Quick Reference for Typical Class Papers

- 1” margins all-around (top-bottom-left-right)
- 12 point type size for body text, and 10 point type size for footnoted text.
- Times New Roman font
- Always precede body text of your paper with a cover page. (Please see the Figure A. 1 sample title page on page 391.)
- Double-space the body text. Follow Turabian rules for when to use single spacing (e.g., lists, block quotations).
- Papers longer than one page must use page numbers.
- Terminal punctuation (e.g., period, question mark) should be followed by one space—not two—before beginning the next sentence.
- Use notes-bibliography style presented in chapters 16-17. You may still use elements of parenthetical citation as best fits the occasion according to the instruction of 16.4.3.
- For footnotes, consider the following main tenets: 1) Place footnote markers at the end of a clause or sentence. 2) Indent the first line of each footnote. 3) Single space each footnote, but double-space between footnotes. 4) Use the short/abbreviated form of citation when citing a source which was already cited earlier in the paper. 5) Follow Turabian instruction for what to include in the footnote and the order in which to place it.
- Turabian (9th ed) no longer advocates for the use of “Ibid.” (16.4.2) but steers toward the short form. If you do use “Ibid.”, remember it is restricted to the subsequent occurrence of the same resource cited on the same page. Therefore “Ibid.” would never be used in the first footnote of a page.

The official style guide for Brookes Bible College is *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th Edition, by Kate L. Turabian (commonly referred to as “Turabian”). The 9th edition, based upon the 17th edition of *The Chicago Manual of Style* (available in our library), was thoroughly revised and updated in 2017 from its previous edition. Although instructors reserve the right to request untraditional style and formatting within their syllabi, the standards in Turabian should generally be considered the rules for all written assignments of your degree program.

Because on some occasions Turabian itself directs students to consult their instructors, department, or university for various style and formatting issues, the guide herein helps to place their preferences readily within your hands. The following commentary represents Brookes Bible College preferences on those matters Turabian leaves to the preference of the institution.

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15.3 Two Citation Styles
You will follow the notes-bibliography style pattern for your assignments as presented in chapters 16–17. Chapters 18–19 mirror the content of chapters 16–17 but instead discuss the parenthetical citations-reference list style approach. Because you will not be using reference list style, you may entirely disregard those chapters from your consideration.

15.3.1 Bibliography Style
You may notice that the example in this section gives the note number within the text in superscript type, but utilizes the standard type (not superscripted) for the numbered note at the bottom of the page. You may use a superscript type for both placements—within the text and in the numbered note.

16.3.1 Footnotes versus Endnotes
You will use footnotes—not endnotes—for written assignments.

16.4.3 Parenthetical Notes
While citing sources in footnotes is the general standard, notes-bibliography style does allow for use of parenthetical citation in a few common instances. Most noteworthy among the description in 16.4.3 is the citation of biblical references within parentheses, and, where appropriate, mere page numbers; BBC faculty prefer that Scripture references be cited parenthetically in the text as opposed to within footnotes.

17.5.2 The Bible and Other Sacred Works
BBC faculty prefer that Scripture references be cited parenthetically in the text as opposed to within footnotes.

21.7.2 Dash
Turabian preserves a distinction between an en dash (–) and an em dash (—); these dashes are also distinct in function and longer than a hyphen (-). You are expected to know the difference and to use the appropriate punctuation that will fit the occasion of your writing.

24.4.3 Eras
Use BC in lieu of BCE to refer to the era preceding AD 1; use AD in lieu of CE to refer to the era beginning with and following AD 1.

24.6 The Bible and Other Sacred Works
We prefer the traditional abbreviation forms for Scripture references. Generally, when referring to a Bible book, or a Bible reference, give the full name of the Bible book; abbreviate only when citing parenthetically or within a footnote. Please consult the SBL Handbook of Style for works not addressed in Turabian (e.g., other Bible versions, Ancient Near Eastern documents, Early Christian literature). Accompanying the first reference to the biblical text, announce the version you have selected to serve as the basis for Scripture references within your paper. This announcement is accomplished by inserting a footnote with the formula, “Unless otherwise noted all Scripture quotations in this [paper/thesis/dissertation] are from the ________ [fill in the blank] translation/version of the Bible.” Then, only when you depart from that version within the paper will you need to cite the different version (e.g., Rom. 1:16 NIV). A footnote indicating full publishing detail is not required for an English Bible version, unless some other matter, such as the preface or a marginal notation, etc., is being quoted instead of the actual Bible verse. English Bible versions are not listed separately in a bibliography.

A.1.1 Margins
Margins for class papers should be 1” inch universally. Theses and dissertations, however, use a 1½ inch left margin to allow for binding.

A.1.2 Typeface
Use Times New Roman typeface—twelve-point type for paper text, ten-point type for footnotes.

A.1.4 Pagination of Front Matter
Follow the pagination scheme as outlined in this section for how to number front matter pages.

A.1.4.2 Placement of Page Numbers
Use the traditional page number placement locations: footer centered for front matter (e.g., a contents page), the first page of major sections (e.g., the first page of a paper, first page of a bibliography) or the beginning of chapters (e.g., theses and dissertations); and header flush right for all other pages in the text or back matter.

A.1.4.3 Other Identifiers
Page numbers should be the only identifiers placed in header/footer.

A.2.1 Front Matter
Use Figure A.1 as a guide for title pages for class papers; Figure A.2 gives direction for title pages for theses and dissertations which are not presently a required assignment at BBC. After due diligence consulting Turabian, please pose unresolved questions regarding matters of style to your instructor—or the recitation instructor if specified in the syllabus.