

This is the title page. It is required for all papers at ETS.

Line spacing should be set for 1,5

All words on the title page are in CAPITAL LETTERS and every line is centered.

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EUROPEAN THEOLOGICAL SEMINARY

Four empty lines 1,5

A MANUAL OF STYLE FOR PAPERS AT ETS

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RODNEY FRIEND

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TS 301 CHRISTIAN ETHICS

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PRESENTED BY
STEPHEN LYNN

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FREUDENSTADT-KNIEBIS, GERMANY

29. JANUARY 2010

This is the date on which the paper is due



This is page one, but the numeral does not occur on the front page.

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Left margin is 3,5 cm

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Top, bottom, and right margins are 2,5 cm. The right is justified.

CHAPTER 1 INTRODUCTION

Papers presented to the faculty at European Theological Seminary (ETS) must follow the formatting style of a text by Kate L. Turabian.¹ While some seminaries use other formats, ETS will use this manual from Turabian.

1.1 Turabian: A Manual for Writers of Research Papers

ETS considers the Turabian manual to be concise and rich with clear, helpful examples. In most cases, students will find that this booklet provides all the guidance they need. However, if questions arise, students should consult the most recent edition of the Turabian manual for clarification. Another important reason for using the Turabian style is that many graduate schools and seminaries—especially those focused on religious or theological education—require Turabian formatting. Additionally, Turabian’s use of footnotes allows writers to expand upon their ideas at the bottom of each page.² Footnotes enable readers to view source information immediately, without having to turn to the back of the paper to consult endnotes.

1.2 Writing for Religious or Theological Education

What types of papers are written in religious or theological education? Common assignments include essays, reports, sermons, book reviews, pastoral theology papers, and research papers, among others. Our primary focus will be the research paper, though the principles discussed here may also be applied to other types of academic writing.

Although each of the papers listed above has its own distinct features, they share several elements in common. According to Vyhmeister, every paper should include the following components:

Place book titles in *italics*

¹ Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, ninth ed. Rev. by Wayne C. Booth et al (London: The University of Chicago Press, Ltd., 2016), 4. Notice that in footnotes you list the author’s first name and then the last name. In the bibliography, you list the author’s last name first and then use their first name. In the bibliography, this method is used so that the names can be placed in alphabetical order.

² Turabian formatting does allow for endnotes also, but the ETS faculty prefers footnotes for each page. If you would like to mention other resources or offer additional information or an opinion that differs from your own, the footnotes section is a good place to provide this information.

Use the numbering function in your word processing program.

1. Correct use of language (spelling, grammar, neutral language, etc.)
2. Clear expression
3. Logical organization
4. Appropriate introduction and summary (conclusion)
5. Conclusions naturally derived from evidence
6. Correct format (in the case of ETS, we use the Turabian format)³

1.3 Using Tables in Your Research Paper

At times, a thought or idea can be communicated more clearly in a table than through a lengthy written explanation. The following table, for example, compares characteristics of hot- and cold-climate cultures.

Table 1. Hot and Cold-Climate Comparisons⁴

COLD-CLIMATE	HOT-CLIMATE
Distant	Closer/Relational
Fact centered (depersonalized)	Story centered (Social)
Critical thinking	Rote Learning (needs applications)
Internal standards	Needs praise and support
Extracts key ideas	Does not extract key ideas
Theory oriented	Imagery oriented
Time-centered	“Elastic” time

SOURCES: Donald Ratcliff, “Psychological Foundations of Multicultural Religious Education,” quoted in Barbara Wilkerson, ed. *Multicultural Religious Education* (Birmingham: Religious Education Press, 1997), 113; Sarah A. Lanier, *Foreign to Familiar: A Guide to Understanding Hot- and Cold-Climate Cultures* (Hagerstown: McDougal Publishing, 2000), 19-20.

The examples, styles, and concepts presented in this manual provide a foundational understanding of what is expected in all papers submitted at ETS. The next two chapters explain why research is an essential tool for every student and introduce the ETS Style Manual. Chapter Four outlines the five main components of a research paper and demonstrates proper techniques for citing various types of sources. The following chapter addresses the importance of the bibliography. The manual concludes with a summary and final remarks.

Footnotes are indented, numbered, single spaced, and begin with the first name of the author (if the author is listed). There is one line in between the footnotes.

³ Nancy Jean Vyhmeister, *Your Indispensable GUIDE to Writing Quality Research Papers: For Students of Religion and Theology*, 3rd ed. (Grand Rapids: Zondervan Publishing House, 2014), 5.

⁴ Benson Vaughan, “Toward an Educational Paradigm for Music Worship Leadership in a Multicultural Environment” (D.Min. thesis, Church of God Theological Seminary, 2004), 12.

CHAPTER 2

WHAT IS RESEARCH?

