



Citation and Paper Formatting Guide

A Style Guide for Citing Research and Formatting Papers at Boise Bible College

Boise Bible College requires all formal research papers to be formatted as follows:

- Double-spaced
- Times New Roman or Arial at size 12
- Page numbers in the upper right corner of each page
- One-inch margins on all four sides of the page
- Student's name, class number and name, professor, and assignment information in upper left corner of the first page (some professors require a word count here as well)
- Assignment title below assignment info, centered, headline style capitalization, same font style and size as the body of the paper

For general research and writing conventions, Boise Bible College requires the use of Kate Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 9th edition.¹ This is commonly known as 'Turabian' or 'the Turabian Manual,' and is available in the Reference section of the BBC Library for in-library use. Refer to Turabian for resource formatting not covered in BBC's *Citation and Paper Formatting Guide*.²



Turabian provides 2 documentation styles:

- Notes-Bibliography (NB)
- Author-Date (AD)

Students should refer to individual professors' assignment requirements for which style to use.

BBC Exceptions to Turabian style:

- Turabian 9th edition does not require an access date for online sources. BBC requires students to add "Accessed [month, day, year]" and a URL when citing online sources such as websites and blogs. (When using articles or eBooks from academic databases, instead use DOIs, Permalinks, PURLs, or the name of the database where available.)

¹ Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 9th ed., eds. Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, Joseph Bizup, William T. Fitzgerald, and The University of Chicago Press Editorial Staff (Chicago: University of Chicago Press, 2018). (REF 808.02 Turabia)

² Another helpful resource for formatting commonly used Bible/Theology sources:
Nancy Jean Vyhmesiter and Terry Dwain Robertson, *Your Guide to Writing Quality Research Papers: For Students of Religion and Theology*, 4th ed. (Grand Rapids: Zondervan Academic, 2020). (REF 200.72 Vyhmeis)

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SAMPLE BBC STYLE FORMATTING

Mary Jones [*Your Name*]

LITR 2120 American Literature [*Class*]

Prof. Rebecca Hasegawa [*Professor*]

May 6, 2019 [*Assignment Due Date*]

124 words [*Word Count, if applicable – does not include footnotes or bibliography*]

The Use of Imagination in American Literature [*Assignment Title*]

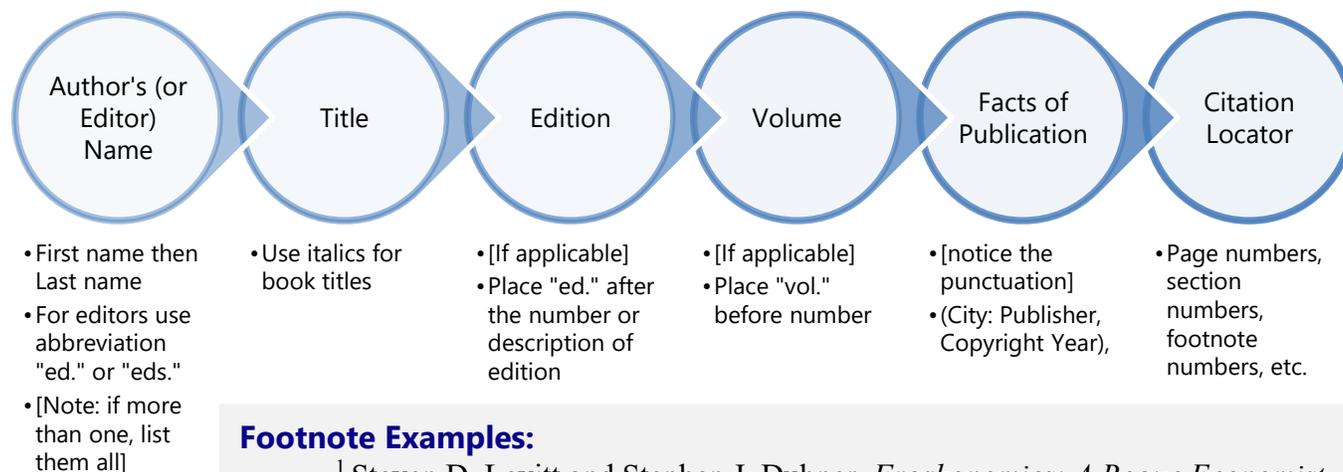
[*Begin writing paper here*] Literature is a major part of every nation, and as a younger nation, the United States of America's growth and movements can be clearly traced through its writing. From the Constitution to short stories, newspapers to novels, the voice of the people—their philosophies, religious beliefs, their politics—can be seen and how it morphs through the years. One aspect of the nation's history that can be seen through its literature is the American imagination. The use and development of imagination can be traced throughout its literature, starting with the Native Americans and colonists, developing in the Romantic Era with the transcendentalists and sensationalists, and then coming to modern poets. These authors throughout America's history shaped modern American imagination to what it is today.

Imagination is seen in the original Native American tribes before Europeans came on the scene in North America. The creation story from the Onondaga tribe, which describes how a “tiny Muskrat... dove down” and brought up the earth for the first human, a “Woman from the Sky.” The water animals placed the earth on the back of “the Great Turtle” by his request, and this was how the earth came to be. While this is part of their religious beliefs about the world and showed their animism, it also shows their creativity in viewing the earth around them and thinking of ways how certain aspects of nature came to be. This imagination about nature was

NOTES-BIBLIOGRAPHY STYLE: BASIC STRUCTURES

Book: (Includes Bibles and Commentaries)

Footnote Structure: (in this order)

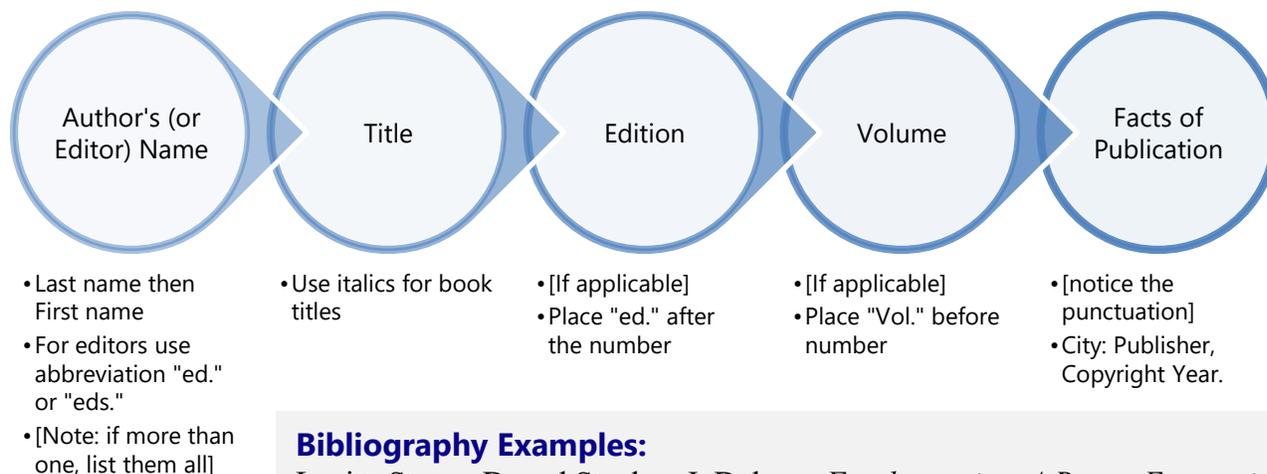


Footnote Examples:

¹ Steven D. Levitt and Stephen J. Dubner, *Freakonomics: A Rogue Economist Explores the Hidden Side of Everything*, revised ed. (New York: HarperCollins, 2006), 36-37.

² Muriel St. Clare Byrne, ed., *The Lisle Letters*, vol. 4 (Chicago: University of Chicago Press, 1981), 243.

