

[INTERESTING TITLE THAT IS SPECIFIC TO THE PAPER'S CONTENT]

A [Type of] Paper

Presented to

[Instructor's Name]

Nipawin Bible College

In Partial Fulfillment

of the Requirements for the Course

[Course Code and Title]

by

[Student's Name]

[Date Due]

[Date Submitted If Late]

NOTE: Content highlighted in green throughout should NOT be included in any student's paper. Such content is included herein as flags to note and bring attention to special rules.

Adapted from: Owen, Christy, and Liberty University. A Sample Paper for the Purpose of Correct Formatting in Notes-Bibliography Style for All Students Using Turabian Format. Lynchburg, VA: Liberty University, 2022.
<https://www.liberty.edu/casas/academic-success-center/wp-content/uploads/sites/28/2022/05/Turabian-NB-format-FINAL-04232022.pdf>

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Only include a page like this in a paper if the syllabus requires it; shown here for ease of access and visualization

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Style guides exist to help authors write with recognizable clarity, order, and excellence. Their well-known and detailed criteria for the consistent formatting of notes and bibliography entries are means that serve these greater ends. “Turabian” style is essentially an abbreviated version of the more comprehensive “Chicago” style,¹ and is named for Kate L. Turabian. She authored a booklet in 1937 that has morphed into *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*;² a widely used reference work that is currently in its ninth edition.³ This sample paper introduces students to the foundational elements of papers that assume (a slightly modified form of) Turabian’s “notes-bibliography” format as their standard. **All written assignments at Nipawin Bible College must follow the notes-bibliography format** unless otherwise noted in a course syllabus.

This paper will focus primarily on the stylistic elements discussed in chapters 16 and 17 of the Turabian manual—with some minor revisions.⁴ Students will need to incorporate proper grammatical elements in their papers as well, but those will not be addressed at length herein.

Many papers will require an introductory section that summarizes or previews the argument of the whole paper, though this is not universally required for all papers. Turabian

¹ University of Chicago Press, *The Chicago Manual of Style*, 18th ed. (Chicago, IL: University of Chicago Press, 2024). This book is in Nipawin Bible College’s library. It addresses some scenarios that Turabian does not.

² When Kate L. Turabian’s style guide was first published as a book in 1955, it was called *A Manual for Writers of Term Papers, Theses, and Dissertations*; The University of Chicago Press Editorial Staff, preface to Kate L. Turabian’s, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed. (Chicago, IL: University of Chicago Press, 2018), xiii.

³ Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed. (Chicago, IL: University of Chicago Press, 2018). There are two copies of this book in Nipawin Bible College’s library. Copies can also be purchased from the bookstore. A tenth edition is scheduled for publication in November 2026, but it will not be considered authoritative at Nipawin Bible College for the 2026–27 academic year.

⁴ For example, footnote numbers in standard Turabian are not superscripted and are followed by a period (see pages 149-50, 162, and 406 of Turabian, *A Manual for Writers*, 9th ed.), but **Nipawin Bible College programs require superscripted numbers with no periods**, as shown throughout this paper.

suggests that “most introductions run about 10 percent of the whole.”⁵ She also suggests that conclusions are typically shorter than introductions.

Ibid.

The abbreviation *ibid.* has traditionally been used to refer to “the same” source cited immediately before on the same page.⁶ One of the changes in the ninth edition of Turabian’s manual was to **discourage** the use of the term *ibid.* Instead, use a shortened footnote that follows the pattern modelled in the footnotes at the bottom of this page and others: Author’s last name, *Title*, edition (if anything other than the first), page number(s).⁷

Basic Formatting

Overview

Turabian generally offers writers great flexibility in the choices they make regarding many stylistic elements.⁸ However, Nipawin Bible College has adopted specific requirements as detailed herein. General formatting elements required include:⁹

- One-inch margins (2.54 cm) on all four sides of the paper.
- Times New Roman twelve-point font for all content in the paper itself, except Times New Roman ten-point font for all footnote content.

⁵ Turabian, *A Manual for Writers*, 9th ed., 107.

