
TCA College
School of Divinity

Style Guide for Research Papers

The School of Divinity uses the style and conventions as set out by Kate Turabian. For more information, students should refer to Turabian, Kate L. *A Manual for Writers of Term Papers, Theses and Dissertations*. 7th edition. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams and the University of Chicago Press Staff. Chicago: University of Chicago Press, 2007.

STRUCTURE

- 1) The Research Paper should be arranged in the following order:
 - a) TCA College Grading Sheet;
 - b) Title page (without Student Name);
 - c) Table of contents;
 - d) Body of paper;
 - e) Appendices or annexes; and
 - f) Bibliography.
- 2) The text should be double-spaced throughout except for the following, where single-spacing may be used:
 - a) Title page;
 - b) Captions for tables and diagrams;
 - c) Text of footnotes; and
 - d) Bibliography

GENERAL FORMAT

Margins

- 1) The margins must be a measurement of one inch on all top, bottom, left and right edges of the paper.
- 2) The right edge of the text should NOT be justified for both the main text and the footnotes.

Typeface

- 1) The Research Paper must be type-written in English (except when sources in a different language are being cited or discussed, or the occasional use of Latin, French or

German) on white A4 size paper. The print must be clear and sharp and must be in black. Only one side of the sheet is to be used.

- 2) The text (including that of the footnotes) should have a font size of 11 for Arial or 12 for Times New Roman except when other languages (e.g., Hebrew or Greek) are used.

Spacing and Indentation

- 1) The first line of each paragraph is to be indented (refer to sample paper).
- 2) Double-space all text in papers except the following items, which should be singled-spaced:
 - a) Block quotations
 - b) Table titles and figure captions

Pagination

- 1) Page numbers are to be centred in the footer at the bottom of the page throughout your paper.
- 2) There are two categories of pagination:
 - a) Number the front matter and various other elements (eg. contents page, tables and diagrams page, appendices) with lowercase Roman numerals (i,ii, iii, iv, etc.). Do not number the title page.
 - b) For the rest of the paper, number with Arabic numerals (1, 2, 3, etc.) centred in the footer consistently on every page.

Headings

- 1) The headings, sub-headings, wordings in captions and footnotes should be of the size as the font used in the text.
- 2) A consistent hierarchy of headings is required (refer to sample paper).

Paragraphs and Quotations

- 1) Indent all paragraphs consistently by using the Tab Function on the keyboard. Ensure that the Tab spacing is consistent throughout.
- 2) Block quotations should be used when quoting five or more lines of text. Introduce your block quotation with a complete sentence and end it with a complete sentence as well. Single space a block quotation and leave a blank line after it. Do not add

quotation marks either in the beginning or at the end. This paragraph must be indented from the left edge of the main text by half an inch (refer to sample paper).

- 3) Short quotations are easily worked into the paragraph with the use of quotation marks (refer to sample paper).

Illustrations and Tables

- 1) These are to be placed within the body of the text and as close as possible to the place in the text where they are first mentioned.
- 2) These are to be numbered with Arabic numerals and in a manner which does not cause confusion.

Spelling and Other Conventions

- 1) Although both British and American systems of spelling are accepted, the paper must adhere to one system consistently.
- 2) When alternative spellings are accepted within a system (such as the British), follow one form consistently (e.g. ‘organise and theorise’, and not, ‘organize and theorise’).
- 3) Foreign words (e.g. Greek and Hebrew) are to be in italics, unless they have been translated into the written language the paper is in.
- 4) Whole numbers up to 100 should be in words (e.g., four gospels, twenty-four elders, but 144,000). Use words and not numbers to start a sentence.
- 5) In a biblical or theological paper, the Bible references are commonly placed in parentheses directly in the text.
- 6) The titles of sacred scriptures – Bible, Qur’an (Koran), Talmud, Upanishads, Vedas, and the like – and the names of books of the Bible and of the Apocrypha are neither italicized nor put in quotation marks. For e.g., “The Book of Daniel is a part of the apocalyptic literature of the Bible.”

FOOTNOTES AND BIBLIOGRAPHICAL REFERENCES

Important note: The School of Divinity uses the Turabian footnote reference system. We do NOT use parenthetical referencing.

