

JOHNSON UNIVERSITY

DOCUMENTATION

GUIDE

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DOCUMENTATION

GUIDE

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PREFACE

This *Johnson Documentation Guide* provides directions for reporting research materials in undergraduate papers at Johnson University. It serves as the standard for bibliographic entries and parenthetical citations, covering the form and content of such materials. Additionally, the *Guide* overviews endnotes, quotations, and formatting, as well as listing the college's plagiarism policy.

This *Guide* owes its skeletal structure and many of its examples to Thomas Tanner's *A Manual of Style for Bible College and Seminary Students*, 4th edition (Lincoln, IL: Lincoln Christian College and Seminary, 1994). Thomas Tanner has unselfishly allowed a grafting of his work from Lincoln to Johnson. I wish to thank him for generously contributing to Johnson's academic endeavors.

I owe further acknowledgment to Jon Hale, Norm Dungan, Mary Dungan, and Joy Wingfield for added help in this work's publication. I also thank the Johnson faculty and students for their comments on and corrections of this project along the way.

Finally, to Marie Garrett, former University of Tennessee Reference Librarian, my gratitude for the Index, for the proofreading, and for the encouragement.

I hope users of the *Guide* will find it clear, concise, and concrete. Where it succeeds, I thank those listed above. Where it fails, I acknowledge my lapses in carefulness.

Ron Wheeler
October 26, 2012

— Scholarship does not depend as much on intelligence as it does on *carefulness*.

Charles Pelfrey
Professor of English
Morehead State University

ADDENDUM

The change of Johnson Bible College to Johnson University necessitated a revision of the *Documentation Guide*. My thanks to Norm Dungan for suggested points of modification and to Marie Garrett for editorial assistance in producing the 2012 version of the *Guide*.

Ron Wheeler
October 31, 2012

1. BIBLIOGRAPHIES

PURPOSE AND KINDS

- 1.1** A *bibliography* gives a list of sources that relate to a particular subject. (This list does not ordinarily include items that helped you find sources; for example, you do not include periodical indexes and databases that you used in the research process.)

FOUR KINDS OF BIBLIOGRAPHIES:

1.2 COMPREHENSIVE BIBLIOGRAPHY

— lists every reference that relates to the subject of the paper. You rarely use this type of bibliography.

1.3 SELECTED BIBLIOGRAPHY

— lists only those references that you thought especially useful in researching or writing the paper, whether you actually consulted all those items or not.

1.4 BIBLIOGRAPHY OF SOURCES CONSULTED

— lists those references that you examined firsthand in the research process, whether you cited them or not. You may exercise some leeway, however, in applying this term; for example, this type of bibliography may include recommended or beneficial items even if you have not personally examined every single one.

1.5 BIBLIOGRAPHY OF SOURCES CITED

— lists *only* those references that you *actually cited* in the paper (including: quoted, summarized, or paraphrased materials).

- 1.6** The type of bibliography you use depends upon the nature of the research project and the requirements of your professor. Unless otherwise instructed, use a SOURCES CITED bibliography for your papers.

- 1.7** REMEMBER: The initial entry word in a bibliographic reference (often the author's last name) provides the link to the paper's in-text, parenthetical documentation.

ARRANGEMENT

- 1.8** Alphabetize the bibliography by each reference's entry word (usually the author's last name or the item's title if the author's name does not appear on the work). Ignore all initial articles (*a, an, the*). Begin the entry flush to the left margin.

Double space **between** entries; single space **within** each entry; indent all run-over lines ½ inch from the margin (conventional typing indents 5 spaces and types on the 6th); end each entry with a period.

- 1.9** Some professors may require two bibliographies, a BIBLIOGRAPHY OF SOURCES CONSULTED and a BIBLIOGRAPHY OF SOURCES CITED. In such cases, alphabetize each bibliography independently, beginning each bibliography on a new page.

Other assignments may require subdividing a bibliography into two or more parts, for example, Primary Sources and Secondary Sources. Consult your professor.

SUBHEADINGS

Process the subheadings flush to the left margin. Underline the subheading, capitalizing only the first letter of each major word. Double space before and after the subheading. Unlike main headings, subheadings do not begin new pages. NOTE: Never type a subheading at the bottom of a page unless two lines of text can follow; if they cannot, put the subheading on the next page.

PARTS OF A BIBLIOGRAPHICAL ENTRY

1.10 Books, periodicals, and online sources comprise the three most common types of bibliographical entries.

GENERAL FORMATS:

A. BOOKS:

Author (or editor if no author)

Date (copyright year)

Title (italicized or underlined if published; quotation marks if unpublished)

Edition (if other than first)

Volumes (if more than one)

Translator (if given)

Editor (if given in addition to the author)

Series (if given)

Place: Publisher

B. PERIODICALS:

Author

Date (year, abbreviated month, day [but no commas]: 2003 Nov. 11)

Article title (enclosed in quotation marks)

Periodical title (italicized or underlined)

Volume number (if known; omit issue number)

Pages (for the whole article)

C. ONLINE SOURCES:

Author (or Agency)

Date (of website's publication or revision [preferred], or date of access)

Article or Page title (enclosed in quotation marks)

Source or Site title (italicized or underlined)

Date of Access (year, abbreviated month, day [but no commas]: 2003 Nov. 11)

URL (Uniform Resource Locator)

Paragraph 1.11 and following discuss some details of the above elements. Specific examples for these and other types of bibliographic entries appear in section 2.

SAMPLE BIBLIOGRAPHY ENTRIES.

1.11 Author

List the author's last name as the first element in the bibliographic entry. Spell the name (in the bibliography, in the text, in the citations, and in any notes) according to the title page of the source.

Note: Listings in the bibliography and in the parenthetical citations **MUST** match (see section 3. SAMPLE PARENTHETICAL ENTRIES). If the book has an editor in place of an author, see 2.8-9. If you do not find the author listed, alphabetize the entry according to the work's title, ignoring all initial articles (see 2.5).

If an online source does not give the author, use the agency sponsoring the source as author.

1.12 Author: Same name in successive entries (Compare to 2.80.)

If successive entries in a bibliography have the same author(s), type out the name(s) only in the first entry. In the second and subsequent entries, replace the name(s) with one eight-space underline (approximately $\frac{3}{4}$ inches), followed by a period. Do not use the eight-space underline in a successive entry if the work has a co-author or co-editor not appearing in the first entry.

Arrange such successive entries chronologically with the earliest date listed first.

If the author has more than one work listed in the bibliography with the same publication year, distinguish among them by adding a lower case letter to the year. Begin labeling such entries with a lowercase *a*.

1.13 Date

BOOKS – Place the *copyright year* after the author or the initially listed item in the bibliographic entry. Use the most recent copyright year for books, unless you have a reprint edition (see 2.21) or a multi-volume work published over several years (see 2.16). If you do not know the copyright date, use N.d. (see 2.19). When citing a date in parenthetical notes, use the copyright date (referred to in section 3 as the “year of publication or issue”).

JOURNALS AND ONLINE SOURCES – Place the *date of publication* (or of website construction) after the author or the initially listed item in the bibliographic entry. List only the date, NOT the place or publisher, for journals. Use as specific a date as possible. Permissible formats include: 1951 Sept. 7; 1997 Fall; 1983 May-June. Abbreviate months according to 2.23.

1.14 Title

Italicize (or underline) or enclose in quotation marks all titles according to the following guidelines:

- A. Italicize (or underline) whole published works — books, journals, long poems, musical compositions, plays, movies, published recordings on audiocassette or videocassette, radio/TV programs, computer programs, titled paintings, etc. — including titles of classical works even if they appear as part of a larger published work. Italicize website and online source titles.
- B. Enclose in quotation marks unpublished works or parts of published works — articles in journals, sections in books, theses, dissertations, short poems, etc. Enclose website title or webpage title or online article title in quotation marks.
- C. Do NOT italicize or enclose in quotation marks titles of sacred works, books of the Bible, named versions of the Bible, series titles, etc., unless they form part or all of a title in a bibliographic entry.
- D. Punctuate a title within a title by removing the italics — *An Introduction to the Odyssey of Homer*.
- E. Enclose in brackets supplied titles in English either after the foreign title or in place of it.
- F. Include subtitles of reasonable length (14 words or less) after a colon.
- G. Capitalize titles (and subtitles) of books, periodicals, articles, theses, and other standard bibliographic items according to the language the title appears in.
 1. In English titles, capitalize the first word, last word, and all intervening words, except articles, prepositions (less than five letters), or coordinate conjunctions (*and, but, or, nor, for*).
 2. In Greek and Latin titles, capitalize only the first word, proper nouns and adjectives.
 3. In French, Italian, and Spanish titles, capitalize only the first word and proper nouns.
 4. In German titles, capitalize only the first word and nouns according to their use as proper nouns or common nouns.

H. Capitalize the following religious items:

1. titles of sacred works (Bible, Scripture, Koran, Talmud),
2. parts of sacred works (Pentateuch, Ten Commandments, Lord's Prayer, Sermon on the Mount, the Golden Rule),
3. words referring to deity (God, Yahweh, Allah, Christ); you may choose to capitalize or not capitalize pronouns referring to God,
4. names of churches and other religious groups (Christian Church, Methodism, Seventh Day Adventist, The Way).

1.15 Translator or Editor

If someone other than the author has translated or edited a book, see 2.10-12. You may omit the translator's name if such information does not contribute to the nature of the paper. The *editor* here refers to a book that has both author and editor. If your book has only an editor, see 2.8.