Bibliography Structure: (in this order)

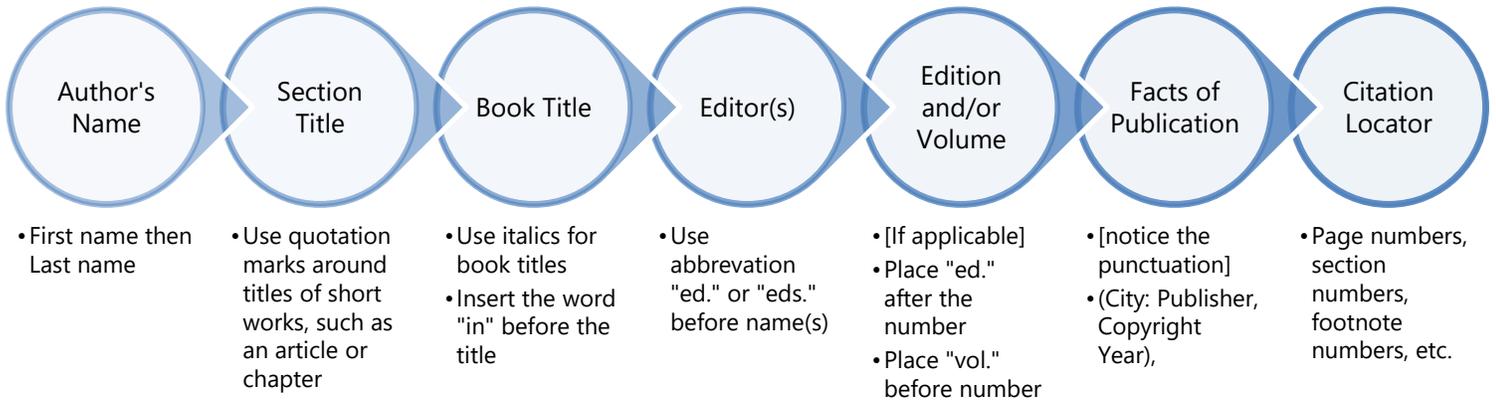


Bibliography Examples:

Levitt, Steven D. and Stephen J. Dubner. *Freakonomics: A Rogue Economist Explores the Hidden Side of Everything*. Revised ed. New York: HarperCollins, 2006.

St. Clare Byrne, Muriel, ed. *The Lisle Letters*. Vol. 4. Chicago: University of Chicago Press, 1981.

Section from Book (with different author and editor):
Footnote Structure: (in this order)

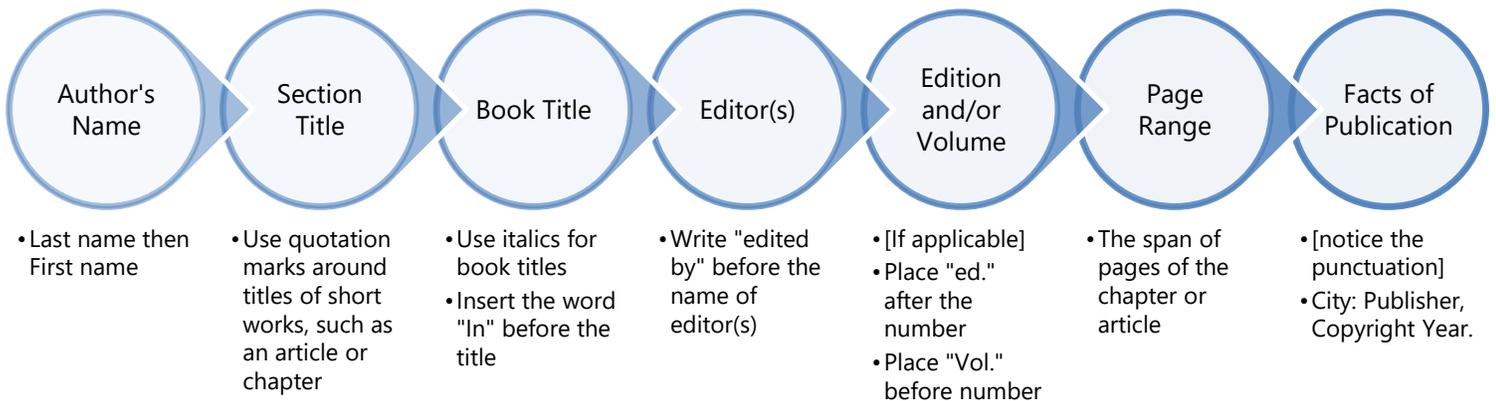


Footnote Examples:

³ Barbara E. Mundy, "Mesoamerican Cartography," in *The History of Cartography*, eds. J. Brian Harley and David Woodward, vol. 2 (Chicago: University of Chicago Press, 1998), 233.

⁴ Henri Nouwen, "A Place to Stand," in *In the World: Reading and Writing as a Christian*, eds. John H. Timmerman and Donald R. Hettinga, 2nd ed. (Grand Rapids: Baker Academic, 2004), 129-130.

Bibliography Structure: (in this order)

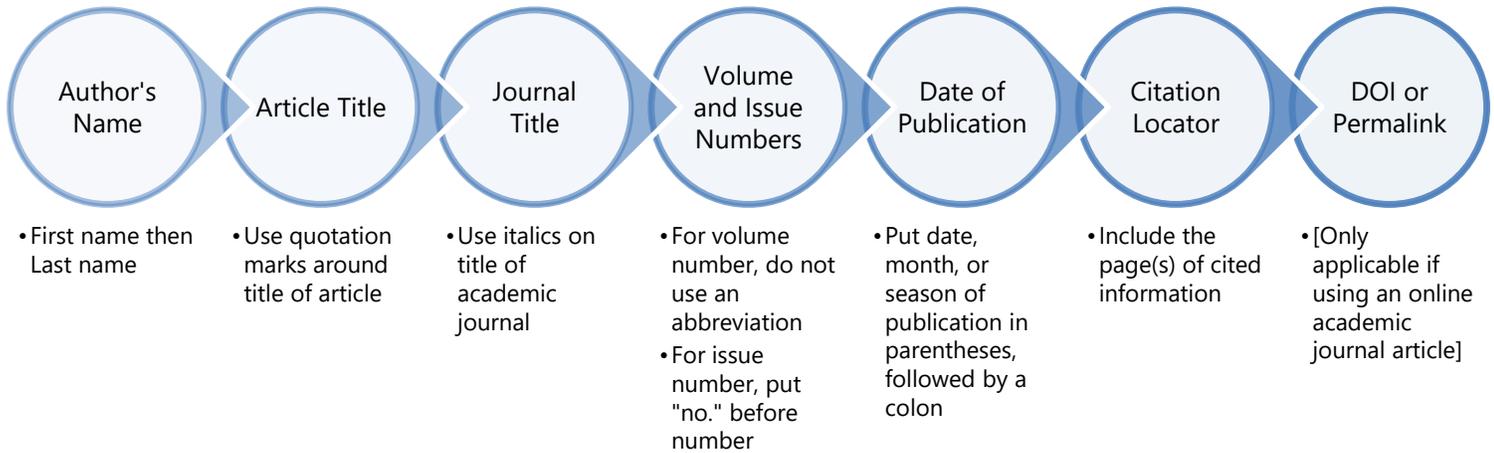


Bibliography Examples:

Mundy, Barbara E. "Mesoamerican Cartography." In *The History of Cartography*, edited by J. Brian Harley and David Woodward, vol. 2, 202-245. Chicago: University of Chicago Press, 1998.

Nouwen, Henri. "A Place to Stand." In *In the World: Reading and Writing as a Christian*, edited by John H. Timmerman and Donald R. Hettinga, 2nd ed, 129-139. Grand Rapids: Baker Academic, 2004.

