



**COVENANT BAPTIST
THEOLOGICAL SEMINARY**
— + —
INFORMED SCHOLARSHIP • PASTORAL HEART

Style Sheet

All papers must be done in MS Word format and should be saved as a .doc or .docx with the following information in order.

[Class code][space][student last name][space][a short assignment description].docx¹

All papers must comply with this document.

I. Page setup

- A. Top margin: 1”
- B. Bottom margin: 1”
- C. Side margins: 1”
- D. Page numbers: centered at bottom of page, no page number on the 1st page.

II. Main text

- A. Font: Times New Roman, 12 point.
- B. Spacing: double.
- C. Justify margins
- D. Indent for first line of each paragraph: 0.5”

III. Block Quote

- A. A block quotation is a quote over three lines
- B. Font: Times New Roman, 11 point
- C. Spacing: single
- D. Justify margins
- E. Indent whole paragraph: 0.5”
- F. Double space before and after the quotation

IV. Headings

If you choose to use headings please format them as follows:

- A. Capitalize the first word and every important word in the heading title.
- B. Font: Times New Roman, 12 point, bold type
- C. Alignment: center
- D. Spacing: double space before and after

V. Footnotes (do not use endnotes)

- A. Again, do not use endnotes
- B. Font: Times New Roman, 10 point
- C. Spacing: single

¹ Examples: BI12 Semrad term paper.docx, BI14 Carlson Ex Fallacies Review.docx, BI14 Autry Essay 3.docx

- D. Justify margins
 - E. Indent for first line: 0.5”
 - F. Reference # in text: 12 point superscript
 - G. Reference # in footnote: 10 point superscript
- Please note the following about footnotes (as opposed to bibliographic entries):

- A. List author’s name: First Name/Last Name
- B. Abbreviate editor and translator designations
- C. Place publishing information within parentheses
- D. Indent the first line of a footnote .5”, (do not use a hanging indent)
- E. **Do not** separate footnotes with a double space.

See Appendix for examples of footnotes.

VI. Bibliography (see appendix)

VII. Scripture Quotations

- A. When quoting Scripture use the following in-text notation and punctuation:
 “I am the way the truth and the life” (Jn. 14:6).
 “Lord, are you going to wash my feet?” (Jn. 13:6).
- B. When quoting Scripture over three lines, format as per block quote above. Do not put a period after the Scripture reference in block quote. Do not use quotation marks in a block quote.
 The abbreviations that should be used to refer to the various biblical books are the following (note – some short names are not abbreviated):

Genesis – Gen.	Exodus – Exod.	Leviticus – Lev.
Numbers – Num.	Deuteronomy – Dt.	Joshua – Josh.
Judges – Jdg.	Ruth – Ruth	1 Samuel – 1 Sam.
2 Samuel – 2 Sam.	1 Kings –1 Kings	2 Kings – 2 Kings
1 Chronicles –1 Chron.	2 Chronicles – 2 Chron.	Ezra – Ezra
Nehemiah – Neh.	Esther – Est.	Job – Job
Psalms – Ps.	Proverbs – Prov.	Ecclesiastes – Eccl.
Song of Solomon – Song	Isaiah – Is.	Jeremiah – Jer.
Lamentations – Lam.	Ezekiel – Ezek.	Daniel – Dan.
Hosea – Hos.	Joel – Joel	Amos – Amos
Obadiah – Obad.	Jonah – Jon.	Micah – Mic.
Nahum – Nah.	Habakkuk – Hab.	Zephaniah – Zeph.
Haggai – Hag.	Zechariah – Zech.	Malachi – Mal.
Matthew – Matt.	Mark – Mk.	Luke – Lk.
John – Jn.	Acts – Acts	Romans – Rom.
1 Corinthians – 1 Cor.	2 Corinthians – 2 Cor.	Galatians – Gal.
Ephesians – Eph.	Philippians – Phil.	Colossians – Col.
1 Thessalonians – 1 Thess.	2 Thessalonians – 2 Thess.	1 Timothy – 1 Tm.
2 Timothy – 2 Tm.	Titus – Tit.	Philemon – Phlm.
Hebrews – Heb.	James – Jam.	1 Peter – 1 Pet.
2 Peter – 2 Pet.	1 John – 1 Jn.	2 John – 2 Jn.
3 John – 3 Jn.	Jude – Jude	Revelation – Rev.

