

Turabian Style Guide for Writing

Grand Canyon University
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Turabian Format and Style

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* (9th 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, (<https://www.gcumedia.com/lms-resources/student-success-center/v3.1/#/tools/writing-center>), and GCU Library, (<https://libguides.gcu.edu/CitingSources>); therefore, students are not required to purchase the Turabian manual. Students may also refer to the Turabian manual for complete criteria.

The Turabian manual sometimes allows for multiple options in format. In such cases, GCU has selected a single option, reflected within this guide, for consistency across courses.

PLEASE NOTE: GCU curriculum materials (syllabus, topic overviews, 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.

General

- 1) This style guide provides guidelines for and examples of the Turabian notes-bibliography style. This style presents bibliographic information in footnotes at the bottom of pages and a bibliography at the end of the paper. Grand Canyon University students are required to document sources using footnotes and a bibliography in paper assignments.
- 2) The guidelines and examples presented are not exhaustive. Additional guidelines and examples can be found on the GCU Library's Citing Sources guide, <https://libguides.gcu.edu/CitingSources>.
- 3) For formatting guidelines for presentations, see "Creating Effective PowerPoints: Turabian 9th Edition," located in the Student Success Center, <https://www.gcumedia.com/lms-resources/student-success-center/v3.1/#/tools/writing-center/10>.
- 4) 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*, or *the writer*. 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
- 3) Text font: Times New Roman, 12 pt.
- 4) Note font: Times New Roman, 10 pt.
- 5) Single space block quotations, titles of tables, and captions of figures. For footnotes or endnotes, the table of contents, and the bibliography, single-space within entries, but add a single blank line between entries. Do not add a blank line between paragraphs within a block quotation. Double space all other text.
- 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) Pagination: All pages, except the title page, should have the page number in the header at the top, 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 (each major word and the first and last word are 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 with a blank line between each.

Body of Paper

- 1) The text contains 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 subheading. The format for the levels of subheadings is as follows.

- 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 "Bibliography" centered in bold 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:

Turabian refers to Merriam-Webster's online dictionary, <https://www.merriam-webster.com/>, as the authoritative dictionary for spelling and punctuation such as hyphens.

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 percent, 2.9, $2\frac{2}{3}$). Spell out *percent* rather than use the symbol. A fraction by itself may be spelled out if there is only one in the sentence (e.g., "The survey showed that one-fifth of parents..."). These always include a hyphen.

- 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) Do not combine words and numbers in century designations. For example, use either "seventeenth century" or 1700s, but not "17th century."
- 6) When designating eras, use BC and AD or BCE and CE. BC, CE and BCE fall after the number or words, as in "1254 BC" or "2023 CE." However AD falls before the year in numbers (AD 2023) but after written text (Twenty-first century AD).
- 7) For number ranges such as page numbers, abbreviate the second number when both are over 100 to just the changed places. Do not abbreviate if the first number is a multiple of 100. (e.g., 101-8, 423-36, 400-409, 1098-102).
- 8) Do not abbreviate years in numbers, even when referring to decades. For example, use 1990s, not '90s. You may use words for decades as in "the nineties."

Abbreviations

- 1) Acronyms and abbreviations must be spelled out completely on their first 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) Spell out units of measure (e.g., miles, pounds, liters).
- 5) 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.). Exceptions are for academic degrees, which do not have periods (PhD, DMin), and initials for first name and middle name(s), which have periods and a space (J. R. R. Tolkien).

In-Text Punctuation

- 1) Put only one space 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) Apostrophes: Add 's to form a possessive for singular common and proper nouns, including those that end in *s*, *x*, or *z*, and irregular plurals that do not end in *s*. Use just the apostrophe for plural common and proper nouns ending in *s*, including group or collective nouns treated as grammatically singular, such as *politics*.
- a) Do not make inanimate objects possessive, except for reference to time.
 - i) The *pieces of the puzzle* or *puzzle pieces*, not *a puzzle's pieces*.
 - b) Thus: Tess's house, United States' influence, Jesus's words, geese's eggs, elders' council, an hour's passing.
- 5) Hyphens:
- a) Check the dictionary for whether compound words should be hyphenated, one word, or used as two separate words.
 - b) 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
 - c) Do not hyphenate a compound adjective if its meaning is established or it cannot be misread:
 - i) grade point average
 - ii) sex role difference
 - d) 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").

- e) Use a hyphen for numerical ranges and between number words when before a noun.

6) Dashes

- a) The em dash is the longest dash and is used—some writers misuse it as an alternative to a comma—to indicate a sudden break in thought that disrupts the sentence structure or to set off an amplifying or explanatory element. Detailed help on inserting an em dash can be found on the GCU Library's Citing Sources guide.
- b) There are no spaces before or after dashes.

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) Capitalize all proper nouns. Proper nouns are specific names of persons, places, and things. Do not capitalize generic terms when they do not refer to someone or something specific. Use *God* when the God of the Bible, but not *a god*, the *Devil*, but not *a devil*.
- 4) Proper nouns also include the names of people groups, movements, and holy days: Canaanite, Pharisees, Advent, Good Friday, Protestant church, Puritanism.
- 5) Do not capitalize *church* unless part of the official title of a denomination, as in Episcopal Church.
- 6) Heaven and hell are not treated as proper nouns, nor is *earth* when not referring to the planet. Thus, use *planet Earth* but *heaven above us* and *earth beneath us*.
- 7) Capitalize titles used as names or with names: King David, John the Baptist, Saint Catherine, Son of Man, Prince of Peace.
- 8) 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).

- 9) 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.
- 10) Do not capitalize prepositions (*of, in, at, above, under, up, down, through*, etc.), unless they are used as adverbs (*Shining Through the Dark*) or adjectives (*Climbing Up the Down Escalator*).
- 11) 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.
- 12) 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.
- 13) Lowercase the second part of a species name (e.g., *Homo sapiens*).
- 14) For the titles of works predating the year 1800, retain the original capitalization and spelling, except for words in all capital letters, which should be spelled with initial capitals only.

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) Do not include titles or honorifics, such as Dr. or PhD, with names in citations.
- 3) If a source is usually referred to by a first name (e.g., Michelangelo), refer to that source using the first name only in the first and subsequent references.
- 4) 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.

Source Citations

General:

- 1) All direct quotations, paraphrases, and summaries must be cited. The intentional or inadvertent use of someone else's published words or ideas without proper attribution is plagiarism.
- 2) Only common knowledge does not need to be cited. Generally, information you did not need to look up is common knowledge. If you are not sure if something is common knowledge, document it to be safe.
- 3) Notes and bibliography entries generally include the same information in the same order, with just changes to punctuation and format, such as first author appearing first name first in notes but last name first in the bibliography. Take careful note of the difference in the examples, in particular, the uses of a period or comma.
- 4) If a source has no page numbers (for example, an online book), cite a chapter, section, or heading by name or number. Otherwise omit numbers.
- 5) Some source types are cited only in notes and do not need to appear in the bibliography unless they are frequently cited or particularly important to your paper. See the "Examples: Sources Cited Only in Notes" section.
- 6) DOI stands for Digital Object Identifier. A DOI is similar to a Persistent Link. It is a way that you can link directly to a document found in a database. Not all online documents

have a DOI. Some of the Library databases use DOIs in persistent links. Some articles in a database will have a DOI while others will not. Include DOIs, formatted as URLs beginning with <https://doi.org>, for sources that have them. Do not include any other URL or permalink for sources with DOIs.

- 7) Digital sources without a DOI end with a URL, the website address starting with <http://> or <https://>. If a URL is not available, such as with Kindle e-books or some streaming services like Audible, end with the name of the service providing access. See examples in the Library's Citing Sources guide, <https://libguides.gcu.edu/CitingSources>.
- 8) DOIs and URLs may not be presented as hyperlinks in notes and bibliography entries; they should be in plain black text. Microsoft Word and other software programs may automatically change URLs to hyperlinks: right-click and choose "Remove Hyperlink" in Word to undo the link formatting.
- 9) Use the stable permalink for sources from the Library without DOIs. See the Library's Permalink guide for how to locate this URL in each resource: <https://libguides.gcu.edu/PersistentLinks>.
- 10) 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. Do not italicize the names of books of or versions of the Bible or Apocrypha.
- 11) Maintain the spelling, punctuation, and hyphenation of titles as in the source. However, change titles in all capitals to upper- and lowercase (except acronyms) and change & to *and*.
- 12) Citations of Bible and Ancient Texts:
 - a) Use the standardized canonical numbering for citations to the Bible and other classical texts rather than page numbers.
 - b) Use a colon between chapter and verse for biblical references and a period for all canonical number references. For example: Rom. 6:4, but Homer, *The Odyssey* 9.266-71.
 - c) If citations for classical works are from modern English translations, the edition must be specified and the normal rules for citing books should be followed.
 - d) 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). Students might also find it helpful to choose a study Bible such as the *NIV Life Application Study Bible* or the *ESV Study Bible*.
 - e) Cite the Bible in text in a parenthetical citation with the abbreviated book name and then chapter and verse, in Arabic numerals, separated by a colon. Include the version acronym in the first citation and each time the cited version changes. 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.

