Introduction

Students of Grand Canyon University (GCU) are required to use the guidelines provided by Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* (8th edition), otherwise known as the Turabian manual, for preparing written assignments, except where otherwise noted. GCU has made a Turabian template and other resources available within the Student Success Center and GCU Library; therefore, students are not required to purchase the Turabian manual.

In most cases of style, paper format, organization, and mechanics, this style guide follows the Turabian manual. The manual may allow for various options in format. In such cases, this style guide will take precedence.

A Turabian template and a Turabian tutorial are provided in the Student Success Center for student download and use.

**PLEASE NOTE:** GCU curriculum materials (syllabus, lectures/readings, resources, etc.) are not prepared using the Turabian style detailed in this style guide, but rather in an editorial format that relies on either APA or Turabian author-date style as a framework. Thus, curriculum materials should not be used as examples of correct style or format in student papers.
Turabian Format and Style

General
1) This style guide provides guidelines for and examples of the Turabian notes-bibliography style of documentation used primarily in the humanities (literature, history, the arts, and religion). This style presents bibliographic information in either footnotes at the bottom of pages or endnotes at the end of a paper, and usually a bibliography. Grand Canyon University students are required to document sources using footnotes and a bibliography in paper assignments and endnotes with no bibliography in PowerPoint assignments.
2) Unless otherwise directed by the instructor or the nature of an assignment calls for first-person narrative (e.g., personal reflection), papers are to be written in formal, academic style using third person. First or second person pronouns are not acceptable. This includes I, we, our, us, and you. Instead, use words such as: one, a person, the writer, etc. For example, if a student as the writer of a paper wanted to express an opinion about something, it is incorrect to write "I compared . . ." However, it is acceptable to write "The writer of this paper compared . . ." Students should also avoid emotional language, contractions, slang, popular clichés, and exclamations (and exclamation points) in writing.

Paper Format
1) Standard-sized paper (8.5 x 11 inches)
2) Margins: 1” top, bottom, left, right
4) Note font: Times New Roman, 10 pt.
5) Double space all text except the following: block quotations, titles of tables, captions of figures, and items in the following lists: footnotes or endnotes, table of contents, and bibliography. The items in the above lists would be separated by a blank single-spaced line.
6) Use tabs or indents instead of spaces for paragraph indentation. Set tabs at 0.5 inch.
7) Align the text flush left (not justified); there will be a ragged right edge.
8) Double space between the title of the paper and the first line of text.
9) Header and pagination: All pages, except the title page, should have a header consisting of the author’s last name and the page number. The name should be flush left and the page number flush right.

Organization
The basic organization of a Turabian-style paper includes the title page, text of the paper, and the bibliography, though students should follow any specific directions given in the assignment.

Title Page
Place the title of the paper, double-spaced and in bold headline caps (the beginning of each major word is capitalized), a third of the way down the page, centered. Seven double-spaced lines
below it, place your name, course number and title, and date, not bolded, on separate lines separated by a blank line.

**Body of Paper**
1) The text contains all of the author’s main points as well as detailed and documented support for those ideas. It begins with an introduction and ends with a conclusion, both of which can be a single paragraph or several paragraphs, depending on the scope of the assignment.
2) Sections and subsections: Papers can be divided into sections, which can be further divided into subsections. Each section or subsection should have a double-spaced subheading. A page should never end with a subheading nor should any single line end or begin any page. There are three levels of subheadings. Each level should have two or more subheadings. If not, remove that level. The format for the levels of subheadings is as follows with examples in shaded text:
   a) First level: centered, double spaced, boldface type, headline-style capitalization
   
   "Topic to Final Draft"
   
   b) Second level: centered, double spaced, regular type, headline-style capitalization
   
   "Processing the Topic"
   
   c) Third level: flush left, double spaced, italic type, headline-style capitalization
   
   "Managing the Topic"

**Bibliography**
1) The bibliography should start on a new page, with a second-level subheading of "Bibliography" centered at the top of the page.
2) Leave two blank lines between the title and the first entry
3) The entries should be single-spaced with a hanging indent of 0.5 inch.
4) Leave one blank line between entries.

**Mechanics:**

**Numbers**
1) Spell out whole numbers from one to one hundred. Use a hyphen in numbers with two words. Also spell out round numbers in hundreds, thousands, millions, etc., and for most other numbers, use Arabic numerals (e.g., thirty-six, one hundred, two thousand, but 101 and 1,345).
2) For percentages, decimals, and fractions, use Arabic numerals (e.g., 35%, 2.9, 2⅔).
3) Use words for numbers beginning a sentence, title, or heading (e.g., "One hundred seventy-two subjects responded; 132 subjects improved.").
4) If there are numbers above and below 100 in a sentence and none begin the sentence, use numerals for all of them (e.g., Out of 172 subjects, 132 improved and 40 did not.)
5) For other rules and exceptions regarding numbers, see the chapter on numbers in Part III of the Turabian manual.

**Abbreviations**

1) Acronyms and abbreviations must be spelled out completely on their initial appearance in text. For example, "Both the Society of Biblical Literature Handbook of Style (SBLHS) and the Christian Writer's Manual of Style (CWMS) capitalize 'the Way' when used in terms of Christ. However, neither the SBLHS nor the CWMS give any guidance on the capitalization of 'the Truth.'"

2) Use abbreviations sparingly. Use only if the abbreviation is conventional, is apt to be familiar, will save considerable space, and will prevent cumbersome repetition.

3) Avoid beginning a sentence with an acronym or an abbreviation.

4) Usually, abbreviations given in capital letters do not include periods (e.g., BA, US, LPN), but abbreviations made up of lowercase letters or a combination of capital and lowercase letters have a period (e.g., Capt., Gov., Dr.). Notable exceptions, such as kg, PhD, and DMin, can be found in the chapter on abbreviations in the Turabian manual.

**In-Text Punctuation**

1) Put only one space, not two, following the punctuation at the end of a sentence.

2) Commas: The following rules about commas are in sentences that are themselves examples of the rules:
   a) A comma is used in sentences with two or more independent clauses joined by conjunctions, but a noun or pronoun must be the subject in the other clause(s).
   b) If a sentence contains a nonrestrictive clause, which could be removed without disrupting the subject-verb-object meaning, put commas before and after it.
   c) In a series of three or more words, phrases, or clauses, a comma is placed before the conjunction.
   d) Except for short prepositional phrases, commas are used to set off introductory words and phrases.
   e) Words that precede clarifying comments should be followed by a comma and preceded by a period or semicolon; for example, *namely, that is,* and *for example.*
   f) Finally, interjections and conjunctive adverbs are set off by commas.

3) Quotation marks: Use quotation marks for direct quotes, titles of shorter works (chapter, short story, article, song, and lecture), when a foreign word or phrase is defined, and when a word or phrase is used in an unconventional way. (e.g., When the printer "ate" the original, my French coworker used an idiom, *c'est la guerre,* meaning "That's war.")