Indent the first word of every paragraph

→ Research involves far more than simply searching for information online. Nor is it merely rewriting the words of others from books or encyclopedias. While effective research does require consulting books, journals, magazines, and credible internet sources, it also demands careful analysis. After gathering information, the researcher must evaluate the evidence and present it clearly, logically, and in an organized manner. A research paper is not based solely on personal opinion; rather, it demonstrates sound reasoning supported by facts, data, and reliable evidence. Although this process may appear similar to sermon preparation, important distinctions exist between writing a sermon and writing a research paper. Vyhmeister explains these differences:

1 cm → . . . for theology students, research is not a sermon. It is different in content, style, and language. Some research may be involved in the preparation of a sermon, but the main purpose of a sermon is to reach the heart and change people’s lives. The language and the message are appropriate to this goal. Research, on the other hand, seeks to inform and convince the mind. Research vocabulary is neutral, free of superlatives and emotional language. Furthermore, a sermon becomes effective through the delivery, whereas in research writing, there is no dramatic rendition from the pulpit. What appears on paper must stand, just as it is written, without any further embellishment.⁵ ← 1 cm

In the Library Research class, you will come to appreciate the value of disciplined research. While most of us pursue higher education to expand our knowledge, we eventually realize that even well-educated Christians do not possess all the answers to life’s questions. Learning how to write a research paper, however, equips us with the skills to locate reliable sources and discover thoughtful, informed answers – both for academic assignments and for life itself.

Writing a research paper can teach you more than your teachers can because you will become the “expert” on your chosen topic. Vyhmeister states: “Preparing a quality research paper teaches skills of observation, analysis, synthesis, and judgment.”⁶ You will learn to think and write differently as you prepare a research paper. Strong writing

⁵ Vyhmeister, *Quality Research Papers*, 5. This quote has more than forty words of text and must appear as a block quote. Do not use quotation marks for block quotes. Block quotes are single spaced and indented 1 cm on the left and on the right.

⁶ Vyhmeister, *Quality Research Papers*, 6.

skills are developed only through consistent practice, and these skills will benefit you both as a student and in your professional ministry after graduating from ETS.

How much time does the research and writing process require? Vyhmeister suggests that writers devote at least two hours for every finished page, while some may need as many as three hours per page. She says:

“On that basis, a twenty-page paper would take some forty to sixty hours to complete – from choosing the topic to handing the paper in. A dissertation may take as much as five hours for every page written. If the professor requires rewriting, even more time must be allotted. Of the total time, about two-thirds is research time; one-third is writing time.”⁷

This means, writing a research paper, or any academic paper, is very time-consuming. However, if you diligently apply the methods taught in this class, the process will serve as valuable preparation for your future professional work.

2.1 Language Considerations

At ETS, we must also consider the variety of languages spoken by our students when estimating the time required to write a research paper. The time guidelines mentioned above may be fairly accurate for native speakers of German or English. However, students whose first language is neither German nor English should realistically expect to invest additional time in the research and writing process.

If the average student spends approximately three hours per finished page – including research, writing, and editing – those working in a second language may need four to five hours per page. Recognizing this difference is important for planning wisely and allowing sufficient time to produce careful, well-written work.⁸

The faculty at ETS recognizes that this process can be challenging and, at times, frustrating. Nevertheless, we are confident that if you apply yourself diligently to the task, you will succeed. It is our conviction that the research and writing process – together with Bible reading, prayer, and participation in community worship – contributes to the development of a mature and fruitful Christian life.

2.2 Artificial Intelligence

For Bible students, having an entire term paper written by AI should be completely unacceptable. However, AI can serve as a useful assisting tool when used

⁷ Vyhmeister, *Quality Research Papers*, 23.

⁸ Why do we admit to you the amount of time involved in this research and writing process? Because we want you to understand that you cannot put off this process until the night before your paper is due. You *must* establish a time limit for your paper and stay committed to that completion date.

appropriately. The ETS AI policy, along with any specific guidelines for individual courses, is detailed in every class syllabus.

2.3 Printing the Paper

Every paper submitted in paper form must be printed on one side only.

This seems like a lot of wasted space;
however, you may **not** begin the next
chapter on this page. Each new chapter
begins on a new page.

CHAPTER 3

BASIC CONCEPTS OF PAPER WRITING

Basic formatting guidelines apply to all ETS research papers. Please use Times New Roman, size 12 for your text. Do not use other fonts or larger sizes (e.g., size 14) in an attempt to extend your paper. In most word processing programs, the default font size is already 12.