- f) See Appendix B for how to abbreviate each book. Do not abbreviate book names in the text, do use abbreviations in parenthetical citations or footnotes.
- 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. Separate references to subsequent chapters or books with a semicolon. 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) Use a Greek or Hebrew font for words in those language if familiar with them. Otherwise, transliterate Greek or Hebrew using a standard and consistent transliteration style.

Notes:

- 1) Place a superscript note number 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. Superscript note numbers follow the ending mark of punctuation (however, they precede a dash).
- 2) Number footnotes 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. Word will use a superscript number when inserting a footnote. Highlight the number in the footnote and click the superscript option (x2) on the Home menu to switch it to a regular numeral and add a period.
- 3) Include secondary sources (those that quote an original or primary source) only if the original is unavailable. See the example in the section on book citations.
- 4) Notes and bibliographies may also include the original date of publication for works reprinted long after publication, such as modern reprints of classics. See the example in the book section on the GCU Library's Citing Sources in Turabian guide.
- 5) Use separate notes for each quotation; do not use one note for a paragraph containing several quotations.
- 6) After the first full note, short notes are used. Short notes have two formats, depending on how many works by that author or authors you are citing. You must always include the full note the first time a work is cited. For more information on short notes, see the Short Notes section under Examples within this document.

Bibliography Entries:

- 1) In most cases, include only sources that were cited in the paper. You may also include sources that were important to your thinking but which you did not cite in your paper.
- 2) Use the sequence of parts as for the note, but separate parts with periods. Facts of publication do not go in parentheses, and page numbers, if present, encompass the entire work.
- 3) 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 Preparing Annotated Bibliographies in the Student Success Center for formatting guidelines and examples.
- 4) Bibliography entries are arranged alphabetically by author's last name, ignoring spaces, hyphens, and other marks.
- 5) In the case of authors with identical last names, alphabetize by first name.
- 6) If there are two or more 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:

Plotnik, Arthur. *Better Than Great: A Plenitudinous Compendium of Wallopingly Fresh Superlatives*. Berkeley: Cleis Press, 2011.

———. *The Elements of Editing*. New York: Collier Books, 1982.

———. *Spunk and Bite: A Writer's Guide to Bold, Contemporary Style*. New York: Random House, 2007.

- 7) 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 three em dashes in a row, followed by a comma, a space, and *ed.*, *trans.* or *comp.* for works edited, translated, and compiled, respectively, by the same author.
- 8) Do not use a 3-em dash for co-authored works unless all authors are the same. Co-authored books follow edited, translated, and compiled works.

Examples

This is a selection of commonly cited source types, divided by those that require both a note and bibliography entry and sources that may be cited in the notes alone.

Additional examples can be found on the GCU Library's Citing Sources guide. The structure of these examples can also be used to create a format for a source type not included here.

Short Notes

If you've cited a source once via a note and need to cite it again, use a shortened form in your footnote. You must always include the full note the first time a work is cited. Short notes have two formats, depending on how many works by that author or authors you are citing. A short note can be author-only-page number (see Format 1), or author-title-page number (see Format 2). Short Notes Format 2 may be used broadly for all short notes.

Short Notes Format 1:

- If you are only using a single work by an author throughout your paper, the short title may be omitted and Short Notes Format 1 can be used.
- The note format below indicates that a full note would come first, followed by its corresponding short note using Short Note Format 1.

Note Format:

1. Full note
2. Author Last Name, Page number.

Note Example:

1. A. W. Tozer, *The Pursuit of God: The Human Thirst for the Divine* (Camp Hill, PA: Wind Spread, 2006), 60.

- Corresponding short note of the same work:
- 2. Tozer, 61.

Short Notes Format 2:

- When you have two or more works by the same author, include the title in the short note.
- Short titles may have up to four distinct words from the full title. Omit articles such as The or An.
- Titles in italics remain in italics, titles enclosed in quotation marks continue to use quotation marks.
- The note format below indicates that a full note would come first, followed by its corresponding short note using Short Note Format 2.

Note Format:

1. Full note

2. Author Last Name, *Short Title*, Page number.

Note Example:

1. Tolkien, J. R. R., *Beowulf: The Monsters and the Critics* (London: Oxford University Press, 1958) 3.

2. Tolkien, J. R. R., *A Middle English Vocabulary: Designed for Use with Sisam's Fourteenth Century Verse and Prose*, (Oxford: Clarendon Press, 1950) 15.

- Corresponding short notes:

3. Tolkien, *Beowulf*, 5.

4. Tolkien, *Middle English*, 25.

Examples: Notes and Bibliography Entries

Author Names or Organizations as Authors

This pattern applies to all source types with both a note and bibliography entry.

One Author

Note Format:

1. First Name Last Name,

Bibliography Format:

Last Name, First Name.

Two or Three Authors

Note Format:

1. Author 1's First and Last Name and Author 2's First and Last Name,

1. Author 1's First and Last Name, Author 2's First and Last Name, and Author 3's First and Last Name,

Bibliography Format:

Author 1's Last Name, First Name, and Author 2's First and Last Name.

Author 1's Last Name, First Name, Author 2's First and Last Name, and Author 3's First and Last Name.

Four or More Authors

Note Format:

1. Author 1's First and Last Name et al.,

Bibliography Format:

Include all authors.

Organizations as Authors

Use the organization's full name as officially spelled and capitalized. Do not use acronyms unless they are part of the official name, but you may use standard abbreviations such as *Inc.* or *Co.*

Citation Examples: Books and Parts of Books**Book or E-book: First Edition**

- If an 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 Format:

1. Author's First and Last Name, *Title of Book: Subtitle if Present* (Place of Publication: Name of Publisher, year of publication), page(s) cited, URL or Platform for e-books.

Note Example:

1. A. W. Tozer, *The Pursuit of God: The Human Thirst for the Divine* (Camp Hill, PA: Wind Spread, 2006), 60.

Bibliography Format:

Author's Last Name, First Name. *Title of Book: Subtitle if Present*. Place of Publication: Name of Publisher, year of publication. URL or Platform for e-books.

Bibliography Example:

Tozer, A. W. *The Pursuit of God: The Human Thirst for the Divine*. Camp Hill, PA: Wind Spread, 2006.

Book or E-book: Later Edition (not first edition)**Note Format:**

1. Author's First and Last Name, *Title of Book*, edition # ed. (Place of Publication: Name of Publisher, year of publication), page(s) cited, URL or Platform for e-book.

Note Example:

1. Gordon D. Fee, *New Testament Exegesis: A Handbook for Students and Pastors*, 3rd ed. (Louisville: Westminster John Knox Press, 2002), 6-8, <https://ebookcentral-proquest-com.lopes.idm.oclc.org/lib/gcu/detail.action?docID=3416960>.

Bibliography Format:

Author's Last Name, First Name. *Title of Book*. edition # ed. Place of Publication: Name of Publisher, year of publication. URL or Platform for e-book.

Bibliography Example:

Fee, Gordon D. *New Testament Exegesis: A Handbook for Students and Pastors*. 3rd ed. Louisville: Westminster John Knox Press, 2002. <https://ebookcentral-proquest-com.lopes.idm.oclc.org/lib/gcu/detail.action?docID=3416960>.

Book or E-book: Editor and/or Translator in Addition to Author**Note Format:**

1. 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, URL or Platform if e-book.

Note Example:

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

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. URL or Platform if e-book.

Bibliography Example:

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 9th ed. Edited by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, Joseph Bizup, and William T. Fitzgerald. Chicago: University of Chicago Press, 2018.

Chapter in an Edited Book or E-book**Note Format:**

1. 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, URL or Platform if e-book.

Note Example:

1. Lori Cooper, "Academic Integrity," in *Mastering Graduate Studies*, ed. Alexis DiVincenzo (Phoenix: Grand Canyon University, 2014), 59, Adobe Digital Editions PDF.

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. URL or Platform if e-book.

Bibliography Example:

Cooper, Lori. "Academic Integrity." In *Mastering Graduate Studies*, edited by Alexis DiVincenzo, 58-68. Phoenix: Grand Canyon University, 2014. Adobe Digital Editions PDF.

Secondary Source Book Quoting Original Book [only if original source is unavailable]**Note Format:**

1. Original Source Author's First and Last Name, *Title of Book*, edition # ed. (Place of Publication: Name of Publisher, year of publication), page(s) of original as cited by secondary source, quoted in Secondary Source Author's First and Last Name, *Title of Book* (Place of Publication: Publisher, year of publication), page(s) of secondary source cited, URL or Platform if e-book.

Note Example:

1. Jan Vansina, *Art History in Africa* (Oxford, England: Routledge, 1984): 136-8, quoted in Rosalind I. Hackett, *Art and Religion in Africa* (London: Cassell, 1996), 23, <https://ebookcentral-proquest-com.lopes.idm.oclc.org/lib/gcu/detail.action?docID=436003>.