Academic Journal (online): (to cite a printed journal article just remove the DOI or Permalink)
Footnote Structure (in this order)

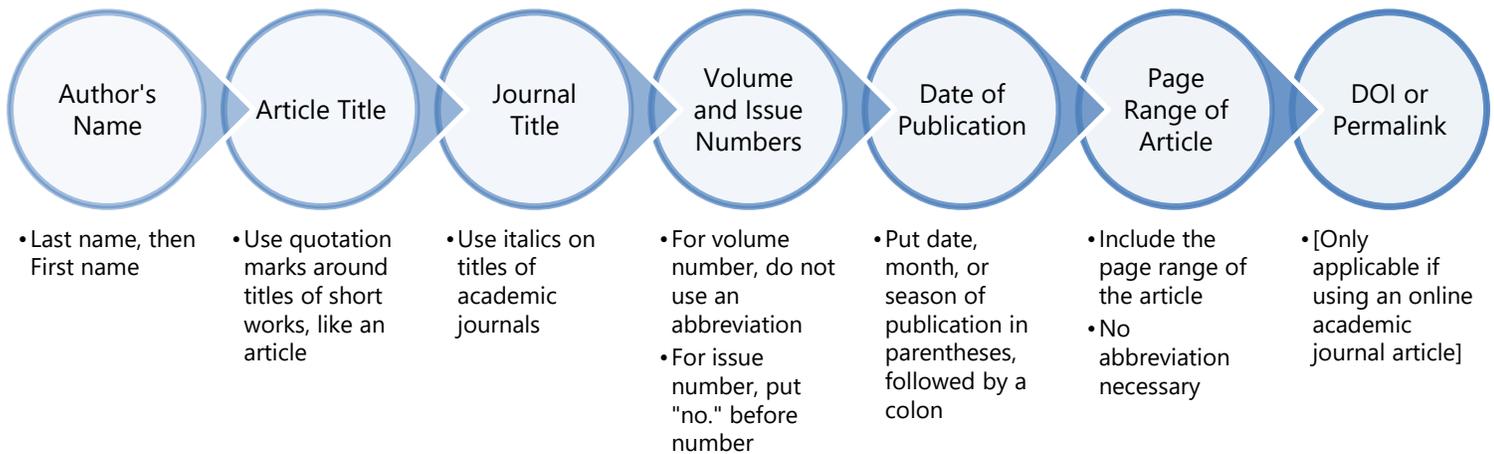


Footnote Example:

⁵ Lisa J. Kiser, "Silencing the Lambs: Economics, Ethics, and Animal Life in Medieval Franciscan Hagiography," *Modern Philology* 108, no. 3 (February 2011): 340, <http://dx.doi.org/10.1086/658052>.

⁶ Walter Brueggemann, "The Liturgy of Abundance, the Myth of Scarcity," *Christian Century* 116, no. 10 (March 24, 1999): 342.

Bibliography Structure (in this order)



Bibliography Example:

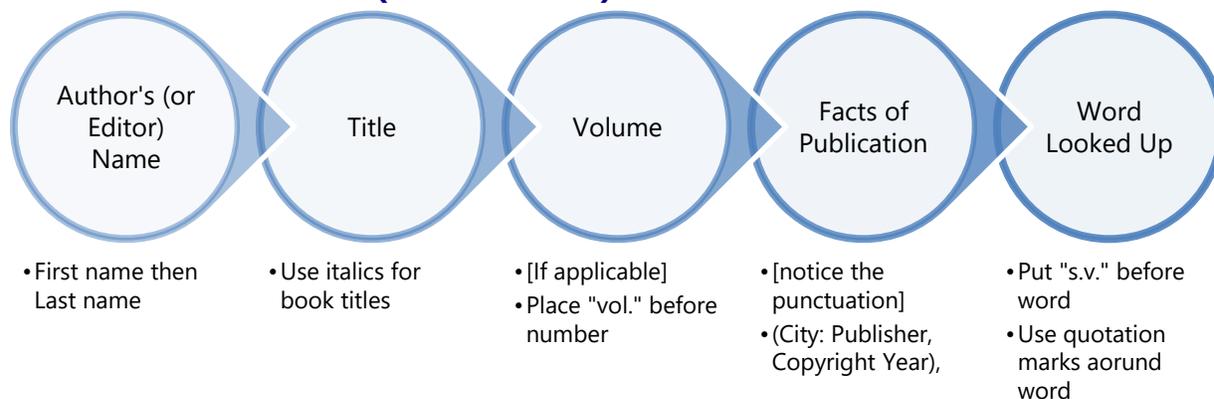
Brueggemann, Walter. "The Liturgy of Abundance, the Myth of Scarcity." *Christian Century* 116, no. 10 (March 24, 1999): 342-47.

Kiser, Lisa J. "Silencing the Lambs: Economics, Ethics, and Animal Life in Medieval Franciscan Hagiography." *Modern Philology* 108, no. 3 (February 2011): 323-42. <http://dx.doi.org/10.1086/658052>.

NOTES-BIBLIOGRAPHY STYLE:
BASIC STRUCTURES (cont.)

Theological Dictionary:

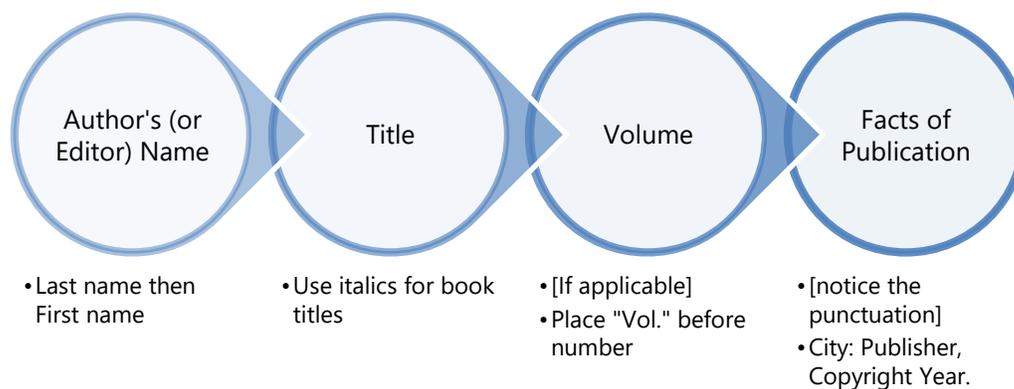
Footnote Structure: (in this order)



Footnote Example:

⁷ Gerhard Kittel, *Theological Dictionary of the New Testament*, vol. 6 (Grand Rapids: Wm B. Eerdmans, 1968), s.v. "πειθώ."