The main text of your paper should be 1.5 line spaced. Several exceptions apply: use single spacing for footnotes, bulleted or numbered lists, block quotes, and bibliographies or reference lists. Be sure to leave a blank line between individual notes, list items, or bibliographic entries.⁹

The left margin of your paper should be 3.5 cm, while the top, bottom, and right margins should be 2.5 cm. The right margin should be justified (aligned) to give your paper a clean, professional appearance. Do not increase margins to artificially extend the length of your paper.

In formal academic writing, correct grammar is essential, and contractions are not permitted. For example, use “is not” instead of “isn’t,” “cannot” instead of “can’t,” and “do not” instead of “don’t.” Avoid colloquial language, as academic writing should maintain a serious and formal tone. Your goal is to present a meaningful and significant contribution to your field in a clear and professional manner.

3.1 Headings and Sub-Headings

Headings and subheadings help readers understand the structure and organization of your paper. Each heading should clearly indicate the content of its section.

The following is an example of how a chapter could be organized. The TITLE of each chapter is centered and in capital letters.

⁹ Turabian, *A Manual for Writers*, 2.

Chapter titles are in
CAPITAL LETTERS and
are centered

CHAPTER 8 MUSIC IN THE BIBLE

The headings are in three categories. The first-level heading is numbered according to the chapter, is **bold**, and centered with the first letter of each word capitalized. Exceptions are prepositions, conjunctions and articles. For example:

8.1 Music in the Old Testament *First-Level Heading*

The second-level heading is similar to the first level, but not bolded.

For example:

8.1.1 King David Organizes Music *Second-Level Heading*

The third-level heading would be numbered according to the chapter, is *italicized*, with the left margin, with the first letter of each word capitalized. Exceptions are prepositions, conjunctions and articles. For example:

8.1.1.1 David Appoints Music Leaders *Third-Level Heading*

If you divide a chapter into subheadings, you must have at least two subheadings beneath the respective higher level. Otherwise, a subdivision does not make sense.

3.2 Page Numbering

3.2.1 Roman Numerals

There are specific rules for the correct way to number your pages. There are two different kinds of numbers that are used: small or lower case Roman numerals (i, ii, iii, iv, etc.) and Arabic numerals (1, 2, 3, etc.). The title page is counted and is page i, but there is no number typed on it. The table of contents (simply called CONTENTS) is the next page and therefore is page ii. If you have any other pages (such as a glossary, illustrations, tables, etc.) they would follow the Roman numeral system in lower case (e.g. iii, iv, v, etc.).

3.2.2 Arabic Numerals

The main body (or text) of your paper is numbered with Arabic numerals beginning with 1 for the first page of text. However, although this page is counted as page 1, the numeral does not appear.

3.2.3 Numbering for the Back Matter

The third section of your paper, the back matter (or reference material) also uses the Arabic numerals. If your final page is numbered as 15, and the BIBLIOGRAPHY begins on the next page, then it would be numbered as page 16.

3.3 Instructions for Inserting Page Numbers in Word

Follow these directions to insert page numbers in your paper:

1. Open the document
2. Make markers visible
3. Put the cursor directly before the last marker of the front matter
4. Choose *Layout* → *Section break* → *next page*
5. Go back to the first page
6. Choose *insert* → *page numbers*
 - Setting:
 - bottom of the page
 - centered
 - uncheck “show on first page”
 - choose format: i, ii, iii
7. double click on top of the first page of the next section
8. uncheck “Link to previous section” on top and bottom
9. Choose on *insert* → *page numbers*
 - Setting:
 - Top of the page
 - right
 - uncheck “show on first page”
 - choose format: 1, 2, 3, ...
10. delete the number that appears at the bottom
11. Change the font of the page numbers to Times New Roman¹⁰

This is called a content footnote. It is used to explain a contrasting viewpoint, a contradiction, give further explanations, or indicate sources for further study.

¹⁰ This is an *itemized list* and therefore is single-spaced. Other items that also use single-spaces are: footnotes, bibliographies or reference lists, and block quotations. Remember to leave a blank line between notes, items, or entries. For example, there is one space between footnote 1 and footnote 2. Did you notice that even the footnotes are justified? This produces a nice appearance.

CHAPTER 4

THE FIVE MAIN PARTS OF A RESEARCH PAPER

There are five main parts for a paper: (1) the front matter (title page, table of contents, list of appendixes); (2) introduction; (3) the body (the main text); (4) summary and conclusions; and (5) the back matter (appendixes, e.g. tables or statistics, bibliography). Each of these five parts may have several sections and these sections are important, however, three of the sections must be in complete agreement. Vyhmeister proposes the following:

The principal parts of the paper – introduction, body, and conclusion – must harmonize. That is, they must integrate into one whole. The introduction sets the stage, preparing the reader to understand the purpose, nature, and direction of the research. The main body of the text gives a clear report of the findings. The conclusion summarizes and evaluates the results of the investigation. The bibliography documents what has been presented.¹¹

4.1 Footnoting Citations

In a research paper, the goal is neither simply to express your own opinion on a topic nor merely to string together the statements of others. When conducting research, imagine yourself sitting at a table with scholars, discussing the subject. You present your own position, listen carefully, analyze, question, and draw conclusions. In writing, imagine telling someone else about this discussion: Who said what? With whom do you agree, and why? What are your conclusions? Although you draw on the approaches of others and on established facts, it is very important that your own voice is heard. However, when presenting material that is not originally your own, you need to put a footnote.