⁶ Turabian, *A Manual for Writers*, 9th ed., 166–67.

⁷ Turabian, *A Manual for Writers*, 9th ed., 164–166. All subsequent citations and mentions of “Turabian” or “the Turabian manual” in this document refer to the ninth edition of *A Manual for Writers*.

⁸ For example, Turabian does not specify a font size or style.

⁹ Turabian, *A Manual for Writers*, 384–87.

- Double-spacing throughout the body of the paper, except in the footnotes, block quotes, table titles, and figure captions. Lists in appendices should be single-spaced, too.¹⁰
- Quotations should be “blocked” if the citation is five lines or more.

Title Page

An example title page can be found at the beginning of this paper. Notice that every letter in the title itself is both capitalized and bolded. Dates should follow this pattern: March 3, 2027. (There should not be a period after the date on a title page.) Bracketed words on the example title page must be removed and appropriately replaced by the student.

Page Numbering

The title page should not include any page number.¹¹ The paper’s body and bibliography should display consecutive Arabic numerals (i.e., 1, 2, 3) centered in the footer, beginning with page 1 on the first page of the body of the paper.¹²

Thesis Statements

Section A.2.1.4 of the Turabian manual discusses the placement and labeling of an abstract or thesis statement. Specifically, it acknowledges that “most departments or universities have specific models ... that you should follow exactly for content, word count, format, placement, and pagination.”¹³ Thesis statements of research papers and the “main point” of exegetical papers serve similar functions: they focus the paper. They should be italicized in the

¹⁰ Turabian, *A Manual for Writers*, 385.

¹¹ Turabian, *A Manual for Writers*, 385.

¹² Turabian, *A Manual for Writers*, 386.

¹³ Turabian, *A Manual for Writers*, 389.

introduction of the paper. This paper does not include a separate sample thesis statement page; some classes will require such. Do not confuse a purpose statement with a thesis statement, however. A purpose statement states the reason why the paper is written. For all practical purposes, the purpose statement introduces the thesis statement. An example of a purpose statement is, “The purpose of this paper is to demonstrate that when one recognizes God’s freedom, he or she can find biblical inerrancy defensible.” An example of a thesis statement is, “*Biblical inerrancy is defensible in the context of divine freedom.*” Remember, the purpose and thesis statements determine the form and content of an outline.

The distinction between a purpose statement and a thesis statement is important. The purpose of this sample paper is to provide a template for the correct formatting of a research paper. The thesis is, “*Students who use this paper as a sample or template are more likely to format their papers correctly in the future.*”

Line Spacing

Section A.1.3 of the Turabian manual addresses line spacing.¹⁴ As mentioned above, all text in papers should be double-spaced except for block quotes, table titles, figure captions, and lists in appendices. The table of contents, footnotes, and bibliography entries should be single-spaced internally, but double-spaced between each entry.¹⁵ Turabian specifies in Section A.2.2.4 to “put more space before a subheading than after.”¹⁶ Nipawin Bible College recommends adding an extra **single-spaced** line before each subheading by adding 12 points of extra space before each heading line in “Paragraph Settings” (Word) or “Spacing” settings (Pages); this is

¹⁴ Turabian, *A Manual for Writers*, 385.

¹⁵ Turabian, *A Manual for Writers*, 385.

¹⁶ Turabian, *A Manual for Writers*, 404.

demonstrated throughout this sample paper. There should only be one space after periods and other punctuation at the end of each sentence, before beginning a new sentence.¹⁷

Chapters versus Subheadings

Turabian allows each writer to determine whether to use subheadings or chapters to divide his or her paper into sections.¹⁸ There are separate rules for both. Chapters are usually reserved for thesis projects and dissertations; subheadings are often used for class papers. **Use of headings is encouraged in all papers that are at least six pages long.**

Turabian allows great flexibility and individuality in how one formats the various subheading levels, when used. The following list of headings is a recommended example.

