COVENANT BAPTIST THEOLOGICAL SEMINARY

✝

INFORMED SCHOLARSHIP • PASTORAL HEART

STYLE SHEET

This CBTS Style Sheet serves as a summary how papers and projects should be formatted for all CBTS assignments. The aim of this style sheet is to provide an accessible reference document so that Faculty and Students may quickly find clarity about stylistic/citation expectations.

A few general notes:
- 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].docx[1]
- Generally, CBTS style guidelines conform to Turabian's most recent edition of style; however, should the two conflict, CBTS style guidelines are to be used.
- If the CBTS Style Sheet does not address an element of style or citation, then Turabian's style will be expected.

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 (i.e., Title Page).

II.   Main text
   A. Font: Times New Roman, 12-point.
   B. Spacing: double.
   C. Left justify margins
   D. Indent for first line of each paragraph: 0.5"
   E. Note: for all number ranges (e.g., 1997–2003), use an en dash, not a hyphen.

III.   Title page
   A. Book reviews over six pages in length and all term papers require a title page
   B. See example at the end of this document
   C. Title page and bibliography are not included in page count

IV.   Block Quote
   A. A block quotation is a quote over four lines
   B. Font: Times New Roman, 11-point
   C. Spacing: single

---

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

D. Left justify margins, and do not use quotation marks (" ") around the quote
E. Indent whole paragraph: 0.5"
F. Double space before and after the quotation (one line of space before and after).

Here is a sample block quote, given within the text of a paper:

> Here would be the block quote text. Notice the absence of quotations marks surrounding the quote, and also notice that the first word is capitalized, even though the quote is found WITHIN the preceding sentence… Block quotes should be Times New Roman font, just like the preceding and succeeding sections, although the block quote will be 11-point font, rather than the standard12-point font. The block quote should be at least three full lines of text, should be single spaced, and should be justified to the left margin.[2]

Next paragraph text would go here, without indentation (unless you are starting a new topic/

paragraph).

V.   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 (headline style)
B. Font: Times New Roman, 12-point, bold type
C. Alignment: center
D. Spacing: double space before and after (one line of space before and after)

VI.   Footnotes (do not use endnotes)
A. Again, do not use endnotes
B. Font: Times New Roman, 10-point
C. Spacing: single (one line of space between footnotes)
D. Left justify margins
E. Indent for first line: 0.5"
F. Use a single space between the Footnote superscript number and the Footnote citation text. For example, see the space between the number "2" superscript and "Rex" at the bottom of this page.
G. Reference # in text: 12-point superscript
H. 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 0.5" (do not use a hanging indent)
E. ~~**Do not** separate footnotes with a double space.~~

See Appendix for examples of footnotes.

---

[2] Rex Semrad, "This is How You Properly Format a Block Quote," (PhD diss., Grammarians Rule Pontifical University, 2001), 57–59.

VII. Bibliography (see appendix)

VIII. 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 a block quote. Do not use quotation marks in
      a block quote unless material is quoted within the quote.
  C. The abbreviations that should be used to refer to the various biblical books in
      parentheses and footnotes are the following (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	Psalm – 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.	

IX. Transliteration System for Greek and Hebrew
  A. When including Greek or Hebrew words in assignments, Greek and/or Hebrew fonts,
      including punctuation and accents, are preferred.
  B. BibleWorks fonts will be the standard fonts used. BibleWorks fonts are free and can
      be downloaded from http://www.bibleworks.com/fonts.html
  C. For transliteration of Greek and Hebrew, use the following system:

Greek	Latin
a	a
b	b
g	g
d	d
e	e
z	z
h	h
q	th
i	i
k	k
l	l
m	m
n	n
x	x
o	o
p	p
r	r
s ς	s
t	t
u	u
f	ph
c	ch
y	ps
w	o

Hebrew		Latin
Aleph	**a**	'
Beth	**b**	b
Gimel	**g**	g
Daleth	**d**	d
Heh	**h**	h
Waw	**w**	v

Zayin	z	z
Cheth	x	ch
Teth	j	t
Yod	y	y
Kaph	K	k
Lamedh	l	l
Mem	m	m
Nun	n	n
Samek	s	s
Pe	p	p
Ayin	[	`
Tsade	c	ts
Qoph	q	q
Resh	r	r
Sin	f	s
Shin	v	sh
Tav	t	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 with each entry using hanging indents. (See the sample bibliography in Turabian, *A Manual for Writers*, 9th ed.)