1.16 Series

Series means a numbered or unnumbered group of books published by the same publisher over a period of time having related subjects, authors, or formats and a general title for the complete set (excluding encyclopedias or multi-volume dictionaries). Commentary series and classical or patristic works issued in a series constitute the most common examples (see 2.13-14 and 2.40-48). Capitalize series titles according to 1.14, but DO NOT ITALICIZE (OR UNDERLINE) SERIES TITLES; do NOT enclose them in quotation marks. Also, do NOT include any other information such as series editor, but DO include any given issue number. Periodicals reissued in series follow 2.24B.

1.17 Edition

Identify any edition other than the first with the appropriate term: 2nd ed., 3rd ed., 4th ed., new ed., rev. ed., rev., enlarged ed., new rev. ed., etc. (see 2.15; see 2.21 for reprints). Omit references to paperback editions or new impressions or printings. Always use the number (2nd), NOT the word (second) regardless of the source's practice.

1.18 Volumes (Books)

For citing multi-volume works, see 2.16-18 and 2.27-28. For citing multi-volume series, see 2.13-14. For citing encyclopedias, see 2.29-35.

1.19 Volume (Periodicals)

Include the VOLUME number of the specific periodical issue in your reference

- UNLESS the periodical comes out on a weekly or biweekly basis, such as *Time*, *Christian Standard*, *Christianity Today* (in such cases, you have the option to use or discard the volume number);
- UNLESS you cannot easily obtain the volume number (e.g., a journal index that does not list volume numbers).

Always list the volume number in Arabic numbers (1, 15, 26, etc.). Do NOT include the ISSUE number even if you know it.

RIGHT: Boice, James. 1974 Dec. 20. “The Great Need for Preaching.” *Christianity Today* 19:7-9.

WRONG: Boice, James. 1974 Dec. 20. “The Great Need for Preaching.” *Christianity Today* 19, 25:7-9.
^ *omit issue number*

1.20 Place, Publisher (BOOKS)

- PLACE:** List only the city of publication for books. If more than one city of publication appears on the title page, use the first-named (or given American) city. If your readers might not know its location or might confuse it with another city, then use a state abbreviation or country abbreviation (e.g., Eng., Fr.). Follow postal abbreviations for states – two caps with no period) (e.g., TN NOT Tenn). You can find these abbreviations in a dictionary under the state’s full name. Spell all foreign cities according to accepted American convention. IF YOU DO NOT KNOW THE CITY OF PUBLICATION, USE N.p. (see 2.19).
- PUBLISHER:** List only the essential name of the publisher, omitting all superfluous words such as publishing/publisher, company, incorporated, limited, etc. For example, list *Eerdmans*, not *William B. Eerdmans Publishing Company*. If you do not know the publisher, use N.p. (see 2.19).

1.21 Place (ONLINE SOURCE)

A Uniform Resource Locator (URL) serves as the place listing for a website. Place the URL at the end of a bibliographic entry. Do NOT keep the hyperlink activation in the entry (i.e., remove the underline and color). Divide the URL as necessary to fill out the lines of the entry. End the entry with a period.

Cite the retrieval date using the formula:

Retrieved 2011 Nov. 11 from <http://www.bible-researcher.com/index.html>.

Retrieved 2011 Nov. 11 from <http://www.blueletterbible.org/Bible.cfm?b=Psa&c=23&v=1&t=KJV#top>.

1.22 Pages

Do NOT include total pages in the bibliographic entry for books, but DO list inclusive pages for articles in books, multi-volume works, and encyclopedias (see 2.23-35). Avoid using the abbreviations f. or ff. if possible, except in the case of magazine articles that skip pages. Then, list the first page number followed by f. (for one page) or ff. (for more than one page).

For simplicity, type all digits of numbers in a sequence (pages or years), with no omissions. For example, note these sequential numbers: 2-11, 52-56, 100-106, 151-153, 301-310, 405-407, 498-501, 1900-1920, 1978-1979, and 1980-1990.

See 2.49 for Bible references and for Bible study notes.

ANNOTATED BIBLIOGRAPHIES

1.23 Some bibliographies may warrant some descriptive note with each or some of the bibliographical entries. Such annotations should immediately follow the annotated entry, begin with a capital letter, and end with a period. Single space the lines within each entry, indent all run-over lines; double space between entries. You may use either phrases or complete sentences in the note itself (subject to your professor's requirements), but choose one format and use it consistently.

Jones, John J. Date. *Title of Book*. Place: Publisher. Although dated, this work provides a good overview of the arguments against the late date for Revelation.

Jones, John J. Date. "Title of Article." *Title of Journal* 7:21-29. One of the best summaries available.

2. SAMPLE BIBLIOGRAPHY ENTRIES

GUIDELINES

Apply the following guidelines when typing bibliography entries:

- A. *Italicize* book and magazine titles (or underline them with one solid underline, not breaking the underline between words).
- B. Enter one space after all terminal punctuation. If a period marks an abbreviation, enter one space; if a period marks an abbreviation *and* the end of a section of the entry, enter one space. Enter one space after a comma. Enter one space after a colon; do NOT enter a space after the colon when it separates two numbers – such as a chapter and verse, or volume number and page numbers (e.g., John **3:16**).
- C. Double space **between** entries; single space **within** each entry; indent with hanging indentation all run-over lines ½ inch from the margin (conventional typing indents 5 spaces and types on the 6th); end each entry with a period.

BOOKS

2.1 One author

Staton, Knofel L. 1978. *How to Understand the Bible*. Cincinnati: Standard.

2.2 Two authors

Nida, Eugene and Taber, Charles. 1969. *The Theory and Practice of Translation*. New York: United Bible Societies.

2.3 Three authors

Carson, D. A.; Moo, Douglas J.; and Morris, Leon. 1992. *An Introduction to the New Testament*. Grand Rapids: Zondervan.

2.4 Four or more authors

Senter, Mark H., et al. 2001. *Four Views of Youth Ministry and the Church*. Grand Rapids: Zondervan.

2.5 No author given (list under title, ignoring initial articles)

Follow-up Guide for the Local Church Revival. 1982. Atlanta: Home Mission Board, SBC [Southern Baptist Convention].

2.6 No author given — one supplied

[Phillips, Thomas W.] 1906. *The Church of Christ*. New York: Funk & Wagnalls.

2.7 Institutions, etc., as author

United States. Department of State. 1981. *Countries of the World and Their Leaders Yearbook*. Detroit: Gale Research.

2.8 Editor as author

Honderich, Ted, ed. 1995. *The Oxford Companion to Philosophy*. New York: Oxford.

2.9 Editors as authors (compare 2.3-2.4)

Lyon, K. Brynolf and Smith, Archie, eds. 1998. *Tending the Flock: Congregations and Family Ministry*. Louisville, KY: Westminster John Knox.

2.10 Translators

Aulen, Gustaf. 1960. *The Faith of the Christian Church*. Tr. by Eric H. Wahlstrom. Philadelphia: Fortress.

2.11 Author/Editor (See also 2.18)

Chiera, Edward. 1938. *They Wrote on Clay*. Ed. by George Cameron. Chicago: University of Chicago Press.

2.12 Translator and editor

Bultmann, Rudolph Karl. 1987. *Faith and Understanding*. Tr. by L. P. Smith. Ed. by Robert W. Funk. Philadelphia: Fortress.

2.13 Unnumbered series

Note: Do not underline the series title.

Bruce, F. F. 1954. *The Book of Acts*. New International Commentary on the New Testament. Grand Rapids: Eerdmans.

2.14 Numbered series

Note: Do not underline the series title.

Reicke, Bo. 1964. *The Epistles of James, Peter, and Jude*. Anchor Bible, 37. Garden City, NY: Doubleday.

2.15 Edition other than first

Neill, Stephen and Wright, Tom. 1988. *The Interpretation of the New Testament, 1861-1986*. 2nd ed. Oxford: Oxford University Press.

2.16 Multi-volume work — one title for all

Kohlenberger, J. R. III. 1979-1985. *The NIV Interlinear Hebrew-English Old Testament*. 4 vols. Grand Rapids: Zondervan.

2.17 Multi-volume work — individual titles

Durant, Will. 1944. *The Story of Civilization*. Vol. 3: *Caesar and Christ*. New York: Simon and Schuster.

2.18 Multi-volume work — various authors/editors

Note: Do not use this format for commentaries/series; see 2.13-14.

A. SEVERAL AUTHORS/ONE EDITOR:

Fulton, John, ed. 1907. *Ten Epochs of Church History*. 10 vols. New York: Scribner's. Vol 1: *The Apostolic Age: Its Life, Doctrine, Worship and Polity*, by James Vernon Bartlet.

B. ONE AUTHOR/ONE EDITOR:

To cite the entire set, omit the individual volume number and volume title (and cite as 2.11), but list the total number of volumes before the editor.

Luther, Martin. 1956. *Luther's Works*. 21 vols. Ed. by Jaroslav Pelikan. Saint Louis: Concordia.

2.19 Work with no place, publisher, date

A. NO PLACE

Jones, J. J. 1984. *Sample Title*. N.p.: Publisher.

B. NO PUBLISHER:

Jones, J. J. 1984. *Sample Title*. Place: N.p.

C. NO PLACE NOR PUBLISHER:

Jones, J. J. 1984. *Sample Title*. N.p.

D. NO DATE:

Jones, J. J. N.d. *Sample Title*. Place: Publisher.

E. NO PLACE, NO PUBLISHER, AND NO DATE: Do not use.

2.20 Privately printed

Clark, Floyd E. 2001. *Finished and Home at Last: A Study Guide to “A Revelation of Jesus Christ.”* Creswell, NC: By the author.