Often your writing program will have a default for footnotes (for example, single-spaced, font size ten, etc.). The default will place the footnotes at the bottom of each page. Turabian explains: “Footnotes must be placed, or at least must begin, on the page where they are referred to. A short line (i.e., rule or separator) divides the text and footnotes. If your source lists more than one copyright date, use the most recent date listed. If there is no date, use the abbreviation – n.d. If more than one city of publication listed, only use the name of one city in the footnote.

¹¹ Vyhmeister, *Quality Research Papers*, 82.

4.2 What Is Plagiarism?

The purpose of footnotes is to give the exact location where each piece of information you use in your research paper comes from. Putting a number at the end of the material from a particular source marks a footnote. Footnotes must be used *each and every time you take information from another source*. It does not matter whether the source is a book, magazine, journal, interview, lecture, etc., if it is not your *original* thought, it must be footnoted to give credit to the original source. If you take information from another source without giving correct credit, it is called *plagiarism*, which is a form of theft and which will automatically result in a failing grade for your paper.

4.3 Quotations

A quote is the *exact* words (and punctuation) copied carefully from a source and a quote must have quotation marks at the beginning and end. According to Vyhmeister, “[s]hort quotations – one sentences or less – are easily worked into the paragraph.”¹² Did you notice that there were quotation marks at the beginning of the previous sentence and also at the end? These marks indicate that someone else previously wrote these exact words. If there is a mistake, e.g. a typo, in the quotation, this must also be retained. In this case, insert (*sic!*) immediately after the incorrect word. You must use quotation marks *every* time you use someone else’s words – no exceptions. A quotation should be introduced as a technique to strengthen an argument. If the quotation is from a language other than the one in which the paper is written, it should be left in the original language. You can provide a translation in a footnote.

Paraphrases or summarizations are not the same as quotes because you are using your own words, but the ideas or information you are writing about is something you read or heard from another source. Paraphrases and summarizations are **not** marked off with quotation marks, but you must include a footnote, which shows that the information immediately before it came from that source.

4.4 Biblical Quotations

Previously we were told that all citations as footnotes appeared at the bottom of the page. Exceptions to this rule are classics, such as Homer’s *Odyssey*, Shakespeare’s plays, or the Bible. It is proper to place these citations in parentheses after the note itself. For example: “The Lord is my shepherd, I shall not want”

¹² Vyhmeister, *Quality Research Papers*, 105.

If you want to incorporate an author’s sentence as a quotation into one of your sentences, you must change the first letter from uppercase to lowercase. To indicate this change, use square brackets.

(Ps 23:1 KJV). If another translation were used, it would appear like this: “The Lord is my shepherd, I shall lack nothing” (Ps 23:1 NIV).

Do not use more than one translation of the Bible (unless you are using two different languages). Choose one version of the Bible and then use it continuously throughout your paper. Vyhmeister makes it clear that “[j]umping from one version to another, choosing the wording that suits your purposes, suggests that you are trying to make the Bible say what you want it so say.”¹³

When you want to refer to a book of the Bible in your paper, spell out the entire name (do not *italicize* or underline them). For example: Jeremiah, chapters 42-44, records the flight of the Jews to Egypt. However, when you are referring to a Scripture verse, it is proper to abbreviate the book of the Bible, for example: “Give thanks to the LORD, for He is good: His love endures forever” (Ps 107:1). Did you notice there is *no period* after the abbreviation for Psalms? For a complete listing of biblical abbreviations, please see the Appendix.¹⁴

4.5 How Much Research Is Enough?

Once you have chosen and properly researched your topic, when do you begin the writing process? Some people like to begin writing immediately and others prefer to gather all of their sources first. There can be two extremes to gathering resources. One extreme is not having enough information. The other extreme would be to have too many sources for each page. There is a balance between these two extremes that you will discover for yourself once you begin the research and writing process. Gathering information is very important, but that is only the first step. A collection of information is not a paper; however, it is an excellent starting point that must now be organized into a clear and logical paper.

4.6 Footnote Resources

4.6.1 Citing a Book with One Author

Perhaps the most available resources for ETS students will be the books found in our library. Sometimes there will be only one author, and if you use any of that author’s words or ideas, you must properly cite that book.¹⁵

¹³ Vyhmeister, *Quality Research Papers*, 67.

