



# WAVE LEADERSHIP COLLEGE

## WRITING GUIDE

### RESOURCES

The preferred writing style adopted by the faculty of Wave Leadership College is Turabian (Chicago Manual of Style). Unless otherwise instructed, students will follow Turabian notes-bibliography style in all papers.

Students are encouraged to use the following resources:

Turabian, Kate. *A Manual for Writers of Research Papers, Theses, and Dissertations*. Edited by Wayne Booth, et al. 8<sup>th</sup> ed. Chicago: University of Chicago Press, 2013.

Vyhmeister, Nancy, and Terry Robertson. *Quality Research Papers: for Students of Religion and Theology*. 3<sup>rd</sup> ed. Grand Rapids, MI: Zondervan, 2014.

*Copies of the above book can be found in the reference section of the WLC Library.*

An excellent online resource can be found at <https://owl.english.purdue.edu/owl/>.

### BASIC FORMATTING ISSUES

- Font: 12pt Times New Roman or other commonly used serif font
- Margins: 1”
- Spacing: double spaced except for block quotations
- Start numbers on the first page of text (not title page or table of contents)
- Section titles: Be consistent throughout paper.
- Footnotes
  - appear at the bottom of each page
  - correspond to work cited on that page
  - single-spaced with an extra space between footnotes

- Bibliography
  - Listing of works cited in the paper as well as works used but not cited.
  - found at the end of the paper
  - Alphabetic order
  - Do not include the Bible in your bibliography
- Note: footnote and bibliography citations are written differently from one another.

## CAPITALIZATION AND SPELLING

### SPELLING AND USAGE

*Pay attention to these common spelling, capitalization, and usage issues:*

- |   |   |
|---|---|
| 1. Accommodate (two m's, two c's)   | 15. law (as opposed to grace)   |
| 2. Affect (verb: to influence; never a noun); vs. effect (noun: the result)                   | 16. Law, the (OT division)  |
| 3. envelop (verb: to influence; never a noun) vs. envelope (noun)                             | 17. Devil, the (Satan)  |
| 4. Altar (place of worship) vs. Alter (to change)   | 18. Effect (noun: the result); see “affect”   |
| 5. Anoint (one n after the a)   | 19. Fathers, the (church leaders)   |
| 6. Bread of Life (Bible or Christ)  | 20. Fulfill   |
| 7. heaven   | 21. Genealogy (a not o before the l)  |
| 8. heavenly Father  | 22. Israel (not “-eal”)   |
| 9. Capital (capitol—only the building)  | 23. Judgment (no e after the g)   |
| 10. Church, the (the Body of Christ, universal Church) vs. church, a local (the early church) | 24. Precede (to go before) vs. Proceed (to come from or to go on)   |
| 11. Isaiah  | 25. Principal (adjective: chief or main; noun: the head of a school) vs. Principle (noun: rule or method) |
| 12. Cite (to quote; not "sight")  | 26. Prophecy (verb: to prophesy) vs. Prophecy (noun: a prophecy)  |
| 13. Deity (not "diety")   | 27. Reverence (not “_ance”)   |
| 14. Develop (no e at the end)   | 28. Scripture(s), the   |

### CAPITALIZATION

- All personal pronouns referring to God, Jesus, or the Holy Spirit should be capitalized unless these appear as part of a direct quotation from Scripture.
- Capitalize all nouns and adjectives used to designate God, Jesus, or the Holy Spirit. For example: the Almighty, the Comforter, the Spirit. But use lower-case when the adjective is only a modifier, as in: the living Christ, the eternal God.

## INFORMATION FOR CITING BIBLE REFERENCES

See Turabian 24.6

When referring to whole chapters or to whole books of the Bible, spell out the names of the books, do not italicize or underline them.

Jeremiah 42-44 records the flight of the Jews to Egypt.

The Revelation of St. John the Divine, known as “Revelation,” closes the New Testament.

When you cite biblical passages by verse whether in text, parenthetical references, or notes:

- Abbreviate the names of the books (see “List of Abbreviations for Biblical Books” 24.6.1, 24.6.3),
- Follow the chapter and verse numbers with the abbreviation for the version of the Bible from which the passage was taken:

1 Chron 2:1-5 NRSV

Ruth 3.14 NAB

- Punctuation to be used in citing biblical references:
  1. Separate biblical book chapter and verse by a colon: Ps 32:8
  2. Separate individual verses by a comma and no space: Ps 32:6,9; Prv 3:1,2.
  3. Use a hyphen when giving reference for a group of three or more consecutive verses: Ps 32:8-12.
  4. Separate Scripture passages from different chapters or books by a semicolon: Ps 32:8; 34:10; Mt 3:14; Luke 4.
  5. Use a semicolon between nonconsecutive individual chapter numbers when they are part of a group of biblical references containing verse numbers: Heb 1:4; 7:1,4-10. But in reading matter where no verses are given in the sentence, use commas between chapter numbers: Miracles are found in chapters 2, 7, and 10.
  6. Separate two or more consecutive chapters by a dash: Matthew 4-5; Acts 1:8-2:3.
  7. Proper punctuation of a Scripture quotation and reference: “. . . unto the nations” (Jer 1:5).
  8. Arabic numerals are used to precede biblical books: 1 Kgs 2:1; 2 Cor 5:8.

## PROPER FORMATTING OF FOOTNOTES AND BIBLIOGRAPHIC ENTRIES

A. See Turabian chapters 16 & 17

B. Footnotes:

Internal Citations, also known as footnotes, include both direct quotes and references to information found within your scores. You cite your sources as footnotes. Number each citation consecutively, using only one number per note. You may include more than one source in a single note. Put the number after a quotation mark or period.