VIII. Transliteration System for Greek and Hebrew

- A. When you include Greek or Hebrew words in your papers, Greek and/or Hebrew fonts, including punctuation and accents, are preferred.
- B. BibleWorks fonts will be the standard fonts used. If you do not have BibleWorks download their free fonts from <http://www.bibleworks.com/fonts.html>
- C. For transliteration of Hebrew and Greek, use the following system.

Greek & Hebrew transliteration:

Greek	Latin
α	a
β	b
γ	g
δ	d
ε	e
ζ	z
η	h
θ	th
ι	i
κ	k
λ	l
μ	m
ν	n
ξ	x
ο	o
π	p
ρ	r
σ ζ	s
τ	t
υ	u
φ	ph
χ	ch
ψ	ps
ω	o

Hebrew		Latin
Aleph	א	'
Beth	ב	b
Gimel	ג	g
Daleth	ד	d
Heh	ה	h
Waw	ו	v
Zayin	ז	z
Cheth	ח	ch
Teth	ט	t
Yod	י	y
Kaph	ך	k
Lamedh	ל	l
Mem	מ	m
Nun	נ	n
Samek	ס	s
Pe	פ	p
Ayin	ע	`
Tsade	צ	ts
Qoph	ק	q
Resh	ר	r
Sin	ש	s
Shin	שׁ	sh
Tav	ת	t

Appendix - Examples of Bibliography and Footnotes

Examples of footnote citations appear at the bottom of the page as footnotes. The bibliographic information is presented in the format a bibliography should take. Note: last name first when citing the author in your bibliography, first name first in footnotes. Make sure to create your bibliography in alphabetical order.

I. Citations from an Article in a Journal or Periodical

Van Dixhoorn, Chad B. "The Sonship Program for Revival: A Summary and Critique." *The Westminster Theological Journal* 61:2 (1999), 227-46.²

II. Citations from an Article/Chapter in an Edited Book

Smith, Morton H. "The Case for Full Subscription," in *The Practice of Confessional Subscription*, edited by David W. Hall. Oak Ridge, TN: The Covenant Foundation, 1995.³

III. Citations from an Article in a Reference Work (Dictionary, Encyclopedia, etc.)

Payne, J. B. "Covenant (in the Old Testament)," *The Zondervan Pictorial Encyclopedia of the Bible*. Edited by Merrill C. Tenney. Grand Rapids: Zondervan Publishing House, 1975.⁴

IV. Citations from a Book Review

Edgar, William. Review of *Creating a Christian Worldview: Abraham Kuyper's Lectures on Calvinism*, by Peter S. Heslam, in *The Westminster Theological Journal* 60:2 (1998): 355-58.⁵

V. Citations from a Book (Single Author)

Murray, Iain. *Pentecost – Today?: The Biblical Basis for Understanding Revival*. Carlisle, PA: Banner of Truth Trust, 1998.⁶

VI. Citations from a Book (Multi-Author) – see "Article/Chapter in an Edited Book" (II. above)

² Chad B. Van Dixhoorn, "The Sonship Program for Revival: A Summary and Critique," *The Westminster Theological Journal* 61:2 (1999), 227-46.

³ Morton H. Smith "The Case for Full Subscription," *The Practice of Confessional Subscription*, ed. David W. Hall (Oak Ridge, TN: The Covenant Foundation, 1995), 185.