2.21 Reprint edition (See 2.24 for journal reprints.)

Note: You can reference a reprint edition in two ways.

A. IF YOU KNOW THE ORIGINAL PUBLISHING INFORMATION:

Chamberlain, William D. 1941. *An Exegetical Grammar of the New Testament*. New York: Macmillan. Reprint 1979. Grand Rapids: Baker.

B. IF YOU DO NOT KNOW ORIGINAL PUBLISHING INFORMATION:

Chamberlain, William D. 1979. *An Exegetical Grammar of the Greek New Testament*. Reprint ed. Grand Rapids: Baker.

2.22 Secondary quotation

- A. When referencing a primary source in a secondary source (“quoting a quote”), list the complete bibliographic information for both the primary and secondary sources, if available; include both works in the same bibliography entry, listing the primary source first.

Neill, Stephen. 1964. *A History of Christian Missions*. 24. New York: Penguin.
Quoted in Ruth Tucker, 1983, *From Jerusalem to Irian Jaya*. 25. Grand Rapids: Zondervan.

Note: Cite the parenthetical note this way: (Neill 1964:24).

- B. If you have complete bibliographic information for the secondary source only (the book in which you found the information), reference only the secondary source in the bibliography.

Tucker, Ruth. 1983. *From Jerusalem to Irian Jaya*. Grand Rapids: Zondervan.

Note: The parenthetical citation lists both Neill and Tucker (see 3.12): (Neill in Tucker 1964:24).

ARTICLES IN JOURNALS OR BOOKS

2.23 In a journal or magazine

List VOLUME numbers for periodicals. You *may* omit the volume number of periodicals published weekly or biweekly, such as *Time*, *Christian Standard*, and *Christianity Today*. **Never** include *the issue number*.

List the DATE, **not** the place or publisher, for journals. Use as specific a date as possible. Permissible formats include: 1951 Sept. 7; 1997 Fall; 1983 May-June. Abbreviate months accordingly:

January – Jan.	April – Apr.	July – July	October – Oct.
February – Feb.	May – May	August – Aug.	November – Nov.
March – Mar.	June – June	September – Sept.	December – Dec.

One space precedes the volume number. NO space precedes or follows the colon between the volume number and the inclusive page numbers.

Gilbreath, Edward. 2002. "Farther In and Deeper Down: Evangelicals of All Stripes Are Reviving the Neglected Art of Expository Preaching." *Christianity Today* 46:52-57.

Or

Gilbreath, Edward. 2002 Apr. 1. "Farther In and Deeper Down: Evangelicals of All Stripes Are Reviving the Neglected Art of Expository Preaching." *Christianity Today*, 52-57.

Note: See 2.78 for electronic version from a database.

2.24 In a reprinted or reissued journal

A. REPRINTED JOURNAL:

Campbell, Alexander. 1825 July 4. "The Third Epistle of Peter to the Preachers and Rulers of Congregations." *Christian Baptist* 2. Reprint 1955. *Gospel Advocate*, 243-247.

B. REISSUED JOURNAL:

Lake, Kirsopp. 1910. "The Earliest Christian Teaching on Divorce." *Expositor*. 7th series. 10:417-419.

2.25 In a newspaper

Daley, Steve. 1989 July 5. "Abortion in Political Spotlight." *Chicago Tribune*, Section 1:1-2.

2.26 Article/chapter in a book

A. ARTICLE AND BOOK BY SAME AUTHOR:

Blenkinsopp, Joseph. 1995. "The Sage." In his *Sage, Priest, Prophet: Religious and Intellectual Leadership in Ancient Israel*. 9-65. Louisville, KY: John Knox.

B. ARTICLE AND BOOK BY DIFFERENT AUTHORS:

Frances, R. T. 1977. "Exegesis in Practice: Two Examples." In *New Testament Interpretation: Essays on Principles and Methods*. 252-281. Ed. by I. Howard Marshall. Grand Rapids: Eerdmans.

2.27 In a Multi-volume work — one title

Mokhtar, Gamal. 1996. "Mummies, Modern Sciences, and Technology." In *Studies in Honor of William Kelly Simpson* 2:615-619. Ed. by Peter Der Manuelian. 2 vols. Boston: Museum of Fine Arts.

2.28 In Multi-volume work — individual titles

Black, Matthew. 1970. "The Biblical Languages." In *The Cambridge History of the Bible. From the Beginnings to Jerome* 1:1-11. Ed. by P. R. Ackroyd and C. F. Evans. Cambridge: University Press.

ARTICLES IN ENCYCLOPEDIAS

2.29 In a general encyclopedia — signed article

Note: Place the volume number followed by a colon and the inclusive page numbers for the article at the end of the entry.

Ravetz, Jerome. 1974. "Science, History of." *Encyclopædia Britannica* 16:366-375.

2.30 In a general encyclopedia — unsigned article

Note: If the encyclopedia does not list the author for the article, begin the reference citation with the article's title.

"Bible Society." 1996. *Encyclopedia Americana* 3:720.

2.31 In a theological encyclopedia — one volume; also in a dictionary entry

Morris, L. 1982. "Death." *New Bible Dictionary* 273-275.

2.32 In a theological encyclopedia — Kittel

The sample below from Kittel illustrates the general rule: reference articles from such sources under the name of the article's author NOT under the editor's name (see 3.16). Italicize (or underline) transliterated Greek words within the article title (punctuated with quotation marks).

Michel, Otto. 1967. "Onos, onarion." *Theological Dictionary of the New Testament* 5:283-287.

Note: Use the following years for the volumes of Kittel's ten-volume work: Volumes 1-2 (1964), 3 (1965), 4-5 (1967), 6 (1968), 7 (1971), 8 (1972), 9 (1974), and 10 (1976). Change the date according to the volume cited. Use 1985 for the one-volume abridgment of Kittel, known as "little Kittel." Format a bibliographic entry from little Kittel as follows (include only *the first word* of a multiple word entry):

Kleinknecht, H. and Gutbrod, W. 1985. "Nomos [law]." *Theological Dictionary of the New Testament* 646-655.

2.33 In a theological encyclopedia — Colin Brown

Note: This sample from Colin Brown illustrates the same format as in 2.32. Use the following years for the three-volume edition of this work: Volume 1 (1975 or 1980), 2 (1976), and 3 (1978); use 1986 for the four-volume edition.

Marshall, I. Howard. 1986. "Divorce." *New International Dictionary of New Testament Theology* 1:505-507.

2.34 In a theological encyclopedia — Colin Brown

Note: This sample follows 2.32 and 2.33; it illustrates how to cite only one section of an article written by several different authors.

Selter, Friedel. 1986. "Zonnume." *New International Dictionary of New Testament Theology* 3:120-121.

2.35 In other specialized encyclopedias

A. SINGLE-VOLUME ENCYCLOPEDIA:

Palmer, Leonard R. 1972. "Dialects, Greek." *Oxford Classical Dictionary* 334-336.

B. MULTI-VOLUME ENCYCLOPEDIAS:

Wilson, G. B. L. 1980. "Duncan, Isadora." *The New Grove Dictionary of Music and Musicians* 5:715-716.

REVIEWS AND ABSTRACTS

2.36 Book review

Wilson, Marvin R. 1982 Mar.-Apr. Review of *Scripture, Sects, and Visions*, by Michael E. Stone. *TSF Bulletin* 5:19-20.

Note: Wilson authored the review; Stone authored the book that Wilson reviewed.

2.37 Journal abstract

A. ABTRACTOR'S NAME LISTED

Woodring, James. 1978. Abstract of "Reflections on a Ministry Among Students," by B. K. Tetley. *Religious and Theological Abstracts* 21:355.

Note: Woodring authored the abstract; Tetley authored the article that Woodring abstracted.

B. ABSTRACTOR'S NAME NOT LISTED (ELECTRONIC DATABASE)

Electronic databases (see 2.78) often omit the abstractor's name. Reference such items by listing: the author and title of the abstracted article, the bibliographic information about the original article, a note that includes the name of the electronic database at the end of the journal reference, and a retrieval date with a location of retrieval.

Jones, Joe. 1991 Mar. 20. "Title of the Article Being Abstracted." *Title of the Journal* 17:22-44. Abstract from *ERIC* database. Retrieved 2011 Nov. 11 from Tennessee Electronic Library at Johnson University.

Note: Cite the parenthetical reference this way: (Jones 1991 database abstract).

DISSERTATIONS AND THESES

2.38 Dissertations (Use the correct degree abbreviation.)

Tanner, Thomas M. 1992. "The Pastor as Information Professional: An Exploratory Study of How the Ministers of One Midwestern Community Gather and Disseminate Information." Ph.D. dissertation, University of Illinois.

2.39 Theses (Use the correct degree abbreviation.)

Kline, Alan W. 1973. "A Vision and Its Fulfillment: Earl C. Hargrove and Lincoln Christian College, 1944-1972." M.A. thesis, Lincoln Christian Seminary.

CLASSICAL WORKS

Titles of classical works often vary. Use the listed title in the source you have referenced. If your source lists both English and foreign titles, use the English one. See 3.17 for note formats.

2.40 In unnumbered series

Note: If citing from the translator's preface, follow the note format in 3.17B; but reference the bibliographic entry as:

Cicero. 1956. *On the Nature of the Gods*. Tr. by H. Rackham. Loeb Classical Library. Cambridge: Harvard University Press.

