

Carolina College of Biblical Studies

Official Style Guide

This style guide is offered to assist students in issues that come up regularly. However, students are still expected to refer to Turabian for clarity. When Turabian offers options, this style guide is the expectation for CCBS students.

WRITING STYLE

1. **First and Second Person Pronouns:** Never use first or second person pronouns (I, we, us, you, your, etc.) unless your instructor gives you explicit permission.
2. **Passive Voice:** In general, try to avoid the passive voice. One common way to identify the passive voice is to search your paper for the word “by.” If this word occurs following a “to be” verb, then it is in the passive voice. For example, “the book was written by James” is passive. Your sentence should read, “James wrote the book” (Active Voice).
3. **Emphasis:** Let your words do the talking. In general, bold, exclamations, and using all capital letters do not have a place in academic writing.
4. **Agreement in Tense:** Make sure your sentences agree in tense. It is improper to use both past and present tense within the same sentence.
5. **That:** Is “that” really necessary? In your paper, check to see if the word “that” can be removed from any given sentence. More often than not, this word can be removed without any change in meaning.
6. **Singular “They”:** It is acceptable to use “they” or “them” to refer to a single person of unknown gender. The phrase “his or her” is unnecessary. This is a purely stylistic choice.
7. **Relative pronouns:** A person should be referenced using the word “who” and not the word “that.” This includes any reference to the Holy Spirit.
8. **Transitional sentences:** While transitional sentences can be helpful between paragraphs, they are not needed if you use a section heading. Section headings represent a sharp distinction in the text; therefore, avoid smoothing this transition with a transitional sentence.

PUNCTUATION/FORMAT

9. **Spaces After a Period:** It is now standardized to use only one (1) space after a period. This is a tough habit to break for many, but it is the way to do it.
10. **Contractions:** Do not use contractions like “don’t.” Rather, use “do not.”
11. **Introductory Clause:** A comma is needed after an introductory clause. Because of this, you need to properly add the comma.
12. **Commas before Quotations:** You typically need a comma before a quotation. For example:

God said, “Let there be light.” The only exception to this is when you seamlessly incorporate a quotation into a sentence. For example: The phrase “let there be light” is found in Genesis.

13. **Punctuation and Quotation Marks:** When quoting a source, punctuation goes inside of the quotation marks, even if it is not in the original text (cf. Turban 21.12.2.1). The first words of the Bible are “In the beginning.” Exception: Question marks should remain inside the quotation if they are original, but go outside if you are using the quotation within a question.
14. **Capitalization in Quotations:** Capitalization within a quote should remain unless it is seamlessly integrated into the sentence. For example: The seventh commandment says, “You shall not commit adultery.” However, it is also possible to say: This is the reason why “you shall not commit adultery.”

If you take a quote from the middle of a sentence, you still capitalize it within an integrated quotation. The original quote is, “The way to get started is to quit talking and begin doing” (Walt Disney). Your sentence: Walt Disney once quipped, “Quit talking and begin doing.”

15. **Single Quotation Marks:** Use single quotation marks for a quotation within a quotation. John 3:10 says, “Jesus answered and said to him, ‘Are you the teacher of Israel and do not understand these things?’”
16. **Punctuation and Parentheses:** Punctuation goes outside of a parenthetical citation. For example, if ending a sentence with the quotation of a Bible verse: The first words of the Bible are “In the beginning” (Gen. 1:1). Notice the period is to the right of the parentheses.
17. **Numbered Lists:** When creating a numbered list within a paper, use the following method: (1) Begin your list with a colon at the end of the previous sentence. (2) Insert the corresponding number in parentheses. (3) Write in complete sentences. (4) End your sentences with a period.
18. **Subheads:** Subheads are helpful in separating distinct sections in a longer paper. If you do use subheads, you have at least two subheads at any level. Each level has a distinct style according to Turabian A.2.2.4. For most CCBS papers, you will likely only need the first two levels. Never put a subhead “Introduction” at the beginning of the paper. Never end a page with a subhead.