Bibliography Format:

Original Source Author's Last, First Name. *Title of Book*. edition # ed. Place of Publication: Name of Publisher, year of publication, page(s) of original cited by secondary source. Quoted in Secondary Source Author's First and Last Name, *Title of Book* (Place of Publication: Publisher, year of publication). URL or Platform if e-book.

Bibliography Example:

Vansina, Jan. *Art History in Africa*. Oxford, England: Routledge, 1984, 136-8. Quoted in Rosalind I. Hackett, *Art and Religion in Africa* (London: Cassell, 1996). <https://ebookcentral-proquest-com.lopes.idm.oclc.org/lib/gcu/detail.action?docID=436003>.

Foreword, Afterword, or Preface Written by Someone Other Than Author**Note Format:**

1. 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, URL or Platform if e-book.

Note Example:

1. Joseph C. Holbrook, foreword to *Jonah: His Life, Character, and Mission*, by Patrick Fairburn (Grand Rapids, MI: Kregel Publications, 1964), xii.

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. URL or Platform if e-book.

Bibliography Example:

Holbrook, Joseph C. Foreword to *Jonah: His Life, Character, and Mission*, by Patrick Fairburn, xii. Grand Rapids, MI: Kregel Publications, 1964.

Book or E-book as Part of a Series**Note Format:**

1. Author's First and Last Name, *Title of Book*, Title of Series volume number if any (Place of Publication: Name of Publisher, year of publication), page(s) cited, URL or Platform if e-book.

Note Example:

1. Robert E. Webber, *The Services of the Christian Year*, The Complete Library of Christian Worship 5 (Nashville: Star Song Publishing Group, 1994), 171.

Bibliography Format:

Author's Last, First Name. *Title of Book*. Title of Series volume number if any. Place of Publication: Name of Publisher, year of publication. URL or Platform if e-book.

Bibliography Example:

Webber, Robert E. *The Services of the Christian Year*. The Complete Library of Christian Worship 5. Nashville: Star Song Publishing Group, 1994.

Book or E-book as Part of a Commentary Series: Single Volume

- If there are editors, include vol. before a volume number. If there are not, include just the number after the series title without any punctuation between. Series may not have volume numbers.

Note Format:

1. Author's First and Last Name, *Title of Bible Book Commented On*, Title of Commentary, ed. Editor's First and Last Name if Present, vol. volume number if any (Place of Publication: Name of Publisher, year of publication), page(s) cited, URL or Platform if e-book.

Note Example:

1. David L. Turner, *Matthew*, Baker Exegetical Commentary on the New Testament, ed. Robert Yarbrough and Robert H. Stein (Grand Rapids: Baker Academic,

2008), 23, <https://ebookcentral-proquest-com.lopes.idm.oclc.org/lib/gcu/detail.action?docID=3117026>.

Bibliography Format:

Author's Last, First Name. *Title of Book Commented On*. Title of Commentary, edited by First and Last Name of Editor(s), vol. volume number if any. Place of Publication: Name of Publisher, year of publication. URL or Platform if e-book.

Bibliography Example:

Turner, David L. *Matthew*. Baker Exegetical Commentary on the New Testament, edited by Robert Yarbrough and Robert H. Stein. Grand Rapids: Baker Academic, 2008. <https://ebookcentral-proquest-com.lopes.idm.oclc.org/lib/gcu/detail.action?docID=3117026>.

Signed Article or Chapter in Book or E-book as Part of a Commentary:

Multivolume Work

Note Format:

1. Chapter Author's First and Last Name, "Title of Article or Chapter," in *Title of Commentary*, vol. #, *Title of Volume*, ed. First and Last Name of editor(s) (Place of Publication: Name of Publisher, year of publication), page(s) cited, URL or Platform if e-book.

Note Example:

1. Patrick D. Miller, "The Book of Jeremiah: Introduction, Commentary, and Reflections," in *New Interpreter's Bible*, vol. 6, *Introduction to Prophetic Literature, Isaiah, Jeremiah, Baruch, Letter of Jeremiah, Lamentations, Ezekiel*, ed. Leander E. Keck (Nashville: Abingdon, 2001), 577.

Bibliography Format:

Chapter Author's Last, First Name. "Title of Article or Chapter." In *Title of Commentary*, vol. #, *Title of Volume*, edited by First and Last Name of editor(s), inclusive page numbers. Place of Publication: Name of Publisher, year of publication. URL or Platform if e-book.

Bibliography Example:

Miller, Patrick D. "The Book of Jeremiah: Introduction, Commentary, and Reflections." In *New Interpreter's Bible*, vol. 6, *Introduction to Prophetic Literature, Isaiah, Jeremiah, Baruch, Letter of Jeremiah, Lamentations, Ezekiel*, edited by Leander E. Keck, 553-926. Nashville: Abingdon, 2001.

Unsigned Article in Book or E-book as Part of a Commentary

- If there is an individual volume title, use *vol.* before the volume number and include the volume title as in the previous example. Otherwise leave *vol.* out and add the number before the pages.

Note Format:

1. First and Last Name of Editor, ed., "Title of Commentary on Biblical Book," in *Title of Commentary* (Place of Publication: Name of Publisher, year of publication), volume number: page(s) cited, URL or Platform if e-book.

Note Example:

1. F. D. Nichol, ed., "Interpretation of Daniel," in *Seventh-Day Adventist Bible Commentary* (Washington, DC: Review and Herald, 1953-57), 4:54.

Bibliography Format:

Last Name, First Name of Editor, ed. "Title of Commentary on Biblical Book." In *Title of Commentary*, volume number, inclusive page numbers. Place of Publication: Name of Publisher, year of publication. URL or Platform if e-book.

Bibliography Example:

Nichol, F. D., ed. "Interpretation of Daniel." In *Seventh-Day Adventist Bible Commentary*, 4, 53-56. Washington, DC: Review and Herald, 1953-57.

Article or Note in a Study Bible or Other Annotated Works

- When citing a note include n and the note number after the page number. There are no spaces.

Note Format:

1. 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.

Note Example:

1. David L. Petersen, "Ezekiel," in *The HarperCollins Study Bible Fully Revised and Updated: New Revised Standard Version, with the Apocryphal/Deuterocanonical Books*, ed. Harold W. Attridge and Wayne A. Meeks (San Francisco: HarperCollins, 2006), 1096n2.

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.

Bibliography Example:

Petersen, David L. "Ezekiel." In *The HarperCollins Study Bible Fully Revised and Updated: New Revised Standard Version, with the Apocryphal/Deuterocanonical Books*, edited by Harold W. Attridge and Wayne A. Meeks, 1096-167. San Francisco: HarperCollins, 2006.

Classical Work: English Language Translations

Note Format:

1. Author, *Title*, ed. First and Last Name of Editor (if any), trans. First and Last Name of Translator, Title of Collection (if any), vol. # (if any) (Publication Location: Publisher, Year of Publication), page(s) cited, URL or Platform if e-book.

Note Example:

1. Augustine, *On the Trinity*, ed. Philip Schaff, trans. Arthur West Haddan and W. G. T. Shedd, A Select Library of the Nicene and Post-Nicene Fathers, vol. 3 (Edinburgh: T&T Clark, 1887), 19, <https://ccel.org/ccel/schaff/npnf103/npnf103.iv.i.html>.

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. URL or Platform if e-book.

Bibliography Example:

Augustine. *On the Trinity*. Edited by Philip Schaff. Translated by Arthur West Haddan and W. G. T. Shedd. A Select Library of the Nicene and Post-Nicene Fathers, vol. 3. Edinburgh: T&T Clark, 1887.
<https://ccel.org/ccel/schaff/npnf103/npnf103.iv.i.html>.

Citation Examples: Periodicals

Journal Article

- Omit issue number or volume number if not present.
- Issue numbers always follow the abbreviation *no.* in both notes and bibliographies.

Note Format:

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

Note Example:

1. Katie Greer and Shawn McCann, "Everything Online Is a Website: Information Format Confusion in Student Citation Behaviors," *Communications in Information Literacy* 12, no. 2 (September 2018): 152,
<https://doi.org/10.15760/comminfolit.2018.12.2.6>.

Bibliography Format:

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

Bibliography Example:

Greer, Katie, and Shawn McCann. "Everything Online Is a Website: Information Format Confusion in Student Citation Behaviors." *Communications in Information*

Literacy 12, no. 2 (September 2018): 150-65.
<https://doi.org/10.15760/comminfolit.2018.12.2.6>.

Magazine Article

Note Format:

1. Author's First and Last Name, "Title of Article," *Magazine Name*, Month Day, Year, page number cited and/or URL/Permalink if online.

Note Example:

1. David Neff, "The Roar of Worship," *Christianity Today*, May 1, 2014, 28,
<https://lopes.idm.oclc.org/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=rfh&AN=ATLA0001981046&site=eds-live&scope=site&custid=s8333196&groupid=main&profile=eds1>.

Bibliography Format:

Author's Last Name, First Name. "Title." *Magazine Name*, Month Day, Year. URL or Permalink if online.