The title of a heading should never be “orphaned” at the bottom of a page, without its supporting text.¹⁹ If there is not enough room on the previous page for both the heading title and at least the first line of the paragraph, begin a new page. The formats used and recommended in this sample paper reflect that:

1. First-level headings should be centered, bolded, and use headline-style capitalization.
2. Second-level subheadings should be centered, not bolded, and use headline-style capitalization.
3. Third-level subheadings should be left-justified, bolded, and use headline-style capitalization.
4. Fourth-level subheadings—though rare in Turabian style—should be left-justified, not bolded, with only the first letter of the first word capitalized.

¹⁷ Turabian, *A Manual for Writers*, 385.

¹⁸ Turabian, *A Manual for Writers*, 402, 404.

¹⁹ Turabian, *A Manual for Writers*, 405.

5. Fifth-level subheadings are extremely rare; they should be indented ½” from the left margin, not bolded, italicized, in sentence case (including a period), followed by one space, with the text following on the same line.

Except for fifth-level headings, all text would begin on the line beneath the heading. Note that there must be at least two of any subheading used under a larger heading.²⁰ Turabian also does not allow orphaned headings, where the heading appears at the bottom of the page, isolated from its content on the next page.²¹ First- and second-level subheading levels are used throughout this sample paper, but below is a visualization of each of five levels.

Contemporary Art (First-level)

What Are the Major Styles? (Second-level)

Abstract Expressionism (Third-level)

Major painters and practitioners (Fourth-level)

Pollack as the leader. (Fifth-level) This heading is unique because it ends with a period and the text begins on the same line.

“Voice” and Tense

As a general rule, use active voice and **avoid** first person (I, me, we, us, our) or second person (you, your) pronouns in academic writing unless permitted by the assignment instructions. This paper uses third person (one, this author). In historical writing, use simple past tense verbs, but when referring to an author’s written work, use present tense.

²⁰ Turabian, *A Manual for Writers*, 404.

²¹ Turabian, *A Manual for Writers*, 405.

Organizing a Paper Using an Outline

When writing a paper, students should organize their outline first so that they are able to plan how they will make their argument and then give their reasoning and evidence to support their thesis statement. The first paragraph of each section should explain how this will fit into the author's reasoning, and then each section will end with a summary of how the evidence has shown such reasoning to be correct. Also, transitions are very helpful at the end of each major section so that the reader anticipates how the next section is connected to the logical progression of the reasoning the author uses to support his or her thesis.

Quotations and Paraphrases

All content gleaned from another source will be presented as either a quote or a paraphrase. A paraphrase means that the original wording has been changed sufficiently into the student's own words while keeping the same meaning (**not simply just rearranging the order of the words or replacing only a few of them**); a direct quote means that the words are used verbatim, which requires quotation marks. Both situations require a citation with a page number to the original source. Quotes with four or fewer lines of text in the student's paper will be incorporated into the text of the paragraph, as has been demonstrated herein.

Using lengthy quotes is discouraged. It is better to paraphrase the significant content of such quotes into fewer lines. Quotes that span five lines or more, however, must be block quoted. Blocked quotations are single-spaced with one blank line before and after each excerpt, and the entire left margin of the block quote is indented one half inch. Quotation marks are not used in block quotations except for when a block quotation contains an internal quote. Turabian requires

blocked quotes to be introduced in the writer's own words.²² For example, Kenneth Jackson draws attention to the importance of home when he says:

Housing is an outward expression of the inner human nature; no society can be fully understood apart from the residences of its members. A nineteenth-century melody declares, "There's no place like home," and even though she had Emerald City at her feet, Dorothy could think of no place she would rather be than at home in Kansas. Our homes are our havens from the world.²³

Citations

All content taken from another source must include a citation, whether it is directly quoted or paraphrased. Though Turabian allows two forms of citing sources in the body of a paper, Nipawin Bible College uses notes-bibliography style exclusively. Chapters 16 and 17 of the Turabian manual focus on these elements.