¹⁴ If you have *more than* one appendix, you would say: Please see appendix one (or, A). The appendix is placed at the end of the paper, *before* the Bibliography.

¹⁵ John Sims, *Our Pentecostal Heritage: Reclaiming the Priority of the Holy Spirit* (Cleveland: Pathway Press, 1995), 109.

4.6.2 Citing a Book with no Author

Occasionally a book will be written with no reference to an author. This citation will be listed according to the title of the book.¹⁶

4.6.3 Citing a Book with Two Authors

There are books written by two authors. Notice that you do *not* use a comma between the names of the two authors.¹⁷

4.6.4 Citing a Book with Three Authors

There will be times when you find a book that has three authors.¹⁸ Make sure that you give credit to all of the authors. This citation is different than the examples listed above for two authors. Please notice that you *do* use a comma between the names of the three authors.

4.6.5 Citing a Book with More than Three Authors

Each of the citations listed thus far have been different in some way. We are simply trying to prepare you for the *many* styles that you will encounter in your research. When you have a book with *more than* three authors, you do not list all of the authors, only the first, as you see in the example below.¹⁹ When we discuss the bibliography, you will see how this citation changes.

4.6.6 Successive References

When a resource has been cited as a complete footnote and later in the paper you quote from the same source; a shortened format is used. In the shortened reference you must include the author's last name, a shortened version of the title, and the page number as follows.²⁰ If you use two authors with the same last name, give the full name in the shortened reference.

¹⁶ *The Lottery* (London: J. Watts, n.d.), 20-25. (If the publication date is missing, use the place holder n.d. to indicate *no date*.)

¹⁷ Bruce Maline and Jerome H. Neyrey, *Portraits of Paul: An Archaeology of Ancient Personality* (Louisville: John Knox, 1996), 134.

¹⁸ Mary Lyon, Bryce Lyon, and Henry S. Lucas, *The Wardrobe Book of William de Norwell, 12 July 1338 to 27 May 1340* (Brussels: Commission Royale d'Histoire de Belgique, 1983), 42.

¹⁹ Willem A. Van Gemeren et al, *The Law, the Gospel, and the Modern Christian* (Grand Rapids: Zondervan, 1993), 78. (When you place this citation in the bibliography, you *must* list each of the authors who helped to write that particular book (even if there are ten people)).

²⁰ Maline, *Portraits of Paul*, 30. (This is a resource that was used before and has already been fully documented, so this is the style for the shortened reference).

4.6.7 Citation of a Chapter in a Book

Sometimes books have several authors and an editor, and you only need to quote from one chapter, or one of the authors in that book. In that particular case, you need to list the author of the chapter first, and then the editor of the book.²¹

4.6.8 Secondary Source Citation

You may find a quote from one person in a book of another person. This is known as a secondary source. In this case, you must footnote the source of the original quotation and then identify the source where you found the particular quotation (the actual book). Review the footnote below²² to see how this is done.

4.6.9 Citing a Multi-Volume Work

Sometimes an author will write *more than* one book on a particular subject. For example, when writing the history of Christianity, it would be almost impossible to place all of the information into one text. Therefore, it must be written over a period of years and published in several different books.²³ Remember to tell the volume number from which you retrieved your information.

4.6.10 Translated Text

Sometimes, a source is written in one language and then translated into another language. The translator must be indicated in the footnote. In our context here at ETS, we will primarily deal with translated texts in two language formats, German,²⁴ and English.²⁵ However, we encourage you to also use sources from your native tongue.

²¹ John Sims, "Exploring Pentecostal Ethics: Reclaiming Our Heritage," in *The Spirit and the Mind: Essays in Informed Pentecostalism to Honor Dr. Donald N. Bowdle*, ed. Terry L. Cross and Emerson B. Powery (Lanham: University Press of America, 2000), 233-234.

²² Helen Barrett Montgomery, *Western Women in Eastern Lands* (New York: Macmillan, 1910), 243-244, quoted in Grant McClung, *Globalbeliever.com: Connecting to God's Work in Your World* (Cleveland: Pathway Press, 2000), 87-88.

²³ Kenneth Scott Latourette, *A History of the Expansion of Christianity*, vol. 3, *Three Centuries of Advance* (Grand Rapids: Zondervan, 1970), 17.

²⁴ Renzo Allegri, *Mutter Teresa: Ein Leben für die Ärmsten der Armen*, Übers. Stefan Liesenfeld (München: Neue Stadt, 1996), 37.

²⁵ Gianni Vattimo, *The End of Modernity: Nihilism and Hermeneutics in Postmodern Culture*, trans. John R. Snyder (Baltimore: The Johns Hopkins University Press, 1988), 48.

