

# Carolina College of Biblical Studies

## Official Style Guide 2024

*This style guide is offered to assist students with 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**, *italics*, exclamations (!), and using ALL CAPITAL LETTERS do not have a place in academic writing. Adding more than one exclamation mark also does not add more emphasis.
4. **Agreement in Tense:** Make sure your sentences agree in tense. Using past and present tense within the same sentence is improper.
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, so cut “that” out wherever you can.
6. **Singular “They”:** It is acceptable to use “they” or “them” to refer to a single person of unknown gender. The phrase “he or she” is unnecessary. Example: “We need a new manager for the store downtown. They will need to have some managerial experience to apply for the job.”
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. Use “who” when referring to people: The student “who” sits next to me. Use “that” when referring to an inanimate object or animal: The book “that” he placed on the desk, and the cat “that” ran across the road.”
8. **This what?:** When using the word “this,” you should normally include a clarifying noun behind it to explain what “this” is. For example, “This is why we believe in the Bible.” Ask, “This what?” and then include that term in the sentence. “This truth is why we believe in the Bible.”
9. **And...:** The conjunction “and” is a coordinating conjunction. As such, it should not be used as the first word in a sentence.

## PUNCTUATION/FORMAT

10. **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.
11. **Contractions:** Do not use contractions like “don’t.” Rather, use “do not.”
12. **Introductory Clause:** A comma is needed after an introductory clause. Because of this, you need to properly add the comma.
13. **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.
14. **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. Did he really say, “Love your enemies”?
15. **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.”
16. **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?’”
17. **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 read, “In the beginning” (Gen. 1:1). Notice the period is to the right of the parentheses. The parenthetical citation goes with the sentence...so it goes inside the terminal punctuation.
18. **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.
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). However, do not italicize them when written in Greek or Hebrew font. The Greek word ἀγάπη means love.
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.
23. **Subheads:** Subheads help separate distinct sections in a longer paper. If you use subheads, you should have *at least* two subheads at any level. Each level has a distinct style according to Turabian A.2.2.4 (see example below). For most CCBS papers, you will likely only need the first two levels.

Never put a subhead “Introduction” at the beginning of the paper. It is the introduction because it is the first section. Never end a page with a subhead (known as an “orphan”). Also, note that all subheads should have an additional 12 pt space above it (before spacing = 12 pt).

According to Turabian, the following styles should be used for each sublevel:

Level 1 (center, **boldface type**, headline capitalization)

Level 2 (center, regular type, headline capitalization)

Level 3 (flush left, **boldface type**, headline capitalization)

Example:

### **Biblical Foundations for Christological Preaching (Level 1)**

Jesus’ Approach to Teaching About Christ from the Old Testament (Level 2)

Peter’s Approach to Teaching About Christ from the Old Testament (Level 2)

Paul’s Approach to Teaching About Christ from the Old Testament (Level 2)

### **Historical Foundations for Christological Preaching (Level 1)**

Patristic Age (Level 2)

Middle Ages (Level 2)

Reformation (Level 2)

Modern Era (Level 2)

### **The Christocentric Approach to Preaching About Christ from the Old Testament**

Explanation of the Christocentric Method

Demonstration of the Christocentric Method

Evaluation of the Christocentric Method

## PAGE FORMAT

24. **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.
25. **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.
26. **Spacing:** The spacing between lines is standardized. Ensure that your line spacing setting is “0 pt.” *before* and *after* a paragraph, not “auto.”
27. **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