First level 1 (center, boldface type, headline capitalization)

Second level 2 (center, regular type, headline capitalization)

Example:

I. Paul explained that we were dead in our sins (Eph. 2:1–3).

Humanity is dead because of sin (v. 1-2)

Humanity is due the wrath of God (v. 3)

II. Paul explained that God made us alive through Christ Jesus (Eph. 2:4–8).

III. Paul explained that we are God’s workmanship (Eph. 2:9–10).

19. **BC/AD:** When referencing historical dates, include the terms BC and AD. BC comes after the year (586 BC) and AD comes before the year (AD 70). Do not use periods.
20. **Serial (Oxford) Commas:** It is necessary to use a comma before the last item in a series (A, B, and C). A correct example would be: “I love cookies, crackers, and chips.”
21. **Foreign Words:** Italicize words in foreign languages: *carpe diem* or *agape*. Example: The Greek word *agape* means love. (Turabian 22.2.1)
22. **Words as Words:** When you refer to a word as a word, it should also be in italics. For example: Paul uses the word *justification* three times in the book of Romans.

PAGE FORMAT

23. **Font:** Use Times New Roman 12 pt. font for the paper (including title page, body text, and bibliography). The footnotes should also be Times New Roman, but the size is 10 pt.
24. **Greek and Hebrew Fonts:** When submitting a paper with Greek or Hebrew words, use SBL Hebrew and SBL Greek as the font for these languages. These are used in Logos Bible Software and can be made your default font for Greek and Hebrew in Program Settings.
25. **Spacing:** The spacing between lines is standardized. Ensure that your line spacing setting is “0 pt.” *before* and *after* a paragraph and not “auto.”
26. **Page Number:** The paper’s body, bibliography, and appendices display Arabic numerals (i.e., 1, 2, 3) placed top-right in the header, beginning with page 1 on the first page of the body of the paper. The title page should not have a number and is considered page 0.

BIBLE ISSUES

27. **Abbreviating Biblical Books:** Turabian has standardized abbreviations for books of the Bible. You should use the *traditional* abbreviations, not the shortened ones (Matt., not Mt). (Turabian 24.6)
28. **Citing Bible Verses:** The proper way to cite a Bible verse is either Matthew 1:3 or Matt. 1:3. When the verse is part of the formal sentence, write out the book name. However, within the citation, use the traditional abbreviation. (Turabian 19.5.2)

Example 1: Romans 1:16 teaches about justification by faith.

Example 2: Paul explained the concept of justification of faith (Rom. 1:16).

29. **Bible Translation:** Upon the first quotation of a Bible verse, you should identify the translation being used. This is normally done by inserting the translation abbreviation with the citation: (Rom 1:16 NASB). In general, you should use one translation throughout a paper. But if you switch, then you must identify each time you switch translations.
30. **Multiple Bible Verses:** When you reference multiple sections of the Bible in the same chapter, different chapters, or different books, this is how you punctuate:

Separate verses in the same chapter with commas: Phil. 2:4, 7-10.

Separate different chapters with semi-colons: Phil. 2:4, 7-10; 3:1.

Separate different books with semi-colons: Phil. 2:4, 7-10; 3:1; Col. 4:1.

31. **First Corinthians or 1 Corinthians:** Either is acceptable unless you are beginning a sentence. Avoid the numeral “1” when beginning a sentence. First Corinthians is a great book. Also, use the Arabic number (1, 2) instead of the Roman number (I, II).