2.41 In numbered series

Homer. 1952. *The Iliad*. Tr. by Samuel Butler. Great Books of the Western World, 4. Chicago: Encyclopædia Britannica.

2.42 Not in a series

Persius. 1980. *The Satires*. Tr. by J. R. Jenkinson. Wiltshire, Eng.: Aris & Phillips.

2.43 In a multi-author/multi-title work

Note: The parenthetical formats for these works follow 3.17A.

A. If the source contains different works by different authors, list first the author/title used in the paper. If you use more than one author/title in the paper, repeat the work in the bibliography under each author/title:

Persius. 1957. *Satires*. In *Juvenal and Persius*. Loeb Classical Library. Cambridge: Harvard University Press.

- B. If the source contains different works by one author and has one general title, use the following format:

Plutarch. 1956. "Chance." In *Plutarch's Moralia*, 2:75-89. Loeb Classical Library. Cambridge: Harvard University Press.

2.44 In a secondary source (See also 2.22)

- A. If your professor requires you to list the PRIMARY SOURCE in the bibliography, use this form (also see 3.17):

The Code of Hammurabi. N.d. In *The Ancient Near East*. 1958. *An Anthology of Text and Pictures* 1:138-167. Ed. by James Pritchard. Princeton: Princeton University Press.

- B. If your professor does not require you to list the PRIMARY SOURCE in the bibliography, use this form:

Pritchard, James, ed. 1958. *The Ancient Near East*. Vol. 1: *An Anthology of Text and Pictures*. Princeton: Princeton University Press.

A citation note would list both the primary and secondary sources according to 3.17C.

PATRISTIC WORKS (CHURCH FATHERS)

Titles of patristic works often vary. Use the listed title in the source you have referenced. If your source lists both English and foreign titles, use the English one. See 3.17 for note formats.

2.45 In a series (Ante-Nicene Fathers)

Clement of Alexandria. 1956. *The Miscellanies*. Ante-Nicene Fathers, 2. Reprint ed. Grand Rapids: Eerdmans.

2.46 In a series (Nicene and Post-Nicene Fathers)

Eusebius. 1979. *The Life of Constantine*. Tr. by Ernest C. Richardson. Nicene and Post-Nicene Fathers, 2nd series, 1. Reprint ed. Grand Rapids: Eerdmans.

2.47 In a series (Fathers of the Church)

Origen. 1982. *Homilies on Genesis and Exodus*. Tr. by Ronald E. Heine. Fathers of the Church, 71. Washington, DC: Catholic University of America Press.

2.48 Not in a series

When citing a church father from a secondary source, see 2.44 and 3.17C.

Augustine. 1989. *St. Augustine's Confessions*. Tr. by William Watts. Cambridge, MA: Harvard.

BIBLICAL AND RELATED WORKS

2.49 Bible

A. Use the following form in the bibliography for citing the Bible:

NIV Archaeological Study Bible. 2006. Grand Rapids: Zondervan.

Note: The parenthetical citation uses only book, chapter, and verse: (Psalm 23:1).

B. Use the following form in the bibliography for citing study notes in the Bible:

Kaiser, Walter C. Jr. and Garrett, Duane, eds. 2006. *NIV Archaeological Study Bible*. Grand Rapids: Zondervan.

Note: The parenthetical citation uses editor, year, and page: (Kaiser and Garrett 2006:814).

2.50 Apocrypha — using a standard version (See note at 2.49.)

The New English Bible with the Apocrypha. 1976. Oxford Study Edition. New York: Oxford University Press.

Remember: List the above entry alphabetically under *N* (not *T*) in the bibliography.

2.51 Other Jewish works — standard edition

See 3.18 for instructions on how to incorporate these sources into the paper; the following example appears for illustrative reasons only:

Charles, R. H. 1973. *The Apocrypha and Pseudepigrapha of the Old Testament*. 2 vols. Oxford: Clarendon Press.

GREEK REFERENCE WORKS

This guide lists the following sources because of their frequency of use and not because they vary from the basic formats. To cite any of these sources in a note, see the format listed with each (also see 3.13).

2.52 UBS Greek Text

At the earliest convenience (in the preface, in the introduction, or in an endnote at its first citation), state which Greek text you have used. For example:

This paper uses Aland's *The Greek New Testament*, 3rd ed.

Aland, Kurt, et al., eds. 1975. *The Greek New Testament*. 3rd ed. New York: United Bible Societies.

2.53 Greek lexicons

A. BAUER, ARNDT, GINGRICH, and DANKER (BAGD):

Bauer, Walter; Arndt, W. F.; and Gingrich, F. W. 1979. *A Greek-English Lexicon of the New Testament and Other Early Christian Literature*. 2nd ed. Rev. by F. W. Gingrich and F. W. Danker. Chicago: University of Chicago Press.

Note: Make the parenthetical citation read: (Bauer et al. 1979:22).

B. LOUW and NIDA

Louw, Johannes and Nida, Eugene, eds. 1988. *Greek-English Lexicon of the New Testament Based on Semantic Domains*. 2 vols. New York: United Bible Societies.

Note: Make the parenthetical note read: (Louw and Nida 1988 1:231).

2.54 Greek concordances — printed

A. CONCORDANCE TO THE NOVUM TESTAMENTUM GRAECE:

Bachmann, H. and Slaby, W. A., eds. 1987. *Concordance to the Novum Testamentum Graece*. 3rd ed. New York: De Gruyter.

Note: Make the parenthetical note read: (Bachmann and Slaby 1987:124).

B. CONCORDANCE TO THE GREEK NEW TESTAMENT:

Aland, Kurt, ed. 1987. *Concordance to the Greek New Testament*. 3rd ed. New York: De Gruyter.

Note: Make the parenthetical note read: (Aland 1987:45).

2.55 Greek concordances — computer (See 2.76, 2.77.)

GramCord. 1992. Version 4.1. Vancouver, WA: GramCord Institute.

Note: Make the parenthetical note read: (*GramCord* 1992). Cite an English computer concordance in the same way.

Quick Verse. 1992. Version 2.0 for the NIV. Hiawatha, IA: Parsons Technology. Computer program.

Note: Make the parenthetical note read: (*Quick Verse* 1992).

2.56 Englishman's Greek Concordance

Wigram, George V. 1972. *The New Englishman's Greek Concordance*. Wilmington, DE: Associated Publishers and Authors.

Note: Make the parenthetical note read: (Wigram 1972:45).

2.58 Blass, Debrunner, Funk grammar

Blass, F. and Debrunner, A. 1961. *A Greek Grammar of the New Testament and Other Early Christian Literature*. Tr. and rev. by Robert Funk. Chicago: University of Chicago Press.

Note: Make the parenthetical note read: (Blass and Debrunner 1961:75).

2.59 Moulton, Howard, Turner grammar

Moulton, James H., et al., eds. 1963. *A Grammar of New Testament Greek*. 3rd ed. Vol. 2. Edinburgh: T. & T. Clark.

Note: Make the parenthetical note read: (Moulton et al. 1963 2:10).

HEBREW REFERENCE WORKS (See note before 2.52.)

2.60 BHS Hebrew text

At the earliest convenience (in the preface, in the introduction, or in an endnote at its first citation), state which Hebrew text you have used. For example:

This paper uses Ellinger's *Biblia Hebraica Stuttgartensia*.

Ellinger, K., ed. 1977. *Biblia Hebraica Stuttgartensia*. New York: United Bible Societies.

2.61 Brown, Driver, Briggs lexicon

Brown, Francis; Driver, S. R.; and Briggs, Charles A., eds. 1907. *Hebrew and English Lexicon of the Old Testament*. Oxford: Clarendon Press.

Note: Make the parenthetical note read: (Brown et al. 1907:426).

2.62 Hebrew concordances

A. MANDELKERN'S CONCORDANCE:

Mandelkern, Solomon. 1955. *Concordance on the Bible*. New ed. 2 vols. New York: Sulsinger Brothers.

Note: Make the parenthetical note read: (Mandelkern 1955:329).

B. EVEN-SHOSHAN'S CONCORDANCE:

Even-Shoshan, Abraham. 1988. *A New Concordance of the Old Testament*. 2nd ed. Grand Rapids: Baker.

Note: Make the parenthetical note read: (Even-Shoshan 1988:99).

2.63 The Englishman's Hebrew Concordance

Wigram, George V. 1980. *The Englishman's Hebrew and Chaldee Concordance of the Old Testament*. Reprint ed. Grand Rapids: Baker.

Note: Make the parenthetical note read: (Wigram 1980:258).

2.64 The Englishman's Hebrew Concordance

Gesenius, W. 1966. *Hebrew Grammar*. Ed. by E. Kautsch and A. G. Cowley. 3rd ed. New York: Oxford University Press.

Note: Make the parenthetical note read: (Gesenius 1966).

NON-PRINT SOURCES

List non-print sources in the bibliography alphabetically with the other items, not in a separate section. Italicize (or underline) titles of published works. Enclose in quotation marks the titles of works privately recorded. Do not italicize (or underline) nor enclose in quotation marks series titles. You need not list the length in minutes of the tape or program in the bibliography. See 2.19 for entering works without full publisher information.

Cite the following items in a parenthetical reference the same way as any other work, but add in the note such phrases as listed in 3.19.

2.65 Audiovisual materials (See 2.68-70 if a musical recording.)

A. AUDIOCASSETTE and MP3 AUDIO FILE (See 3.19A for note format.):

Beam, Rick. 1999 Apr. 4. "First Temptation of Christ." Knoxville, TN: Johnson Bible College. Audiocassette.