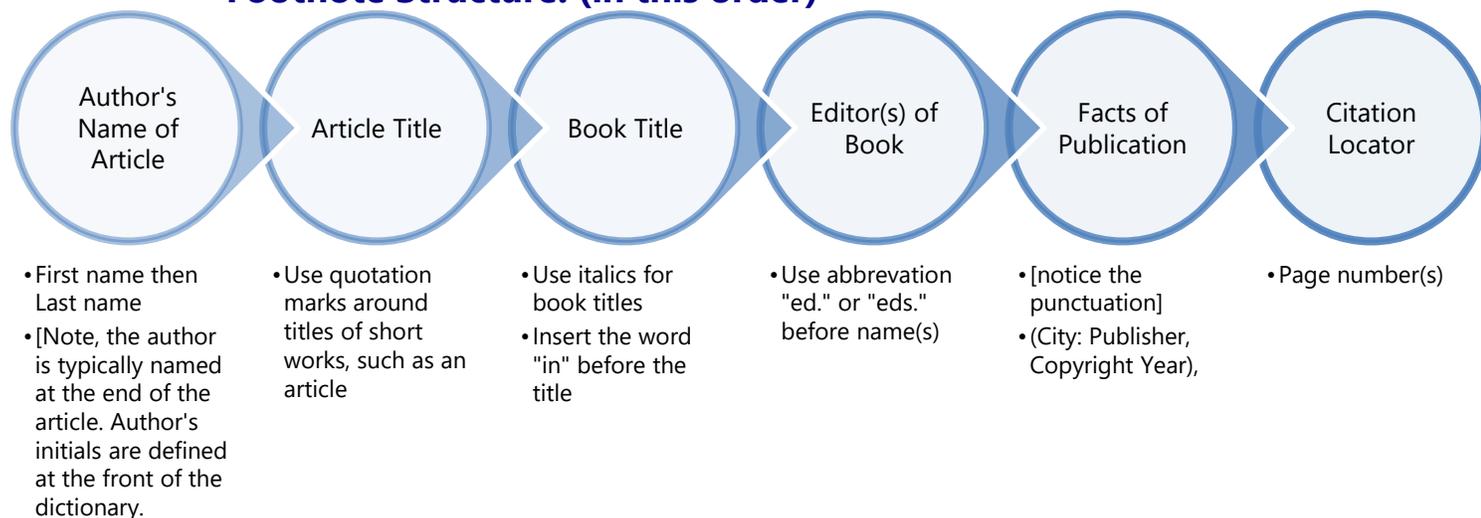
Bibliography Structure: (in this order)



Bibliography Example:

Kittel, Gerhard. *Theological Dictionary of the New Testament*. Vol. 6. Grand Rapids: Wm B. Eerdmans, 1968.

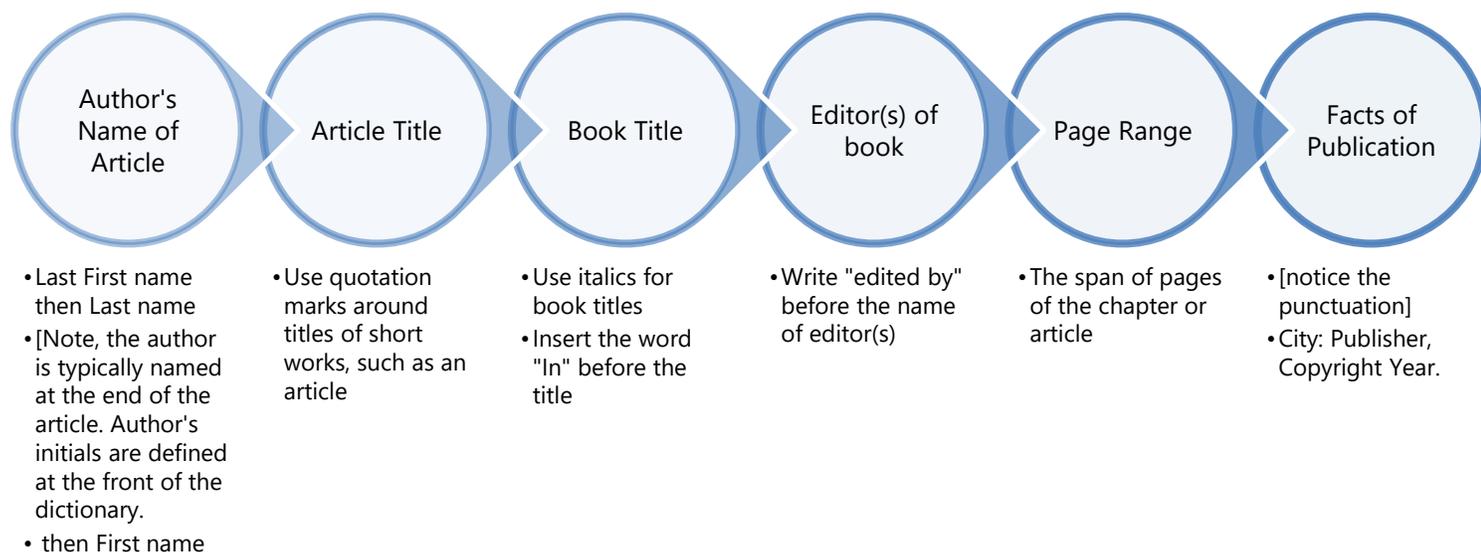
Academic Biblical Dictionaries: Footnote Structure: (in this order)



Footnote Example:

⁷ E. H. Merrill, "Aaron," in *Dictionary of the Old Testament: Pentateuch*, eds. T. Desmond Alexander and David W. Baker (Downers Grove: InterVarsity Press, 2003), 1-2.

Bibliography Structure: (in this order)

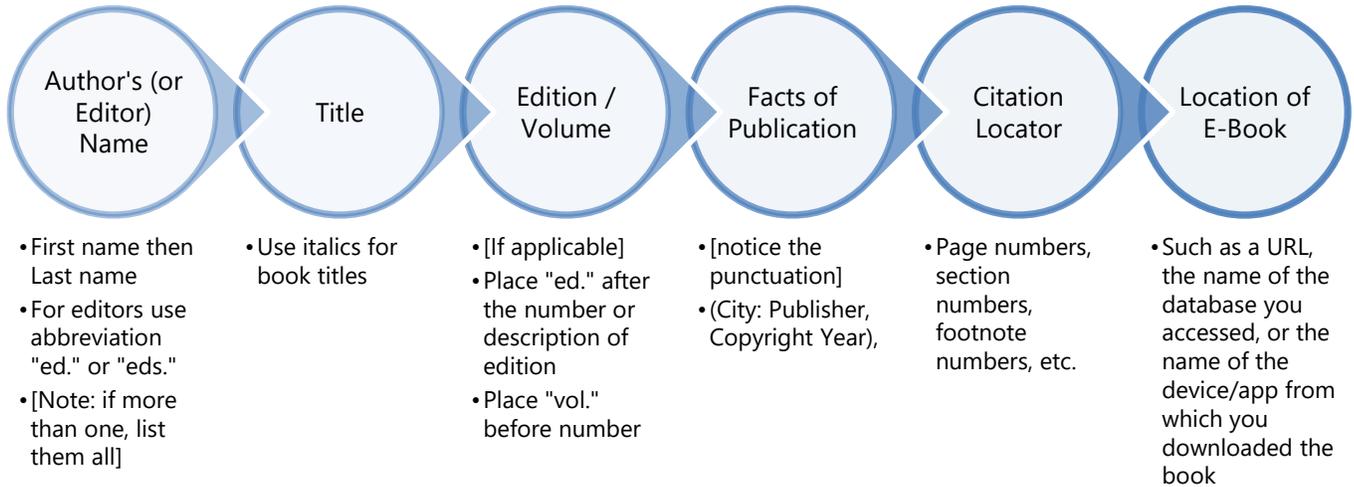


Bibliography Example:

Merrill, E. H. "Aaron." In *Dictionary of the Old Testament: Pentateuch*, edited by T. Desmond Alexander and David W. Baker, 1-3. Downers Grove: InterVarsity Press, 2003.