Accessed dates are only required for electronic resources if there is no publication, modification, or updated date provided in the source itself. When required, access dates precede the URL, separated by commas in the footnote entry and periods in the bibliographic entry.²⁴

When formatting a footnote, indent the first line of each footnote the same amount as the first line of the paragraphs within the paper (1/2"). The indentation should be before the superscripted footnote number. Insert one space after the superscript number before the first word of the footnote.²⁵ The footnotes should be single-spaced, and there should be a single blank

²² Turabian, *A Manual for Writers*, 361.

²³ Kenneth T. Jackson, *Crabgrass Frontier: The Suburbanization of the United States* (New York, NY: Oxford Press, 1985), 3.

²⁴ *Oxford English Dictionary*, s.v. "religion," accessed August 31, 2026, <https://www.oed.com/viewdictionaryentry/Entry/161944>.

²⁵ This rule is specific to Nipawin Bible College (along with other organizations). In standard Turabian, the footnote number is not superscripted, and it is followed by a period.

space between (or twelve-point line space after) each footnote.²⁶ Font within the footer should be ten-point Times New Roman.

When citing one source quoted in another, Turabian encourages students to go to the original source and cite it directly.²⁷ In those cases where the original cannot be located or accessed, cite both resources as detailed in Section 17.9.3.

Examples of some common types of footnoted resources are provided below for sample purposes. Writers should only cite resources that are actually quoted or referred to in their paper. Note that author names are never inverted in notes. The samples that follow are for illustration purposes only. Each footnoted source that should be included in a bibliography also appears in the bibliography section of this paper.

- Book by one author²⁸
- Book by two authors²⁹
- Book by three authors³⁰
- Book by four or more authors (modify the note only to name the first author followed by “et al.” In the bibliography entry, however, list all authors if a resource has four to ten authors, or up to the first seven authors followed by et al. if the resource has more than ten authors)³¹
- Translator instead of author³²

²⁶ Turabian, *A Manual for Writers*, 162.

²⁷ Turabian, *A Manual for Writers*, 205.

²⁸ Daniel I. Block, *For the Glory of God: Recovering a Biblical Theology of Worship* (Grand Rapids, MI: Baker Academic, 2014), 354.

²⁹ David Baggett and Jerry L. Walls, *Good God: The Theistic Foundations of Morality* (New York, NY: Oxford University Press, 2011), 110.

³⁰ Matt Ayars, Christopher T. Bounds, and Caleb T. Friedeman, *Holiness: A Biblical, Historical, and Systematic Theology* (Downers Grove, IL: IVP Academic, 2023), 87.

³¹ John C. Wenger et al., *Harold S. Bender: Educator, Historian, Churchman* (Scottsdale, PA: Herald Press, 1964), 22.

³² Richmond Lattimore, trans., *The Iliad of Homer* (Chicago, IL: University of Chicago Press, 1951), 91–92.

- Editor in addition to author³³
- Translator in addition to author³⁴
- Chapter or other part of a book³⁵
- Preface, foreword, introduction, or similar part of a book³⁶
- Reprint³⁷
- Book in a series³⁸
- Commentary in a series # 1 (New American Commentary)³⁹
- Commentary in a series # 2 (Word Biblical Commentary)⁴⁰
- Book published electronically⁴¹
- Kindle or e-reader book (no page numbers)⁴²
- Article in a print journal⁴³
- Article in a journal consulted online⁴⁴

³³ Wayne Grudem, *Bible Doctrine: Essential Teachings of the Christian Faith*, 2nd ed., ed. Alexander Grudem (Grand Rapids, MI: Zondervan Academic, 2022), 535.

³⁴ Hubertus R. Drobner, *The Fathers of the Church: A Comprehensive Introduction*, trans. Siegfried S. Schatzmann (Peabody, MA: Hendrickson Publishers, 2008), 83.

³⁵ Andrew Wiese, “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States,” in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago, IL: University of Chicago Press, 2006), 101–2.

³⁶ James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago, IL: University of Chicago Press, 1982), xx–xxi.

³⁷ Frederic Louis Godet, *Commentary on First Corinthians* (1889; repr., Grand Rapids, MI: Kregel Publications, 1977), 400.