⁴ Payne, J. B. "Covenant (in the Old Testament)," *The Zondervan Pictorial Encyclopedia of the Bible*, ed. Merrill C. Tenney (Grand Rapids: Zondervan Publishing House, 1975), 1000-1010.

⁵ William Edgar, review of *Creating a Christian Worldview: Abraham Kuyper's Lectures on Calvinism*, by Peter S. Heslam, in *The Westminster Theological Journal* 60:2 (1998): 355-58.

⁶ Iain Murray, *Pentecost – Today?: The Biblical Basis for Understanding Revival* (Carlisle, PA: Banner of Truth Trust, 1998), 66.

VII. Citations from an Edited Book

Warfield, Benjamin Breckinridge. *The Inspiration and Authority of the Bible*. Edited by Samuel G. Craig. Philadelphia: Presbyterian and Reformed Publishing Company, 1948.⁷

VIII. Citations from an Edition (other than first, i.e., second, revised, etc.)

Archer, Gleason L. *A Survey of Old Testament Introduction*. 2nd ed. Chicago: Moody Press, 1994.⁸

IX. Citations from a Translation

Bavinck, Herman. *The Last Things: Hope for This World and the Next*. Translated by John Vriend. Grand Rapids: Baker Book House, 1996.⁹

X. Citations from a Reprint Edition

Hodge, Charles. *Systematic Theology*. 3 vols. 1871; reprint, Grand Rapids: Wm. B. Eerdmans Publishing Co., 1952.¹⁰

XI. Citations from a Standard Work

When citing standard works that have been ordered according to commonly received books, chapters, paragraphs, verses, lines, etc., an in-text citation or an abbreviated footnote citation is usually sufficient once a full citation has been given that lists the edition, translation, etc.

Calvin, John. *The Institutes of the Christian Religion*. Edited by John T. McNeill and translated by Ford Lewis Battles. *Library of Christian Classics*. Vols. 20-21. Philadelphia: Westminster Press, 1960.¹¹

“If true religion is to beam upon us, our principle must be, that it is necessary to begin with heavenly teaching, and that it is impossible for any man to obtain even the minutest portion of right and sound doctrine without being a disciple of Scripture.”¹²

The London Baptist Confessions of Faith

1LBCF (1644/46)

2LBCF (1677/89)

⁷ Benjamin Breckinridge Warfield, *The Inspiration and Authority of the Bible*, ed. Samuel G. Craig (Philadelphia: Presbyterian and Reformed Publishing Co., 1948), 374.

⁸ Gleason L. Archer, *A Survey of Old Testament Introduction*. 2nd ed. (Chicago: Moody Press, 1994), 109.

⁹ Herman Bavinck, *The Last Things: Hope for This World and the Next*, trans. John Vriend (Grand Rapids: Baker Book House, 1996), 89.

¹⁰ Charles Hodge, *Systematic Theology* (1871; reprint, Grand Rapids: Wm. B. Eerdmans Publishing Co., 1952), 1:251.

¹¹ John Calvin, *The Institutes of the Christian Religion*, ed. John T. McNeill and trans. Ford Lewis Battles, *Library of Christian Classics*, vols. 20-21 (Philadelphia: Westminster Press, 1960), IV.iv.4.

¹² John Calvin, *The Institutes of the Christian Religion*, trans. Henry Beveridge, vol. 1 (Grand Rapids: William B. Eerdmans, 1962), I.vi.2.

The Westminster Standards

Confession: WCF IV:2.

Larger Catechism and Shorter Catechism: LC or SC Q. 76.