Bibliography Example:

Neff, David. "The Roar of Worship." *Christianity Today*, May 1, 2014.
<https://lopes.idm.oclc.org/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=rfh&AN=ATLA0001981046&site=eds-live&scope=site&custid=s8333196&groupid=main&profile=eds1>.

Citation Examples: Government Documents

Congressional Report

- Include the name of the committee or subcommittee if other than a full chamber.
- Pay close attention to what abbreviations are included, such as "sess." and "pt." by comparing the format and examples.

Note Format:

1. Committee Name if Relevant, Title, Congress # Cong., session # sess., year, S. or HR. Rep. report # pt. part #, page(s) cited, URL if online.

Note Example:

1. Select Committee on Homeland Security, Homeland Security Act of 2002, 107th Cong., 2d sess., 2002, HR. Rep. 107-609, pt. 1, 11-12.

Bibliography Format:

US Congress, House or Senate. Title. Congress # Cong., session # sess., year. S. or HR Rep. report #. URL if online.

Bibliography Example:

US Congress, House. Homeland Security Act of 2002. 107th Cong., 2d sess., 2002. HR Rep. 107-609.

Unenacted Bill and Resolutions

- Cite enacted legislation in notes only as a statute. The *Congressional Record* is published daily online.

Note Format:

1. Title of Bill or Resolution, S. or H. Res. bill or resolution #, Congress # Cong., session # sess., *Congressional Record* volume #, daily ed. (Month Day, Year): page(s) cited, URL.

Note Example:

1. Food and Security Act of 1985, H. Res. 2100, 99th Cong., 1st sess., *Congressional Record* 131, daily ed. (October 8, 1985): H8485, <https://www.congress.gov/bound-congressional-record/1985/10/08>.

Bibliography Format:

US Congress. House or Senate. Title of Bill. S. or H. Res. bill or resolution #. Congress # Cong., session # sess. *Congressional Record* volume #, daily ed. (Month Day, Year): inclusive page numbers. URL.

Bibliography Example:

US Congress. House. Food and Security Act of 1985. H. Res. 2100. 99th Cong., 1st sess. *Congressional Record* 131, daily ed. (October 8, 1985): H8353-H8486. <https://www.congress.gov/bound-congressional-record/1985/10/08>.

Publications of Government Departments and Agencies**Note Format:**

1. Department or Agency Name, *Title of Document*, ed. First Name Last Name [if named], Document ID Numbers or Identifiers [if any], Month Day, Year, URL if online.

Note Example:

1. US Department of Health and Human Services, Center for Faith and Opportunity Initiatives, *Faith and Community Roadmap to Recovery Support: Getting Back to Work*, March 2020, <https://www.hhs.gov/sites/default/files/faith-community-roadmap-to-recovery-support-march2020.pdf>.

Bibliography Format:

Agency Name. *Title of Document*. Edited by First Name Last Name [if named]. Document ID Numbers or Identifiers. Month Day, Year. URL if online.

Bibliography Example:

US Department of Health and Human Services, Center for Faith and Opportunity Initiatives. *Faith and Community Roadmap to Recovery Support: Getting Back to Work*. March 2020. <https://www.hhs.gov/sites/default/files/faith-community-roadmap-to-recovery-support-march2020.pdf>.

Historical or Archival Publications and Documents

- The following example is for After Action Reports, but the general format can be used for most scanned archival documents.
- If you cite multiple documents from the same collection, give each one a note but you may use a single bibliography entry for the collection as a whole.
- Include as much information as possible, but elements may be missing.

Note Format:

1. Agency, Divisions if any, *Title of Document*, by Authors if any, report number or other identification, date, page number, Archive name, location and/or URL for digital.

Note Examples:

1. Navy Department, Bureau of Ships, Preliminary Design Section, *U.S.S. Helena (CL50) Loss in Action: Kula Gulf, Solomon Islands*, War Damage Report No. 43, July 6, 1943, 2, Navy Department Library, Washington, D.C., <https://www.history.navy.mil/research/library/online-reading-room/title-list-alphabetically/w/war-damage-reports/uss-helena-cl50-war-damage-report-no43.html>.

1. US Army, 36th Infantry Division, 141st Infantry Regiment, *Operations in Italy: Part I, Section 1 Regimental History*, by Robert Dieterle, Annex no. 6, June, 1944, 3, Texas Military Forces Museum, Austin, <https://secureservercdn.net/50.62.194.59/385.ede.myftpupload.com/wp-content/uploads/2014/11/141aar-June-to-September-1944.pdf>.

Bibliography Format:

Agency, Divisions. *Title of Document*, by Authors if any. Report number, date. Archive, location if possible. URL.

Bibliography Examples:

Navy Department, Bureau of Ships, Preliminary Design Section. *U.S.S. Helena (CL50) Loss in Action: Kula Gulf, Solomon Islands*. War Damage Report No. 43, July 6, 1943. Navy Department Library, Washington, D.C. <https://www.history.navy.mil/research/library/online-reading-room/title-list-alphabetically/w/war-damage-reports/uss-helena-cl50-war-damage-report-no43.html>.

US Army, 36th Infantry Division, 141st Infantry Regiment. *Operations in Italy: Part I, Section 1 Regimental History*, by Robert Dieterle. Annex no. 6, June, 1944. Texas Military Forces Museum, Austin. <https://secureservercdn.net/50.62.194.59/385.ede.myftpupload.com/wp-content/uploads/2014/11/141aar-June-to-September-1944.pdf>.

Citation Examples: Papers and Lectures

Dissertation or Thesis, Published or Unpublished

Note Format:

1. Author's First and Last Name, "Title of Dissertation" (PhD diss. or master's thesis, Name of Institution, Year), page(s) cited, URL if online.

Note Example:

1. Robert Prescott-Ezickson, "The Sending Motif in the Gospel of John: Implications for Theology of Mission" (PhD diss., Southern Baptist Theological Seminary, 1986), 76-80.

2. Prescott-Ezickson, "Sending Motif," 81.

3. Prescott-Ezickson, 81.

Bibliography Format:

Author's Last, First Name. "Title of Dissertation." PhD diss., or master's thesis, Name of Institution, Year. URL if online.

Bibliography Example:

Prescott-Ezickson, Robert. "The Sending Motif in the Gospel of John: Implications for Theology of Mission." PhD diss., Southern Baptist Theological Seminary, 1986.

Lecture: Live

Note Format:

1. Presenter's First and Last Name, "Title of Paper or Lecture" (lecture, Name of Meeting or Institution, Location, Month Day, Year).

Note Example:

1. Teresa Copeland, "(Role)Playing with History" (lecture, GAME: Gaming as Meaningful Education Symposium, Rochester, NY, September 24, 2016).

Bibliography Format:

Presenter's Last Name, First Name. "Title of Paper or Lecture." Lecture. Name of Meeting or Institution, Location, Month Day, Year.

Bibliography Example:

Copeland, Teresa. "(Role)Playing with History." Lecture. GAME: Gaming as Meaningful Education Symposium, Rochester, NY, September 24, 2016.

Citation Examples: Media

Movies, Television, or Radio

- Producing, writing, and acting contributors can also be included following the director if significant. The second movie example demonstrates the formatting for this additional information.

Note Formats:

1. *Title of Movie*, directed by First Last Name of Director (Name of Production or Distribution Company, Year movie was released), Medium if needed, Timecodes in H:MM:SS, URL if online.

1. *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, Medium if needed or URL.

1. "Title of Radio Episode," hosted by First and Last Name of Host, *Name of Radio Show*, on Radio Station or Network, Month Day, Year, URL if online.

Notes for Movie:

1. *It's a Wonderful Life*, directed by Frank Capra (1946; Liberty Films, 2006), DVD 1:12:32.

- The 1946 date at the start is when the film was first released. 2006 is the publication date of the DVD version.

1. *The Book of Daniel*, directed by Anna Zielinski, screenplay by Chuck Konzelman and Cary Solomon, featuring Robert Miano and Lance Hendriksen (Pure Flix Entertainment, 2013), <http://www.netflix.com>.

Note for Television Broadcast:

1. *The Bible*, season 1, episode 2, "Exodus," directed by Crispin Reece, aired March 3, 2013, on The History Channel, <https://play.history.com/>.

Note for Radio Broadcast:

1. "The Confident Promise of Grace," hosted by David Jeremiah, *Turning Point*, on FaithTalk1360, August 22, 2014.

Bibliography Formats:

Title of Movie. Directed by First Last Name of Director. Film Studio, Year. Full run time as # hr., # min. Medium or URL if online.

Title of TV Show. Season #, episode #, "Episode Title." Directed by First Last Name of Director. Aired Month Day, Year, on Network. Medium or URL if online.

Radio Show. "Episode Title." Hosted by First and Last Name of Host. Aired Month Day, Year, on Network. Medium or URL if online.

Bibliography Examples:

It's a Wonderful Life. Directed by Frank Capra. Liberty Films, 1946/2006. 2 hr., 10 min.

DVD.

Book of Daniel, The. Directed by Anna Zielinski. Pure Flix Entertainment, 2013. 1 hr., 30 min. <http://www.netflix.com>.

