightly different. Use the following formats for the most common types of sources.

FN = Footnote Format and B = Bibliography Format.

NOTE: The following list includes the most common types of sources. For further information, consult chapters 15–17 of Kate Turabian's *A Manual for Writers*, 9th edition.

CITING SCRIPTURE

When citing Scripture, follow these examples. Do **NOT** footnote the reference or translation.

As John said: "For God so loved the world, that He gave His only begotten Son, that whoever believes in Him shall not perish, but have eternal life" (John 3:16, NASB).

As Moses wrote: "In the beginning, God created the heavens and the earth" (Gen 1:1, ESV).

BOOK BY A SINGLE AUTHOR

FN ¹ First Name Last Name, *Title* (Location: Publisher, Year), pages.

¹ Frank R. Wilson, *The Hand: How Its Use Shapes the Brain, Language, and Human Culture* (New York: Pantheon, 1998), 14–15.

B Last Name, First Name. *Title*. Location: Publisher, Year.

Wilson, Frank R. *The Hand: How Its Use Shapes the Brain, Language, and Human Culture*. New York: Pantheon, 1998.

BOOK BY TWO AUTHORS

FN ² First Name Last Name and First Name Last Name, *Title* (Location: Publisher, Year), pages.

² Roger L. Welsch and Linda K. Welsch, *Cather's Kitchens: Foodways in Literature and Life* (Lincoln: University of Nebraska, 1987), 57–58.

B Last Name, First Name. *Title*. Location: Publisher, Year.

Welsch, Roger L., and Linda K. Welsch. *Cather's Kitchens: Foodways in Literature and Life*. Lincoln: University of Nebraska, 1987.

TEXT IN COLLECTED WORKS (like a chapter in a book)

FN ³ First Name Last Name, "Title of Text/Chapter," in *Title of Collected Works*, ed. First Name Last Name (Location: Publisher, Year), pages.

³ Mary Beach, "The Domestic Realm," in *Separate Worlds*, ed. Hanna Papanek (Delhi: Chanakya, 1982), 115.

B Last Name, First Name. "Title of Text." In *Title of Collected Works*, ed. First Name Last Name.

Location: Publisher, Year.
Beach, Mary. "The Domestic Realm." In *Separate Worlds*, edited by Hanna Papanek, 110–145. Delhi: Chanakya, 1982.

ARTICLE IN A JOURNAL

FN ⁴ First Name Last Name, "Article Title," *Journal Title* Volume Number (Year): pages.

⁴ Paul M. Craner, "New Tool for an Ancient Art: The Computer and Music," *Computers and the Humanities* 25, no. 1 (1991): 308–310.

B Last Name First Name. "Article Title." *Journal Title* Volume Number (Year): pages.

Craner, Paul M. "New Tool for an Ancient Art: The Computer and Music." *Computers and the Humanities* 25, no. 1 (1991): 303–313.

COMMENTARY IN A SERIES

- FN ⁵First Name Last Name, *Book Title*, Commentary Series (Location: Publisher, Year), pages.
⁵James B. Adamson, *The Epistle of James*, New International Commentary on the New Testament (Grand Rapids: Eerdmans, 1976), 153.
- B Last Name, First Name. *Book Title*. Commentary Series. Location: Publisher, Year.
Adamson, James B. *The Epistle of James*. New International Commentary on the New Testament. Grand Rapids: Eerdmans, 1976.

ARTICLE IN A DICTIONARY

- FN ⁶First Name Last Name, "Article Title," in *Book Title*, eds. First Name Middle Name Last Name and First Name Middle Name Last Name (Location: Publisher, year), pages.
⁶C. E. Armerding, "Festivals and Feasts," in *Dictionary of the Old Testament: Pentateuch*, eds. T. Desmond Alexander and David W. Baker (Downers Grove: InterVarsity, 2003), 301.
- B Last Name, First Name. "Article Title." In *Book Title*, eds. First Name Middle Name and First Name Middle Name Last Name. Location: Publisher, year.
Armerding, C. E. "Festivals and Feasts." In *Dictionary of the Old Testament: Pentateuch*, edited by T. Desmond Alexander and David W. Baker, 300–305. Downers Grove: InterVarsity, 2003.

BOOK WITH AN EDITION STATEMENT

- FN ⁷First Name Last Name, *Title*, edition (Location: Publisher, year), pages.
⁷Arthur F. Holmes, *The Idea of a Christian College*, 4th ed. (Grand Rapids: Eerdmans, 1987), 3.
- B Last Name First Name. *Title*. Edition. Location: Publisher, year.
Holmes, Arthur F. *The Idea of a Christian College*. 4th edition. Grand Rapids: Eerdmans, 1987.

TRANSLATED AND EDITED WORK IN A SECOND EDITION

- FN ⁸First Name Last Name, *Title*, # ed., trans. First Name Last Name, eds. First Name Last Name and First Name Last Name (Location: Publisher, year), pages.
⁸Thomas Aquinas, *On Law, Morality, and Politics*, 2d ed., trans. Richard J. Regan, eds. William P. Baumgarth and Richard J. Regan (Indianapolis: Hackett, 2002), 45.
- B Last Name, First Name. *Title*. # ed. Translated by First Name Last Name. Edited by First Name Last Name and First Name Last Name. Location: Publisher, year.
Aquinas, Thomas. *On Law, Morality, and Politics*. 2d ed. Translated by Richard J. Regan. Edited by William P. Baumgarth and Richard J. Regan. Indianapolis: Hackett, 2002.