E-Books:

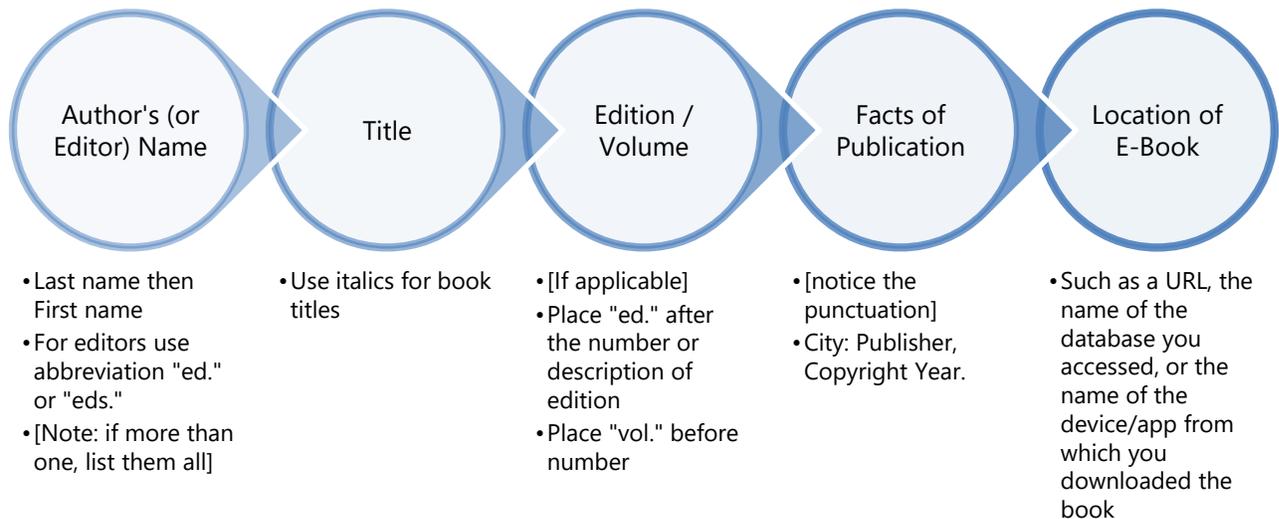
Footnote Structure: (in this order)



Footnote Example:

⁷ N. T. Wright and Michael F. Bird, *The New Testament in Its World: An Introduction to the History, Literature, and Theology of the First Christians* (Grand Rapids: Zondervan Academic, 2019), ch. 8. EBSCO.

Bibliography Structure: (in this order)



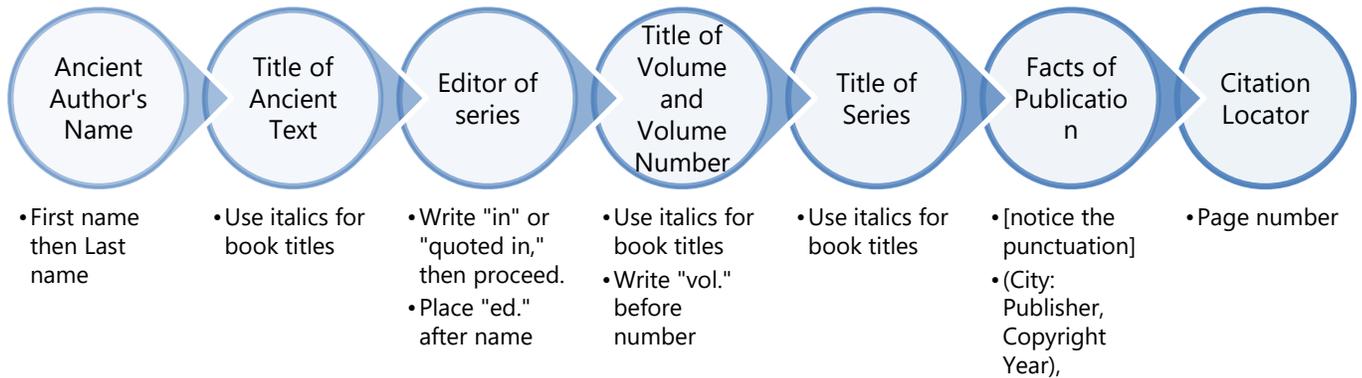
Bibliography Example:

Wright, N. T. and Michael F. Bird. *The New Testament in Its World: An Introduction to the History, Literature, and Theology of the First Christians*. Grand Rapids: Zondervan Academic, 2019. EBSCO.

Special Church History Resources:

Ancient Christian Commentary Series (ACCS) & Reformation Commentary Series (RCS)

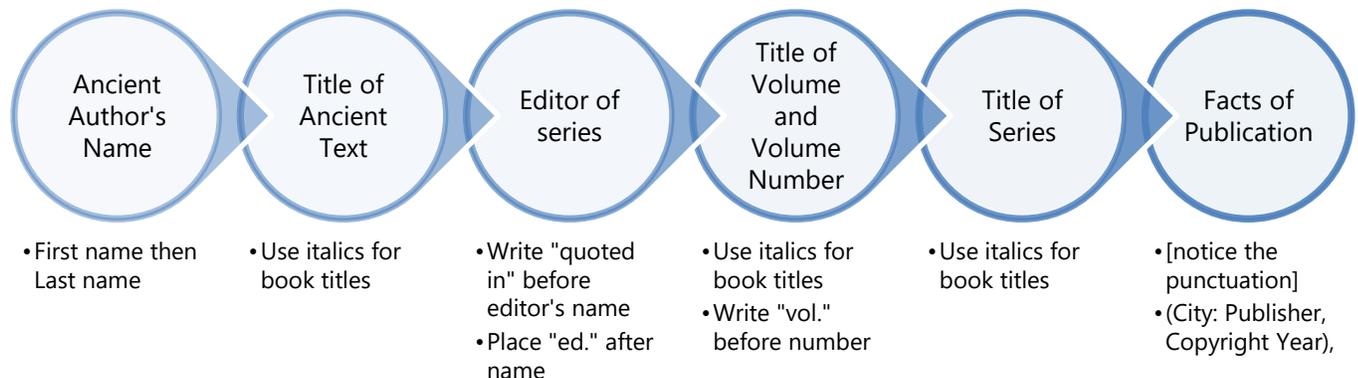
Footnote Structure: (in this order)



Footnote Example:

⁸ John Chrysostom, *Homilies on Romans*, quoted in Gerald Bray, ed., *Romans*, vol. 6, *Ancient Christian Commentary Series: New Testament* (Downers Grove, IL: InterVarsity Press, 1998), 193.

Bibliography Structure: (in this order)



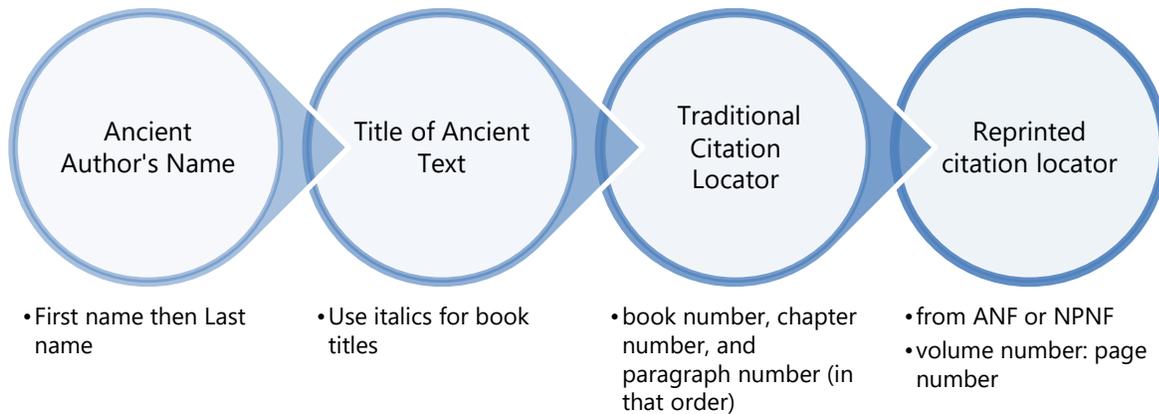
Bibliography Example:

Chrysostom, John. *Homilies on Romans*. Quoted in Gerald Bray, ed, *Romans*, vol. 6, *Ancient Christian Commentary Series: New Testament* (Downers Grove, IL: InterVarsity Press, 1998).