Bible, The. Season 1, episode 2, "Exodus." Directed by Crispin Reece. Aired March 3, 2013, on The History Channel. <https://play.history.com/>.

Turning Point. "The Confident Promise of Grace." Hosted by David Jeremiah. Aired August 22, 2014, on FaithTalk1360.

Music/Sound Recording

- Include as much information as required to clearly identify the recording or to include material relevant to your discussion such as composers. Track number and album name may be left off for streaming singles, and recordings may be cited as a whole. See additional examples on the GCU Library's Citing Sources guide.

Note Format:

1. First and Last Name of Recording Artist, "Title of Song," recorded Month Day, Year, track # on *Album*, Recording Company, Copyright Year if Different, Medium, URL or Service Name if online.

Note Example:

1. Hillsong United, "Oceans (Where Feet May Fail)," recorded February 26, 2013, track 4 on *Zion*, Hillsong Music, MP3, <http://www.amazon.com/Oceans-Where-Feet-May-Fail/dp/B00B9ZI5PC>.

Bibliography Format:

Artist Name. "Song Name." Recorded Month Day, Year. Track # on *Album Title*. Record Label. Medium or format. URL or Service Name if online.

Bibliography Example:

Hillsong United. "Oceans (Where Feet May Fail)." Recorded February 26, 2013. Track 4 on *Zion*. Hillsong Music. MP3. <http://www.amazon.com/Oceans-Where-Feet-May-Fail/dp/B00B9ZI5PC>.

Published Interviews

- Interviews generally follow the format of the source type (magazine, video, radio, etc.), except the interviewee's name is used as author and the interviewer's name appears after the title, like an editor or translator.
- The note may start with the title if the interviewee's name is present in it.

Note Format:

1. Interviewee's First and Last Name, "Title," interview by Interviewer's First and Last Name, *Publication Title*, Month Day, Year, URL if online.

Note Example:

1. "Five Questions with Dr. Kale Gober: Vice President of Advancement," interview by Rick Vacek, *GCU Magazine*, August 2020, <https://indd.adobe.com/view/f4094517-4d54-45aa-b34f-595516349ccd>.

Bibliography Format:

Interviewee's Last Name, First Name. "Title." Interview by Interviewer First and Last Name. *Publication Title*, Month Day, Year. URL if online.

Bibliography Example:

Gober, Kale. "Five Questions with Dr. Kale Gober: Vice President of Advancement." Interview by Rick Vacek. *GCU Magazine*, August 2020. <https://indd.adobe.com/view/f4094517-4d54-45aa-b34f-595516349ccd>.

Examples:

Notes Only & Parenthetical Citation Source Types

- Some source types need only be cited in notes or in the text as parenthetical citations and are not included in the bibliography, unless they will be cited frequently or are a critical part of your argument.
- Parenthetical citations are part of the body text. Place them at the end of the sentence, before ending punctuation.

Citation Examples with Parenthetical Citation

Bible

- The version is only needed in the first citation or if versions are changed. You may also mention the version you will use throughout in a footnote on the first citation, i.e., "1. ESV is used in this paper unless otherwise noted."

Format for Parenthetical Citation:

(Abbreviation for Book Chapter #:Verse #(s) [Abbreviation for Version]).

Example Parenthetical Citation:

(Isa. 43:1-7 [ESV]).

Personal Communication

- Cite most personal communication—direct messages, emails, private posts—in text with a parenthetical citation. The information may also be incorporated into the text without citation.

Format for Parenthetical Citation:

(Conversation participants, Medium of communication, Month Day, Year)

Example Citation:

(Jane Doe to author, Twitter direct message, May 1, 2021)

In a conversation through Twitter direct message on May 1, 2021, Jane Doe confirmed that...

Citation Examples: Sources Cited Only in Notes

Classical Work: Primary Source

Note Format:

1. Author, *Title* Section number numerals and letters.

Note Example:

1. Augustine, *De Doctrina Christiana* 4.2.3.

Newspaper or News Website Article

Note Format:

1. Author's First and Last Name, "Article Title," *Newspaper Name*, Month Day, Year, Edition if relevant, URL or Permalink if online.

Note Example:

1. Harry Bruinius, "Respect: Is It the Glue a Polarized Nation Needs?" *Christian Science Monitor*, May 5, 2021, <https://lopes.idm.oclc.org/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=150134107&site=ehost-live&scope=site&custid=s8333196&groupid=main&profile=ehost>.

Well-Known Reference Works

- Cite entries in less well-known or specialized reference works using the chapter in an edited book format.

Unsigned Entry in a Well-Known Reference Work

- 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."
- For online reference works, include an access date if the work is undated and continuously updated, as in the *Merriam-Webster* example below. If an edition or publication is listed, include it and omit the access date.

Note Formats:

1. *Reference Work's Title*, edition # ed., s.v. "entry."
1. *Reference Work's Title*, s.v. "entry," accessed Month Day, Year, URL.

Note Examples:

1. *The Macmillan Dictionary of the Bible*, 2nd ed., s.v. "faith."
2. *Macmillan Dictionary*.

1. *Merriam-Webster Dictionary*, s.v. "theophany," accessed May 10, 2021, <https://www.merriam-webster.com/dictionary/theophany>.

Signed Article Entry in a Well-Known Reference Work:

Note Format:

1. Author's First and Last Name, "Article Title," in *Reference Work's Title*, edition # ed.

Note Example:

1. Stanley D. Walters, "Jacob Narrative," in *The Anchor Bible Dictionary*, 3rd ed.

Course Documents

- Include an author's name if present, otherwise begin with the title. Most course materials should be cited only in notes and will not have an author. Include as much of a date as given.

Note Format:

1. Individual Author's First and Last Name, "Title of Document," (document type, Course, Grand Canyon University, Month Day, Year), URL.

Note Example:

1. "Topic 1 Overview: Being a Graduate Student at GCU," (PDF document, UNV-505: Introduction to Graduate Studies in Ministry and Theology, Grand Canyon University, 2021), <https://halo.gcu.edu/>.

Statutes

- Statutes may be cited in notes to the *Statutes at Large*, the *US Code*, or by Public Law. Include NexisUni permalinks, or the URL of another official source, for digital editions.

Note Format:

1. Title of Statute, Public Law #, *US Statutes at Large* volume # (year): page(s) cited, codified at *US Code* volume # (year), §§ section # et seq., URL if online.

Note Examples:

1. Homeland Security Act of 2002, Public Law 107-296, *US Statutes at Large* 116 (2002): 2163-64, codified at *US Code* 6 (2002), §§ 101 et seq.

2. Homeland Security Act, 2165.

1. Internal Revenue Services Act of 1954, *US Code* 26 (2021), §§ 1402 et seq., <https://advance-lexis-com.lopes.idm.oclc.org/api/permalink/95a8d1d3-ebcd-4e7a-bba1-13454a81b170/?context=1516831>.

Legal Cases

Note Format:

1. *Full Case Name*, volume # Abbreviation for reporter (publication documenting legal decisions), opening page # of the decision, actual page cited (Abbreviated Name of the Court [if not in reporter name] and year), URL or Database permalink.

Note Example:

1. *Winter v. NRDC, Inc.*, 129 S. Ct. 365 (2008),
<https://www.supremecourt.gov/opinions/08pdf/07-1239.pdf>.

Unpublished Interviews

Note Format:

1. First and Last Name of Person Interviewed, interview by Interviewer's Full Name or author, Location of Interview, date of interview.

Note Example:

1. Jane Lope, interview by author, Phoenix, August 13, 2020.

Website Articles

- Do not cite as a website article sources that should be cited as something else, such as a magazine article, reference work, or publication by a government agency. News websites use the newspaper format.
- Generally, cite website articles only in notes unless critical to your argument or frequently cited.
- List a date of access if the site is undated, but use the timestamped, archived versions of pages such as wikis. Include the phrase "Last modified" before the date if the site states it is a revised/modified/updated date.

Note Format, Authored Article with No Date:

1. Author's First and Last Name, "Title of Article," Title of the Website, Owner of Site if not same as title, accessed Month Day, Year, URL.

Note Example, Authored Article with No Date:

1. David Allred, "The Platonic Foundation of The Great Divorce," Into the Wardrobe—a C. S. Lewis Website, John Visser, accessed May 10, 2021,
<http://cslewis.drzeus.net/papers/platonic.html>.

Note Format, No Author with Date:

1. "Title of Article," Title of Website, Owner of Site if not same as title, Month Day, Year, URL.

Note Example, No Author with Date:

1. "The Baptist Faith and Message 2000," Southern Baptist Convention, 2000, <https://bfm.sbc.net/bfm2000/>.

Bibliography Format:

- If you need to include a source without an author in a bibliography, start with the website name or the name of the sponsor or owner.

Website Owner's Name. "Title of Article." Site Name. Month Day, Year or Accessed Month Day, Year. URL.

Bibliography Example:

Grand Canyon University Library. "What Is a 'Scholarly' Source?" Evaluating Sources. Accessed May 10, 2021. <https://libguides.gcu.edu/EvaluatingSources>.