MULTI-VOLUME WORK

- FN ⁹First Name Last Name, *Title*, Series (Location: Publisher, year), volume: pages.
⁹Darrell L. Bock, *Luke*, Baker Exegetical Commentary on the New Testament (Grand Rapids: Baker, 1994), 1:82.
- B Last Name First Name. *Title*. volumes. Series. Location: Publisher, year.
Bock, Darrell L. *Luke*. 2 vols. Baker Exegetical Commentary on the New Testament. Grand Rapids: Baker, 1994.

DISSERTATIONS OR THESES

FN ¹⁰ First Name Last Name, "Title" (Degree thesis/dissertation, school, year), pages.

¹⁰ James Edward Anderson, "Priorities in Christian Giving" (Th.M. thesis, Dallas Theological Seminary, 1967), 87.

B Last Name, First Name. "Title." Degree thesis/dissertation, school, year.

Anderson, James Edward. "Priorities in Christian Giving." Th.M. thesis, Dallas Theological Seminary, 1967.

BOOK WITH NO AUTHOR GIVEN

FN ¹¹ *Title* (Location: Publisher, Year), Pages.

¹¹ *A Guide to Our Federal Lands* (Washington: Natl. Geographic Soc., 1984), 96.

B *Title*. Location: Publisher, Year.

A Guide to Our Federal Lands. Washington: Natl. Geographic Soc., 1984.

ARTICLE IN A NEWSPAPER

FN ¹² First Name Last Name, "Title of Article," *Title of Newspaper*, Day Month Year, section number, p.pages.

¹² Tyler Marshal, "100th Birthday of Stalin Celebrated," *Los Angeles Times*, 9 December 1979, sec.1A, p.3.

B Marshal, Tyler. "100th Birthday of Stalin Celebrated." *Los Angeles Times*. 9 December 1979, sec. 1A.

ELECTRONIC DOCUMENTATION

In general, begin by using the above formats for whatever type of document it is. Then list any relevant web information (date accessed, URL, database name, etc.) that would help your reader locate the source. Also indicate the type of electronic medium. If the source is from a commercial database (for example, Galaxie Theological Journals), you may substitute the URL for the name of the commercial database.

ARTICLE IN A JOURNAL ONLINE

FN ¹² J. Daniel Hays, "The Persecuted Prophet and Judgment on Jerusalem: The Use of LXX Jeremiah in the Gospel of Luke," *Bulletin for Biblical Research* 25, no 4 (2015): 453, accessed June 2, 2020, Galaxie Theological Journals.

B Hays, J. Daniel. "The Persecuted Prophet and Judgment on Jerusalem: The Use of LXX Jeremiah in the Gospel of Luke." *Bulletin for Biblical Research* 25, no 4 (2015): 453–471. Accessed June 2, 2020. Galaxie Theological Journals.

FN ¹³ Timothy George, "Where are the Nail Prints? The Devil and Dr. Luther," *Journal of the Evangelical Theological Society* 61, no. 2 (June 2018): 245, accessed June 2, 2020, <https://www.galaxie.com/article/jets61-2-02>.

B George, Timothy. "Where are the Nail Prints? The Devil and Dr. Luther." *Journal of the Evangelical Theological Society* 61, no. 2 (June 2018): 245–57. Accessed June 2, 2020. <https://www.galaxie.com/article/jets61-2-02>.

E-BOOK

FN ¹⁴ Harper Lee, *Go Set a Watchman* (New York: Harper, 2015), chap. 19, sec. 4, Kindle.

B Lee, Harper. *Go Set a Watchman*. New York: Harper, 2015. Kindle.

NETLIBRARY e-BOOK

FN ¹⁵ Michael Mahon, *Foucault's Nietzschean Genealogy: Truth, Power, and the Subject* (Albany: State University of New York Press, 1992), 3, accessed May 5, 2005, NetLibrary e-book.

B Mahon, Michael. *Foucault's Nietzschean Genealogy: Truth, Power, and the Subject*. Albany: State University of New York Press, 1992. Accessed May 5, 2005. NetLibrary e-book.

DIVISIONS

First-level headings – Headline-style capitalization (main words capitalized), bold, no italics, centered, font size normal

Second-level headings – Headline-style capitalization, no bold, no italics, centered, font size normal

Third-level headings – Headline-style capitalization, bold, no italics, left justified (flush left), font size normal

Fourth-level headings – Sentence-style capitalization, no bold, no italics, left justified (flush left)

First-level heading

Introduction

Second-level heading

The Mosaic Law in the New Testament

Third-level heading

The Mosaic Law in the Gospels

Fourth-level headings

How the Mosaic Law impacts our understanding of grace

TITLE PAGE

Your papers should include a cover page in the following format:

(allow about a 3.5" margin before title)

(centered, bold, single-spaced if the title takes more than one line)

The Problem of the Law and Gospel Issue

(approximately 7" down, centered, double spaced)

John Doe

BIB 5133 Acts to Revelation

Seminary and School of Ministry

May 5, 2020

TABLE OF CONTENTS

Most of your professors will **not** require a table of contents with your paper. However, if it is required your professor will tell you and you should follow this format:

Contents

(1 inch from top of page, centered, bold)

(double space between “Contents” and first item in list)

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