C. Preparing your Bibliography:

- A bibliography should be a list of each source you cited within your notes as well as any other resources used, listed alphabetically by author.
- Using a hanging indent to separate citations clearly. The first line of each entry is flush with the margin. Following lines are indented.

D. Examples of Footnotes and Bibliography Citations

- This version of the Turabian style uses two forms of citation: the footnote and the bibliography. As you cite information, you provide a footnote at the bottom of that page. You then collect all your citations at the end of your document in a bibliography.

## BOOKS

### Footnote

1. Philipp Ziesche, *Cosmopolitan Patriots: Americans in Paris in the Age of Revolution* (Charlottesville: University of Virginia Press, 2010), 63-65.

### Bibliography:

Ziesche, Philipp. *Cosmopolitan Patriots: Americans in Paris in the Age of Revolution*.  
Charlottesville: University of Virginia Press, 2010.

## JOURNAL ARTICLES

### Footnote:

2. Eran Shalev, "A Perfect Republic: The Mosaic Constitution in Revolutionary New England, 1775-1788," *New England Quarterly* 82, no.2 (June 2009): 246.

**Bibliography:**

Shalev, Eren. "A Perfect Republic: The Mosaic Constitution in Revolutionary New England, 1775-1788." *New England Quarterly* 82, no.2 (June 2009): 235-63.

JOURNAL ACCESSED FROM AN ONLINE DATABASE

**Footnote:**

3. Eran Shalev, "A Perfect Republic: The Mosaic Constitution in Revolutionary New England, 1775-1788," *New England Quarterly* 82, no.2 (June 2009): 246, accessed March 10, 2011, <http://neq.xo.org/18835>.

**Bibliography:**

Shalev, Eren. "A Perfect Republic: The Mosaic Constitution in Revolutionary New England, 1775-1788." *New England Quarterly* 82, no.2 (June 2009): 235-63. Accessed March 10, 2011, <http://neq.xo.org/18835>.

WEBSITES

Include as many of the following elements as you can find: author, title of the page, title or owner of the site, publication or revision date, access date, and URL.

**Footnote:**

8. Congressional Research Service, "CRS Annotated Constitution," Cornell University Law School, 1992, accessed March 21, 2011, <http://www.law.cornell.edu/anncon/index.html>.

**Bibliography:**

Congressional Research Service. "CRS Annotated Constitution." Cornell University Law School. 1992. Accessed March 21, 2011. <http://www.law.cornell.edu/anncon/index.html>.

*For all other citation forms, see chapter 17 in Turabian.*

## SCHOLARLY SOURCES

What is a research paper? First, understand what it is not. It isn't primarily:

- A book report (although it might contain information about many books)
- A book or article review (although you may comment on the content of a book)
- A summary of information on a topic (although it may include a topic summary)
- A personal reflection on the topic (although some limited personal reflection may be important)

Instead, a research paper is your contribution to a larger conversation that is happening among well-educated members of an academic or professional community. Your contribution to this conversation may be either *an analysis* of what scholars are saying about your topic, or it may be *an argument* for a particular perspective on the topic. In order to accomplish this, you'll need to know what scholars are saying about your topic. You'll find their ideas in scholarly, rather than popular, sources. The following chart helps explain the differences between the two.

	Scholarly Sources	Popular Sources
Author /Audience	<ul style="list-style-type: none"> <li>• Written for an academic audience (researchers, academics, students)</li> <li>• Written by a respected author in that field (Check author's credentials – does the author hold graduate degrees in the field, has the author written other books or articles in the field, is he or she associated with a college, university, or other professional association?)</li> <li>• Content reviewed by other experts in the field.</li> </ul>	<ul style="list-style-type: none"> <li>• Written for the general public.</li> <li>• Written by a journalist, a feature writer, a pastor or preacher (note that any of these individuals may write both popular and scholarly articles, depending on the audience they are trying to reach.)</li> <li>• Edited primarily for writing style or not at all</li> </ul>
Characteristics	<ul style="list-style-type: none"> <li>• Contains extensive footnotes and/or bibliographies.</li> <li>• The language is serious, with advanced vocabulary.</li> <li>• Very few illustrations; probably only charts or graphs where necessary. No advertising.</li> <li>• Longer articles (10-20 pages) in scholarly journals, as well as books that can generally be found in college or university libraries.</li> </ul>	<ul style="list-style-type: none"> <li>• May contain some references, usually within the text.</li> <li>• The language is easily understood by a wide audience, and uses simple vocabulary.</li> <li>• May contain multiple photos, illustrations, and other graphic elements, and be accompanied by advertising.</li> <li>• Shorter articles in magazines and newspapers, as well as books that can generally be found in most bookstores.</li> </ul>
Examples	<p>Schreiner, Thomas. <i>Paul, Apostle of God's Glory in Christ: A Pauline Theology</i>. Downers Grove, IL: InterVarsity Press Academic, 2010.</p> <p>Dunn, James G. <i>The Theology of Paul the Apostle</i>. Grand Rapids, MI: Wm. B. Eerdmans Publishing Co., 1998.</p> <p>Frilingos, Chris. "For my child, Onesimus: Paul and domestic power in Philemon." <i>Journal of Biblical Literature</i> 119, no. 1 (Spring 2000): 91-104.</p>	<p>Macarthur, John. <i>Called to lead: 26 leadership lessons from the life of the Apostle Paul</i>. Nashville, TN: Thomas Nelson. 2004.</p> <p>Stetzer, Ed. "Monday is for Missiology: Paul's Preparation as Church Planter" <i>Christianity Today</i>. January 14, 2013.</p> <p>Blue Letter Bible, Timeline of the Apostle Paul. Accessed 10/7/14 at <a href="https://www.blueletterbible.org/study/paul/timeline.cfm">https://www.blueletterbible.org/study/paul/timeline.cfm</a>.</p>