Images, Artwork, Photograph, or Graphic Art

- If date of creation is approximate, use *ca.* (circa) before it.
- Use accessed dates for undated material online.
- Images reproduced in your paper require a figure caption instead of a note.

Note Format:

1. Name of Artist, *Title of Artwork/Photograph*, date of creation, medium, location of original, URL.

1. Name of Creator [when possible], "title or caption," date of creation if stated, type of graphic or medium, *Source* or Website Name, date of source if present, accessed date if no other dates, URL.

Note Examples for Images/Artwork/Photographs:

1. Michelangelo, *Creation of Adam*, 1508-12, fresco, Sistine Chapel, Vatican, <http://www.italianrenaissance.org/michelangelo-creation-of-adam/>.

1. Annie Griffiths Belt, *Jerusalem's Dome of the Rock*, ca. 2014, photograph, *National Geographic*, <http://travel.nationalgeographic.com/travel/countries/israel-guide/>.

Note Examples for Graphic Art:

1. Dapa Images, "Business Chart," clipart, Canva, accessed May 6, 2021, <https://www.canva.com/>.

1. "An American Presbyterian Family Tree," chart, *Chronological and Background Charts of Church History*, 2018, https://lopes.idm.oclc.org/login?url=https://search.credoreference.com/content/entry/zoncabcc/an_american_presbyterian_family_tree/0?institutionId=5865.

Streaming Media, Videos, or Podcasts

Note Format:

- Include additional information, such as producers, directors, or a series name, as relevant.

1. First and Last Name of Author/Main Figures, "Title of Video or Podcast," production information, Month Day, Year, medium, timestamp if needed, URL.

Note Examples for Videos/Podcasts:

1. Grand Canyon University, "Welcome to Grand Canyon University," August 11, 2014, video, <https://www.youtube.com/watch?v=yiq3KVTsHDo>.

1. Rick Warren, "Employing Your Experiences - Part Two," May 10, 2021, in *Pastor Rick's Daily Hope*, podcast, MP3 audio, <https://www.oneplace.com/ministries/daily-hope/>.

Blogs

- If title does not have "blog" in it, you may add (*blog*) after the title to make it clear.

Note Example Format:

1. Author's Name, "Title of Entry," *Title of Blog* (blog), Publication if present, Month Day, Year posted, URL.

Note Example for Blog Post:

1. Scott Higa, "#914—Marriage and Baptism," *The Christian Nerd: Nerd Culture from a Christian Perspective and Vice Versa* (blog), August 21, 2014, <http://thechristiannerd.com/2014/08/21/914-marriage-and-baptism/>.

Discussion Groups

Note Format:

1. Correspondent's Name, post to "Title of Forum Subject," Name of Forum, Month Day, Year (time of message or post), URL.

Note Example for Discussion Groups:

1. John Doe, post to "Spiritual Formation," BIB-610 Topic 1 Discussion Forum, May 3, 2021 (10:15 p.m. PT), <https://halo.gcu.edu/>.

Appendix A: Capitalization of Biblical and Religious Words

Aaronic priesthood	of writings)	Bridegroom, the (Christ)
Aaronide (geneology of Aaron)	Arabah	bride of Christ (the church)
Abba	Aramaean	brotherhood of man
abomination of desolation	archangel (but Archangel Michael)	bullae (pl. <i>bullae</i>)
Abrahamic covenant	archbishop of Canterbury (<i>but</i>	burning bush, the (Ex. 3)
Abyss, the	Archbishop Smith)	burnt offering
Achaemenid	ark, the (Noah's)	call of Amos, etc.
Adapa	ark of the covenant	Calvary
Adonai	ark of the testimony	Calvinist(ic), -ism
advent, the	Arminian(-ism)	Canon, the (Scripture)
Advent season	ascension, the	canonical
Advocate, the	Ascension Day	Canonical Epistles, the (James,
Agabah	Athanasian Creed	et al.)
Agape	atheism, -ist	canon of Scripture, the
Age (eras, such as Bronze Age)	atonement, the	captivity, the (of the Jews)
age of grace	Atonement, the Day of	catechumen
agnosticism	Augsburg Confession	catholic (universal)
Ahram Inscription	Baal	Catholic church, a (the building)
Akhetaten (Tell el-Amarna)	baalism	Catholic Church, the (the Roman
Almighty, the	babe in the manger, the	Catholic Church)
almighty God	baby Jesus, the	Catholic Epistles (or Letters)
Alpha and Omega (Christ)	Babylonian captivity (Jews)	Catholicism (faith)
amillennial(-ism)(-ist)	Babylonian Empire	Celestial City (abode of the
ancient Near East(ern)	baptism	redeemed)
Ancient of Days, the (God)	baptism, the (of Christ)	century (the first century)
angel (cap if theophany)	Baptist, the (John the Baptist)	cereal offering
angel Gabriel, the	battle of Armageddon (final battle)	charismatic
angel of the Lord (cap if	Beast, the (Antichrist)	charismatic church
theophany)	beatification	charismatic movement
annunciation, the (the event)	beatific vision (theology)	cherub(im)
Annunciation, the (the holiday)	beatitude, a	chief priest
Anointed, the (Christ)	Beatitudes, the	Chief Shepherd (Christ)
Anointed One, the (Christ)	bedouin (sing. and pl.)	child Jesus
anointed Savior	Beelzebub	children of Israel
ante-Christian	Beelzebul	chosen people (Jews)
antediluvian	Begaa	Christ
ante-Nicene fathers	Being (God)	Christ child
anti-Catholic	Beloved Apostle, the	christen(ing)
antichrist (the general spirit)	Ben Sira	Christian (n. and adj.)
Antichrist (the person)	Ben-hadad	Christian Era
anti-Christian	Benedictus (Song of Zechariah)	christianize, -ization
antichurch	betrayal, the	Christianlike
anti-God	Bible, the	Christian socialism
antilegomena	Bible Belt, the	Christ-like
antimonarchic	Bible school	Christmas Day
anti-Semitism	biblical	Christmas Eve
anti-Trinitarian	bidding prayer	christocentric
Apocalypse, the (Revelation of	bishop of Rome (<i>but</i> Bishop Jones)	christological
John)	Black Obelisk	Christology
apocalyptic	blessed name (Christ)	christophany
Apocrypha, the	Blessed Virgin	Chronicler, the
Apocryphal	Blessing of Moses	church, the (body of Christ)
Apology of Hattusilis	blood of Christ	church (building)
Apostle Paul (but Paul the apostle,	body, the (of Christ)	church (service)
etc.)	body of Christ (the church)	church age
apostles, the	Book, the (Bible)	church and state
Apostles' Creed, the	book of Genesis (etc.)	church father(s) (but Fathers of the
Apostle to the Gentiles (Paul)	Book of Life (book of judgment)	church)
apostolic	book of the covenant	church in America
apostolic age	book of the law	church invisible
apostolic benediction (2 Cor. 13)	Book of the Twelve, the	church militant
apostolic council (Acts 15)	Book of Truth	Church of England
apostolic faith	boy Jesus, the	Church of Rome
apostolic fathers (the men)	brazen altar	church triumphant
Apostolic Fathers, the (the corpus	Bread of Life (Bible or Christ)	church universal