4.6.11 Interviews

Quoting sources from books and magazines is a good way to find information; still another excellent source is to conduct an interview. An interview allows you to have a deeper and fuller understanding of the person being interviewed. An interview must also use a footnote.²⁶ It is almost impossible to write as fast as someone can talk, so it would be a good idea to record the interview, however you must ask the permission of the person being interviewed before you can record this conversation.²⁷

When you decide to interview someone for your research paper, clearly explain what information is needed and why you need that information. Prepare a list of possible questions that you would like answered and this will help you stay focused on your topic. This type of research is called qualitative research.

4.6.12 Newspaper, Magazine, Journal, and Book Review

There are many different kinds of footnote resources in addition to books and interviews. For example, you may get information from the newspaper,²⁸ a magazine,²⁹ or a journal.³⁰ Still another resource would be a book review found in a journal.³¹ Each of the entries for these types of footnotes is different, as you can see at the bottom of this page.

4.6.13 Internet Citation

The internet is a valuable source of information; however, it should not be the only basis for your research. Do not cite Wikipedia in your paper. It may be used for an initial overview of a topic, but not as an academic source. If you consult online sources, ensure that they are reliable and properly documented.

E-books and online journals or newspaper articles are generally cited in the same way as print sources, with the addition of the URL and the date of access at the

²⁶ Reinhard Bonnke, Evangelist, Email interview by Benson Vaughan, Freudenstadt-Kniebis, Germany, 15. February 2003.

²⁷ Cathy Vaughan, Director of the Library for European Theological Seminary, interview by author, Freudenstadt-Kniebis, Germany, 18. March 2003, ETS Library. (ETS library is the location of the interview)

²⁸ Laurie Goodstein, "The Ordination Situation: Shortage of Catholic Priests Leads to Shift in Church Power from Ministry to Laity," *The Washington Post*, 3 October 1995, A1.

²⁹ Gordon MacDonald, "Dear Church, I Quit!" *Christianity Today*, 11. February 1991, 14.

³⁰ Robert Osborn, "The Possibility of Theology Today," *Theology Today* 55, no. 2 (January 1999): 213.

³¹ James F. Kay, review of *Compelling Knowledge: A Feminist Proposal for an Epistemology of the Cross*, by Mary M. Solberg, *The Princeton Seminary Bulletin* 20, no. 1 (1999): 97.

end of the citation.³² ³³ Blog posts are cited similarly to online newspaper or magazine articles.³⁴ The title of the blog is italicized and followed by the word “blog” in parentheses. When citing general website content³⁵, you may encounter missing information, such as the absence of an author. In such cases, use the title of the webpage as the first element in your footnotes.

4.6.14 Encyclopedia and Dictionary Citations

Dictionaries and encyclopedias exist in many forms. Some focus on contemporary languages, while others concentrate on specific subjects, such as *Theological Dictionary of the New Testament*. In some cases, articles are unsigned; in others, they are signed. These differences must be taken into account in the notes. For specialized dictionaries and encyclopedias with unsigned entries, the place of publication and publisher are not required in the note, but the edition or date must be included.³⁶ Full information must be given for dictionaries and encyclopedias with signed articles, both in the note and the bibliography.³⁷ When using Hebrew or Greek dictionaries, the term can be typed in the original language or transliterated and italicized.³⁸

³² Jörg Rüpke, *Pantheon: A New History of Roman Religion* (Princeton: Princeton University Press, 2018), 400-401, <https://search.ebscohost.com/login.aspx?direct=true&AuthType=shib&db=rfh&AN=ATLAI FZK180806000171&site=ehost-live>. Accessed August 13, 2024.

³³ Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, “Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality,” *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, <https://doi.org/10.1086/690235>, Accessed October 19, 2004.

³⁴ Eric Limer, “Heck Yes! The First Free Wireless Plan is Finally Here,” *Gizmodo* (blog), October 1, 2013, <https://gizmodo.com/heck-yes-the-first-wireless-plan-is-finally-here-1429566597>.

³⁵ “The Society,” The Bibliographical Society of America, <https://bibsocamer.org/about-us/the-society/>. Accessed March 26, 2020. **If no author is given, the title of the page/article is given first.**

³⁶ *Nelson’s New Illustrated Bible Dictionary*, (1995), s.v. “angel.” **s.v. is Latin (sub verbo) and means ‘under the word’ so in this example, we looked under the word “angel” and found the information).**

³⁷ Hayim Lapin, “Rabbi,” *Anchor Bible Dictionary*, 6 vols., ed. David Noel Freedman (New York, NY: Doubleday, 1992), 5:601.

³⁸ Rudolf Bultmann, “Aidōs,” *Theological Dictionary of the New Testament* (Grand Rapids, MI: Eerdmans, 1964-1976), 1:169.