³⁸ Paul David Tripp, *Instruments in the Redeemer’s Hands: People in Need of Change Helping People in Need of Change*, Resources for Changing Lives (Phillipsburg, NJ: P&R Publishing, 2002), 124.

³⁹ Stephen R. Miller, *Daniel*, New American Commentary 18 ([Nashville, TN:] Broadman & Holman Publishers, 1994), 211.

⁴⁰ Ralph P. Martin, *James*, Word Biblical Commentary 48 (Grand Rapids, MI: Zondervan, 1988), 156.

⁴¹ Robby Gallaty and Stephen Smith, *Preaching for the Rest of Us: Essentials for Text-Driven Preaching* (Nashville, TN: B&H Academic, 2018), 77, EBSCO Publishing: eBook Academic Collection (EBSCOhost). Note: if the book is a PDF of a hard-copy publication, do not include the web address (URL); cite it as if you are holding it in your hand. If a book is available in more than one format, cite the version you consulted. For books consulted online, include a URL. If the book was consulted in a library or commercial database, give the name of the database instead of a URL.

⁴² Dave Earley and Rod Dempsey, *Disciple Making Is ...: How to Live the Great Commission with Passion and Confidence* (Nashville: B&H Academic, 2013), Chapter 2, “Start with Clarity,” para.1, Kindle.

⁴³ Kenneth T. Jackson, “All the World’s a Mall: Reflections on the Social and Economic Consequences of the American Shopping Center,” *American Historical Review* (October 1996): 1160. Note: if the journal has more than one issue per year—i.e., (April 1998)—put the month before the year.

⁴⁴ Peter J. Gentry, “The Lexical Meaning of ‘Holy’ in Hebrew,” *Bibliotheca Sacra* 180, no. 720 (October 2023): 398, <https://www.galaxie.com/article/bsac180-720-02>. Include a URL for journal articles consulted online.

- Book review⁴⁵
- Thesis or dissertation⁴⁶
- Interview⁴⁷
- Lecture⁴⁸
- Paper and/or PowerPoint presented at a meeting or conference, or in class (unpublished)⁴⁹
- Information from a website⁵⁰
- Videos and podcasts⁵¹
- Dictionary entry by an unnamed author⁵²
- Dictionary entry by a named author⁵³
- Difficult Citation # 1: *Ancient Christian Commentary on Scripture*⁵⁴
- Difficult Citation # 2: *Calvin's Commentaries*⁵⁵

⁴⁵ James Gorman, "Endangered Species," review of *The Last American Man*, by Elizabeth Gilbert, *New York Times Book Review*, June 2, 2002, 16.

⁴⁶ Zev I. Farber, "Images of Joshua: The Construction of Memory in Cultural Identities," (PhD Diss., Emory University, Atlanta, 2013), 246, Emory Theses and Dissertations.

⁴⁷ Louise Leonard, interview by author, Nipawin, SK, February 11, 2026. Ordinarily, "unpublished interviews (including those you have conducted yourself) should usually be cited only in notes" (Turabian, *A Manual for Writers*, 197).

⁴⁸ Jordan Bergen, "Leviticus Continued" (lecture in BI1013 Pentateuch at Nipawin Bible College, Nipawin, SK, November 24, 2027).

⁴⁹ Brian Doyle, "Howling Like Dogs: Metaphorical Language in Psalm 59" (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002).

⁵⁰ Melinda Penner, "Engaging Disagreement Agreeably," Stand to Reason, July 11, 2017, <https://www.str.org/w/engaging-disagreement-agreeably>.

⁵¹ *Room for Nuance*, season 1, "How I Memorized Almost Half the Bible | Andy Davis | # 98," hosted by Sean DeMars, January 15, 2026, video podcast, 1:16:30, <https://www.youtube.com/watch?v=txMNsJocJ68>; cf. Susan J. Heck, "A Call to Scripture Memory," May 15, 2020, With the Master Ministry, video, 21:06, <https://www.youtube.com/watch?v=WVvPtCni1E>.

⁵² *Holman Illustrated Bible Dictionary*, rev. ed., ed. Chad Brand et al., (Nashville, TN: Holman Reference, 2015), s.v. "Garland."

