Overview Of General Guidelines for all written works

Purpose of this Guide
As a student of Montana Bible College, you are expected to learn, know, and use proper formatting and citation guidelines. As a faculty we know that for many of you this will be new and will take time to learn. To assist you in this process the faculty of Montana Bible College has created this Quick Guide so you are not bogged down by the many nuances of formatting and citation. You will find within this guide the essential elements and requirements for formatting your papers whether research, response, reaction, book reviews, or miscellaneous homework assignments. This guide is to help you learn and eventually master the formatting guidelines MBC requires of its students.

Montana Bible College utilizes the formatting found in Kate L. Turabian's A Manual for Writers of Research Papers, Theses, and Dissertations 7th Edition, more commonly known as “Turabian.” Although this guide is a summation of the key points most often used and required for your written assignments, it is NOT a replacement for consulting Turabian directly on particular matters of formatting, citation, and style. This guide is to help you learn and eventually master the formatting guidelines MBC requires of its students.

Overview Of MBC Use of Turabian
Within the Turabian formatting guidelines, there are two different citations methods that are acceptable: notes-bibliography and parenthetical citation. However, Montana Bible College adheres to only one of these, the notes-bibliography or simply bibliographic style. Within the bibliographic style there are two subset methods: endnotes and footnotes. Again MBC uses only footnote citation. This is important to keep in mind as you write any of your papers, because you will be marked down for using either the parenthetical or endnote styles, even though they are technically acceptable within Turabian formatting.

Another area in which MBC diverges from Turabian formatting is with the title page of research papers. With Turabian you are required to include a title page on all research papers, although there are no exact requirements for how a title page is to be laid out. For the sake of consistency, MBC does require a specific format for title pages, which is included in this guide. It is, therefore, pertinent that you as a student pay close attention to the layout found in this guide as Turabian will not have the specific details included in here. Lack of following the formatting guidelines may lead to being marked down! Pay attention!

Specific page numbers and references in parenthesis throughout this guide refer to Chapters, sections, and pages in Turabian

WHAT DO I CITE?

EXACT WORDS
Quoting an expert in the field adds weight and validity to your argument and research. But if you quote someone, make sure you give them credit. It is not only the right thing to do, but it can give weight to their words.

PARAPHRASING AN IDEA
Like what someone says but not how they say it? Need to compress someone’s thesis into a more concise chunk? Try paraphrasing it—restating their points or ideas in your own words. Even if you don’t quote someone doesn’t mean you’re off the hook. Ideas, concepts, and methods all need citation.

STATISTICS, CHARTS, IMAGES AND DATA.
“A picture is worth a 1000 words...” If what you have to say is better said by a visual or raw data, use it. Just make sure you cite where you got it.

WHEN IN DOUBT...
If you are not sure your situation requires a citation, you can ask your professor, or cite it anyway. You won’t get marked down for citing, but you will if you don’t!

Students can purchase a copy of A Manual For Writers of Research Papers, Theses, and Dissertations 7th Edition, by Kate L. Turabian from the MBC Resource Center.
Theology of Paper:
Place the title a third of the way down the page, in all capital letters and centered. If the paper has both a main title and subtitle, put the main title on a single line, followed by a colon, and then the subtitle on the next line. You can use 12 - 14 size normative fonts (Such as Romans Times, Courier, etc. No fancy or artsy fonts please) (p. 386)

Fonts & Spacing:
Use 12-point Times New Roman font on all pages of the paper (Title page is the only exception). Double space the text, single space footnotes and block quotes. (p 374-75, A.1.1 - A.1.3)

Vital Information:
Several lines below your title place your first and last name, course title, instructors name and date, all on separate lines and centered. (p. 386)

Page Numbering:
The Title Page is considered page one of your paper but does not receive a page number on it. You will begin placing page numbers on the first page of the body of the document. (p. 374, A.1.1)
FOOTNOTE CITATION

Footnotes:
You will be using footnotes for all citations. A superscript number is placed after the final punctuation of the citation in the text. The corresponding numbered footnote is placed at the bottom of the page in which the citation is made. A division line should be present to separate the main text from footnotes.

The footnote is indented and begins with the full-size reference number. Numbering for note is consecutive throughout the document unless there is a chapter break. (p.151-52)

For more on footnoting see Turabian chapter 16 (p.141-56)

FOOTNOTES CONTINUED

Footnote as Substantive comment:
Footnotes can also be used to explain, comment or add information on a point or issue that is outside the scope or purpose of the paper. Follow the same numbering guidelines as citation footnotes.

See Chapter 16 in Turabian to cover in full detail the use of footnotes in your paper. Examples are included.

FOOTNOTE

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despite Putana's undeniable portrayal of his reign. Hopper holds fast to similar conclusions. Conversely, Erickson hold to the more traditional view of Constantine's rise to religious prominence noting, "... no definitive evidence indicates that his civil power was somehow divorced from his religious authority." Either case, it is undisputed Constantine's role in early Church creedal development.

By 325 Constantine had prevailed over Licinius in the west to become the sole emperor of the Roman Empire. To be sure it was a shock to the minority Christian faith to find within 25 years such a dramatic swing in favor within the pagan political realm, from vehemently persecuted to tolerated to having an Emperor show unswilted favor. The complete reversal was accentuated by the advent of Church Council, the first of which was called by Constantine to solve the Arian debate. Many of the bishops called to the first Church Council suffered immensely under Galerius and Diocletian. Several had assumed their post as bishop because of the martyrdom of their predecessor at the hands of Roman persecution.