4) Hyphens:
   a) The best authority on whether two words should be hyphenated, joined together, or used as two separate words is *Webster's Third New International Dictionary* or its abridgement, *Merriam-Webster's Collegiate Dictionary.*
   b) For compound words not in the dictionary, use hyphens for clarity rather than omit them.
c) Hyphenate compound adjectives that precede a noun they modify but do not hyphenate when they are after a noun:
   i) open-ended discussion questions, but the discussion questions are open ended
   ii) duty-free goods, but the goods were purchased duty free
   iii) long-term goals, but the goals are long term.
d) Do not hyphenate a compound adjective if its meaning is established or it cannot be misread:
   i) grade point average
   ii) sex role difference
e) Do not hyphenate words beginning with a prefix, unless the prefix is before a capitalized word or number; the prefix would result in two i’s or a’s together; a word that could be misread (e.g., re-form [form again], re-pair [pair again], and un-ionized [not ionized]); the prefix precedes a compound word that is hyphenated or open (e.g., non-coffee-drinking and post-high school); or the prefix stands alone (e.g., "macro- and microeconomics").
f) For other rules and examples of hyphenation, see the section on compounds and words formed with prefixes in the Turabian manual.

5) Dashes
   a) An en dash can be used to separate numbers or words in a range (e.g., pages 4–12 of the January–March issue). To insert an en dash between two numbers or words, use CTRL + minus sign on the number keypad on a Windows computer. On an Apple computer, the keys are OPT + minus sign. The Turabian manual allows the use of a single hyphen in place of an en dash. Whatever method is used should be consistent throughout the paper.
b) The em dash is the longest dash and is used—as in this example—to indicate a sudden break in thought that disrupts the sentence structure or to set off an amplifying or explanatory element. To insert an em dash, type two hyphens between words without any intervening spaces. Another way is to use the keyboard shortcut: CTRL + ALT + minus sign on the number pad on a Windows computer. On an Apple computer, the keys are SHIFT + OPT + minus sign.
c) There are no spaces before or after dashes.
d) A 3-em dash, which is created by joining three em dashes, is used in bibliographies as a ditto mark in place of the author’s name when there are two or more works by the same author.

6) For more rules and examples of punctuation, see the chapter on punctuation in the Turabian manual.

Capitalization
1) Appendix A: Capitalization of Biblical and Religious Words lists words that should be lowercased or capitalized.
2) Do not capitalize first-, second-, and third-person pronouns for God, Holy Spirit, and Jesus or deities of other religions. However, when quoting from a source, retain the capitalization style of that source.

3) Always use a capital when referring to the God of the Bible and for names or titles of specific spiritual beings but not a devil, an angel, or a god when used generally or descriptively. For example:
   a) In the beginning, God created the heavens and the earth.
   b) Many ancient Greeks believed that a god named Jupiter ruled the heavens.
   c) Satan and his devils
   d) Messiah
   e) the Devil
   f) the Trinity
   g) the Creator
   h) the Holy Spirit
   i) Prince of Peace
   j) Michael the Archangel and his angels
   k) Son of God, Son of Man.

4) Capitalize synonyms for the Bible (e.g., Scripture, the Word of God, the Book) but do not capitalize scripture when referring to sacred books of non-Christian religions, when used as the adjective scriptural, or when using the plural form for referring to a passage(s) within the group as a whole (She studied the scriptures from the Gospel of Mark). Do not capitalize word when used in the sense of God's promise, or gospel when used generally in the sense of the Christian message. Gospel, however, should be capitalized when referring to that part of the canon as a whole (i.e., the Gospels) or one of the four synoptic gospels (e.g., the Gospel of John).

5) Always use a capital for the names of people and titles used with the name. For example:
   a) Prophet Noah
   b) Adam HaRishon
   c) King David
   d) John the Baptist
   e) Jesus Christ.

6) Always use a capital for the names of places. Both heaven and hell are not capitalized and earth is not capitalized if used as a synonym for the world. For example:
   a) Mount of Olives
   b) Garden of Eden
   c) The planet Earth
   d) New Jerusalem
   e) the Red Sea
   f) move heaven and earth

7) Always capitalize for the name of people groups. For example:
   a) Israelites
   b) Babylonians
c) Canaanite, Canaanites
d) Pharisees, Sadducees, Samaritans
e) Christian, Christians, Christianity.

8) Capitalize holy days and religious observances. For example:
a) Advent
b) Epiphany
c) Michaelmas
d) Ash Wednesday
e) Holy Communion
f) National Day of Prayer
g) Christian Unity Week
h) Holy Week
i) Passover
j) Lent
k) Saint Valentine’s Day

9) Capitalize names of specific groups, movements, and denominations but not broad movements or "church," unless it is the official title of a denomination. For example:
a) Baptist church
b) Pentecostal(ism)
c) charismatics
d) Puritan(ism)
e) church and state
f) Christ’s church
g) Episcopal Church
h) the church
i) Methodist church
j) Protestant church
k) Roman Catholic Church
l) United Methodist Church

10) In titles and subtitles and headings and subheadings, do not capitalize articles (a, an, the), coordinating conjunctions (and, but, or, for), or the words to or as, except when they are the first or last word.

11) Do not capitalize prepositions (of, in, at, above, under, up, down, through, etc.), unless they are used as adverbs (Shining Through) or adjectives (Up the Down Staircase).

12) Capitalize words after a colon in headings even if they are in sentence style. Sentence style is a capitalization style in which only the first word, words after colons, and any proper nouns or proper adjectives are capitalized.

13) Capitalize the second part and subsequent parts of hyphenated compound words unless the word is an article, coordinating conjunction, or preposition, or unless the first part is a prefix (re, pre, post, anti, etc.). For example, the title "Twenty-First-Century Constitutional Law and the Re-establishment of a Black-and-White Interpretation." Note that Re-establishment
should not be hyphenated in Turabian style, but the original hyphenation must be followed in titles as it is in quotations.

14) Lowercase the second part of a species name (e.g., *Homo sapiens*).

15) For the titles of works predating the year 1800, retain the original capitalization and spelling, except that words in all capital letters, which should be spelled with an initial capitals only.

16) See the index of the Turabian manual for other general rules and exceptions for capitalization.

**Quotations**

1) Introduce a quote with the source's name followed by an action term (*writes, notes, claims*, etc.) and a comma or the word *that*.

2) Periods and commas should be placed inside quotation marks; semicolons and colons go outside. If a quote ends with a semicolon or colon, change it to a period or comma. Question marks and exclamation points should be placed outside quotation marks unless the question or exclamation is part of the quotation.

3) To omit material within a quotation, use ellipsis points (...). When omitting an entire sentence, end the previous sentence with a period and then add the ellipsis points. To add material within a quotation, enclose the addition in square brackets.

4) Accuracy in quotes is essential—wording, spelling, capitalization, and punctuation. You must use the exact quote, even if it does not follow Turabian style. However, when incorporating a quote into the syntax of your sentence, you can make minor changes (e.g., adding or removing first-word capital, using brackets for additions, or using ellipses for omissions).

5) If the original quote has an obvious typographical error, correct it without comment, unless leaving the error will illustrate a point the author is making, in which case, follow the error with [*sic*].

6) Block Quotes:
   - a) Prose quotations of five or more lines should be set in block quotation format. A block quote is set off from the text in single-spacing and indented in its entirety 0.5 inch from the left margin, with no quotation marks at the beginning or the end. If there is more than one paragraph in the quote, indent the first line of subsequent paragraphs an additional 0.5 inch.
   - b) Leave a blank line before and after a block quote.
   - c) Present a quotation of two or more lines from a poem as a block quote. Begin each line of the poem on a new line, with punctuation as in the original poem.

**Names**

1) When referring to an outside source in the text of a paper for the first time, use the full name of the author. In subsequent references, use only the author's last name in the text.