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, no. 2 (1999): 227–46.[3]

Carson, D. A. "Job: Mystery and Faith." *Southern Baptist Journal of Theology* 4, no. 2 (Summer 2000): 38–55. https://galaxie.com/article/sbjt04-2-04.[4]

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

Smith, Morton H. "The Case for Full Subscription." In *The Practice of Confessional Subscription*, edited by David W. Hall, 185–205. Oak Ridge, TN: The Covenant Foundation, 1995.[5]

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

Payne, J. B. "Covenant (in the Old Testament)." In *The Zondervan Pictorial Encyclopedia of the Bible*, edited by Merrill C. Tenney, 1000–10. Grand Rapids: Zondervan Publishing House, 1975.[6]

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, no. 2 (1998): 355–58.[7]

---

[3] Chad B. Van Dixhoorn, "The Sonship Program for Revival: A Summary and Critique," *The Westminster Theological Journal* 61, no. 2 (1999): 227–46.

[4] D. A. Carson, "Job: Mystery and Faith," *Southern Baptist Journal of Theology* 4, no. 2 (Summer 2000): 44, https://galaxie.com/article/sbjt04-2-04.

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

[6] J. B. Payne, "Covenant (in the Old Testament)," in *The Zondervan Pictorial Encyclopedia of the Bible*, ed. Merrill C. Tenney (Grand Rapids: Zondervan Publishing House, 1975), 1001.

[7] William Edgar, review of *Creating a Christian Worldview: Abraham Kuyper's Lectures on Calvinism*, by Peter S. Heslam, in *The Westminster Theological Journal* 60, no. 2 (1998): 355–58.

V. Citations from a Book (Single Author)

Murray, Iain. *Pentecost – Today?: The Biblical Basis for Understanding Revival.* Carlisle, PA: Banner of Truth Trust, 1998.[8]

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

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.[9]

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.[10]

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.[11]

X. Citations from a Reprint Edition

Hodge, Charles. *Systematic Theology*. 3 vols. 1871. Reprint, Grand Rapids: Wm. B. Eerdmans Publishing Co., 1952.[12]

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.

---

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

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

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

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

[12] Charles Hodge, *Systematic Theology* (1871; repr., Grand Rapids: Wm. B. Eerdmans Publishing Co., 1952), 1:251.

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.[13]

"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."[14]

The London Baptist Confessions of Faith
     1LBCF (1644/46)
     2LBCF (1677/89)

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 Books, 1983.[15]

Murray, John. *Collected Writings of John Murray*. Vol. 1, *The Claims of Truth*. Carlisle, PA: Banner of Truth Trust, 1976.[16]

Owen, John. *The Death of Death in the Death of Christ*. In *The Works of John Owen*, edited by William Goold. Vol. 10. 1850–1853. Reprint, Carlisle, PA: Banner of Truth Trust, 1967.[17]

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.[18]

---

[13] 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.

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

[15] John Calvin, *Selected Works of John Calvin: Tracts and Letters*, vol. 1, Tracts, Part 1, ed. and trans. Henry Beveridge (Edinburgh: Calvin Translation Society, 1844; repr., Grand Rapids: Baker Books, 1983), 125.

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

[17] 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; repr., Carlisle: Banner of Truth Trust, 1967), 236.

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

Naegelsbach, C. W. Eduard. *The Book of the Prophet Jeremiah Theologically and Homiletically Expounded*. Translated and edited by Samuel Ralph Asbury. *Lange's Commentary on the Holy Scriptures*, edited by Philip Schaff. Vol. 12. 1871. Reprint, Grand Rapids: Zondervan Publishing House, 1960.[19]

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.[20]

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, *American Church History*. New York: Charles Scribner's Sons, 1902.[21]

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

Old, Hughes Oliphant. *The Biblical Period*. Vol. 1, *The Reading and Preaching of the Scriptures in the Worship of the Christian Church*. Grand Rapids: Eerdmans, 1998.[22]

Old, Hughes Oliphant. *The Medieval Church*. Vol. 3, *The Reading and Preaching of the Scriptures in the Worship of the Christian Church*. Grand Rapids: Eerdmans, 1999.[23]

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.[24]

---

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

[20] Charles Hodge, *Systematic Theology* (1871; repr., Grand Rapids: Wm. B. Eerdmans Publishing Co., 1952), 1:251.

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

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

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

[24] 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), 130–49.

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."[25]

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."[26]

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."[27]

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."[28]

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.[29]

XX. Reference to a Study Bible

Polhill, John B. "The Acts of the Apostles." In *The ESV Study Bible, English Standard Version*,
      edited by Wayne Grudem, 2073-145. Wheaton: Crossway, 2008.[30]

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 and paragraph number.

---

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

[26] Ibid.

[27] Ibid., 143.

[28] Murray, *Pentecost*, 122.