Regardless, the impact of the chief political figure not only recognizing Christianity as a legitimate religious movement but embracing the sect as vital important for the well being of the Roman Empire, changed the course of history for millennium to come.

19 Hopper, Early Christian, 316.
20 Ibid., 321.

Footnote as Citation:
The first time you cite a source you must include the full bibliographic record.

After the initial citation you may refer to the same source in shortened form (author’s last name, short title, page number).

You may also use the Latin abbreviation ibid. to shorten a citation to a work whose bibliographical data appears in the immediately previous note. (p.152-55)

Formatting a Citation Note:
Typical formatting of a footnote will follow:
- Indentation
- Citation Number
- First Name
- Last Name
- Title (italicized)
- Publication Info (Place, Publisher, Date)
- Page Number
For more on formatting see Turabian (p.142-47, 16.1...)

BLOCK QUOTE

You use block quotations when what you are quoting is 3 or more lines and at least two sentences long. Single-space a block quotation, and indent the whole quote. Do not add quotation marks other than what is in the original quote. Add citation number at the end of the quote.

Main points:
- At least two sentences that occupy 3 or more lines in your paper
- Entire indented
- Single-spaced
- No quotation marks used

17 Alexander Hopper, Early Christian Roots in Western Civilization (Boston: Fitcher and Small, 1975), 273-280. Hopper is not alone in his argument, however his is the most well developed and thoroughly researched.
19 Hopper, Early Christian, 316.
20 Ibid., 321.
21 For a fiction account of what it might have felt like to experience such a situation see Angela Groves, Seed of the Church (New York: Baker, 2001).
BIBLIOGRAPHY

Introduction:
In addition to footnotes your papers require a bibliography at the end of the document. The bibliography includes all sources cited and may include other material consulted but not cited in your paper.

Elements of a Bibliography:
- Your Bibliography should have a title centered at the top of the page in all capitals.
- Each entry should be single-spaced, with double spacing between each entry.
- List of sources should be arranged alphabetically according to author's last name or in the case of no author, by title.
- Begin each entry with a hanging indent on the first line followed by normal indentation on following lines.

For a more extensive discussion on bibliographies consult Turabian chapter 16 (p. 147-50, 16.2...)

Formatting Style:
List your sources alphabetically.
- First line of entry has no indentation.
- Following lines of entry have standard indentation (this is called a "hanging indent").
- Entry begins with author's last name. In the case of no author use editor or title of resource (omitting "a" "the" or other articles).
- First name followed by middle initial/name.
- Punctuation: Footnotes utilize commas and parenthesis around publication info. Bibliographic entries use periods after each element and omit parenthesis for publication info.

Special Cases:
When you have multiple sources written by the same author you may put an underline in place of the author's first and last name.

Footnote VS Bibliography
- Author's Name: Footnotes follow standard order (First name followed by last). Bibliographies are reverse order.

- Punctuation: Footnotes utilize commas and parenthesis around publication info. Bibliographic entries use periods after each element and omit parenthesis for publication info.

- Indentation: The first line on a footnote is indented. It is the reverse for Bibliographic entry.
# Citation Guide

## Footnote & Bibliography

## Citing Specific Types of Sources

### Books

| **One Author** |  
| --- | --- |

| **Two Authors** |  
| --- | --- |

| **Four or More Authors** |  
| --- | --- |

| **Editor or Translator instead of Author** |  
| --- | --- |
| **F:** | 1 Theodore Silverstein, trans., *Sir Gawain and the Green Knight* (Chicago: University of Chicago Press, 1974), 34. |

| **Editor or Translator in Addition to Author** |  
| --- | --- |

| **Chapter of Other Part of a Book** |  
| --- | --- |
# Articles

## Chapter of an Edited Volume Originally Published Elsewhere (As in Primary Sources)


## Preface, Forward, Introduction or similar Part of a Book

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


## Online and Other Electronic Books

For online books, follow the guidelines for print books except include the URL and the date you accessed the material.


## Articles

### Article in a Print Journal (181-184)


### Article in an Online Journal (185-186)


### Popular Magazine Article

- **F:** Steve Martin, “Sports-Interview Shocker,” *New Yorker*, May 6, 2002, 84.

Newspaper Article

Newspaper articles may be cited in running text ("As William Niederkorn noted in a New York Times Article on June 20, 2002,...") instead of in a note or a parenthetical citation, and they are commonly omitted from a bibliography or reference list as well. Examples show the more formal Version of the citation.


Miscellaneous Print

Book Review


Thesis or Dissertation


Lectures, Class Notes, or Papers Presented at a Meeting


Internet Sources

Web Site


Weblog Entry or Comment


## E-mail Message

E-mail messages may be cited in running text (“In an e-mail message to the author on October 31, 2005, John Doe revealed . . .”) instead of in a note or a parenthetical citation, and they are rarely listed in a bibliography or reference list. The following example shows the more formal version of a note.


## Item in Online Database


## Miscellaneous

### Personal Interview

Unpublished interviews should usually be cited only in notes.


### Sound Recordings


For more citation references and information please consult Kate L. Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations* 7th ed. Chapter 17 (Pages 160-215).

All material used in creating this citation guide was obtained from *A Manual for Writers of Research Papers, Theses, and Dissertations* 7th ed. and from the corresponding website: “Kate L. Turabian A Manual for Writers of Research Papers, Theses, and Dissertations” http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html (accessed January 25, 2012).