Special Church History Resources (cont.):

***Ante-Nicene Fathers (ANF) and Nicene/Post-Nicene Fathers (NPNF)* including the use of Christian Classics Ethereal Library (ccel.org)**

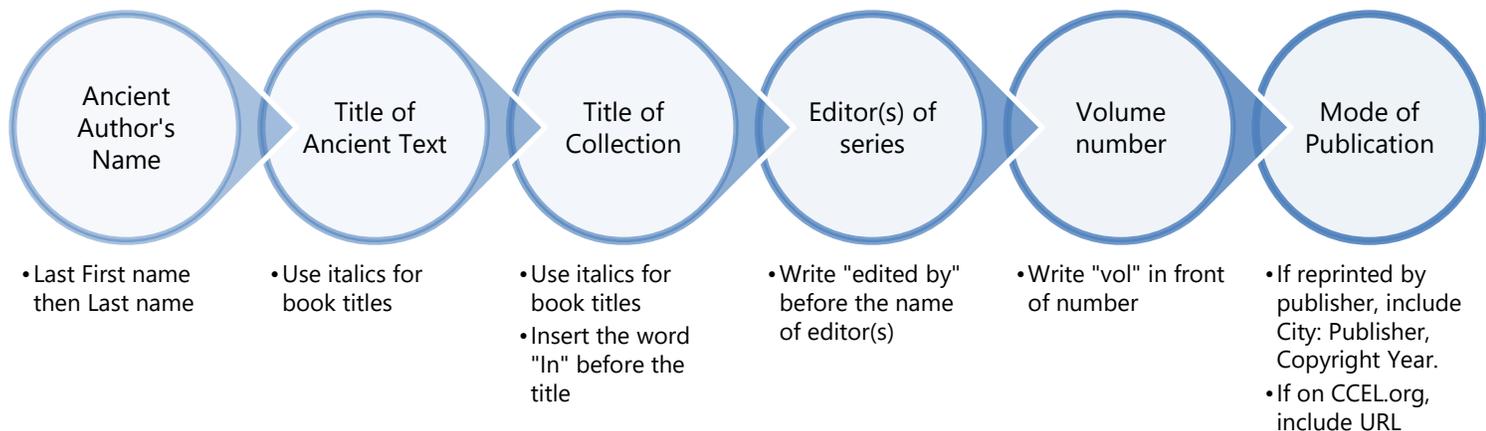
Footnote Structure: (in this order) – you can shorten the footnote citations for works that are considered “classics”



Footnote Example:

⁸ Irenaeus, *Against Heresies* 3.2.2 (ANF 1:415).

Bibliography Structure: (in this order)



Bibliography Example:

Irenaeus. *Against Heresies*. In *The Ante-Nicene Fathers: Translations of the Writings of the Fathers Down to A.D. 325*, edited by Alexander Roberts and James Donaldson, vol. 1.1885. Reprinted Grand Rapids: Eerdmans, 1999.

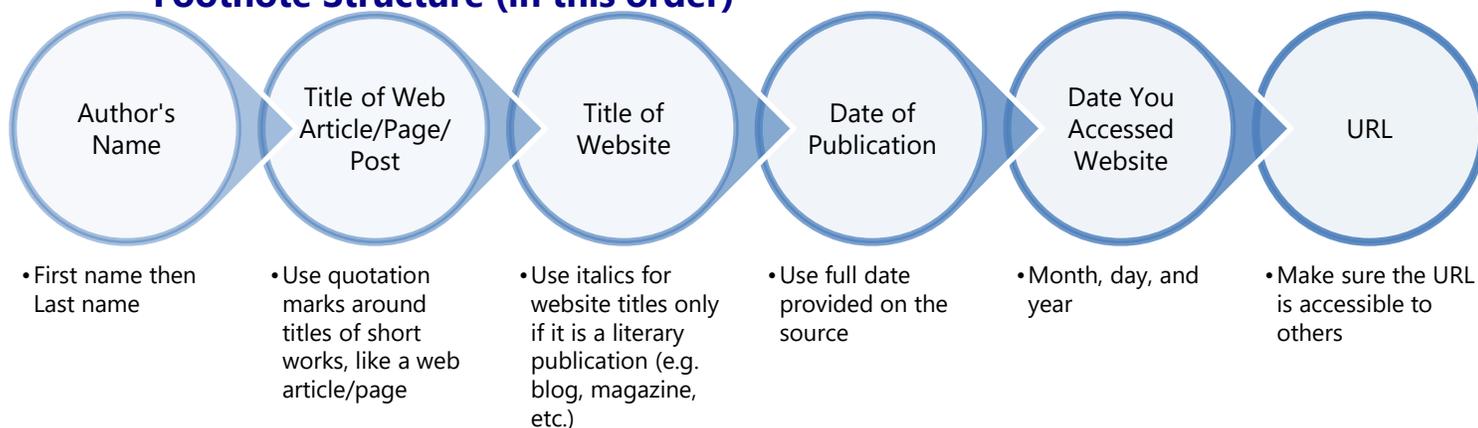
OR

Irenaeus. *Against Heresies*. In *The Ante-Nicene Fathers: Translations of the Writings of the Fathers Down to A.D. 325*, edited by Alexander Roberts and James Donaldson, vol. 1.1885. Accessed February 28, 2021. <https://ccel.org/ccel/schaff/anf01/anf01.ix.iv.iii.html>.

**NOTES-BIBLIOGRAPHY STYLE:
BASIC STRUCTURES (cont.)**

Websites, Blogs, or Social Media:

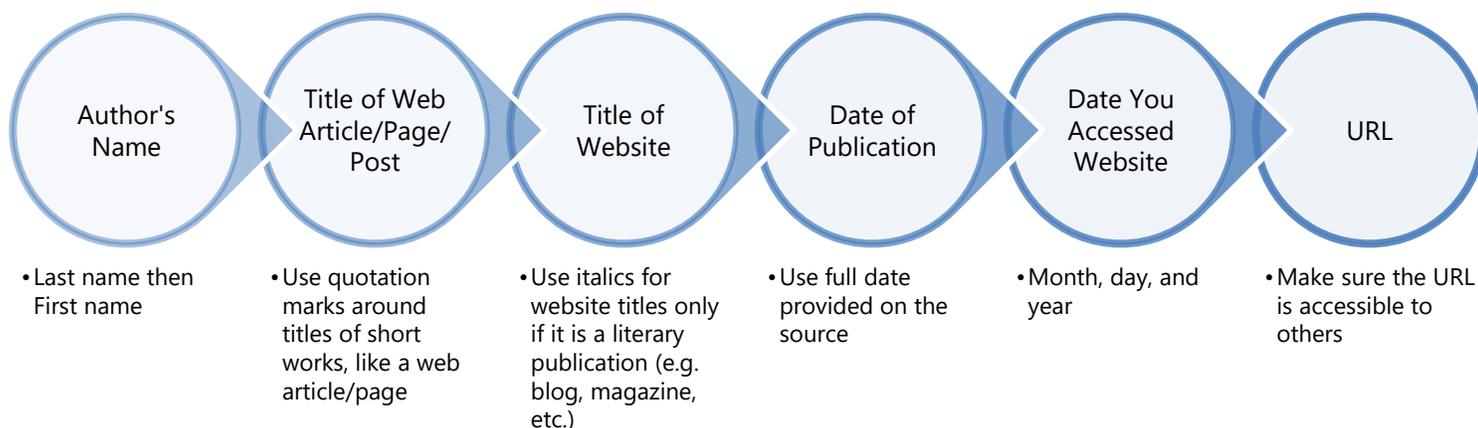
Footnote Structure (in this order)



Footnote Example:

¹ Richard Kraut, "Plato," *The Stanford Encyclopedia of Philosophy*, August 1, 2017, accessed December 9, 2019, <https://plato.stanford.edu/archives/fall2017/entries/plato/>.