Beckett, Charles. 2011 Sept. 4. "Fan or Follower." Knoxville, TN: Woodlawn Christian Church. MP3 audio file.

B. VIDEOCASSETTE and DVD (See 3.19B for note format.):

Shakespeare, William. 1978. *Romeo and Juliet*. Directed by Franco Zeffirelli. New York: Time-Life Video. Videocassette.

Tolkien, J. R. R. 2002. *The Lord of the Rings: The Fellowship of the Ring*. Directed by Peter Jackson. Los Angeles: New Line Cinema. DVD.

2.66 Cassette tape — in a series (See 2.68-70 if a musical recording.)

- A. AUDIOCASSETTE (See 3.19A for note format.): (two versions)

Theilemann, Bruce W. 1985. *The Comradeship Christ Commands*. Carol Stream, IL: Preaching Today. Audiocassette.

Tanner, Tom. 1993 Dec. 8. "Take Them to the Cross." Seminary Chapel. Lincoln, IL: Lincoln Christian Seminary. Audiocassette.

- B. VIDEOCASSETTE (See 3.19B for note format.):

Dobson, James C. 1986. *Christian Fathering*. Focus on the Family, 3. Waco, TX: Word Lifeware Video. Videocassette.

2.67 Cassette tape — multi-part (See 2.68-70 if a musical recording.)

- A. AUDIOCASSETTE (Use 3.19C to build format.):

Castelein, John. 1979 May. "Preaching That Captures the Imagination." Part 2. Lincoln, IL: Lincoln Christian College. Audiocassette.

- B. VIDEOCASSETTE (See 3.19C for note format.):

Craddock, Fred B. 1986. *Preaching*. Parts 1-4. Nashville: Abingdon. Videocassette.

2.68 Musical recording — complete album, cassette, or CD (See 3.19D for note format.)

Beethoven, Ludwig von. N.d. *Symphony No. 5, in C Minor, Op. 67; Coriolan Overture, Op. 62*. Conducted by Fritz Reiner with the Chicago Symphony Orchestra. N.p.: RCA Victor. Recording.

2.69 Musical recording — single selection from album, cassette, or CD (Use 3.19D to build format.):

Imperials. 1979. "Let Jesus Do It for You." In *Heed the Call*. Waco: Word Records. Recording.

2.70 Musical recording — cover (prefer a more standard source) (Use 3.19D to build format.):

Ballet Music from “Aida” and “Faust.” 1972. Conducted by Eugene Ormandy with the Philadelphia Orchestra. New York: Columbia Records. Recording cover.

MICROFORMS, INTERVIEWS, CLASS NOTES, SYLLABI

2.71 Microform copy

Format books, articles, theses, etc. as usual, but add the words *microfilm*, *microfiche*, or *microcard copy* at the end. Also, add these words in any parenthetical note.

Adkins, Leon. 1978. “An Awareness of the Holy Spirit.” D.Min. project, Drew University. Microfilm copy.

2.72 Interview (See 3.19E for note format.)

List the person interviewed, date of the interview, his or her title/position (only if meaningful), city and state, and the word *Interview*.

Eubanks, David. 1989 Feb. 10. President of Johnson Bible College. Knoxville, TN. Interview.

2.73 Class notes (Prefer a more standard source.)

Lueke, Matthew S. 2003 Oct. 30. “World Literature – Ancient.” Knoxville, TN: Johnson Bible College. Class notes.

2.74 Class syllabus

Follow 2.73 but list the format as: *Class syllabus*.

Owens, Jody. 2001 Spring. “History of Israel.” Knoxville, TN: Johnson Bible College. Class syllabus.

ELECTRONIC SOURCES

2.75 Television program (See 3.19F for note format.)

Modern Marvels. 1992 May 5. History Channel. Broadcast.

2.76 Computer program (See 2.55; see 3.19G for note format.)

Logos Bible Study Software. 1993. Version 1.6 Oak Harbor, WA. Computer program.

2.77 Bible Software (See 2.55; see 3.19H for note format.)

McGee, J. Vernon. 1981. "Death of Ananias and Sapphira." *Thru [sic] the Bible Commentary*. Nashville: Thomas Nelson. From *Nelson's Electronic Bible Reference Library*. 1977. Nashville: Thomas Nelson.

2.78 Electronic database (See 3.19I for note format.)

If you access a journal using an electronic database (such as *Expanded Academic ASAP* from the Tennessee Electronic Library), list the name of the electronic database at the end of the journal reference. Give a retrieval date and a location of retrieval.

Gilbreath, Edward. 2002 Apr. 1. "Farther in and Deeper Down: Evangelicals of All Stripes Are Reviving the Neglected Art of Expository Preaching." *Christianity Today* 46:52-57. *Expanded Academic ASAP*. Retrieved 2011 Nov. 11 from Tennessee Electronic Library at Johnson University.

2.79 ONLINE AND WEBSITE SOURCES (Examples 2.80 -2.87)

To begin online and website sources, list the author's name. Next, list the part of the whole publication (for example, chapter titles, article titles, section divisions), punctuated with parentheses. List the title of the complete work, punctuated in italics (or underlined). **Note: Give the exact URL including hypertext transfer protocol (http) for this information.**

Your bibliography may contain multiple entries from an online or website source. When you have such multiple entries, alphabetize them by the second element in the entry (usually a title) and distinguish among them by attaching a lowercase letter to the copyright/issue date (see 3.8).

To specifically cite information from these sources, give a paragraph number (in place of a page number) for the parenthetical documentation (see 3.2).

2.80 Electronic books

A. Bible

The Blue Letter Bible. 2011. Retrieved 2011 Sept. 14 from <http://www.blueletterbible.org/index.cfm>.

B. Multiple entries (Compare to 1.12 and 3.8.)

Ashley S. Johnson. 1896a. "Creation." *Condensed Biblical Cyclopedia*. Louisville, KY: Press of Guide Printing & Publishing. Retrieved 2003 Nov. 3 from <http://www.mun.ca/rels/hrollmann/restmov/texts/asjohnson/cbc/CBC01.HTM>.

_____. 1896b. "Daughters of Men." *Condensed Biblical Cyclopedia*. Louisville, KY.: Press of Guide Printing & Publishing. Retrieved 2003 Nov. 3 from <http://www.mun.ca/rels/hrollmann/restmov/texts/asjohnson/cbc/CBC09.HTM>.

_____. 1896c. "Garden of Eden." *Condensed Biblical Cyclopedia*. Louisville, KY.: Press of Guide Printing & Publishing. Retrieved 2003 Nov. 3 from <http://www.mun.ca/rels/hrollmann/restmov/texts/asjohnson/cbc/CBC03.HTM>.

2.81 Electronic journals

Schmitz, Philip C. 2003 Spring. "The Grammar of Resurrection in Isaiah 26:19a-c." *Journal of Biblical Literature* 122:145-149. Retrieved 2003 Nov. 3 from <http://www.sbl-site.org/Publications/JBL/JBL1221.pdf>.

Note: If the electronic version of the journal gives the inclusive page numbers of the article, include them in your bibliographic entry, BUT cite the material in your text using paragraph numbers.

2.82 Electronic magazines

Russell, Bob and Russell, Rusty. 2003 Nov./Dec. "Prayer Changes Things." *Rev.Magazine.Com* 7. Retrieved 2003 Nov. 3 from <http://www.rev-magazine.com/current/prayer1103.htm>.

Note: If the electronic version of the magazine gives the inclusive page numbers of the article, include them in your bibliographic entry, BUT cite the material in your text using paragraph numbers.

2.83 Websites

Use the following guide for website sources.

Author (or Agency). Date of publication or of last site maintenance (if available).

“Title of the Source.” Title of Website. Retrieved year month (abbreviated) day from <http://xxx.xxxxxxx/xxxxxxx/xxxxxxx>.

You will often need to adjust your entry based on the amount of information the site provides you. In the example below, you will see both a chapter page (“Preface”) and a work title (*Textual Criticism of the Greek New Testament*) in addition to the website title.

Marlowe, Michael. 2000 Jan. “Preface.” *Textual Criticism of the Greek New Testament*. Bible Research Internet Resources for Students of Scripture. Retrieved 2003 Oct. 30 from <http://www.bible-researcher.com/preface.html>.

2.84 Online reference works

“Boethius.” 2001. *The Columbia Encyclopedia*. 6th ed. Retrieved 2003 Oct. 31 from <http://www.bartleby.com/65/bo/Boethius.html>.

2.85 Online multimedia

Gehrig, Lou. N.d. “Farewell Speech.” From *The Official Lou Gehrig Web Site*. Retrieved 2003 Nov. 3 from <http://www.lougehrig.com/about/speech.htm>.

Wheeler, Ron. 2008, June 11. “Literature Professor Tells Why We Should Care.” YouTube video. Retrieved 2011 Sept. 14 from <http://www.youtube.com/user/mayhstsy#p/a/f/0/U-wv6DUKInE>.

2.86 Online government documents

United States. Federal Trade Commission. 2002 Sept. “Being Frank about Search Engine Rank.” *FTC Consumer Alert*. Retrieved 2003 Nov. 3 from <http://www.ftc.gov/bcp/online/pubs/alerts/searchalrt.pdf>.

2.87 Some works will not fit precisely any of the formats listed in this chapter. In such case, use a format as close as possible and adapt it using the basic order of parts for a book or journal.