4.6.15 Multimedia Citation

Although it may not be used very often, it is possible to use a quote from video. This should be from a scholarly source, of course, and not from a popular Hollywood movie. Note how the footnote should look in the case of a YouTube video.³⁹

4.6.16 Commentary Citation

Especially when writing an exegesis, you are going to use commentaries for your research. References to commentaries can be complicated. Some have one author for the whole commentary⁴⁰, others have one author for each book in a commentary series⁴¹, some have several authors for each book, and other commentaries only have an editor⁴².

4.6.17 Sermons, Speeches, and Presentation Citations

Maybe a preacher says something in a sermon, or a teacher says something in class that you would like to use for your paper. As with the other materials discussed thus far, you must give as much information as possible.⁴³

4.6.18 Unpublished Academic Citations

Many times, a scholar will further develop their theses or dissertation into a book; however, you may use an unpublished academic paper as part of your research. It may be cited as in the footnote listed below.⁴⁴

4.6.19 Academic Online Databases

When you study at ETS, you get access to the online resources of Lee University's library. Google Scholar and Academia are also excellent sites for finding reliable sources for term papers. These sites provide reference information for each source, which can be found under "cite." Always select *Chicago Notes and Bibliography* as the format. They are often given in bibliography format, so make sure to adjust them to the correct footnote format (see the differences on page 17).

³⁹ Saddleback Church, *Learn how to pray and fast for a breakthrough with Rick Warren* (2017), <https://www.youtube.com/watch?v=mp89-uvE1tA>, Access January 29th, 2024

⁴⁰ John B. Polhill, *Acts*, New American Commentary (Nashville, TN: Broadman, 1992), 175.

⁴¹ Edward R. Campbell, *Ruth*, Anchor Bible, vol. 7 (Garden City, NY: Doubleday, 1975), 27.

⁴² Edward Hastings, ed. *The Speaker's Bible*, 18. vols. (Grand Rapids, MI: Baker, 1972), 17:159.

⁴³ Dan Lindeman, "Imperatives for the Christian Life," [taken from James 5:7], Crossroads International Church sermon, European Theological Seminary Chapel, 26 January 2003, Freudenstadt-Kniebis, Germany.

⁴⁴ Stephen Benson Vaughan, "Prove Me Now Herewith: Worshiping God Through Tithing" (M.Div., Church of God Theological Seminary, 1999), 103.

CHAPTER 5

THE BIBLIOGRAPHY

Before we begin to discuss the way books and other materials are placed in the bibliography, let us review three simple ways in which a footnote entry is different from the bibliography: (1) In a footnote the author's name is in normal order; in the bibliography the author's last name is listed first, (2) in a footnote the publication information appears in parentheses; in the bibliography the publication information does *not* appear in parentheses, (3) in a footnote there is only one period in the entire note; in the bibliography there may be *many* periods, (4) in a footnote, the first line is indented, but the second line is *not* indented; in the bibliography, the first line is *not* indented, but the following lines *are* indented, and (5) the footnote is in Times New Roman 10 font and the bibliography is in Times New Roman 12 font.

Compare these two examples:

Footnote

⁵⁰ John A. Sims, *Our Pentecostal Heritage: Reclaiming the Priority of the Holy Spirit* (Cleveland: Pathway Press, 1995), 109.

Bibliography

Sims, John A. *Our Pentecostal Heritage: Reclaiming the Priority of the Holy Spirit*. Cleveland: Pathway Press, 1995.

What Are the Differences Between These Two Examples?

1. In the footnote above, the author's name is indented five spaces; in the bibliography example, the *second* line is indented.
2. In the footnote entry above, the first name (John) is listed first. In the bibliography entry, the *last* name (Sims) is listed first.
3. In the footnote entry above, the publication information appears in parentheses (Cleveland, Tennessee: Pathway Press); in the bibliography, the publication information does *not* appear in parentheses *and* you do *not* list the page number.
4. In the footnote entry above, there is only *one* period. In the bibliography entry, there are *three* periods. Sometimes, if there is a lot of information, there can be even more than three periods.
5. The footnote entry above is ten font. The bibliography entry is twelve font.

This is an itemized list; however, these are complete sentences, so we use a period at the end of each line.

5.1 Using Bibliographies As Resources

We have always learned that a bibliography is the list of references found at the end of your paper. Now we would like to mention that a bibliography might also be used as a resource. For example, perhaps you are doing a research paper on sects. First,

you would find a book dealing with your topic. Second, *before* you begin to read that particular book, go to the bibliography of that book. Look to see what books, journals, magazines, etc., the author used (write down those references that look relevant to your topic). Third, look up the most recent books, journals, magazines, etc., and look in their bibliographies. You may continue this procedure until you have collected enough resources. This process could continue indefinitely, depending upon the size of the library.