Bibliography Structure (in this order)



Bibliography Example:

Kraut, Richard. "Plato." *The Stanford Encyclopedia of Philosophy*. August 1, 2017. Accessed December 9, 2019. <https://plato.stanford.edu/archives/fall2017/entries/plato/>.

finding relevant words in their corresponding verses in a concordance. It is not that scripture is insufficient, but a failure in the approach to scripture. Issues need to be considered in context, covenant and the master-narrative.³

Insert at end of clause. Use "insert footnote" feature.

It is important to understand the words Paul used and what they meant to the readers. Paul used the term 'sexual immorality' 21 times in his letters and it is mentioned 19 times in Revelation.⁴ In reading the letters to the Corinthian church and in Revelation, it is clear that there is no exception to either author using the term 'sexual immorality' in regards to premarital sex in the ranks of the divorced and widowed. The original recipients of these letters understood fully what Paul was implying without him needing to spell out every detail explicitly. They knew what sexual immorality meant. Sexual immorality is translated from the Greek words *Koitē*, *porneuō*, *pornos*, *pornē* and *porneia*.⁵ They all fall into the *pornē* group of words. The *pornē* group of words in the LXX usually stood for the Hebrew word *zānā*, which is to engage in prostitution. Prostitution, while not commonplace in early Israel, it does not appear to be considered as a serious problem. In many cases it was tolerated as just a part of the world they lived in.⁶ In the New Testament, in Paul's letters, he used the *pornē* word group to refer to any illegitimate sexual intercourse. This could range from adultery, to incest, bestiality, fornication (pre-marital sex), rape, ritualized sex in the temples, and prostitution.⁷

Indent the 1st lines

Use same font, size 10

Single space,
then skip
one line

³ R. Albert Mohler, "Biblical Theology and The Sexuality Crisis," *The Journal for Biblical Manhood and Womanhood* 20, no. 1 (Spring 2015): 4-7. https://cbmw.org/wp-content/uploads/2015/04/JBMW_Spring2015-CoverInteriors_Finalized-Web1.pdf.

⁴ Verlyn D. Verbrugge, *New International Dictionary of New Testament Theology* (Grand Rapids: Zondervan, 2000), 486.

⁵ William D. Mounce, *Interlinear for the Rest of Us* (Grand Rapids: Zondervan, 2006), 485.

⁶ Verbrugge, *New International Dictionary*, 485.

⁷ *Ibid.*, 485.

- First time a source is used, cite it entirely.
- Next time, use shorthand citation: *last name, short title, page number*.
- "Ibid." is another shorthand to indicate the source immediately before it.

Alphabetical order by last name

Bibliography

Title the bibliography page. Start on new page.

Barker, Kenneth, ed. *The NIV Study Bible*. Grand Rapids: Zondervan, 1985.

Davis, James A. "1-2 Corinthians." In *The Baker Illustrated Bible Commentary*. Edited by Gary M. Burge and Andrew E. Hill. Grand Rapids: Baker Publishing Company, 2012.

Greathouse, William M. *Beacon Bible Commentary*. Kansas City: Beacon Hill Press, 1968.

Johnson, Alan F. *The IVP New Testament Commentary Series*. Downers Grove: Intervarsity Press, 2004.

Mohler, R. Albert. "Biblical Theology and The Sexuality Crisis." *The Journal for Biblical Manhood and Womanhood* 20, no. 1 (Spring 2015): 4-7. https://cbmw.org/wp-content/uploads/2015/04/JBMW_Spring2015-CoverInteriors_Finalized-Web1.pdf.

Use "---" for repeated author.

---. *Holman Illustrated Bible Dictionary*. Nashville: Holman Bible Publishers, 2003.

Mounce, William D. *Interlinear for the Rest of Us*. Grand Rapids: Zondervan, 2006.

Verbrugge, Verlyn. *New International Dictionary of New Testament Theology*. Grand Rapids: Zondervan, 2000.

Use "hanging" indentations

Single space, then skip one line

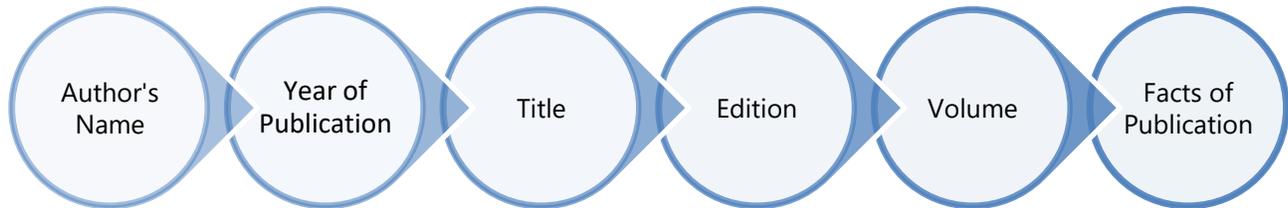
Remember to use bibliography citation formatting, not footnote formatting.

Every source footnoted should appear on the bibliography.

AUTHOR-DATE STYLE: BASIC STRUCTURES

The only two differences from NB style to AD style are 1) the year of publication always comes right after the author's name, and 2) use in-text parenthetical citations instead of footnotes. Refer back to the NB style section for explanations.

Book: (includes Bibles and Commentaries) Bibliography Structure (in this order)



Bibliography Examples:

Gladwell, Malcom. 2000. *The Tipping Point: How Littler Things Can Make a Big Difference*. Boston: Little, Brown.

St. Clare Byrne, Muriel, ed. 1981. *The Lisle Letters*. Vol. 4. Chicago: University of Chicago Press, 1981.

In-Text Parenthetical Citation Example:

(Malcom 2000, 45-46).

Section from Book (with different author and editor): Bibliography Structure (in this order)



- Put original year of publication in brackets before the reprinted year

Bibliography Examples:

Mundy, Barbara E. 1998. "Mesoamerican Cartography." In *The History of Cartography*, edited by J. Brian Harley and David Woodward, vol. 2, 202-245. Chicago: University of Chicago Press.

Nouwen, Henri. [1976] 2004. "A Place to Stand." In *In the World: Reading and Writing as a Christian*, edited by John H. Timmerman and Donald R. Hettinga, 2nd ed, 129-139. Grand Rapids: Baker Academic.

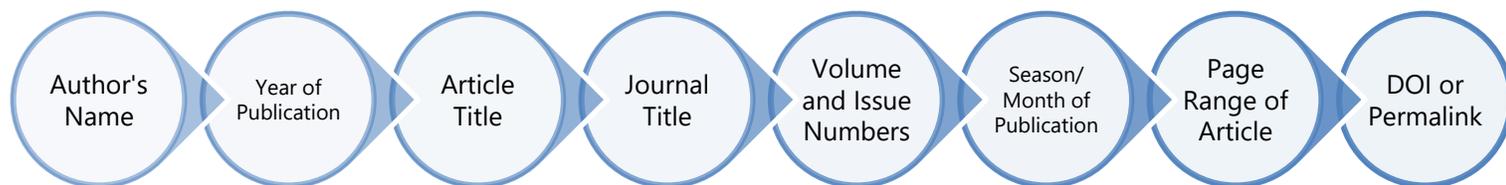
In-Text Parenthetical Citation Example:

(Nouwen [1976] 2004, 130).