⁵³ J. G. Millar, "Deuteronomy," in *New Dictionary of Biblical Theology: Exploring the Unity and Diversity of Scripture*, ed. T. Desmond Alexander, Brian S. Rosner, D. A. Carson, and Graeme Goldsworthy (Downers Grove, IL: IVP Academic, 2000), 163.

⁵⁴ Ambrose, "Duties of the Clergy 3.22.127," quoted in *Proverbs, Ecclesiastes, Song of Solomon*, *Ancient Christian Commentary on Scripture*, Old Testament vol. 9, ed. J. Robert Wright, (Downers Grove, IL: InterVarsity Press, 2005), 166.

⁵⁵ John Calvin, "Commentaries on the Epistle of Paul the Apostle to the Romans," In *Calvin's Commentaries 19, Acts 14-28; Romans 1-16*, ed. and trans. John Owen of Thruington (1849; repr., Grand Rapids, MI: Baker Book House, 1979), 317.

- Difficult Citation # 3: *ESV Expository Commentary*⁵⁶
- Difficult Citation # 4: *The Ante-Nicene Fathers*⁵⁷
- Difficult Citation # 5: *The Expositor's Bible Commentary*⁵⁸

Special Applications

Citing the Bible

There are special guidelines to follow when citing biblical passages. It is not always necessary to write out full quotes of verses or paragraphs from the Bible, since readers can find the passages that are cited. Citations are quoted in full when the author needs to make a specific observation. For example, one may choose to write out two words when making a claim about the shortest verse in English translations of the Bible: “Jesus wept” (John 11:35 English Standard Version). Be sure to remove any internal numbering when copying and pasting an excerpt from an online source that has verse numbers imbedded within it so as not to confuse the reader with superscripted numbers that can be misread as footnote numbering; the citation itself will denote the verse span.

Turabian allows for the Bible to be cited parenthetically in the body of the paper (with no corresponding footnotes or bibliographic entries).⁵⁹ Nipawin Bible College students must spell out the version used in the first citation (e.g., 1 Cor. 1:13 Christian Standard Bible). Subsequent Bible citations would omit the version used (e.g., Ezek. 21:5) unless the student changes

⁵⁶ Andrew David Naselli, “1 Corinthians,” in *ESV Expository Commentary*, vol. 10, *Romans-Galatians*, ed. Iain M. Duguid, James M. Hamilton Jr., and Jay Sklar (Wheaton, IL: Crossway, 2020), 353.

⁵⁷ Irenaeus, “Against Heresies,” book 3, chapter 3, paragraph 3, in *The Ante-Nicene Fathers: Translations of the Writings of the Fathers Down to A.D. 325*, vol. 1., *The Apostolic Fathers and Justin Martyr and Irenaeus*, ed. and trans. Alexander Roberts and James Donaldson, rev. A. Cleveland Coxe (19th century; repr., Grand Rapids, MI: Wm. B. Eerdmans Publishing Co., 1987), 416.

⁵⁸ Murray J. Harris, “2 Corinthians,” in *The Expositor's Bible Commentary*, rev. ed., vol. 11, *Romans-Galatians*, ed. Tremper Longman III and David E. Garland (Grand Rapids, MI: Zondervan, 2008), 501.

⁵⁹ Turabian, *A Manual for Writers*, 204; see also section 24.6.

translations. If the student initially cited the New International Version, for example, but then chose to use the New American Standard Bible when quoting John 14:6, the following parenthetical citation would be required (John 14:6 New American Standard Bible). After spelling out the first citation of any translation used in a given paper, the student would then cite the standard abbreviation for that version in the body of the paper within parentheses (e.g., CSB, ESV, NASB, NIV) if it is different from the previously cited translation.⁶⁰ Writing is simplified if the author references one version of the Bible exclusively; then he or she will only identify the version in the first citation.

Turabian has a rule in section 22.3.2.3 that explicitly advises writers not to italicize Bible versions. All biblical references are cited in the text of the paper, not in the footnotes, unless content in the footnote requires biblical references. Writers may include substantive content in their footnotes if they want to communicate information that is significant, interesting, or potentially helpful, but not essential to their primary argument or purpose(s).