XII. Citations from Collected/Selected Works

Calvin, John. *Selected Works of John Calvin: Tracts and Letters*. Vol. 1, Tracts, Part 1. Edited and translated by Henry Beveridge. Edinburgh: Calvin Translation Society, 1844. Reprint, Grand Rapids: Baker Book House, 1983.¹³

Murray, John. *Collected Writings of John Murray*. Vol. 1, *The Claims of Truth*. Carlisle, PA: Banner of Truth Trust, 1976.¹⁴

Owen, John. *The Death of Death in the Death of Christ*. In *The Works of John Owen*, edited by William H. Goold. Vol. 10. 1850-1853. Reprint, Carlisle, PA: Banner of Truth Trust, 1967.¹⁵

XIII. Citations from a Book or Set with Multiple Authors

Keil, C. F., and F. Delitzsch. *The Pentateuch*, vol. 1, *Commentary on the Old Testament*. Translated by James Martin. Reprint, Grand Rapids: William B. Eerdmans, 1991.¹⁶

Naegelsbach, C. W. Eduard. *The Book of the Prophet Jeremiah Theologically and Homiletically Expounded*. Translated and edited by Samuel Ralph Asbury. Vol. 12 of *Lange's Commentary on the Holy Scriptures*, edited by Philip Schaff. 1871; reprint, Grand Rapids: Zondervan Publishing House, 1960.¹⁷

XIV. Citations from a Multi-Volume Work with One General Title

Hodge, Charles. *Systematic Theology*. 3 vols. 1871; reprint, Grand Rapids: Wm. B. Eerdmans Publishing Co., 1952.¹⁸

¹³ John Calvin, *Selected Works of John Calvin: Tracts and Letters*, vol. 1, Tracts, Part 1, ed. and trans. Henry Beveridge (Edinburgh, Scotland: Calvin Translation Society, 1844; reprint, Grand Rapids: Baker Book House, 1983), 125.

¹⁴ John Murray, *Collected Writings of John Murray*, vol. 1, *The Claims of Truth* (Carlisle: Banner of Truth Trust, 1976), 93.

¹⁵ John Owen, *The Death of Death in the Death of Christ*, in *The Works of John Owen*, ed. William H. Goold, vol. 10 (1850-1853, reprint, Carlisle: Banner of Truth Trust, 1967), 236.

¹⁶ C.F. Keil and F. Delitzsch, *The Pentateuch*, vol. 1, *Commentary on the Old Testament*, trans. James Martin (reprint, Grand Rapids: William B. Eerdmans, 1991), 467.

¹⁷ C.W. Eduard Naegelsbach, *The Book of the Prophet Jeremiah Theologically and Homiletically Expounded*, trans. and ed. Samuel Ralph Asbury, vol. 12 of *Lange's Commentary on the Holy Scriptures*, ed. Philip Schaff (1871; reprint, Grand Rapids: Zondervan Publishing House, 1960), 188.

¹⁸ Charles Hodge, *Systematic Theology* (1871; reprint, Grand Rapids: Wm. B. Eerdmans Publishing Co., 1952), 1:251.

XV. Citations from a Multi-Volume Work with Individual Titles

Thompson, Robert Ellis. *A History of the Presbyterian Churches in the United States*, 3rd ed., vol. 6 of *American Church History*. New York: Charles Scribner's Sons, 1902.¹⁹

XVI. Citations from a Multi-Volume Work with Separate Publishing Dates for Each Volume

Old, Hughes Oliphant. *The Biblical Period*, vol. 1 of *The Reading and Preaching of the Scriptures in the Worship of the Christian Church*. Grand Rapids: William B. Eerdmans, 1998.²⁰

Old, Hughes Oliphant. *The Medieval Church*, vol. 3 of *The Reading and Preaching of the Scriptures in the Worship of the Christian Church*. Grand Rapids: William B. Eerdmans, 1999.²¹

XVII. Citations from a Work in a Series

Knight, George W., III. *The Pastoral Epistles: A Commentary on the Greek Text*. The New International Greek Text Commentary. Grand Rapids: William B. Eerdmans Publishing Co., 1992.²²

XVIII. Previously Cited References

When first citing a book include the full information in the footnote. For example:

“The problem is that with enough imagination, and enough cynicism, we can find a reason to impugn *anyone's* objectivity.”²³

If the citation is to the same book and page as the immediately preceding footnote, use *ibid*.