2) If a source is usually referred to by a first name (e.g., Michelangelo) name, refer to that source using the first name only in the first and subsequent references.
3) Italicize foreign words that are not familiar enough to be in the dictionary; species names; the names of ships, aircraft, etc.; legal cases; and the first use of key terms. For other rules and examples of names and terms, see the chapter on names, special terms, and titles of works in the Turabian manual.

Source Citations

General:
1) All direct quotations, paraphrases, and summaries must be cited. Only common knowledge does not need to be cited. Information and ideas that are not common knowledge or are not available in a standard reference work must be cited. For example, it is common knowledge that Thomas Edison invented the phonograph, oxygen has an atomic number of 8, and The Starry Night was painted by Vincent Van Gogh. However, sometimes it is difficult to know for sure what is common knowledge, especially when writing about a subject that is new to you. You may need to consult with an expert, such as a professor, within the discipline. If you are not sure if something is common knowledge, document it to be safe.

2) Plagiarism: Plagiarism is the intentional or inadvertent use of someone else's published words or ideas without proper attribution. Please refer to GCU’s Policy on Plagiarism in the University Policy Handbook and view the Plagiarism Prevention Tutorial in the Student Success Center.

3) Provide information necessary to identify the source and do not add unnecessary information. For example, if you are citing the entire work and not a specific page or range of pages, it is not necessary to provide the inclusive page numbers for the entire book.

4) If a source has no page numbers (for example, an online article), cite the paragraph number of the reference within the source.

5) Citations of Bible and Ancient Texts:
   a) Use Arabic not Roman numerals in biblical citations and do not write out numbers.
   b) Use a period between chapter and verse for classical references and other literary references, but a colon for biblical references. For example: Rom 6:4, but Homer, The Odyssey 9.266–71. The only way to accurately cite classical works across all different editions is by referring to the organizing principles they have come to have in common (e.g., book, chapter, section, or paragraph numbers).
   c) If citations to classical, patristic (church fathers), and medieval sources are from modern English translations, the edition must be specified and the normal rules for citing books should be followed.
   d) For specific rules and examples for citing classical works, see the section on additional types of published sources in the Turabian manual.
   e) When referring to whole chapters or to whole books of the Bible or Apocrypha in text, spell out the names of the books (do not italicize or underline them). The abbreviations for them are to be used only in citations.
   f) For quotes taken from the Bible, students should use one of the following versions: the English Standard Version (ESV), the New International Version (NIV), or the
New American Standard Bible (NASB). Each of these versions is available in print. These versions are also available free at www.BibleGateway.com. Students might also find it helpful to choose a study Bible such as the Life Application Study Bible NIV or the ESV Study Bible in order to take advantage of additional information. These should be cited in text in parenthetical citations with just the book, chapter, and verse numbers. However, the first in-text citation should have the specific version attached to it after the chapter and verse number. When a different version is cited, include the version abbreviation for the new version in the same way as mentioned previously. For example, an ESV citation would be (John 1:6-8 [ESV]) for the first reference, (John 1:6-8) if the version was previously mentioned, and (John 1:6-8 [KJV]) if the student wanted to compare the same verses from the King James Version.

g) When citing multiple Bible passages, list each new book followed by the chapter number and colon, and all verses in that chapter separated by a comma and a space. A semicolon should separate references to subsequent chapters or books. Do not include “and” or an ampersand (&) before the last citation. List passages in canonical and numerical order. (e.g., Matt 2:3; 3:4–6; 4:3, 7; Luke 3:6, 8; 12:2, 5; Acts 15:1–5; Rom 1:8–12).

h) Abbreviations of books of the Bible should conform to the standard abbreviations from the Turabian manual. These are listed in Appendix B of this style guide. Note that abbreviations and full titles are not in italics and abbreviations end in periods. If a scripture is used in the text instead of a reference in parenthesis, the name needs to be spelled out instead of using the abbreviation.

i) Additional formatting help on the SBL website, The "Student Supplement for The SBL Handbook of Style" (https://www.sbl-site.org/assets/pdfs/pubs/SBLHSupp2015-02.pdf), provides helpful guidelines and examples for avoiding common citation mistakes in biblical and theological studies. Only the sections in Part I on Transliterating Greek and Hebrew Words should be consulted.

Notes:
1) If adjacent to marks of punctuation, note numbers follow marks of punctuation (however, they do precede a dash).

2) A note number should come at the end of a sentence, or at least at the end of a clause. If a quotation is at the end of a sentence, put the note number after the closing quotation mark. If it ends in the middle of a sentence, put the number at the end of the clause that includes the quotation.

3) Notes should be numbered consecutively with a number not in superscript format, separated from the note by a period and a space. Single-space the note with a blank line inserted between each note, and the first line indented half an inch. This formatting is not automatically established when you insert a footnote or endnote using Word's References menu tools. The footnote will need to be manually formatted to comply with Turabian style, which requires a period after the number and does not require it to be in superscript style. To
correct this, first highlight the number, then click the “Home” tab and then, in the Font group, click the dialog box launcher (the small arrow icon in the bottom left corner of the group). In the Font dialog box, uncheck the “Superscript” box under Effects and click “OK.” Then type a period after the number. If you have more than one footnote on a page, you can highlight all of them and follow the above steps. This will remove the superscript formatting from all the footnote numbers at once. However, you will have to add periods after each number and insert a blank single-spaced line between footnotes.

4) You may want to put substantive material (explanatory comments) in a footnote that you do not want to include in the body of your text but also do not want to omit. However, do so judiciously and sparingly. The Turabian manual suggests using symbols, such as an asterisk, to distinguish substantive footnotes from numbered citation footnotes. However, due to the limitations of Word, this is not possible. Therefore, they can be numbered footnotes.

5) After the first full note, a short form is used. Full words, rather than acronyms or initials, should be used. The title can be shortened. If more than one work by the same author is cited, use the title in the short form. If not, use just the author and page number. The author’s name must appear in the note.

6)Italicize the title of whole published works. Use quotation marks around titles of chapters or other parts of books and around titles of articles in journals and magazines.

7) Include secondary sources (those that quote an original or primary source) only if the original is unavailable. Secondary sources can be formatted either with the primary source first or the secondary source first, depending on the intent of the student. See the example in the section on book citations.

8) Notes and bibliographies include reprint information and also give the date of the original publication and, if possible, the original publisher. Original data comes first, then reprint information. Do not cite new printings by the same publisher, only new editions.

9) Use separate notes for each quotation—do not use one note for a paragraph containing several quotations.

10) Use of the abbreviation *ibid.* is allowed (capitalized, not italicized, and followed by a period). *Ibid.* is used when notes to the same work follow one another with no intervening notes. The author’s name and the title are never used with *ibid.* Use *ibid.* after the short form is used.