Proper grammar and style are expected in all papers at Nipawin Bible College, and biblical citations are no exception to that rule. Three correct examples of how to cite references or allusions to Scripture are provided in the lines that follow: 1) We know from the fourth verse of Luke chapter one that the evangelist wanted Theophilus to “have certainty concerning the things [he] had been taught” (ESV); 2) Luke claims that he wrote his Gospel “in consecutive order” after having “investigated everything carefully from the beginning” (Luke 1:3 NASB1995); 3) In verse one of chapter one, Luke seems to be aware of previous Gospel accounts, but in Luke 1:2, he claims that he has information from eyewitnesses. Note in the

⁶⁰ See Turabian, *A Manual for Writers*, 354 and <https://www.biblegateway.com/> for the standard abbreviations of other translations.

previous example that authors are permitted to use standard biblical references like Luke 1:2 within a sentence as long as they are introduced as a biblical reference rather than as part of the text of that paper.

Nipawin Bible College uses the traditional abbreviations for books of the Bible (Turabian 24.6.1 & 24.6.3; see Appendix A). The abbreviations for the books of the Bible can only be used only in parentheses within the text or in footnotes. For example, an author may make a reference to Romans 1:16, but if he or she states that Christians should not be ashamed of the gospel (Rom. 1:16), then the author should use the abbreviation within parentheses. The following examples are all correct: Paul states that he is “not ashamed of the gospel” in verse sixteen of the first chapter of Romans (CSB); Paul states that he is “not ashamed of the gospel” (Rom. 1:16 CSB); and in Romans 1:16, Paul states that he is “not ashamed of the gospel” (CSB).⁶¹

Map, Photography, Figure, or Table

When referring to a map, photograph, figure, or table, it must be cited in the footnotes, according to Turabian 17.1.7.2.⁶² For example:

¹ Eckhard J. Schnabel, *Paul the Missionary: Realities, Strategies and Methods* (Downers Grove, IL: IVP Academic, 2008), 91, fig. 1.8.

Crediting Authors of Chapters in Edited Collections

In Turabian format, authors are required to credit the author of each individual chapter of an edited collection that they gleaned material from; each of those would be individual references. See section 17.1.8.2 of the Turabian manual.⁶³

⁶¹ Notice the word “gospel” is not capitalized when referring to the evangelical message (i.e. “good news”). It is capitalized when referring to one of the first four books of the New Testament, however.

⁶² Turabian, *A Manual for Writers*, 182.

⁶³ Turabian, *A Manual for Writers*, 184.

Numbering

Any number used in the text that is less than one hundred and any whole number of hundreds should be spelled completely within the body of the paper (e.g., one hundred, two hundred).⁶⁴ Generally, if the number can be written with one or two words, it should be spelled out completely. For numbers written with more than two words (i.e., 108 or 210), numerals should be used. However, one should never mix the styles. If any number used must be written with numerals, then all should be in the same style (i.e., 98, 108, 210, 300; not ninety-eight, 108, 210, three hundred). Of note here is an exception that when writing percentages in the text, write 98 percent or 100 percent, and so forth;⁶⁵ always using the numeral, but writing out “percent.”

Bibliography Entries and Tips

The bibliography list itself begins on a new page following the conclusion, even though a great deal of room may be left on a final page. To do this, hold down the “Ctrl” key and then hit the “Enter” key, which will drop the cursor down to an entirely new page to start the bibliography. Type the word **Bibliography**, centered, in bold type, followed by one blank line. The bibliography is single-spaced but with an extra blank line (or twelve-point line space) inserted between each entry. Chapter 17 of the Turabian manual is dedicated to the various forms of bibliographic entries.⁶⁶ The following depicts a bullet list summary of bibliography rules and parameters:

- Use the term *Bibliography* for the 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.

⁶⁴ Turabian, *A Manual for Writers*, 330-31. The exception is within a footnote where all numerals can be used (e.g., 100, 200).