“If we go to that extreme, however, then we lose all the advantages of having specialists in different fields.”²⁴

If the citation is to the same book, but a different page, use *ibid* and the new page number.

“The *post hoc* fallacy is probably the source of many superstitions.”²⁵

¹⁹ Robert Ellis Thompson, *A History of the Presbyterian Churches in the United States*, 3rd ed., vol. 6 of *American Church History* (New York: Charles Scribner's Sons, 1902), 81.

²⁰ Hughes Oliphant Old, *The Biblical Period*, vol. 1 of *The Reading and Preaching of the Scriptures in the Worship of the Christian Church* (Grand Rapids: William B. Eerdmans, 1998), 68.

²¹ Hughes Oliphant Old, *The Medieval Church*, vol. 3 of *The Reading and Preaching of the Scriptures in the Worship of the Christian Church* (Grand Rapids: William B. Eerdmans, 1999), 281.

²² George W. Knight, III., *The Pastoral Epistles: A Commentary on the Greek Text*, The New International Greek Text Commentary (Grand Rapids: William B. Eerdmans Publishing Co., 1992), 130-149.

²³ David Kelley, *The Art of Reasoning*, 3rd ed. (New York: W. W. Norton, 1998), 137.

²⁴ *Ibid*.

²⁵ Kelley, *Art of Reasoning*, 143.

In all other cases, refer to a previously cited work by giving the author's last name, a short title for the book, and the page number. The example that we use here is found under the heading "Book/Monograph (Single Author)." "One chief consequence of the filling of the Spirit, as recorded in Acts, was the presence of power and authority in speech."²⁶

Do not use *loc. cit.* or *op. cit.*

XIX. Reference to a Note/Footnote

Warfield, Benjamin Breckinridge. *The Inspiration and Authority of the Bible*. Edited by Samuel G. Craig. Philadelphia: Presbyterian and Reformed Publishing Company, 1948.²⁷

XX. Secondary Source Citation

Warfield, Benjamin B. *The Lord of Glory*. 1907; (reprint, Grand Rapids, MI: Baker, 1974). See Robert L. Reymond, *A New Systematic Theology of the Christian Faith*. Nashville: Thomas Nelson Publishers, 1998.²⁸

XXI. Reference to a Book Published Electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, include an access date and a URL. If no fixed page numbers are available, you can include a section title or a chapter or other number.

Boyce, James P. *Abstract of Systematic Theology*, Louisville: C. T. Dearing, 1882. accessed September 12, 2016. <http://founders.org/main/wp-content/uploads/abstract.pdf/>.²⁹

Rydellnik, Michael. *The Messianic Hope: Is the Hebrew Bible Really Messianic?*, Nashville: 2010. Kindle.³⁰

²⁶ Murray, *Pentecost*, 122.

²⁷ Benjamin Breckinridge Warfield, *The Inspiration and Authority of the Bible*, ed. Samuel G. Craig (Philadelphia: Presbyterian and Reformed Publishing Co., 1948), 374, n. 67.

²⁸ Warfield, Benjamin B. *The Lord of Glory* (1907; reprint, Grand Rapids: Baker, 1974), 41, as quoted in Robert L. Reymond, *A New Systematic Theology of the Christian Faith* (Nashville: Thomas Nelson Publishers, 1998), 218.

²⁹ James P. Boyce, *Abstract of Systematic Theology*, Louisville: C. T. Dearing, 1882. chap. 33, par. 4, accessed September 12, 2016. <http://founders.org/main/wp-content/uploads/abstract.pdf/>.

³⁰ Michael Rydellnik, *The Messianic Hope: Is the Hebrew Bible Really Messianic?*, Nashville: 2010. Kindle. chap. 6, par. 8.