The procedure for finding resources in the bibliography will reveal one of two things: some bibliographies refer to books that are very old and unavailable; thus not relevant to your topic. *Or*, you may begin to see some of the same names appearing over and over. This could be a clue to let you know who the recognized authors are in this field of study. While it is possible that you may have found the most important authors on a particular subject, you must also be careful to *not* take only one opinion and one approach. Be careful to offer several views to any given subject.

5.2 Citing An Author With Several Books in the Bibliography

If there are two or more items by exactly the same author, the name is only written the first time. Thereafter, the name is replaced by an eight-spaced line. The works of each author may be arranged alphabetically according to the title of the book. For example:

Dybdahl, Jon. *Exodus: God Creates a People*. Boise, Idaho: Pacific Press, 1994.

_____. *Old Testament Grace*. Boise: Pacific Press, 1990.

5.3 Final Comments on the Bibliography

As you put the footnotes from your paper in the bibliography, remember to make the necessary changes from a footnote to a bibliography as described under the heading THE BIBLIOGRAPHY (page 17). The typing of bibliographies demands total precision in matters of spacing, punctuation, contents, etc.

The bibliography always begins on a separate page. The title is CAPITALIZED. Each bibliographical entry is single-spaced; a blank line is left between each entry. If the entry carries on to the next line, it is indented.

CHAPTER 6

SUMMARY AND CONCLUSIONS

The summary and conclusion section is the last chapter of your paper. No new material should be introduced here.

The summary would briefly review the questions you identified in the introduction at the beginning of the paper and present the findings. Do not go into too much detail here. The conclusion would allow you to deliver any academic closing thoughts or theological reflections. If you choose to include a recommendations paragraph (application-to-ministry), it would be during this section that you would offer a plan of action to correct or guide a particular problem in ministry, in light of the Bible and your faith traditions.

APPENDIX I

SBL ABBREVIATIONS OF THE NAMES OF BIBLICAL BOOKS⁴⁵*Old Testament*

Gen	Job	Nah	Phil
Exod	Ps	Hab	Col
Lev	Pss (Plural)	Zeph	1 Thess
Num	Prov	Hag	2 Thess
Deut	Eccl	Zac	1 Tim
Josh	Cant	Mal	2 Tim
Judg	Isa	<i>New Testament</i>	Titus
Ruth	Jer	Matt	Phlm
1 Sam	Lam	Mark	Heb
2 Sam	Ezek	Luke	Jas
1 Kgs	Dan	John	1 Pet
2 Kgs	Hos	Acts	2 Pet
1 Chr	Joel	Rom	1 John
2 Chr	Amos	1 Cor	2 John
Ezra	Obad	2 Cor	3 John
Neh	Jonah	Gal	Jude
Esth	Mic	Eph	Rev

KJV – King James Version

NKJV – New King James Version

ESV – English Standard Version

NIV – New International Version

NIRV – New Intern. Readers Version

NLT – New Living Translation

⁴⁵ Society of Biblical Literature (SBL) *Handbook of Style for Ancient Near Eastern, Biblical, and Early Christian Studies* (Peabody: Hendrickson, 1999), 73-74.

APPENDIX II
FRONT MATTER FOR THE EQF LEVEL 6

(SEE THE FOLLOWING PAGES)

EUROPEAN THEOLOGICAL SEMINARY

STATE THE TITLE OF THE WORK

SUBMITTED BY
FULL NAME OF THE STUDENT

IN PARTIAL FULFILLMENT
OF THE REQUIREMENTS FOR THE EQF LEVEL 6

In the case of studying only for two years, state the appropriate qualification:

IN PARTIAL FULFILLMENT
OF THE REQUIREMENTS FOR THE
DIPLOMA IN PRACTICAL THEOLOGY

FREUDENSTADT-KNIEBIS, GERMANY
MONTH YEAR

I am submitting a Senior Paper titled

STATE THE TITLE OF THE WORK

In submitting this Senior Paper, I certify:

1. that this paper is entirely my own work, based upon research carried out by myself, and that all sources of material have been clearly indicated.
2. that no part of the work incorporated in the above Senior Paper is a quotation from published or unpublished sources, except where this has been clearly acknowledged.
3. that no part of this work has been submitted as part of another module or qualification.

Date:

Signature:

[Student's full name typed]

Approved by:

[Tutor's full name, title],
Tutor

Dr. Tamara Milanović
Academic Dean

Dr. Manuel Martin-Arroyo
President

The first line in a Bibliography is **not** indented; however, all other lines **are** indented.

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Justify the right margin

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Do not use page numbers for books

Notice: last name, first name format

Each bibliographical entry is single-spaced; a blank line is left between each entry.

In the footnote, for articles, you only indicate the page on which the respective information can be found. In the bibliography, indicate the entire page range of the article.

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