⁶⁵ Turabian, *A Manual for Writers*, 332.

⁶⁶ Turabian, *A Manual for Writers*, 169-222.

- Use a one-half inch hanging indentation for the second and subsequent line(s) of entries.
- Use single-line spacing between (or twelve-point line spacing after) entries.
- Only cite sources directly referenced in the body of the paper. Do not cite works that have only been consulted. For every bibliography entry, there should be a footnote.
- Nipawin Bible College has opted to use eight underscores (_____) in place of a solo author's name when it is cited multiple times in a bibliography. There are two resources by Kenneth T. Jackson in the bibliography of this paper. The first includes his name; the second has eight underscores in place of his name. If there were additional resources by Kenneth T. Jackson in the bibliography, they would also be preceded by eight underscores rather than his name.
- Break the URL at a logical breaking point (after a period, /, etc.) to go to the next line. Do this by placing the cursor where it should break, then click Ctrl-Enter.
- When consulting an anthology where all the chapters are written by different authors, insert the inclusive page numbers of that particular chapter in the bibliographic entry. If citing from a book within a collection of books, also insert the inclusive page numbers of that particular book in the bibliographic entry.
- When citing an article from an online library/search engine, authors 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, this can be discerned as the case if the online article is downloadable into a .pdf). If one does need to cite the link to the article, it is preferred to cite the article using the Digital Object Identifier (DOI).
- Italicize book titles; use quotation marks for article titles.
- Do not include the Bible in the bibliography.

Conclusion

The conclusion of a paper in Turabian style should reiterate the thesis (though not necessarily verbatim) and provide the audience with a concise summary of all the major points.⁶⁷ The importance of an effective conclusion cannot be overstated, as it frames the writer's closing thoughts and should ideally make a lasting impression on the reader.

This is the last page of text in the body of the paper. Even if it only covers part of the page, drop down to the next page before beginning the bibliography.

⁶⁷ Turabian, *A Manual for Writers*, 111.

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Appendix

Traditional Abbreviations for Books of the Bible

Old Testament (OT)

Traditional Abbreviation:	Full Name:
Amos	Amos
1 Chron.	1 Chronicles
2 Chron.	2 Chronicles
Dan.	Daniel
Deut.	Deuteronomy
Eccles.	Ecclesiastes
Esther	Esther
Exod.	Exodus
Ezek.	Ezekiel
Ezra	Ezra
Gen.	Genesis
Hab.	Habakkuk
Hag.	Haggai
Hosea	Hosea
Isa.	Isaiah
Jer.	Jeremiah
Job	Job
Joel	Joel
Jon.	Jonah

Traditional Abbreviation:	Full Name:
Josh.	Joshua
Judg.	Judges
1 Kings	1 Kings
2 Kings	2 Kings
Lam.	Lamentations
Lev.	Leviticus
Mal.	Malachi
Mic.	Micah
Nah.	Nahum
Neh.	Nehemiah
Num.	Numbers
Obad.	Obadiah
Prov.	Proverbs
Ps. (plural Pss.)	Psalms
Ruth	Ruth
1 Sam.	1 Samuel
2 Sam.	2 Samuel
Song of Sol.	Song of Solomon (Songs of Songs)
Zech.	Zechariah
Zeph.	Zephaniah

New Testament (NT)

Traditional Abbreviation:	Full Name:
Acts	Acts
Col.	Colossians
1 Cor.	1 Corinthians
2 Cor.	2 Corinthians
Eph.	Ephesians
Gal.	Galatians
Heb.	Hebrews
James	James
John	John
1 John	1 John
2 John	2 John
3 John	3 John
Jude	Jude
Luke	Luke
Mark	Mark
Matt.	Matthew
1 Pet.	1 Peter
2 Pet.	2 Peter
Phil.	Philippians
Philem.	Philemon
Rev.	Revelation

Traditional Abbreviation:	Full Name:
Rom.	Romans
1 Thess.	1 Thessalonians
2 Thess.	2 Thessalonians
1 Tim.	1 Timothy
2 Tim.	2 Timothy
Titus	Titus