3. SAMPLE PARENTHETICAL ENTRIES

GUIDELINES

3.1 In-text documentation (parenthetical citation) initiates the paper trail to the sources you have used. Use *parenthetical notes* to cite the bibliographic entry that would lead your reader to the information appearing in your paper. **ALL PARENTHETICAL REFERENCES MUST REPRESENT FULLY DETAILED BIBLIOGRAPHIC ENTRIES.** Do not use a superscript (raised) number with parenthetical notes.

Treat each paragraph as a separate entity for citation purposes (see 3.25).

Use endnotes for all other types of notes (see 3.20-3.24).

Apply the following guidelines when typing parenthetical citation entries:

3.2 Parenthetical documentation consists of three pieces of information:

the **initially listed entry word** (usually the author's last name) from the bibliography followed by a single space,
year (of copyright or publication or production or retrieval) followed by *a colon – no space* after the colon – and
specific **page number** or paragraph number if using an online source or database source. Designate a paragraph with para. or ¶. Place one space between the colon and the paragraph designation.

The **format of the note** will appear as:

(Jones 1984:49)

(Smith 1984: para. 8) or (Smith 1984: ¶ 8)

Note: See 3.6 if you have no listed date.

VARIATIONS ON THIS PRINCIPLE

3.3 In each following entry, the **SPECIFIC example illustrates how to use parenthetical notes to refer to specific page numbers in sources**, and the **COMPREHENSIVE** example illustrates how to use parenthetical notes to refer to entire works (not to specific pages in those works).

3.4 YOU MUST DOCUMENT ALL SOURCE MATERIALS IN A RESEARCH PAPER REGARDLESS OF THE FORM THAT THE

MATERIAL TAKES — DIRECT QUOTATION, SUMMARY, PARAPHRASE OR SOME COMBINATION OF THE THREE.

EXAMPLES

3.5 Author's name introduces the quotation or citation

If the author's name introduces the quotation or citation in the text, then list only the year of publication and the page number(s) in parentheses.* The note may occur immediately following the author's name (use the last name only) or at the end of the quotation:

SPECIFIC: Jones (1989:49) says, "Directly quoted material."
Jones says summarized or paraphrased material (1989:49).

COMPREHENSIVE: Jones (1989) makes this same argument.
Jones makes this same argument (1989).

* Use page number(s) in a Specific citation, but not in a Comprehensive citation (a reference to the entire work). If the citation extends through more than one page, use a hyphen for inclusive pages: Jones (1989:49-50) says, "Quotation"; use the comma(s) for separated pages: Jones (1989:49, 51) says, "Quotation" or Jones (1989:49, 51, 68) says, "Quotation."

3.6 If you do not know the year of publication for a particular work, then use *n.d.* for the parenthetical reference (Jones *n.d.*:49). For unpublished works (dissertation, interviews, etc.), use the year or date associated with the work, for example, the year of the dissertation's composition or the date on which the interview occurred (see 3.19E as an example). For online and website sources without a date of publication, use the year of the retrieval date.

3.7 Author's name does NOT introduce the quotation or reference

If the author's name does not introduce the quotation or reference in the text, list the last name, publication year, and page number(s):

SPECIFIC: "Directly quoted material" (Jones 1989:49-50).
Summarized or paraphrased material (Jones 1989:49-50).

COMPREHENSIVE: Not directly quoted material (Jones 1989).

3.8 Author has more than one work in the bibliography

If an author has more than one work listed in the bibliography, the publication years will distinguish the works in question. If the author has more than one work listed in the bibliography with the same publication year, distinguish among them by adding a lowercase letter to each publication year (see 2.80).

SPECIFIC: “Directly quoted material” (Jones 1989b:49).

Summarized or paraphrased material (Jones 1989b:49).

COMPREHENSIVE: Not directly quoted material (Jones, 1989b).

Note: Begin labeling the years in such entries with a lowercase *a*. Make sure to add the letter in *both* the bibliographic and parenthetical entries.

3.9 No author known for the work cited (See 2.5.)

To cite a bibliographic entry that has no author, list the first word of the entry (ignoring articles: *a, an, the*), the year of publication, and the page number(s):

SPECIFIC: “Directly quoted material” (*First-word* 1989:49).

Summarized or paraphrased material (*First-word* 1989:49).

COMPREHENSIVE: Not directly quoted material (*First-word* 1989).

3.10 Two authors for a cited work

To cite a bibliographic entry that has two authors, list the last names of both authors (joined by *and*), the year of publication, and the page(s):

SPECIFIC: “Directly quoted material” (Jones and Smith 1989:49).

Summarized or paraphrased material (Jones and Smith 1989:49).

COMPREHENSIVE: Not directly quoted material (Jones and Smith 1989).

3.11 Three or more authors for a cited work

To cite a bibliographic entry that has three or more authors, use only the first author’s name (even if it introduces the quotation), et al., year of publication, and page number(s):

SPECIFIC: “Directly quoted material” (Jones et al. 1989:49).

Summarized or paraphrased material (Jones et al. 1989:49).

COMPREHENSIVE: Not directly quoted material (Jones et al. 1989).

3.12 Author's name does NOT appear as the name used in the bibliography

If you quote a primary source from a secondary work (that is, if the bibliographic entry does NOT begin with author's name you have used in the citation), list both names (but also compare with 2.22 and 3.17), the year of publication, and the page number:

A. If the author's name introduces the quotation or citation:

SPECIFIC: Jones argues, "Quotation" (in Smith 1993:50).

Jones argues that summarized or paraphrased material (in Smith 1993:50).

COMPREHENSIVE: Jones makes this same argument (in Smith 1993).

B. If you do not use the author's name to introduce the quotation or citation:

SPECIFIC: "Directly quoted material" (Jones in Smith 1993:50).

Summarized or paraphrased material (Jones in Smith 1993:50).

COMPREHENSIVE: Not directly quoted material (Jones in Smith 1993).

3.13 Work has a standard abbreviation

Even if a source has a standard abbreviation (such as BAGD; see 2.53), **use the initial entry word** in the parenthetical citation:

SPECIFIC: "Directly quoted material" (Bauer et al. 1979:49).

Summarized or paraphrased material (Bauer et al. 1979:49).

COMPREHENSIVE: Not directly quoted material (Bauer et al. 1979).

3.14 A book of the Bible

When citing a biblical book, list the specific book, chapter, and verse (see 2.49 for bibliographic entry):

SPECIFIC: "Directly quoted material" (John 11:35).

Summarized or paraphrased material (John 11:35).

COMPREHENSIVE: Not directly quoted material (John 11:35).

More than one Scripture, different books:

Not directly quoted material (John 3:2 and Acts 4:8).

More than one Scripture, same book:

Not directly quoted material (John 3:2, 4:8, and 15:2).

For citing study notes in a Bible see 2.49B.

3.15 A multi-volume book

When citing a multi-volume book, list the author's last name, the year of publication, the volume (followed by a colon)*, and the page number(s):

SPECIFIC: "Directly quoted material" (Jones 1989 2:49).

Summarized or paraphrased material (Jones 1989 2:49).

COMPREHENSIVE: Not directly quoted material (Jones 1989).

*Note: In the SPECIFIC example, one space precedes and one space follows the year. No spaces occur before or after the colon. Do not use any commas.

3.16 An article (See also 2.23.)

The citation of articles from journals follows the same formats listed in 3.6-12. The citation of articles from encyclopedias and edited multi-author works also follows those same basic formats. Remember to cite the author or initial entry word of the article, not the editor or title of the larger work. For example, to cite an article by Michel found in Kittel (see 2.32 for bibliography format) use this format:

SPECIFIC: "Directly quoted material" (Michel 1967 5:283).

Summarized or paraphrased material (Michel 1967 5:283).

Do NOT use: (Kittel 1967 5:283).

COMPREHENSIVE: Not directly quoted material (Michel 1967).

Do NOT use: (Kittel 1967).

Note: In the SPECIFIC example, one space precedes and one space follows the year. No spaces occur before or after the colon. Do not use any commas.

3.17 Documentation of classical (and patristic) works

The documentation of classical works (or works from the church fathers) often requires a special format. In the examples below, include the author (unless unknown or unless the name introduces the quotation), book/paragraph reference if known (separated by a period not a colon), the year of publication of the particular edition being used, and the page number(s) of that edition (as listed in the bibliography according to 2.40-48). Separate the original source reference from the modern-day edition with a comma.

- A. If citing from a classical author in a primary source where the bibliography lists the primary source, follow the form:

SPECIFIC: Apuleius says, "Quotation" (2.4, 1955:53).

Apuleius says that summarized or paraphrased material (2.4, 1955:53).

COMPREHENSIVE: Not directly quoted material (Apuleius 1955).

or

Not directly quoted material (Apuleius 1955:53-55).

- B. If citing from the translator's introduction to a classical author's work, follow the form:

SPECIFIC: Rackham says, "Quotation" (in Cicero 1956:vi).

Rackham says that summarized or paraphrased material (in Cicero 1956:vi).

COMPREHENSIVE: Not directly quoted material (Rackham in Cicero 1956).

- C. If citing a classical work from a secondary source when you list ONLY the secondary source in the bibliography, include the primary source title and follow the form:

SPECIFIC: "Quote" (*The Code of Hammurabi* 110 in Pritchard 1988 1:150).

Summarized or paraphrased material (*The Code of Hammurabi* 110 in Pritchard 1988 1:150).

COMPREHENSIVE: Not a quote (*The Code of Hammurabi* in Pritchard 1988 1:150).

3.18 Documentation of citations from the Apocrypha, etc.

When citing the Apocrypha, Pseudepigrapha, Dead Sea Scrolls, Mishnah, Talmud, etc., put the exact source in the parenthetical note; at the earliest convenience (preface, endnote at first citation) state the particular edition used.