11) Use endnotes only in PowerPoints. Because PowerPoint does not have an insert endnote tool, you will have to do it manually, using the following procedure:

a) For each quote or fact included in the presentation from another source, type a number at the end of the sentence. Start with the first quote or fact; at the end of the sentence or clause, type the number “1”.

b) Highlight the number “1”.

c) Click the “Home” tab and, in the Font group, click the dialog box launcher (the small arrow icon in the bottom left corner of the group).

d) In the Font dialog box, click the “Superscript” check box under Effects and click “OK.”
e) Move to the end of your presentation. Click the “Home” tab, click the “New Slide” drop-down arrow in the Slides group, and select “Title and Content” for the layout of your slide.

f) Type “Endnotes” in the title area of the slide. In the Paragraph group, click the icon for Centered Text.

g) Click in the “Contents” area of the slide to add text. Click on the “Home” tab, and then click the “Bullets” icon in the Paragraph group to remove the bullet. You do not want to click the “Numbering” icon to insert numbers because you will be unable to format the numbers.

h) Type the footnote number followed by a period and a space and type the endnote's source information, using the format for that type of source.

i) Adjust the size of the text. Highlight the text and click the drop arrow on font size box in the Font group. Select 10.

j) Set the text formatting so that it is indented 0.5 inch. Highlight the text and click on the dialogue box launcher in the Paragraph group. In the Paragraph dialogue box, in the Special Indentation setting, select First Line and 0.5".

k) Repeat steps i through iv and viii through x for each endnote. If, when you hit a hard return for a blank line, the number automatically changes to a list number with a large space between the number and first word, simply click the undo icon to restore your formatting. Alternately, you can go to File>Options>Proofing>AutoCorrect Options>AutoFormat As You Type and uncheck Automatic bulleted and numbered lists.

12) Both notes and bibliography entries are structured according to the following patterns.

Depending on the type of source, some or all of the parts shown in the patterns below will be present. The examples in the next part of this style guide ("Examples: Notes and Bibliography Entries") may not have all parts shown. It is not practical to show every possible example with different combinations of parts. Thus, for sources that have no exact example in this style guide, refer to the patterns below. In notes, parts are separated by commas (except for publication data, which are enclosed by parentheses). Bibliography entries use a period where there is a comma in the note separating a part, there are periods but no parentheses enclosing facts of publication, and there are either inclusive page numbers or no page numbers instead of cited page numbers. For example, a note will have Author, Title, (Publication Data), page cited, while a bibliography entry will have Author. Title. Publication Data. Online source citations end with the accessed date followed by the URL or doi number. When retrieving sources from a library database, the Turabian manual allows for just the use of the database name instead of a URL. However, GCU students are encouraged to use a persistent link URL or a doi number when available. Instructions on how to locate persistent links are available under Research Guides on the GCU Library website.

a) The first note for a book should include the following information in the order shown:
   i) Name of author(s), editor(s), or translator(s)
   ii) Title and subtitle, if any
   iii) Number or name of edition, if other than the first
iv) Name of editor, compiler, or translator, if any
v) Name of series in which book appears, if any, with volume or number in the series
vi) Facts of publication, consisting of:
   1. City and state or country of publication (if a state's city is familiar or the state is obvious, you do not need to add the state's postal code abbreviation)
   2. Name of publisher. Do not include abbreviations such as Co., or Inc.
   3. Year of publication
vii) Page number(s) cited

b) The first full note for an article in a journal or periodical generally includes the following facts in the order shown:
i) Author(s)
ii) Title of article
iii) Title of periodical
iv) Volume and issue number (if available)
v) Publication date
vi) Page number(s)

Public documents vary considerably, and include congressional publications, reports and documents, bills and resolutions, hearings, statutes, presidential publications, publications of government departments and agencies, the US Constitution, treaties, legal cases, state and local government documents, Canadian and British government documents, publications of international bodies, and online public documents. It is best to consult the Turabian manual for an example that is similar to the source you are using. Generally, you will want to include the following:
i) Name of government (country, state, city, county, or other division)
ii) Governmental body that created the document
iii) Title, if any, or collection
iv) Name of individual author, editor, or compiler
v) Report number or other identifying information
vi) Publication data: place, publisher's name (e.g., Washington, DC: Government Printing Office), date of publication
vii) Page numbers or other locators, if relevant
viii) Access date and URL if the document in online

**Bibliography Entries:**

1) Normally, use Bibliography for heading in headline caps, centered, and not boldface.
2) In most cases, include only sources that were actually cited in the paper. You may also include sources that were important to your thinking but which you did not cite in your paper.
3) For bibliography entries, use the same sequence of parts and punctuation specified for notes above, except that parts separated by commas in notes are separated by periods in
bibliography entries. Also, the facts of publication are not in parentheses as they are in notes, but are separated by periods. The page numbers, if required, are inclusive of the entire source.

4) If an assignment calls for an annotated bibliography, either as a separate assignment or as part of a paper, add the annotation on a new line after the bibliography entries. Refer to the Preparation of Annotated Bibliographies resource in the Student Success Center for formatting guidelines and examples.

5) Bibliography entries have a half-inch hanging indent.

6) Bibliography entries are arranged alphabetically by author's last name, ignoring spaces, hyphens, and other marks.

7) If there are two or more works by the same author, alphabetize them by title. In the case of authors with identical last names, alphabetize by first name.

8) In a succession of works by the same author, arrange the entries alphabetically by title, disregarding articles (a, an, the). The name is given for the first entry, and a 3-em dash followed by a period replaces the author's name in subsequent entries. For example:


9) See the chapter on abbreviations in the Turabian manual for more rules of alphabetization.

10) Separate works edited by the author or coauthored with others from works written by the author alone. In a bibliography that includes all three categories, the author’s own works are listed first. Use a 3-em dash followed by a comma, a space, and *ed., trans.* or *comp* for works edited, translated, and compiled, respectively, by the same author.

11) Do not use a 3-em dash for co-authored works (unless you are referring to all the names for subsequent works by the same combination of authors). Co-authored books follow edited, translated, and compiled works.

12) The following sources can be just cited in notes and need not be included in a bibliography unless they are frequently cited or critical to a paper:
   a) Articles in newspaper or newsletters
   b) Classical works
   c) The Bible and other non-Christian scripture
   d) Standard reference works
   e) Reviews
   f) Abstracts
   g) Pamphlets and brochures
   h) Unpublished works
   i) Blog and social media posts and comments
   j) Entries on Facebook and other social networks, groups, or forums
   k) The US Constitution, legal cases, and other public documents
13) E-mail and text messages may be cited in running text (“In a text message to the author on July 21, 2012, John Doe revealed . . .”) instead of in a note, and they are rarely listed in a bibliography.
Examples: Notes and Bibliography Entries

Turabian style includes two options for citing sources: notes-bibliography style and author-date style. This guide provides instructions for notes-bibliography style, which is required for GCU papers. Endnotes, which are required for PowerPoint assignments, have the same format as footnotes, only they are grouped together at the end of a PowerPoint presentation on one or more slides. Bibliography entries are not required for PowerPoint assignments.

In the examples provided below, the first note for each citation category includes five variations:

1) Full note.
2) Subsequent note of the same work only if there are other works by the same author cited.
3) Subsequent note of the same work only if there are no other works by the same author cited.
4) Subsequent note of the same work with no intervening notes to other works.
5) Subsequent note of the same work on the same page with no intervening notes.

Please note: Shaded words in the Format entries represent actual text used in the notes, not just instructions.

Citation Examples: Books and Parts of Books

Book: One Author, First Edition

Note Format:
##. Author’s First and Last Name, Title of Book (Place of Publication: Name of Publisher, year of publication), page(s) cited.

Bibliography Format:
Author’s Last Name, First Name. Title of Book. Place of Publication: Name of Publisher, year of publication.

[Please note: If editor or translator is listed on the title page instead of an author, use that name in the author slot, followed by ed. or trans.]