**AUTHOR-DATE STYLE:
BASIC STRUCTURES (cont.)**

Academic Journal (online or printed): (to cite a print journal article just remove the DOI or Permalink)

Bibliography Structure (in this order)



Bibliography Example:

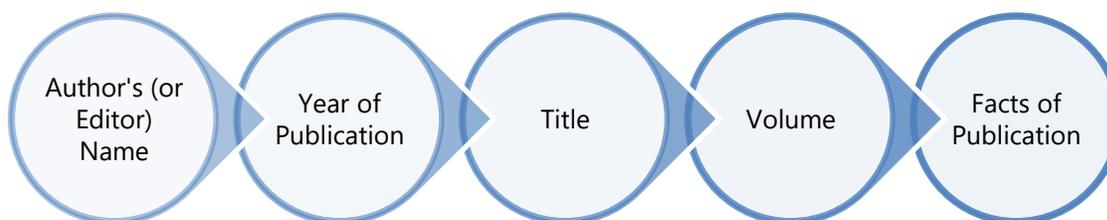
Kiser, Lisa J. 2011. "Silencing the Lambs: Economics, Ethics, and Animal Life in Medieval Franciscan Hagiography." *Modern Philology* 108, no. 3 (February): 323-42.
<http://dx.doi.org/10.1086/658052>.

In-Text Parenthetical Citation Example:

(Kiser 2011, 333).

Theological Dictionary:

Bibliography Structure (in this order)



Bibliography Example:

Kittel, Gerhard. 1968. *Theological Dictionary of the New Testament*. Vol. 6. Grand Rapids: Wm B. Eerdmans.

In-Text Parenthetical Citation Example:

(Kittel 1968, s.v. "πειθώ").

**AUTHOR-DATE STYLE:
BASIC STRUCTURES (cont.)**

Websites, Blogs, or Social Media:

Bibliography Structure (in this order)



Bibliography Example:

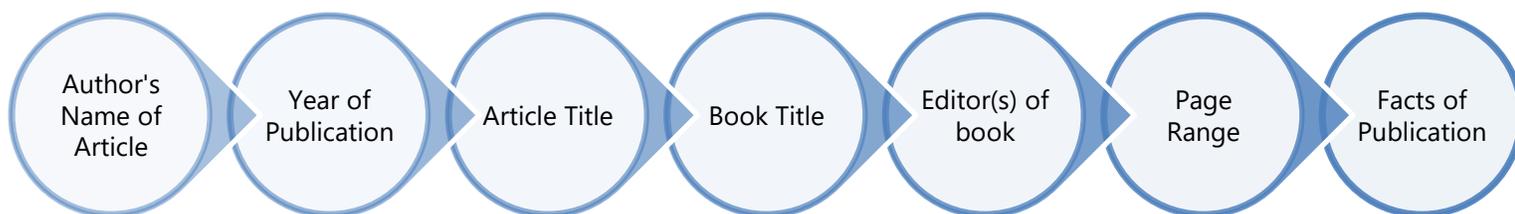
Kraut, Richard. 2017. "Plato." The Stanford Encyclopedia of Philosophy. August 1, 2017. Accessed December 9, 2019. <https://plato.stanford.edu/archives/fall2017/entries/plato/>.

In-Text Parenthetical Citation Example:

(Kraut 2017, sec. 11). [if no page number or alternate location, then end with year]

Academic Biblical Dictionaries:

Bibliography Structure: (in this order)



Bibliography Example:

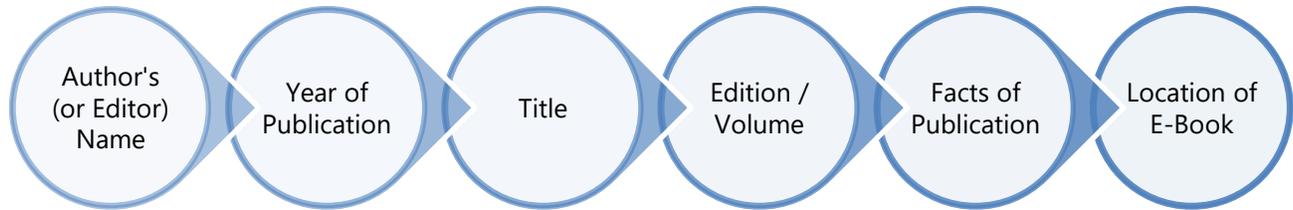
Merrill, E. H. 2003. "Aaron." In *Dictionary of the Old Testament: Pentateuch*, edited by T. Desmond Alexander and David W. Baker, 1-3. Downers Grove: InterVarsity Press.

In-Text Parenthetical Citation Example:

(Merrill 2003, 2-3).

E-Books:

Bibliography Structure: (in this order)



Bibliography Example:

Wright, N. T. and Michael F. Bird. 2019. *The New Testament in Its World: An Introduction to the History, Literature, and Theology of the First Christians*. Grand Rapids: Zondervan Academic. EBSCO.

In-Text Parenthetical Citation Example:

(Wright and Bird 2019, ch. 8).

AUTHOR-DATE STYLE:**Sample Look at In-Text Parenthetical Citations in a Research Paper**

finding relevant words in their corresponding verses in a concordance. It is not that scripture is insufficient, but a failure in the approach to scripture. Issues need to be considered in context, covenant and the master-narrative (Mohler 2015, 5). ← Cite source at the end of clause, like so.

It is important to understand the words Paul used and what they meant to the readers. Paul used the term ‘sexual immorality’ 21 times in his letters and it is mentioned 19 times in Revelation (Verbrugge 2000, 486). In reading the letters to the Corinthian church and in Revelation, it is clear that there is no exception to either author using the term ‘sexual immorality’ in regards to premarital sex in the ranks of the divorced and widowed. The original recipients of these letters understood fully what Paul was implying without him needing to spell out every detail explicitly. They knew what sexual immorality meant. Sexual immorality is translated from the Greek words *Koitē*, *porneuō*, *pornos*, *pornē* and *porneia* (Mounce 2006, 485). They all fall into the *pornē* group of words. The *pornē* group of words in the LXX usually stood for the Hebrew word *zānā*, which is to engage in prostitution. Prostitution, while not commonplace in early Israel, it does not appear to be considered as a serious problem. In many cases it was tolerated as just a part of the world they lived in (Verbrugge 2000, 485). In the New Testament, in Paul’s letters, he used the *pornē* word group to refer to any illegitimate sexual intercourse. This could range from adultery, to incest, bestiality, fornication (pre-marital sex), rape, ritualized sex in the temples, and prostitution (Verbrugge 2000, 485).

↑
Only punctuate between the numbers.
Put period outside the citation.

Alphabetical order by last name

Bibliography ←

Title the bibliography page. Start on new page.

Barker, Kenneth, ed. 1985. *The NIV Study Bible*. Grand Rapids: Zondervan.

Davis, James A. 2012. "1-2 Corinthians." In *The Baker Illustrated Bible Commentary*. Edited by Gary M. Burge and Andrew E. Hill. Grand Rapids: Baker Publishing Company.

Greathouse, William M. 1968. *Beacon Bible Commentary*. Kansas City: Beacon Hill Press.

Johnson, Alan F. 2004. *The IVP New Testament Commentary Series*. Downers Grove: Intervarsity Press.

Mohler, R. Albert. 2015. "Biblical Theology and The Sexuality Crisis." *The Journal for Biblical Manhood and Womanhood* 20, no. 1 (Spring): 4-7. https://cbmw.org/wp-content/uploads/2015/04/JBMW_Spring2015-CoverInteriors_Finalized-Web1.pdf.

Use "---" for repeated author.

---. 2003. *Holman Illustrated Bible Dictionary*. Nashville: Holman Bible Publishers.

Mounce, William D. 2006. *Interlinear for the Rest of Us*. Grand Rapids: Zondervan.

Verbrugge, Verlyn. 2000. *New International Dictionary of New Testament Theology*. Grand Rapids: Zondervan.

Use "hanging" indentations

Every source cited should appear on the bibliography.

Single space, then skip one line