28. **Citing the Bible:** According to Turabian 16.4.3, when discussing a particular work at length and citing it frequently, you should use parenthetical notes. This rule is the case for citing the Bible. Instead of a footnote, you include the abbreviated book title and reference information. The first words of the Bible are, “In the beginning” (Gen. 1:1). Note the terminal period goes to the right of the parenthetical citation, making the reference part of the sentence. Follow the guidelines in Turabian 19.8.2 for citing the Bible.  
(Note: Use a footnote if citing a study note or other content within a Bible.)
29. **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) (see Turabian 24.6.1).
30. **Citing Bible Verses:** According to Turabian 24.6, when you refer in text to whole chapters (Matthew 1) or books (Matthew) of the Bible, spell out the names of the books. When you cite a biblical passage by verse, abbreviate the names of the books (Matt. 1:3) using arabic numerals if they are numbered (2 Kings). Within the parenthetical citation, use the *traditional* abbreviations (Turabian 24.6.1). Spell out the word if it begins the sentence and spell out the ordinal number. Separate chapter and verse with a colon (:) not a period (.).  
  
Example 1: In Romans 1, Paul addresses the good news of the gospel.  
Example 2: Paul explained the concept of justification of faith (Rom. 1:16).  
Example 3: First Corinthians 13:4 teaches that love is patient, kind, and does not envy.
31. **Bible Translation:** Upon the first quotation of a Bible verse, you should identify the translation being used. Do this 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.

32. **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.

33. **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).
34. **Bible & Scriptures:** The term *Bible* is a proper noun and the name of Christian holy Scripture. Therefore, the term *Bible* is always capitalized. However, the term *biblical* is an adjective and is not capitalized unless used as part of a proper noun. The same is true with *Scripture/Scriptures* (capitalized) and *scriptural* (not capitalized). When referring to the Bible as the “word of God,” the “w” is lowercase.
35. **Pronouns referring to God:** Pronouns referring to the Godhead should be capitalized (thus, *He, Him, His*). Similarly, nouns traditionally referring to God are capitalized (i.e., Creator, Father, King, King of kings, Lord of lords, Messiah, Son of God, the Word).

#### CITING SOURCES/FOOTNOTES/BIBLIOGRAPHY

36. **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.).
37. **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)  
<sup>1</sup> Duckworth, 88.
38. **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)  
<sup>2</sup> *Ibid.*  
<sup>3</sup> *Ibid.*, 22.
39. **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.  
<sup>4</sup> Duckworth, n.p.
40. **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.”

41. **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).
42. **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 the author's name in the footnote reads **first name last name**, but it is inverted in the bibliography (**last name, first name**). 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<sup>1</sup>

If a book is part of a multi-volume work (such as many commentary series), then cite the specific volume that carries its own title followed by the volume number. Abbreviate vol. and use Arabic numbers. The title of the volume is in italics; the title of the series is in normal font.

Footnote:<sup>2</sup>

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

Bibliography:<sup>3</sup>

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 John 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.

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<sup>1</sup> The order of the volume information here is based on Turabian 17.1.4 Volume. This order best aligns with how Logos Bible Software normally auto-copies footnotes and creates bibliographies.

<sup>2</sup> Footnotes are indented like a paragraph on the first line. They are single-spaced entries with an extra space (10 pt) between each separate note. Sections within the note are separated by commas.

<sup>3</sup> Bibliography entries are not indented on the first line. Instead, they use a "hanging indent." They are also single-spaced entries with an extra space (12 pt) between each entry. Sections within the bibliography are separated by periods. The first author's name is flipped so that you can easily locate their entry by their last name.

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.

**JOURNAL ARTICLE**Footnote:

# Sidney Greidanus, “Preaching Christ from the Old Testament,” *Bibliotheca Sacra* 161 (2004): 3.

Bibliography:

Greidanus, Sidney. “Preaching Christ from the Old Testament.” *Bibliotheca Sacra* 161 (2004).

**IF NO PAGE NUMBER IS AVAILABLE**Cite with n.p.

# Theodore Hiebert, “Joel, Book of,” ed. David Noel Freedman, *The Anchor Yale Bible Dictionary* (New York: Doubleday, 1992), n.p.

Cite with lemma

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

Cite with name of article

# Anthony Le Donne, “Paul the Apostle,” ed. John D. Barry et al., *The Lexham Bible Dictionary* (Bellingham, WA: Lexham Press, 2016), Paul the Apostle.