Note Example:


3. Tozer, 61.

4. Ibid., 62.

5. Ibid.

Bibliography Example:
Book: One Author, Later Edition
Note Format:
**Author’s First and Last Name, Title of Book, edition # ed. (Place of Publication: Name of Publisher, year of publication), page(s) cited.**

Bibliography Format:
Author’s Last Name, First Name. Title of Book. edition # ed. Place of Publication: Name of Publisher, year of publication.

[Please note: If editor or translator is listed on the title page instead of an author, use that name in the author slot, followed by ed. or trans.]

Note Example:

Bibliography Example:

Book: Two-Three Authors
Note Format:
##. Authors’ First and Last Names, Title of Book (Place of Publication: Name of Publisher, year of publication), page(s) cited.

Bibliography Format:
First Author’s Last, First Name, Second Author’s First and Last Name. Title of Book. Place of Publication: Name of Publisher, year of publication.

Note Example:

Bibliography Example:

Book: More than Three Authors
Note Format:
###. First Author’s First and Last Name et al., Title of Book (Place of Publication: Name of Publisher, year of publication), page(s) cited.

Bibliography Format:
First Author’s Last, First Name, Other Authors’ First and Last Names. Title of Book. Place of Publication: Name of Publisher, year of publication.
Note Example:

Bibliography Example:

**Book: Editor and/or Translator in Addition to Author**

**Note Format:**
###. Author’s First and Last Name, *Title of Book*, ed. and/or trans. First and Last Name(s) of Editor(s) and/or Translator(s) (Place of Publication: Name of Publisher, year of publication), page(s) cited.

**Bibliography Format:**
Author’s Last, First Name. *Title of Book*. Edited and translated by First and Last Name of Editor(s) and/or Translator(s). Place of Publication: Name of Publisher, year of publication.

**Note Example:**

**Bibliography Example:**

**Electronic Book**

**Note Format:**
###. Author’s First and Last Name, *Title of Book* (Place of Publication: Name of Publisher, year of publication), page(s) cited, accessed Month Day, Year, URL or database.

[Please note: If eBook is unavailable online, include the format of the eBook (Kindle, Adobe PDF, etc.) in place of the URL or database, but do not include an access date. If there is no page number, use a heading or paragraph number.]

**Bibliography Format:**
Author Last, First Name. *Title of Book*. Place of Publication: Name of Publisher, year of publication. Accessed Month Day, Year, URL or database.

**Note Example:**

**Bibliography Example:**
Chapter in an Edited Book

Note Format:
##. Chapter Author’s First and Last Name, “Title of Chapter,” in Title of Book, ed. First and Last Names of editor(s) (Place of Publication: Name of Publisher, year of publication), page(s) cited.

Bibliography Format:
Chapter Author’s Last, First Name. "Title of Chapter." In Title of Book, edited by Editor’s First and Last Name, Inclusive page numbers. Place of Publication: Name of Publisher, year of publication.

Note Example:

Bibliography Example:

Secondary Source Book Quoting Original Book [only if original source is unavailable]

Note Format:
##. Original Source Author's First and Last Name, Book Title, edition # ed. (Place of Publication, Publisher, Year of Publication), page(s) cited, quoted in Secondary Source Author's First and Last Name, Title of Book (Place of Publication: Publisher, year of publication), page(s) cited.

Bibliography Format:
Original Source Author's Last, First Name. Book Title, edition # ed. Place of Publication, Year of Publication: page(s) cited. Quoted in Secondary Source Author's First and Last Name, Title of Book. Place of Publication: Publisher, year of publication.

Note Example:

[Bibliography Example:]


19
Foreword, Afterword, or Preface Written by Someone Other Than Author

Note Format:
##. Part Author’s First and Last Name, part name to Title of Book, by Book Author's First and Last Names (Place of Publication: Name of Publisher, year of publication), page(s) cited.

Bibliography Format:
Part Author’s Last, First Name. Part name to Title of Book, by Book Author's First and Last Names, inclusive page numbers of part. Place of Publication: Name of Publisher, year of publication.

Note Example:

Bibliography Example:

Book as Part of a Series

Note Format:
##. Author’s First and Last Name, Title of Book, Title of Series, vol. # (Place of Publication: Name of Publisher, year of publication), page(s) cited.

Bibliography Format:
Author’s Last, First Name. Title of Book. Title of Series, vol. #. Place of Publication: Name of Publisher, year of publication.

Note Example:

Bibliography Example:

Book as Part of a Commentary: Single Volume

Note Format:
##. Author’s First and Last Name, Title of Bible Book Commented On, Title of Commentary (Place of Publication: Name of Publisher, year of publication), page(s) cited.

[Bibliography Format:
Author’s Last, First Name. Title of Book Commented On. Title of Commentary. Place of Publication: Name of Publisher, year of publication.

Note Example:
Bibliography Example:

Signed Article or Chapter in Book as Part of a Commentary: Multi-Volume Work
Note Format:
##. Author’s First and Last Name, "Title of Article or Chapter," in *Title of Commentary*, vol. # of *Title of Work*, ed. First and Last Name of Editor (Place of Publication: Name of Publisher, year of publication), page(s) cited.

Bibliography Format:
Author Last, First Name. "Title of Article or Chapter." In *Title of Commentary*. Vol. # of *Work Title*. Edited by First and Last Name of Editor. Inclusive page numbers. Place of Publication: Name of Publisher, year of publication.

Note Example:

Bibliography Example:

Unsigned Article in Book as Part of a Commentary
Note Format:
##. "Title of Commentary on Biblical Book," in *Title of Commentary*, ed. First and Last Name of Editor (Place of Publication: Name of Publisher, year of publication), vol. #: page(s) cited.

Bibliography Format:
"Title of Commentary on Biblical Book." In *Title of Commentary*. Edited by First and Last Name of Editor. Vol. #: Inclusive page numbers. Place of Publication: Name of Publisher, year of publication.

Note Example:

Bibliography Example:

Bible (Citation for Bible quotes are not in note format)
Format for Parenthetical Citation:
(Abbreviation for Book Chapter #:Verse #(s) [Version]).
Sample Parenthetical Citation:
(Isa 43:1-7 [ESV]).

Bibliography (if desired):
The Holy Bible, English Standard Version.

Article or Note in a Study Bible
Note Format:
##. Author’s First and Last Name, “Title of Note or Article,” in Title of Book, ed. First and Last Names of editor(s) (Place of Publication: Name of Publisher, year of publication), page(s) cited.

Bibliography Format:
Author’s Last, First Name. "Title of Note or Article." In Title of Book, edited by Editor’s First and Last Name, inclusive page numbers. Place of Publication: Name of Publisher, year of publication.

Note Example:

Bibliography Example:

Classical Work: Primary Source
Note Format:
##. Author, Title Section number numerals and letters.

Note Example:
1. Augustine, De Doctrina Christiana 4.2.3.

Classical Work: English Language Translations
Note Format:
##. Author, Title, ed. First and Last Name of Editor (if any), trans. First and Last Name of Translator, Title of Collection (if any), volume # (if any) (Publication Location: Publisher, Year of Publication), page(s) cited.

Bibliography Format:
Author. Title. Edited by Editor’s First and Last Name. Translated by Translator’s First and Last Name. Title of Collection (if any), Volume # (if any). Place of Publication: Publisher, year of publication.
Note Example:

Bibliography Example:

Citation Examples: Periodicals

**Journal Article: Print, Single Author**

**Note Format:**

##. Author First and Last Name, "Title of Article," *Journal Name* volume #, no. issue # (Month/Season Year): page number(s) cited.