CITING SOURCES/FOOTNOTES/BIBLIOGRAPHY

32. **Author’s Name:** Upon first reference to an author in the body of your paper, you should refer to the author by their full name as listed on the title page. Thereafter, use only the last name. Do not use titles (Dr., Rev., Mrs.).
33. **Shortened footnotes:** After a resource is cited once in full, you should use a shortened footnote including only the author’s name and the page number. If you have multiple books by the same author, then insert a shortened title of the book as well. (Turabian 16.4.1)
¹ Duckworth, 88.
34. **Ibid.:** When you cite the same source immediately after itself, then you can use the Latin term *ibid.* which means “in the same place.” Note that it is an abbreviation and must include the period. If you cite the same book, but a different page, then identify the new page number. (Turabian 16.4.2)
² Ibid.
³ Ibid., 22.
35. **No Page:** If you cite a digital book that does not have a page number or location, then insert n.p. (“no page”) to tell the reader that no page number is listed.
⁴ Duckworth, n.p.
36. **Publisher Information:** Give the publisher’s name as given on the title page. However, you may omit an initial *The* as well as abbreviations such as *Inc.*, *Ltd.*, *Co.* You should remove references such as *Publishing House* or *Publisher*. Example: “Broadman and Holman Publishers” can be reduced to simply “Broadman and Holman.”
37. **States:** In the publication information, use the two-letter postal abbreviation for any state listed. When the city is well-known in a particular state, you can leave off the state (i.e., Grand Rapids, MI can be reduced to just Grand Rapids).
38. **Book Reviews:** If you are writing a book review where you are citing the same book frequently, use in-text references instead. The first time you cite the work, provide a full bibliographical footnote. Thereafter, instead of a footnote at the end of the sentence, include a parenthetical citation with the same information as a shortened footnote: last name and page number. The citation goes on the inside of the terminal period. (Turabian 16.4.3)

According to one expert, the norms of friendship are different in the workplace (Little, 330).

NOTES/BIBLIOGRAPHY FOR UNIQUE BIBLE REFERENCES

Remember that in the footnote the author's name reads firstname lastname, but it is inverted in the bibliography (lastname, firstname). All footnotes should include the page number or n.p. if no number is available. Also, remember that footnotes are indented on the first line like a regular paragraph, but bibliography entries use a hanging indent so that the last name sticks out.

MULTI-VOLUME COMMENTARY

Footnote:

John B. Polhill, *Acts*, vol. 26, The New American Commentary (Nashville: Broadman & Holman, 1992), 190.

Bibliography:

Polhill, John B. *Acts*. Vol. 26. The New American Commentary. Nashville: Broadman & Holman, 1992.

CHAPTER BY AN AUTHOR IN AN EDITED COMMENTARY SERIES

In this example, Longenecker is only the author of the Acts chapter of this volume on Luke-Acts. So, the title of his chapter goes in quotation marks. A different author wrote the Luke section.

Footnote:

Richard N. Longenecker, "Acts," in *The Expositor's Bible Commentary: Luke-Acts (Revised Edition)*, ed. Tremper Longman III and David E. Garland, vol. 10 (Grand Rapids: Zondervan, 2007), 818.

Bibliography:

Longenecker, Richard N. "Acts." In *The Expositor's Bible Commentary: Luke-Acts (Revised Edition)*, edited by Tremper Longman III and David E. Garland. Vol. 10. Grand Rapids, MI: Zondervan, 2007.

BIBLE DICTIONARY ARTICLE

Footnote:

Theodore Hiebert, "Joel, Book of," ed. David Noel Freedman, *The Anchor Yale Bible Dictionary* (New York: Doubleday, 1992), 873-874.

Bibliography:

Hiebert, Theodore. "Joel, Book of." Edited by David Noel Freedman. *The Anchor Yale Bible Dictionary*. New York: Doubleday, 1992.

LEXICON ARTICLE

Footnote:

William Arndt et al., *A Greek-English Lexicon of the New Testament and Other Early Christian Literature* (Chicago: University of Chicago Press, 2000), 142.

Bibliography:

Arndt, William, Frederick W. Danker, Walter Bauer, and F. Wilbur Gingrich. *A Greek-English Lexicon of the New Testament and Other Early Christian Literature*. Chicago: University of Chicago Press, 2000.