City of David	Divine King	false christs
city of God	Divine Liturgy (Eucharist, Eastern Orthodox)	False Prophet (of Revelation)
Classical Arabic	divine office (canonical hours)	false prophet(s)
Code of Hammurabi	Divine Providence (God)	Farewell Discourses (John)
College of Cardinals	divine providence (God's providence)	Father (God)
Comforter, the (Holy Spirit)	Divine Warrior	fatherhood of God
commandment (first, etc.)	Divinity, the (God)	Father of Lies (Satan)
Commandments, the Ten	divinity of Christ, the	Fathers, the (fathers of the church)
Communion (sacrament)	doctor(s) of the church	fathers of the church, the
compline	Door, the (Christ)	Feast (meaning Passover)
confirmation	doxology	Feast of Pentecost (etc.)
coregency	Dragon, the (Satan)	Feast of Tabernacles
Council of Trent	Dynasty (as in 18 th Dynasty)	Fertile Crescent
Counselor, the (Holy Spirit)	early church	fertility god(dess)
Counter-Reformation	early church fathers	Festival of Passover (etc.)
covenant, the (old, new)	<i>Early Church Fathers</i> (title of work)	first Adam, the
Covenant Code (Exod. 21-23)	Eastern church	first advent
covenant of grace	Eastern Orthodox church, an (a building)	Firstborn, the (Christ)
covenant of the Lord, the	Eastern Orthodox Church, the	firstborn Son of God
covenant of works	Eastern religions	First Cause, the
creation, the	Eastern Rites	First Estate (Second Estate, etc.)
Creation Epic	Easter Sunday	First Evangelist
Creator, the	ecumenism, -ical	firstfruits
creator God, the	Eden	first person of the Trinity
creed, the (Apostles' Creed)	Eighteen Benedictions	First Vatican Council (1869-70)
cross, the (both the wooden object and the event)	El	flood, the
crown	elect, the; God's elect	footwashing
crown prince	Eleven, the	Former Prophets
Crucified One, the	Elohim	four evangelists, the
crucifixion, the	Elohist source	Four Gospels, the
crucifixion of Christ, the	El Shaddai	Fourth Gospel, the
Crusades, the	Emmaus road	free will
cupbearer	emperor, but Emperor Constantine	Friend (Quaker)
curse, the	empire, the	fundamentalist(s), -ism
Daniel's Seventieth Week	Empire, (Babylonian, Roman, etc.)	fundamentals of the faith
Davidic covenant	end-time (adj.)	Galilean, the (Christ)
Davidic law	end time(s), the	garden, the (Eden or Gethsemane)
day hours (first seven canonical hours)	Enemy, the (Satan)	garden of Eden
Day of Atonement	enemy, the (satanic forces)	garden of Gethsemane
day of grace	Epiphany	<i>gehenna</i>
day of judgment	epistle (John's epistle, etc.)	Gemara
day of Pentecost	epistle to the Romans	gемatria
day of the Lord	Epistles, the (NT apostolic letters)	General Epistles (or Letters)
Dead Sea Scrolls	Epistles, Paul's (etc.)	Gentile, a (distinguished from Jew)
Decalogue (Ten Commandments)	eschatology, -ical	Gentile laws
Defender (God)	Eternal, the (God)	Gloria Patri
deism, -ist	Eternal City, the (Rome)	gnosis
Deity, the	eternal God, the	gnostic (generic)
deity of Christ	eternal life	Gnostic(ism) (specific sect)
deluge, the (the flood)	eternity	god (pagan)
demiurge	Eucharist	God (Yahweh)
demon(ic)	eucharistic	God Almighty
demotic	Evangel (any of the four Gospels)	God-given
deuterocanonical	evangelical (adj.)	Godhead (essential being of God)
Deuteronomic	evangelicals, -ism	godhead (godhood or godship)
deuteropauline	evangelist (John the; the fourth, etc.)	godless
devil, a	evangelist (someone who evangelizes or a gospel writer)	godlike
Devil, the (Satan)	evensong	godly
Diaspora (the event and the people)	Evil One, the (Satan)	God-man
diglot	exile, the	God Most High
disciples	exodus, the (from Egypt)	godsend
dispensation(alism)(alist)	extrabiblical	God's house
dispensation of the Law	extreme unction	Godspeed
dispersion, the	faith, the (Christianity)	God's Son
divided kingdom	faith healing	God's Spirit
divine	fall, the	God's word (his statement or promise)
Divine Doctor (Christ)	fall of humanity	God's Word (the Bible)
Divine Father (God)	fall of Jerusalem	godward
divine guidance		golden calf, the
		golden candlesticks, the
		Golden Rule, the

Good Book, the (Bible)	Holy Ghost (<i>prefer</i> Holy Spirit)	King James Version
Good Friday	Holy God (<i>but</i> a holy God)	King of Glory (Christ)
good news, the	Holy Grail	King of kings (Christ)
Good Samaritan, the (<i>but</i> the parable of the good Samaritan)	Holy Land (Palestine)	kingship of Christ
Good Shepherd (Jesus)	Holy of Holies	kinsman-redeemer
good shepherd, the parable of the gospel (the Christian message)	holy oil	<i>koinonia</i>
gospel (John's gospel, etc.)	Holy One, the (God, Christ)	Koran, Koranic (<i>prefer</i> Qur'an)
Gospel of Matthew	holy order(s)	Lady, our
Gospels, the (division of the Canon)	Holy Place	lake of fire
gospel singer	Holy Roman Empire	Lamb, the (Christ)
gospel truth	Holy Saturday	Lamb of God
grain offering	Holy Scriptures	Lamb's Book of Life
Great Awakening, the	Holy See	land of Canaan
Great Commandment, the	Holy Spirit	Land of Promise
Great Commission, the	Holy Thursday	last day(s), the
Great High Priest, the	Holy Trinity	last judgment, the
great judgment, the	holy war	last rites
Great Physician, the	holy water	Last Supper, the
Great Schism (of 1054)	Holy Week (before Easter)	Latin Rite
Great Shepherd, the	Holy Writ (Bible)	Latter Prophets, the
great tribulation, the	homologoumena	lauds
great white throne, the	house of David	laver
Ground of Being	house of the Lord	law (as opposed to grace)
Guide, the (Holy Spirit)	humanity	Law, the (Pentateuch)
guilt offering	<i>imago Dei</i>	Lawgiver (God)
Hades (Greek mythology)	immaculate conception, the	law of Moses
hades (hell)	Immanuel	Lent(en)
Haggadah	incarnation, the	Letter to the Galatians (etc.)
hagiographa	incarnation of Christ	Letters, the
Hail Mary	Indo-European	Levant, the
halakah	infancy gospels, the	Levantine
Hallel	infant Jesus, the	Leviathan
hallelujah	Inklings, the (Lewis, Tolkien, et al.)	Levite
Hanukkah (Feast of the Dedication)	inner veil	Levitical
Hasidic	Intercessor, the (Christ)	Levitical decrees
Hasidim	intertestamental	Light (Truth or Christ)
Head, the (Christ, head of the church)	Isaian or Isaianic	Light of the World (Christ)
heaven (abode of the redeemed)	Jacobian	Litany, the (Anglican)
heavenly Father	Jacob's trouble	living God
Hebraism	Jehovah	living Word, the (Bible)
Heidelberg Catechism	Jehovah's Witness	loanword
<i>Heilsgeschichte</i>	jeremiad	Logos, the
hell	Jeremian or Jeremianic	Lord, the
Hellenism (-istic)	Jesus Prayer, the	Lord Almighty, the
hellenize	Jewish Feast (Passover)	Lord of Hosts
henotheism	Jewish New Year (Rosh Hashanah)	Lord of lords
Heptateuch	Jewish War	Lord's Anointed, the (Christ)
Herodian	Johannine	Lord's anointed Savior, the (Christ)
Herod's temple	John the Baptist	Lord's Day, the
Hexaemeron	John the Beloved	lordship of Christ
Hexapla	John the Evangelist	Lord's Prayer, the
high church	Jordan River (<i>but</i> the river Jordan)	Lord's Supper, the
high priest, a	Jubilee (year of emancipation)	Lord's Table, the
High Priest, the (Christ)	Jubilee Year	lordship
High Priestly Prayer, the	Judaic	lordship of Christ
Historical Books, the (of Bible)	Judaism, -ist, -istic	Lost Tribes
Hittite Law Code	Judaize, Judaizer	lost tribes of Israel
holiness	Judean	Love Chapter, the (1 Cor. 13)
Holiness Code (Lev. 17-26)	Judeo-Christian	low church
Holiness Movement, the	judges, the	Lucifer (Satan)
Holy Bible	judgment day	Lukan
Holy Book (Bible)	judgment seat of Christ	Ma'at
Holy City	Kabbalah	Maccabean
Holy Communion	Kaddish	magi
holy day of obligation (Roman Catholic)	kerygma	Magnificat, the ("Song of Mary")
Holy Eucharist	King (God or Jesus)	Majority Text
holy family	King Herod (etc.)	Major Prophets, the (div. of OT)
Holy Father (pope)	kingdom, the	major prophets (people)
	kingdom age	Maker, the (God)
	Kingdom of God/heaven	mammon (cap for the god)
	kingdom of Israel	Man, the (Jesus)
	kingdom of Satan	Man of Sin (Satan)