3.19 Documentation of non-print sources

When citing non-print sources, omit any page number references. Consequently, examples for both the summarized SPECIFIC citation and for a COMPREHENSIVE citation appear the same. Use the following examples for non-print sources:

- A. Audiocassette (See 2.65A for sample bibliographic entry.)
 - “Directly quoted material” (Beam 1999 cass).
 - Summarized or paraphrased material (Beam 1999 cass).
- MP3 audio file (See or 2.65A for sample bibliographic entry.)
 - “Directly quoted material” (Beckett 2011 MP3).
 - Summarized or paraphrased material (Beckett 2011 MP3).
- B. Videocassette (See 2.65B for sample bibliographic entry.)
 - “Directly quoted material” (Shakespeare 1978 video).
 - Summarized or paraphrased material (Shakespeare 1978 video).
- DVD (See 2.65B for sample bibliographic entry.)
 - “Directly quoted material” (Tolkien 2002 DVD).
 - Summarized or paraphrased material (Tolkien 2002 DVD).
- C. Cassette tape in multiple parts (See 2.67 for sample bibliographic entry.)
 - “Directly quoted material” (Craddock 1986 video part 1).
 - Summarized or paraphrased material (Craddock 1986 video part 1).
- D. Musical recording (See 2.68-70 for sample bibliographic entry; no date given.)
 - “Directly quoted material” (Beethoven recording).
 - Summarized or paraphrased material (Beethoven recording).
- E. Interview (See 2.72 for sample bibliographic entry.)
 - “Directly quoted material” (Eubanks 1989 interview).
 - Summarized or paraphrased material (Eubanks 1989 interview).
- F. Television program (See 2.75 for sample bibliographic entry.)
 - “Directly quoted material” (*Modern Marvels* 1992 broadcast).
 - Summarized or paraphrased material (*Modern Marvels* 1992 broadcast).

- G. Computer program (See 2.76 for sample bibliographic entry.)
 - “Directly quoted material” (*Logos* 1993 computer program).
 - Summarized or paraphrased material (*Logos* 1993 computer program).
- H. Bible Software (See 2.77 for sample bibliographic entry.)
 - “Directly quoted material” (McGee 1981:45).
 - Summarized or paraphrased material (McGee 1981:45).
- I. Electronic Database (See 2.78 for sample bibliographic entry.)
 - “Directly quoted material” (Gilbreath 2002:52).
 - Summarized or paraphrased material (Gilbreath 2002:52).

ENDNOTES

- 3.20** Use endnotes for lengthier referencing that does not conveniently fit in parenthetical documentation. These content notes typically contain information that amplifies a point the paper examines. Such notes help indicate the depth and breadth of the writer's research.
- 3.21** Indicate an endnote by placing a raised number at the appropriate point in the text. All such numbers should begin with 1 and continue consecutively throughout the paper. Do NOT begin numbering again with each new page or chapter.
- 3.22** Place all endnotes in a separate section of the paper just after the conclusion. Entitle the first page of this section: ENDNOTES.

Type the word *endnotes* in all capitals; center the word to the page, just under the two-inch top margin. Double space after the title to enter the first note.

- 3.23** Do not indent the actual note. Single space **within** each entry; double space **between** entries. Begin each note with its corresponding raised number found in the text. End each note with a period; that is, use only complete sentences in endnotes.
- 3.24** If you cite a reference in an endnote, make the citation correspond to one of the forms listed in 3.5-16. Include a full reference in the bibliography of your paper.

SAMPLE ENDNOTES (entries without page numbers reference the entire work):

¹For more information on this point see Jones (1989:49-55).

²Jones (1989), Smith (1993), and Johnson (1991) have previously made this point. Brown, however, first “[denied] categorically the possibility of this interpretation” (1953:5).

³A friend once saw this papyrus fragment while touring the Holy Land in the summer of 1980. He also agrees that someone appears to have crossed out this particular word and written another one over it.

⁴Smith (1993:12-15) provides an excellent summary of this point.

LATER REFERENCES TO AN EARLIER CITED SOURCE

3.25 For citation purposes, TREAT EACH PARAGRAPH AS A SEPARATE ENTITY. If you reference a source in a paragraph that you have already provided a full citation for, you need only give the page number in parentheses after the second reference:

Lewis also evaluated other Spenserian poems. *Mother Hubberds Tale* receives a good bit of attention in *English Literature in the Sixteenth Century Excluding Drama*, considering the scope of that book. Lewis writes a passage of over four-hundred words explicating the poem, as well as four reference passages (1954:366-67, 363, 365, 374, 464). His explication concludes, “I have often wondered in re-reading this poem why, with all its brilliance, it does not wholly please, and am inclined to think it leaves the ear unsatisfied” (367).

PUNCTUATION OF QUOTATIONS WITH PARENTHETICAL NOTES

3.26 When a parenthetical note follows a quotation, punctuate the sentence after the parentheses. Note these examples:

- A. Jones said, “I love God” (1989:49).
- B. Jones said, “I love God” (1989:49), but not to me.
- C. Why did Jones say, “I love God” (1989:49)?
- D. Jones once asked, “Do you love God?” (1989:49).
- E. “Jesus wept” (John 11:35) is the shortest verse in the Bible.

3.27 Avoid placing parenthetical notes back to back: “Quotation” (Jones 1989:49) (see also John 3:16). Instead, use this format: “Quotation” (Jones 1989:49; see also John 3:16). When listing two or more parenthetical references together, refer to the examples below for other suggested formats:

- A. Several commentators support this view (Jones 1989:49, 51; Smith 1993:8-10; and Williams 1991:12).
- B. “Jesus wept” (John 11:35; see also p. 5 below).
- C. Two writers have suggested this (Jones 1989:151 and Thompson 1990:48-50).

3.28 Avoid placing a parenthetical note at the end of a block quotation. Rather, place it in the text of the paper just prior to the quotation in the sentence introducing the block quotation. See section 4. QUOTATIONS for a discussion of quotation usage.

4. QUOTATIONS

SHORT QUOTATIONS

4.1 Incorporate quotations fewer than forty (40) words into the text of the paper. Type quotations of poetry less than two lines long in the same way. Use single quotation marks for a quotation within a quotation.

LONG (BLOCK) QUOTATIONS

4.2 Set off quotations of more than forty (40) words as follows:

- A. First, punctuate the final word in the text before the quotation with the appropriate period or colon and then double space. Include any parenthetical reference note in the text before the quotation.
- B. Next, justify the entire quotation one and one-half inches (1½") from the paper's *left edge* and capitalize the first letter. Indent the first line two inches (2") if it reflects a new paragraph from the original source. Do not justify nor indent the right side of the quotation.
- C. Finally, double space the quotation but do not enclose it in quotation marks.
- D. If you use an endnote to document the source, type a raised number at the end of the quotation.

4.3 Avoid filling a paper with lengthy quotations. Use block quotations for material crucial to the point under discussion.

4.4 Type poetry quotations of two (2) lines or longer in length as block quotations. Indent any run-over lines an additional half inch from the left margin to indicate that they do not begin new lines.

LONG MANUSCRIPT FORMAT

5.1 Layout of the Research Project's Final Form

Every professional field structures communication according to commonly held specifications in that field. "Rules" or "conventions" of format serve at least two purposes. For the researcher, rules ensure the coverage of some specified range of material. For the reader, rules create clear expectations for the kind and form of presented information, making that information easily accessible through referencing. The following guidelines overview the required format and recommended content of the Johnson University research report.

A. TITLE PAGE

The title page provides clear identification of the assignment's intention and origin. Make the title precise and comprehensive to reflect the nature and scope of the study. Avoid using "A Study of" or "A Study to Determine" to title your paper. Pagination of the front matter (if any) begins numbering with the title page in lowercase Roman numerals (i, ii, iii, etc.) and ends before page 1 of Chapter 1. **NO PAGE NUMBER APPEARS ON THE TITLE PAGE.**

1. General Format of Title Page

The title page contains **three sections** of information: (1) **the title**, (2) **the author**, and, (3) the **class designation**. *Double space* throughout the title page. *Center align* all the text on the title page. *Hint*: Although the information on the title page appears in double spacing, you may find that using single spacing and hard returns will give you better results in overall formatting of the page.

2. Title

Place the paper's title just under a two-inch (2") top margin. Type the title in all uppercase letters. Place your title in an inverted pyramid shape *if it runs more than one line in length*. *Place the paper's title on the first page of the text as well as on the title page.*

3. Author

Type the word "By" with an initial capital just below the five inch (5") line from the top of the page. Double space, then type your name also using initial capitals.

4. Class Designation

Just below the nine inch (9") line from the top of the page, type the department designation using only the course subject and number with the section number (e.g., English 2011-04). Double space and type the date of submission using year, month (abbreviated), and day (2011 Nov. 30).

B. REFERENCES

1. Section 2. **SAMPLE BIBLIOGRAPHY ENTRIES** of this booklet presents guidelines to format the reference list entries and section 3. **SAMPLE PARENTHETICAL ENTRIES** presents guidelines to format the in-text citations.
2. **SOURCES CITED**: Begin your list of references on the page immediately following the final page of the paper's text. Type *SOURCES CITED* just under a two-inch (2") top margin. Type it in all capital letters, centered to the page. In *alphabetical order* by each entry's first word (usually the author's last name), list every source that you have cited in your paper.