[Please note: If a journal continues pagination across issues in a volume, you do not need to include the issue #.]

**Bibliography Format:**

Author’s Last, First Name. "Title of Article." *Journal Name* volume #, no. issue # (Month/Season Year): inclusive page numbers.

**Note Example:**


4. Ibid., 559.

5. Ibid.

**Bibliography Example:**

Beasley, Nicholas M. “Ritual Time in British Plantation Colonies, 1650-1780.” *Church History: Studies in Christianity and Culture* 76, no. 3 (September 2007): 541-568.

**Journal Article: Print, Two or More Authors**

**Note Format:**

##. First Authors’ First and Last Name and Next Authors’ First and Last Name, "Title of Article," *Journal Name* volume #, no. issue # (Month/Season Year): page number(s) cited.

**Bibliography Format:**

First Author’s Last Name, First Name, and Next Author’s First and Last Name. “Title of Article.” *Journal Name* volume #, no. issue # (Month/Season Year): inclusive page numbers.
[Please note: For bibliography, include all authors, regardless of number, in the order they appear in the byline for the article. If there are four or more authors, use the first author followed by et al. in notes.]

**Note Example:**

**Bibliography Example:**

**Journal Article: Online**

**Note Format:**
##. Author First and Last Name, "Title of Article," *Journal Name* volume #, no. issue # (Month/Season Year): page number(s) cited, accessed Month Day, Year of access, URL.

**Bibliography Format:**
Author’s Last, First Name. "Title of Article." *Journal Name* volume #, no. issue # (Month/Season Year): inclusive page numbers. Accessed Month Day, Year. URL.

**Note Example:**

**Bibliography Example:**

**Book Review in Journal**

**Note Format:**
##. Reviewer’s First and Last Name, review of *Title of Book*, by Book Author’s First and Last Name, *Journal Name* volume #, no. issue # (Month/Season Year): page number(s) cited.

**Bibliography Format:**
Reviewer’s Last, First Name. Review of *Title of Book*, by Book Author’s First and Last Name. *Journal Title* volume #, no. issue # (Month/Season Year): inclusive page numbers.

**Note Example:**

**Bibliography Example:**
Magazine Article: Print
Note Format:
##. Author First and Last Name, "Title of Article," Magazine Name, Month Day, Year, page number cited.

Bibliography Format:
Author Last Name, First Name. "Title." Magazine Name, Month Day, Year.

Note Example:

Bibliography Example:

Magazine Article: Online
Note Format:
##. Author First and Last Name, "Title of Article," Magazine Name, Month Day, Year, page number cited, accessed Month Day, Year of access, URL.

Bibliography Format:
Author Last Name, First Name. "Title." Magazine Name, Month Day, Year. Accessed Month Day, Year. URL.

Note Example:

Bibliography Example:

Newspaper Article: Print
Note Format:
##. Author First Name and Last Name, "Article Title," Newspaper Name, Month Day, Year.

Bibliography Format:
Author Last, First Name. "Article Title." Newspaper Name. Month Day, Year.

Note Example:

Bibliography Example:
Newspaper Article: Online

Note Format:
##. Author's First and Last Name, "Article Title," Newspaper Name, Month Day, Year, accessed Month Day, Year, URL.

Bibliography Format:
Author Last, First Name. "Article Title." Newspaper Name. Month Day, Year. Accessed Month Day, Year, URL.

Note Example:

Bibliography Example:

Letter to the Editor

Note Format:
##. Author’s First and Last Name, letter to the editor, Newspaper Title, Month Day, Year of Publication.

Note Example:

Citation Examples: Reference Works

Unsigned Entry in a Well-Known Reference Work: Print

Note Format:
##. Reference Work’s Title, edition # ed., s.v. "entry."

[Please note: This is a typical citation for a biblical dictionary/lexicon entry. The letters s.v. are an abbreviation of sub verbo for "under the word."]

Note Example:
   2. The Macmillan Dictionary.
   3. Ibid.
Signed Article Entry in a Well-Known Reference Work: Print
Note Format:
##. Author's First and Last Name, "Article Title," in Reference Work's Title, edition # ed.

Note Example:

Signed Article in a Specialized, Less-Well-Known Reference Work
Note Format:
##. Author's First and Last Name, "Article Title," Reference Work's Title, edition # ed., ed. Editor's First and Last Name, # vols. (Place of Publication: Publisher, year of publication), volume #: page(s) cited.

Bibliography Format:
Author's Last, First Name. "Article Title." Reference Work's Title. Edited by Editor's First and Last Name. # vols. Place of Publication: Publisher, year of publication.

Note Example:

Bibliography Example:

Signed Article in an Online Reference Work
Note Format:
##. Author's First and Last Name, "Article Title," Reference Work's Title, accessed Month Day, Year, URL.

Bibliography Format:
Author's Last, First Name. "Article Title." Reference Work's Title. Accessed Month Day, Year. URL.

Note Example:

Bibliography Example:

Citation Examples: Government Documents

Statutes at Large
Note Format:
##. Title of Statute, Public Law #, US Statutes at Large volume # (year): page(s) cited, codified at US Code volume # (year), §§ section # et seq.
Note Example:
3. Ibid., 2166.
4. Ibid.

Congressional Report
Note Format:
##. Title of Report, Congress # Cong., session # sess., year, S or H. Rep. report # pt, part #, page(s) cited.

Note Example:

Congressional Record (Bill and Resolutions)
Note Format:
##. Title of Bill or Resolution, Congress # Cong., session # sess., Congressional Record, vol. volume #, daily ed. (Month Day, Year): page(s) cited.

Bibliography Format:

Note Example:

Bibliography Example:

Presidential Proclamation or Executive Order
Note Format:
##. President's First and Last Name, Proclamation or Executive Order #, "Title," Federal Register volume #, no. Issue # (Month Day, Year): page(s) cited.

Bibliography Format:

Note Example:
Bibliography Example:

Legal Cases: Print
Note Format:
##. Full Case Name, volume # Abbreviation for reporter (publication documenting legal decisions), opening page # of the decision, actual page cited (Abbreviated Name of the Court and year).
Note Example:

Legal Cases: Online
Note Format:
##. Full Case Name, volume # Abbreviation for reporter (publication documenting legal decisions), opening page # of the decision, actual page cited (Abbreviated Name of the Court and year), accessed Month Day, Year of access, URL or Database.
Note Example:

Citation Examples: Miscellaneous
Dissertation or Thesis, Published or Unpublished
Note Format:
##. Author First and Last Name, "Title of Dissertation," (PhD diss. or master's thesis, Name of Institution, Year), page(s) cited.

Bibliography Format:
Author's Last, First Name. "Title of Dissertation." PhD diss., or master's thesis, Name of Institution, Year.

Note Example:
3. Prescott-Ezickson, 81.
4. Ibid., 82.
5. Ibid.

Bibliography Example:
Unpublished Interview (or Personal Communication) with Paper Author

Note Format:
##. First and Last Name of Person Interviewed, interviewed by Author First and Last Name, Location of Interview, date of interview.

[Please note: If communication is other than an interview, modify descriptors in the note appropriately. Personal communications can be "e-mail message to author," "letter to author," "telephone conversation with author," "text message to author," etc.]