Man of Sorrows	Nonconformism, -ist	Pharisee
Manichaen	none (canonical hour)	Pilgrim Fathers
Markan or Marcan	non-Pauline	pilgrim festivals
Masorah	northern kingdom	Pilgrims, the
Masoretes	Nunc Dimittis	pillar of cloud
masoretic (but Masoretic Text)	Old City (part of modern	pillar of fire
Mass, the (liturgy of the Eucharist)	Jerusalem)	Poetical Books, the
Master, the (God)	old covenant (OT)	pope, the
matins	Old Testament	Pope John XXIII
matrimony (sacrament)	Olivet Discourse	postbiblical
Matthean	Omega, the	post-Christian
Mediator, the (Christ)	omnipotence of God	postexilic
medieval	Omnipotent, the	postmillennial(ism)(ist)
menorah	One, the (<i>but</i> the one true God	postmodern
mercy seat	<i>and</i> God is the one who . . .)	post-Nicene fathers
merkabah	Only Begotten, the	pre-Christian
messiah, a (in general)	only begotten of the Father	predestination
Messiah, the (Christ)	only begotten Son of God	premillennial(ism)(ist)
messiahship	orders (sacrament)	pretribulation(al)
messianic age	Orient	priesthood of Christ
Middle Ages	oriental	prime (canonical hour)
midtribulation(al)	original sin	Prime Mover
millenarian(ism)(ist)	Orthodox(Judaism; Eastern Orthodox)	Prince of Darkness
millennial kingdom	orthodox(y)	Prince of Peace (Christ)
millennium, the	outer court (of the temple)	Prison Epistles or letters
minor judges	pagan	Prodigal Son
minor prophets (people)	Palestinian covenant	Promised Land (Canaan or
Minor Prophets, the (div. of OT)	Palm Sunday	heaven)
Miserere, the	papacy	Promised One, the (Christ)
Mishnah, Mishnaic	parable of the Wicked Tenants, etc.	Prophetic Books, the
modernist(s), -ism	Paraclete, the	Prophet Isaiah, et al., the
monarchic period	Paradise (garden of Eden)	Prophets, the (books of OT)
moon-god	paradise (heaven)	prophets, the (people)
mosaic (type of art)	parousia	Protestant(ism)
Mosaic covenant	partial rapture	proverb, a (general)
Mosaic law (Pentateuch or Ten	paschal	Proverbs, the (OT book)
Commandments)	Paschal Lamb (Jesus)	Providence (God)
Most High, the	passion, the	providence of God
Mot (Death personified)	Passion Narrative	providential
Mount of Olives	Passion Sunday (fifth Sunday in	psalm, a
Mount of Transfiguration	Lent)	Psalms 119 (etc.)
Mount Olivet	Passion Week	psalmic
Mount Olivet Discourse	Passover	psalmist, the
Mount Sinai	Passover Feast or Seder	Psalms, the (OT book)
Muhammad (<i>preferred</i>)	Passover Lamb (Jesus)	Psalter, the (the Psalms)
Muslim (<i>preferred</i>)	Pastoral Epistles	pseudepigrapha(l)
Nag Hammadi codices	Pastoral Letters	purgatory
name of Christ, the	patriarch, a	Purim (Feast of Esther)
name of God, the	Patriarch, the (Abraham)	Queen of Heaven
nativity, the	patriarchal period/age	Queen of Sheba
nativity of Christ, the	patriarchs, the (church fathers)	Qumran(ic)
Near East	patristic(s)	Qur'an, Qur'anic (<i>preferred</i>)
Neo-Babylonian Empire	Pauline Epistles	rabbi
neo-Evangelicalism	Paul's Epistles or Letters	rabbinic(al)
neo-orthodox(y)	Paul the apostle	rapture, the
neo-Pentecostalism	peace offering	real presence
neoplatonic	penance	Received Text, the
new age	Pentateuch	Redeemer, the (Jesus)
new birth	pentateuchal	Reformation
New City (part of modern	Pentecost	Reformed church
Jerusalem)	pentecostal (adj.)	Reformers
new covenant (NT)	Pentecostal(ism)	Renaissance
new heaven and new earth	period, as in Roman period	resurrection, the
New Jerusalem (heaven)	person of Christ	resurrection of Christ
New Testament church	persons of the Trinity (but Third	risen Lord
New Year festival	Person of the Trinity)	rite(s)
Nicene Creed	Pesach (Passover)	River of Life, the (Christ)
Nicene fathers	Petrine	Rock, the (Christ)
night office (canonical hour)	Pharaoh (when used as name	Roman Catholic Church
Ninety-five Theses	without article)	Roman Rite
noncanonical	pharisaic (attitude)	Rosh Hashanah (Jewish New Year)
non-Christian (<i>but</i> unchristian)	Pharisaic (in reference to Pharisees)	Sabbath (day)

sabbath rest (for the land)	Sustainer (God)	Victor, the (Christ)
Sabbath rest (for the people of God)	synagogue	Vine, the (Christ)
sabbatical (n. and adj.)	Synoptic Gospels	Virgin, the (Mary)
Sabbatical Year	Synoptics, the	Virgin and child
sacrament(s)	synoptic writers, the	virgin birth, the
sacramentalism, -ist	tabernacle, the (OT building)	visible church
Sacramentarian(ism)	table of shewbread	voice of God
sacrament of baptism, confirmation, etc.	Talmud, talmudic	Vulgate
Sacred Host	Tanak	Wailing Wall
sacred rite(s)	Targum, targumic	Wandering Jew, the (legend)
Sadducees	<i>Te Deum</i>	Water of Life (Christ)
Sanhedrin	televangelist	Way, the (Christ)
Satan	temple, the (at Jerusalem)	way, the truth, and the life
satanic	Temple Mount	Weeping Prophet, the (Jeremiah)
Savior (Jesus)	temptation, the	Western church
scribe	Ten Commandments (<i>but</i> the second commandment, etc.)	Western Rites
scriptural	tent	Westminster Catechism
Scripture(s) (Bible; n. and adj.)	Tent of Meeting	whole burnt offering
scripture(s) (other religions)	Tent of the Testimony	whole offering
Sea of Galilee	Ten Tribes, the	Wicked One, the (Satan)
second Adam, the (Christ)	ten tribes of Israel, the	wilderness (but Wilderness of Zin)
second advent, the	terce (canonical hour)	wilderness wanderings
second coming, the	Testaments, the	wisdom (movement, quality)
Second Temple period	Tetragram/Tetragrammaton	Wisdom (personified)
Second Vatican Council (1962-65)	Tetrateuch	Wisdom literature, the
seder	Textus Receptus	wisdom tradition
Semite, -ic, -ism	third world	wise men
Septuagint	Thirty-nine Articles (Anglican)	Word, the (Bible or Christ)
seraph(im)	throne of grace	Word made flesh (Christ)
Sermon on the Mount	Thummim	word of God (his statement or promise)
Serpent, the (Satan)	time of Jacob's trouble	Word of God (the Bible)
Servant of the Lord (Second Isaiah)	time of the Gentiles, the	Word of Life
servant passages	time of the judges, the	Word of Truth, the
Servant Songs	tomb, the	worldview
settlement period	Torah	Writings, the (div. of Canon)
seven deadly sins, the	Tower of Babel	Yahweh (italicized only when referred to as Hebrew word)
seven sacraments, the	transfiguration, the	Year of Jubilee
Seventh-day Adventist	Transjordan	Yom Kippur (Day of Atonement)
Seventieth Week	Tree of Knowledge of Good and Evil	Yuletide
sext (canonical hour)	Tree of Life	Zealots
Shabuoath (Pentecost)	tribe of Judah	ziggurat
shalom	tribulation, the (historical event)	
shalom aleichem	Trinitarian	
<i>shekinah</i>	Trinity, the	
Sheol (italicized only when referred to as a Hebrew word)	triumphal entry	
Shepherd Psalm, the	triune God	
shofar	True Cross, the	
Shulammitte	Twelve, the	
Sinai Desert	twelve apostles, the	
Sinai peninsula	twelve disciples, the	
Sin-Bearer, the	Twenty-third Psalm (etc.)	
sin offering	unchristian	
Solomon's temple	ungodly	
son of David	Unitarian	
Son of God	united kingdom (of Israel)	
Son of Man	universal church	
sonship of Christ	universalism, -ist	
southern kingdom	unscriptural	
Sovereign Lord	Upanishads	
Spirit, the (Holy Spirit)	upper room, the	
spirit of God	Upper Room Discourse	
star of Bethlehem	Urim and Thummim	
stations of the cross	Ur text	
Suffering Servant	utopia	
Sukkoth (Feast of Booths)	vacation Bible school	
Sunday school	Vedas, Vedic	
sun-god	version (Greek version, <i>but</i> King James Version)	
Sun of Righteousness	vespers	
Supreme Being, the	viaticum	
	Vicar of Christ	

Appendix B: Abbreviations for Books of the Bible

Old Testament

Gen.	Genesis	Song of Sol.	Song of Solomon (Songs)
Exod.	Exodus	Isa.	Isaiah
Lev.	Leviticus	Jer.	Jeremiah
Num.	Numbers	Lam.	Lamentations
Deut.	Deuteronomy	Ezek.	Ezekiel
Josh.	Joshua	Dan.	Daniel
Judg.	Judges	Hosea	Hosea
Ruth	Ruth	Joel	Joel
1-2 Sam.	1-2 Samuel	Amos	Amos
1-2 Kings	1-2 Kings	Obad.	Obadiah
1-2 Chron.	1-2 Chronicles	Jon.	Jonah
Ezra	Ezra	Mic.	Micah
Neh.	Nehemiah	Nah.	Nahum
Esther	Esther	Hab.	Habakkuk
Job	Job	Zeph.	Zephaniah
Ps./Pss.	Psalms/Psalms	Hag.	Haggai
Prov.	Proverbs	Zech.	Zechariah
Eccles.	Ecclesiastes	Mal.	Malachi

New Testament

Matt.	Matthew	1-2 Thess.	1-2 Thessalonians
Mark	Mark	1-2 Tim.	1-2 Timothy
Luke	Luke	Titus	Titus
John	John	Philem.	Philemon
Acts	Acts	Heb.	Hebrews
Rom.	Romans	James	James
1-2 Cor.	1-2 Corinthians	1-2 Pet.	1-2 Peter
Gal.	Galatians	1-3 John	1-3 John
Eph.	Ephesians	Jude	Jude
Phil.	Philippians	Rev.	Revelation
Col.	Colossians		