C. IN-TEXT DOCUMENTATION

In-text documentation (parenthetical citation) initiates the paper trail to the sources you have used.

1. Parenthetical documentation consists of three pieces of information:
 - the **initially listed entry word** (usually the author's last name) from the bibliography followed by a single space,
 - **year** (of copyright or publication or production or retrieval) followed by *a colon; no space* after the colon,
 - specific **page number** or paragraph number if using an online source or database source.
2. Indicate electronic media references by using the following designations in place of the page numbers: ¶ # or *para. #* to indicate an online source or database source, *CD-ROM* to indicate a CD-ROM source, *cass* to indicate an audiocassette, *video* to indicate a videocassette, *broadcast* to indicate a live television or radio source, *DVD* to indicate digital video disk, *MP3* to indicate Moving Picture Experts Group (MPEG) Audio Layer III

D. FORMAT AND WRITING SPECIFICATIONS

1. Page Numbering

No number appears on the title page, table of contents (if required), or the first page of each chapter. Page numbers in the “front matter” (Table of Contents, List of Tables, List of Figures) appear as lowercase Roman numerals (ii, iii, iv, etc.) centered at the bottom of the page. Count the title page as the first page, but do not place a page number on it.

Page numbering starts over with the beginning of the first page of text. Number the remaining pages in the text consecutively with Arabic numbers (2, 3, etc.). **Place these numbers within the upper right hand margins.** No page numbers appear on chapter heading pages, but count them in the pagination sequence. **Do not** use parentheses, periods, or “p.” to mark page numbers. For simplicity, consider the SOURCES CITED page of your paper as a chapter heading, and do NOT number it.

2. Margins

Use *one-inch* (1") *margins* on the top, bottom, right, and left of pages, except for chapter heading pages, the title page, and the sources cited page. Make the top margins two inches (2") from the tops on those pages. *Justify* only the left *margin*.

3. Line and Word Spacing

Double space the text of the paper throughout, including block quotations. Exception: In the reference list, single space **within each** entry and double space **between** entries.

Do not use widow and orphan lines: *Widow line* = a single line or part of a line at the bottom of a page; *orphan line* = a single line or part of a line at the top of a page.

SHORT MANUSCRIPT FORMAT

5.2 For a paper at or under five (5) pages of text, observe the following guidelines:

A. MATERIALS

1. Hard copy: Word process (or type) the document. Print out on an 8 ½" x 11" unlined paper in black ink.
2. Electronic (online): Process the manuscript using a Microsoft Word program and submit as a document file (.doc) attached to an email.

B. ARRANGEMENT

1. Beginning just under the one inch (1") top line on the first page, single space your **name**, the **class designation**, and the **date** in the upper left-hand corner:

Ron Wheeler (*just under the one inch {1"} top line*)
English 2011-04 (*course subject – course number – section number*)
2011 Nov. 30 (*year – abbreviated month – day*)

2. Follow indicated marginal spacings:

Top margin (all pages)	one inch (1")
Left margin	one inch (1")
Bottom margin	one inch (1") (approximately)
Right margin (unjustified)	one inch (1") (approximately)

3. Title

- *Double space* between the date line and the title.
- Center your title to the page.
- *Double space* between the title and first line of your text.
- Capitalize your complete title.

4. Page Numbers

- Do not number the first page.
- Use Arabic numerals (1, 2, 3) in the upper right-hand corner to mark all subsequent pages. **Do not** use parentheses, periods, or “p.” to mark page numbers.

5. Indent paragraphs one-half inch ($\frac{1}{2}$ "); most processing programs make this setting their default setting; indent five (5) spaces if typing, and type on the sixth (6th) space.
6. *Double space the text* of the paper.

C. PRESENTATION

1. Submit the manuscript in **neat** and **legible** form.
2. Do not submit work in a folder (*ignore for online submissions*).
3. Do not use a cover sheet.
4. Use 12-point, Times New Roman font.
5. Staple pages in the upper left-hand corner (*ignore for online submissions*).
6. Correct finished manuscripts in the following manner (*ignore for online submissions*):
 - To hand correct a mistake on the final draft, draw a single line through the error and write in the correction above the mistake.
 - Limit hand corrections: Two (2) per page.

6. PLAGIARISM AND RELATED PRACTICES

Plagiarism

Students commit plagiarism when they deliberately submit the writing of someone else as their own work. This offense may involve either submitting a paper written by someone else or copying directly from a source without using quotation marks or appropriate documentation.

For demonstrable plagiarism in a paper, students will receive a minimum penalty of F on that paper. Normally the penalty will include a grade of F for the course and a report of the offense to the Dean of Students, who may initiate action leading to suspension or dismissal from Johnson University.

Excessive Collaboration

To write more effectively, students (like most writers) may discuss their ideas and plans for papers with others or may read a paper (or a section of a paper) to friends, making revisions based on their responses. Normally such collaboration improves writing.

Students may also seek help from a volunteer or hired typist. For instructors to gain an accurate representation of a student's work, the student must present the rough draft of any theme or research paper typed by someone other than the student. The final copy must mention the typist's name.

Either of the above practices carried to the extreme constitutes excessive collaboration and prevents instructors from recognizing the real ability and progress of their students, thus inhibiting effective teaching and learning. Students may receive the grade of F on a paper that shows unmistakable evidence of excessive collaboration. Since students often practice excessive collaboration without a deliberate intention to deceive, a professor, after conferring with the student, may allow a rewrite of the paper.

Insufficient Documentation

Honesty and courtesy require that writers acknowledge their debt for information and opinions they draw from other sources. Documentation provides both an acknowledgment of this debt and a kind of support for the ideas expressed in a paper. Appropriate documentation may range from the mere mention of a name or title to the extensive footnotes and bibliography required in a fully documented paper.

Insufficient or inaccurate documentation constitutes a serious weakness in a paper and normally results in a lowered grade. Students may receive the grade of F on a paper where insufficient documentation overwhelms the communication.

Inadequate Paraphrase

In paraphrasing, students should carefully change the words and sentence structure of the original source while retaining the original sense of the source's meaning. Students must learn the ability to paraphrase. Usually inadequate paraphrase represents a lack of knowledge and skill on the part of the student rather than a deliberate attempt to deceive.

Professors will treat inadequate paraphrase like any other writing deficiency, provided it does not also involve insufficient documentation. Students may receive the grade of F on a paper where inadequate paraphrase makes up most of the communication. In such instances, professors may require the student to rewrite the paper. Inadequate paraphrase without documentation usually constitutes plagiarism.

MANAGING CHURCH CONFLICT:
CASE EXAMPLES IN ACTS

By

Pat Student

Bible 2222-01

2011 Nov. 30

EXPLANATORY NOTES

TITLE: Appears just under the **two-inch** (2") top line, typed in all uppercase letters. Inverted pyramid shape *if* the title runs more than one line in length.
Place the paper's title on the first page of the text as well as the title page.

By: *By*, with an initial capital just under **five inches** (5") from the page's top.
Double space

Author: Name using initial capitals.

Class: Course and section numbers just under **nine inches** (9") from the page's top.
Double space

Date: Of *submission* using year, month (abbreviated), and day.

SOURCES CITED

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- _____. 1872c. "Acts XV." *A Commentary on Acts of Apostles*. 7th ed. Lexington, KY: Transylvania Printing and Publishing. Retrieved 2011 Nov. 11 from <http://www.mun.ca/rels/restmov/texts/jwmcgarvey/oca/OCA15.HTM>.
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- Whitlock, David B. 1995 Summer. "An Exposition of Acts 15:1-29." *Review & Expositor* 92:375-378. *ATLA Serials*. Retrieved 2011 Nov. 10 from *ATLA Serials* at Johnson University.
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EXPLANATORY NOTES

2.29 ARTICLE IN AN ENCYCLOPEDIA – SIGNED; inclusive pages

In-text Citation – (Bruce 1979:39-40).

2.1 ONE AUTHOR; one page

In-text Citation – (Gaertner 1993:47).

2.11 EDITORS; inclusive pages

In-text Citation – (Johnson 1992:80-89).

2.80 ELECTRONIC BOOK; 2.15 EDITION OTHER THAN FIRST; one paragraph

In-text Citation – (McGarvey 1872a: para. 14).

or (McGarvey 1872a: ¶ 14).

1.12 AUTHOR: SAME NAME IN SUCCESSIVE ENTRIES; inclusive paragraphs

In-text Citation – (McGarvey 1872b: para. 20-32).

or (McGarvey 1872b: ¶ 20-32).

1.12 AUTHOR: SAME NAME IN SUCCESSIVE ENTRIES; noninclusive paragraphs

In-text Citation – (McGarvey 1872c: para. 18, 27).

or (McGarvey 1872c: ¶ 18, 27).

2.9 EDITORS AS AUTHORS; front matter cited

In-text Citation – (Root and Wade 1966:ii-v).

2.23 ARTICLE IN A JOURNAL OR MAGAZINE; noninclusive pages

In-text Citation – (Wall 1999:70, 75, 81).

2.27 ELECTRONIC DATABASE; one paragraph

In-text Citation – (Whitlock 1995: para. 7).

or (Whitlock 1995: ¶ 7).

2.23 ARTICLE IN A JOURNAL OR MAGAZINE; inclusive pages

In-text Citation – (Zimmer 1990:90-95).

Heading: SOURCES CITED (all caps); double space after this title

Margins: Top – 2"; Left – 1" (justified); Right – 1" (unjustified); Bottom – 1"

Single space **within** each entry. Double space **between** entries.

Use hanging indentation. Place a period at the end of each entry.

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