[29] Benjamin Breckinridge Warfield, *The Inspiration and Authority of the Bible*, ed. Samuel G. Craig (Philadelphia: Presbyterian and Reformed Publishing Co., 1948), 374n67.

[30] John B. Polhill, "The Acts of the Apostles," in *The ESV Study Bible, English Standard Version*, ed. Wayne Grudem (Wheaton: Crossway, 2008), 2117.

Boyce, James P. *Abstract of Systematic Theology*. Louisville: C. T. Dearing, 1882.
http://founders.org/main/wp-content/uploads/abstract.pdf/.[31]

Rydelnik, Michael. *The Messianic Hope: Is the Hebrew Bible Really Messianic?* Nashville:
B&H Academic, 2010. Kindle.[32]

XXII. Successive Entries by the Same Author, Editor, or Translator
For successive bibliographic entries by the same author, editor, or translator, a 3-em dash
followed by a comma should be used to replace the name after the first appearance.

———. *Reformed Preaching: Proclaiming God's Word from the Heart of the Preacher to the
Heart of His People*. Wheaton: Crossway, 2018.

XXIII. Website Content and Blog Posts

Quicke, Michael. "History of Preaching." *Preaching Today*. Accessed September 29, 2020.
https://www.preachingtoday.com/books/art-and-craft-of-biblical-preaching/high-call-of-p
reaching/history-of-preaching.html.[33]

Challies, Tim. "6 Marks of a Faithful Ministry." *Challies* (blog). November 1, 2016.
https://www.challies.com/articles/six-marks-of-a-faithful-ministry/.[34]

XXIII. Theses and Dissertations

Brooks, James C. "Benjamin Keach and the Baptist Singing Controversy: Mediating Scripture,
Confessional Heritage, and Christian Unity." PhD diss., Florida State University, 2006.[35]

---

[31] James P. Boyce, *Abstract of Systematic Theology* (Louisville: C. T. Dearing, 1882), chap. 33, par. 4.
http://founders.org/main/wp-content/uploads/abstract.pdf/.

[32] Michael Rydelnik, *The Messianic Hope: Is the Hebrew Bible Really Messianic?* (Nashville: B&H
Academic, 2010), chap. 6, par. 8, Kindle.

[33] Michael Quicke, "History of Preaching," *Preaching Today*, accessed September 29, 2020, https://www.
preachingtoday.com/books/art-and-craft-of-biblical-preaching/high-call-of-preaching/history-of-preaching.html.

[34] Tim Challies, "6 Marks of a Faithful Ministry," *Challies* (blog), November 1, 2016, https://www.
challies.com/articles/six-marks-of-a-faithful-ministry/.

[35] James C. Brooks, "Benjamin Keach and the Baptist Singing Controversy: Mediating Scripture,
Confessional Heritage, and Christian Unity" (PhD diss., Florida State University, 2006), 57.

Covenant Baptist Theological Seminary

Title Goes Here

Your Name

Class Code: Class Name

Professor

Month Day, Year

BIBLIOGRAPHY

Beeke, Joel R, and Mark Jones. *A Puritan Theology: Doctrine for Life*. Grand Rapids, MI: Reformation Heritage Books, 2012.

Brooks, James C. "Benjamin Keach and the Baptist Singing Controversy: Mediating Scripture, Confessional Heritage, and Christian Unity." PhD diss., Florida State University, 2006.

Challies, Tim. "6 Marks of a Faithful Ministry." *Challies* (blog). November 1, 2016. https://www.challies.com/articles/six-marks-of-a-faithful-ministry/.

Haykin, Michael A G. "And Who Is the Spirit? Basil of Caesarea's Letters to the Church at Tarsus." *Vigiliae Christianae* 41, no. 4 (December 1, 1987): 377–85.

Hodge, Charles. *1 & 2 Corinthians*. Edinburgh: Banner of Truth Trust, 1974.

Gaffin, Richard. "A Sabbath Rest Still Awaits the People of God." In *Pressing Toward the Mark: Essays Commemorating Fifty Years of the Orthodox Presbyterian Church*, edited by Charles G. Dennison and Richard C. Gambel, 33–51. Philadelphia, PA: The Committee for the Historian of the Orthodox Presbyterian Church, 1986.

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

Waldron, Samuel. *A Reformed Baptist Manifesto: The New Covenant Constitution of the Church*. Palmdale, CA: Reformed Baptist Academic Press, 2004.

———. *The Lord's Day: Its Presuppositions, Proofs, Precedents, and Practice*. Pensacola, FL: Chapel Library, 2017.

———. "Theonomy: A Reformed Baptist Assessment." The Reformed Reader. Accessed February 18, 2019. https://www.reformedreader.org/rbs/tarba.htm.