Note for Interview:

Note for Personal Communication:

Website
Note Format:
##. "Website Name," Organization Owning Website, accessed Month Day, Year, URL.

Note Example:

Website Article Signed by Author
Note Format:
##. Author First and Last Name, "Title of Article," Name of the Website, Month Day, Year of publication or last revision if available, accessed Month Day, Year, URL.

Bibliography Format:
Author's Last, First Name. "Title of Article." Name of the Website. (Month Day, Year of publication or last revision if available). Accessed Month Day, Year, URL.

Note Example:

Bibliography Example:

Web Page Article No Author
Note Format:
##. "Title of Article," last modified Month Day, Year, accessed Month Day, Year, URL.

Bibliography Format:
Website Organization's Name. "Title of Article." Last modified Month Day, Year. Accessed Month Day, Year, URL.
Note Example:

Bibliography Example:

Paper Presented at Meetings
Note Format:
##. Presenter’s First and Last Name, "Title of Paper or Lecture" (paper presented at Name of Meeting, Location, Month Day, Year).

Bibliography Format:
Presenter’s Last Name, First Name. "Title of Paper or Lecture." Paper presented at Name of Meeting, Location, Month Day, Year.

Note Example:

Bibliography Example:

[Please note: The formats for Papers provided above may also be used for lectures (except published GCU Lectures) by substituting "lecture" for "paper presented" and following similar formatting strategies. For citing GCU Lectures, use the format provided below.]

GCU Lecture
Note Format:
##. Grand Canyon University, "Title of Lecture" (Published lecture, Course Title, copyright year of lecture).

Bibliography Format:
Grand Canyon University. "Title of Lecture." Published lecture, Course Title, copyright year of lecture.

Note Example:

Bibliography Example:
Movies, Television, or Radio

Note Format:

###. Title of Movie, directed by First Last Name of Director (Name of Production or Distribution Company, Year movie was released), Medium, [if applicable] accessed Month Day, Year, URL.

Title of Television Program, season #, episode #, “Title of Episode,” directed by First and Last name of Director, aired Month Day, Year, on Original Broadcast Company, [if applicable] accessed Month Day, Year, URL.

"Title of Radio Episode," Author of the Episode, Name of Radio Show, aired Month Day, Year on Radio Station or Network.

[Please note: Producing, writing, and acting contributors can also be included following the director if significant. The second Movie sample below demonstrates the formatting for this additional information.]

Notes for Movie:

1. It’s a Wonderful Life, directed by Frank Capra (Liberty Films, 1946), DVD (Paramount, 2006).


Note for Television Broadcast:


Note for Radio Broadcast:


Music/Sound Recording

Note Format:

###. First and Last Name of Recording Artist, “Title of Song,” recorded Month Day, Year, Recording Company, Company Location, Medium, [if applicable] accessed Month Day, Year, URL.

Note for Music/Sound Recording:


Images, Artwork, Photograph, or Graphic Art

Note Format:

###. Name of Artist, Title of Artwork/Photograph, date of creation, medium, source of publication, [if applicable] accessed Month Day, Year, URL.

Name of Creator [when possible], “title or caption” (type of graphic), Source, [if applicable] accessed Month Day, Year, URL.

[Please note: If date of creation is approximate, use ca. (circa) before it.]

Notes for Images/Artwork/Photographs:


**Note for Graphic Art:**


**Streaming Media, Videos, or Podcasts**

**Note Format:**

###. First and Last Name of Author/Poster, “Title of Video or Podcast” (medium), Month Day, Year posted, accessed Month Day, Year, URL.

**Note for Videos/Podcasts:**


**Blogs**

**Note Format:**

###. Author’s Name, “Title of Entry,” *Title of Blog* (blog), Month Day Year posted, accessed Month Day, Year, URL.

[Please note: If title does not have "blog" in it, you may add (blog) after the title to make it clear.]

**Note for Blog Post:**


**Discussion Groups**

**Note Format:**

Correspondent’s Name, post to “Title of Forum Subject,” Name of Forum, Month Day, Year (time of message or post), accessed Month Day, Year, URL.

**Note for Discussion Groups:**

### Appendix A: Capitalization of Biblical and Religious Words

<table>
<thead>
<tr>
<th>Term</th>
<th>Capitalization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaronic priesthood</td>
<td>Aaronic Priesthood</td>
</tr>
<tr>
<td>Aaronide (genealogy of Aaron)</td>
<td>Aaronide (Genealogy of Aaron)</td>
</tr>
<tr>
<td>Abba</td>
<td>Abba</td>
</tr>
<tr>
<td>Abomination of desolation</td>
<td>Abomination of Desolation</td>
</tr>
<tr>
<td>Abrahamic covenant</td>
<td>Abrahamic Covenant</td>
</tr>
<tr>
<td>Abyss, the</td>
<td>Abyss, the</td>
</tr>
<tr>
<td>Achaemenid</td>
<td>Achaemenid</td>
</tr>
<tr>
<td>Adapa</td>
<td>Adapa</td>
</tr>
<tr>
<td>Adonai</td>
<td>Adonai</td>
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<tr>
<td>advent, the</td>
<td>Advent, the</td>
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<tr>
<td>Advent season</td>
<td>Advent Season</td>
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<tr>
<td>Advocate, the</td>
<td>Advocate, the</td>
</tr>
<tr>
<td>Agabah</td>
<td>Agabah</td>
</tr>
<tr>
<td>Agape</td>
<td>Agape</td>
</tr>
<tr>
<td>Age (eras, such as Bronze Age)</td>
<td>Age of Grace</td>
</tr>
<tr>
<td>agnosticism</td>
<td>Agnosticism</td>
</tr>
<tr>
<td>Ahiram Inscription</td>
<td>Ahiram Inscription</td>
</tr>
<tr>
<td>Akhetaten (Tell el-Amarna)</td>
<td>Akhetaten (Tell El-Amarna)</td>
</tr>
<tr>
<td>Almighty, the</td>
<td>Almighty, the</td>
</tr>
<tr>
<td>almighty God</td>
<td>Almighty God</td>
</tr>
<tr>
<td>Alpha and Omega (Christ)</td>
<td>Alpha and Omega (Christ)</td>
</tr>
<tr>
<td>antifraternal-ism (ant) (-ism)</td>
<td>Antifraternal-ism (Ant)</td>
</tr>
<tr>
<td>ancient Near East(ern)</td>
<td>Ancient Near East(ern)</td>
</tr>
<tr>
<td>Ancient of Days, the (God)</td>
<td>Ancient of Days, the (God)</td>
</tr>
<tr>
<td>angel (cap if theophany)</td>
<td>Angel (Cap if Theophany)</td>
</tr>
<tr>
<td>angel Gabriel, the</td>
<td>Angel Gabriel, the</td>
</tr>
<tr>
<td>angel of the Lord (cap if theophany)</td>
<td>Angel of the Lord (Cap if Theophany)</td>
</tr>
<tr>
<td>annunciation, the (the event)</td>
<td>Annunciation, the (The Event)</td>
</tr>
<tr>
<td>Annunciation, the (the holiday)</td>
<td>Annunciation, the (The Holiday)</td>
</tr>
<tr>
<td>Anointed, the (Christ)</td>
<td>Anointed, the (Christ)</td>
</tr>
<tr>
<td>Anointed One, the (Christ)</td>
<td>Anointed One, the (Christ)</td>
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<tr>
<td>appointed Savior</td>
<td>Appointed Savior</td>
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<td>ante-Christian</td>
<td>Ante-Christian</td>
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<td>antediluvian</td>
<td>Antediluvian</td>
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<tr>
<td>ante-Nicene fathers</td>
<td>Ante-Nicene Fathers</td>
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<tr>
<td>anti-Catholic</td>
<td>Anti-Catholic</td>
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<tr>
<td>antichrist (the general spirit)</td>
<td>Antichrist (the General Spirit)</td>
</tr>
<tr>
<td>Antichrist (the person)</td>
<td>Antichrist (the Person)</td>
</tr>
<tr>
<td>anti-Christian</td>
<td>Anti-Christian</td>
</tr>
<tr>
<td>antichurch</td>
<td>Antichurch</td>
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<tr>
<td>anti-God</td>
<td>Antigod</td>
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<tr>
<td>antilegomena</td>
<td>Antilegomena</td>
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<tr>
<td>antimonomarchic</td>
<td>Antimonarchic</td>
</tr>
<tr>
<td>anti-Semitism</td>
<td>Anti-Semitism</td>
</tr>
<tr>
<td>anti-Trinitarian</td>
<td>Anti-Trinitarian</td>
</tr>
<tr>
<td>Apocalypse, the (Revelation of John)</td>
<td>Apocalypse, the (Revelation of John)</td>
</tr>
<tr>
<td>apocalyptic</td>
<td>Apocalyptic</td>
</tr>
<tr>
<td>Apocrypha, the</td>
<td>Apocrypha, the</td>
</tr>
<tr>
<td>Apocryphal</td>
<td>Apocryphal</td>
</tr>
<tr>
<td>Apology of Hattusilis</td>
<td>Apology of Hattusilis</td>
</tr>
<tr>
<td>Apostle Paul (but Paul the apostle, etc.)</td>
<td>Apostle Paul (But Paul the Apostle, Etc.)</td>
</tr>
<tr>
<td>apostles, the</td>
<td>Apostles, the</td>
</tr>
<tr>
<td>Apostles’ Creed, the</td>
<td>Apostles’ Creed, the</td>
</tr>
<tr>
<td>Apostle to the Gentiles (Paul)</td>
<td>Apostle to the Gentiles (Paul)</td>
</tr>
<tr>
<td>apostolic</td>
<td>Apostolic</td>
</tr>
<tr>
<td>apostolic benevolence (2 Cor. 13)</td>
<td>Apostolic Benevolence (2 Cor. 13)</td>
</tr>
<tr>
<td>apostolic council (Acts 15)</td>
<td>Apostolic Council (Acts 15)</td>
</tr>
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law of Moses
Lent(en)
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Levantine
Levian
Leviathan
Levite
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Litany, the (Anglican)
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loanword
Logos, the
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Lord Almighty, the
Lord of Hosts
Lord of Lords
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Lord’s anointed Savior, the (Christ)
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Lord’s Prayer, the
Lord’s Supper, the
Lord’s Table, the
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lordship of Christ
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Lukan
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Maccabean
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Man of Sin (Satan)
Man of Sorrows
Manichaean
Markan or Marcan
Masorah
Masoretes
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Master, the (God)
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Matthean
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menorah
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merkabah
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Messiah, the (Christ)
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messianic age
Middle Ages
midtribulation(al)
millenarian(ism)(ist)
millennial kingdom
millennium, the
minor judges
minor prophets (people)
Minor Prophets, the (div. of OT)
Miserere, the
Mishnah, Mishnaic
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monarchic period
moon-god
mosaic (type of art)
Mosaic covenant
Mosaic law (Pentateuch or Ten Commandments)
Most High, the
Mot (Death personified)
Mount of Olives
Mount of Transfiguration
Mount Olivet
Mount Olivet Discourse
Mount Sinai
Muhammad (preferred)
Muslim (preferred)
Nag Hammadi codices
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name of God, the
nativity, the
nativity of Christ, the
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Neo-Babylonian Empire
neo-Evangelicalism
neo-orthodox(y)
neo-Pentecostalism
neoplatonic
new age
new birth
New City (part of modern Jerusalem)
new covenant (NT)
new heaven and new earth
New Jerusalem (heaven)
New Testament church
New Year festival
Nicene Creed
Nicene fathers
night office (canonical hour)
Nineteen Theses
noncanonical
non-Christian (but unchristian)
Nonconformism, -ist
none (canonical hour)
non-Pauline
northern kingdom
Nunc Dimittis
Old City (part of modern Jerusalem)
old covenant (OT)
Old Testament
Olivet Discourse
Omega, the
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Omnipotent, the
One, the (but the one true God
and God is the one who . . .)
Only Begotten, the
only begotten of the Father
only begotten Son of God
orders (sacrament)
Orient
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Orthodox (Judaism; Eastern Orthodox)
orthodox(y)
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Palestinian covenant
Palm Sunday
papacy
parable of the Wicked Tenants, etc.
Paraclete, the
Paradise (garden of Eden)
paradise (heaven)
parousia
partial rapture
paschal
Paschal Lamb (Jesus)
pasion, the
Passion Narrative
Passion Sunday (fifth Sunday in Lent)
Passion Week
Passover
Passover Feast or Seder
Passover Lamb (Jesus)
Pastoral Epistles
Pastoral Letters
patriarch, a
Patriarch, the (Abraham)
patriarchal period/age
patriarchs, the (church fathers)
patriastic(s)
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Paul’s Epistles or Letters
Paul the apostle
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penance
Pentateuch
pentateuchal
Pentecost
pentecostal (adj.)
Pentecostal(ism)
period, as in Roman period
person of Christ
persons of the Trinity (but Third Person of the Trinity)
Pesach (Passover)
Petrine
Pharaoh (when used as name without article)
pharisaic (attitude)
Pharisaic (in reference to Pharisees)
Pharisee
Pilgrim Fathers
pilgrim festivals
Pilgrims, the
pillar of cloud
pillar of fire
Poetical Books, the
Upper Room Discourse
Urim and Thummim
Ur text
utopia
vacation Bible school
Vedas, Vedic
version (Greek version, but King
James Version)
vespers
viaticum
Vicar of Christ
Victor, the (Christ)
Vine, the (Christ)
Virgin, the (Mary)
Virgin and child
virgin birth, the
visible church
voice of God
Vulgate
Wailing Wall
Wandering Jew, the (legend)
Way of Life (Christ)
Way, the (Christ)
way, the truth, and the life
Weeping Prophet, the (Jeremiah)
Western church
Western Rites
Westminster Catechism
whole burnt offering
whole offering
Wicked One, the (Satan)
wilderness (but Wilderness of Zin)
wilderness wanderings
wisdom (movement, quality)
Wisdom (personified)
Wisdom literature, the
wisdom tradition
wise men
Word, the (Bible or Christ)
Word made flesh (Christ)
word of God (his statement or
promise)
Word of God (the Bible)
Word of Life
Word of Truth, the
worldview
Writings, the (div. of Canon)
Yahweh (italicized only when
referred to as Hebrew word)
Year of Jubilee
Yom Kippur (Day of Atonement)
Yuletide
Zealots
ziggurat
## Appendix B: Abbreviations for Books of the Bible

### Old Testament

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### New Testament

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