- 1) Footnotes
 - a) The texts of the footnotes are to be in the same font and single spaced.
 - b) The footnote number should be in superscript and the numbers follow one another in numerical sequence throughout the paper.¹
- 2) Bibliography
 - a) The bibliography lists **only** sources which are cited and consulted in writing the paper.
 - b) Entries are arranged alphabetically by author's surname and include complete bibliographic information.

Some examples of footnotes and bibliographic entries are given below.

N (for Note) shows the format of a full reference note.

B (for Bibliography) gives the format for a bibliographical entry.

Book, one author

N: ¹ Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. (Chicago: University of Chicago Press, 1996), 234.

B: Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. Chicago: University of Chicago Press, 1996.

Book, two authors

N: ² Guy Cowlshaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104–7.

B: Cowlshaw, Guy, and Robin Dunbar. *Primate Conservation Biology*. Chicago: University of Chicago Press, 2000.

¹ Footnotes are placed below a short rule, or separator. A footnote must begin on the page where it is referenced though a long note may extend to the bottom of the next page.

Book, four authors or more

N: ³ Martin Greenberger et al., eds., *Networks for Research and Education: Sharing of Computer and Information Resources Nationwide* (Cambridge: MIT Press, 1974), 50.

B: Greenberger, Martin, Julius Aronofsky, James L. McKenney, and William F. Massy, eds. *Networks for Research and Education: Sharing of Computer and Information Resources Nationwide*. Cambridge: MIT Press, 1974.

Editor, translator or compiler instead of author

N: ⁴ Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

B: Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

N: ⁵ J.N.D. Anderson, ed., *The World's Religions* (London: Inter-Varsity Fellowship, 1950), 143.

B: Anderson, J.N.D., ed. *The World's Religions*. London: Inter-Varsity Fellowship, 1950.

Book, no author given

N: ⁶ *New Life Options: The Working Women's Resource Book* (New York: McGraw-Hill, 1976), 42.

B: *New Life Options: The Working Women's Resource Book*. New York: McGraw-Hill, 1976.

Institution, association, or the like, as author

N: ⁷ American Library Association, *ALA Handbook of Organization and 1995/1996 Membership Directory* (Chicago: American Library Association, 1995), MD586.

B: American Library Association. *ALA Handbook of Organization and 1995/1996 Membership Directory*. Chicago: American Library Association, 1995.

Component part by one author in a work by another

N: ⁸ Paul Tillich, "Being and Love," in *Moral Principles of Action*, ed. Ruth N. Anshen (New York: Harper & Bros., 1952), 663.

B: Tillich, Paul. "Being and Love." In *Moral Principles of Action*, ed. Ruth N. Anshen, 661-72. New York: Harper & Bros., 1952.

Article in magazine published weekly

N: ⁹ Robin Knight, "Poland's Feud in the Family," *U.S. News and World Report*, 10 September 1990, 52.

B: Knight, Robin. "Poland's Feud in the Family." In *U.S. News and World Report*, 10 September 1990, 52-53, 56.

Article in a journal

N: ¹⁰ Wonsuk Ma, "Pentecostal worship in Asia: Its theological implications and contributions," *Asian Journal of Pentecostal Studies* 10, no. 1 (2007): 140.

B: Ma, Wonsuk. "Pentecostal worship in Asia: Its theological implications and contributions." *Asian Journal of Pentecostal Studies* 10, no. 1 (2007): 136-152.

Article in an online journal

N: ¹⁰ Mark A. Hlatky et al., "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial," *Journal of the American Medical Association* 287, no. 5 (2002), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo> (accessed January 7, 2004).

B: Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial." *Journal of the American Medical Association* 287, no. 5 (February 6, 2002), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo> (accessed January 7, 2004).

Newspaper article

N: ¹¹ Tom Smith, "Profile of Marriott Corp.," *New York Times*, 21 January 1990, sec. III, 5.

B: Smith, Tom. "Profile of Marriott Corp." *New York Times*, 21 January 1990, sec. III, 5.

Electronic document from internet

- N: ¹² William J. Mitchell, *City of Bits: Space, Place, and the Infobahn* [book-online] (Cambridge, MA: MIT Press, 1995, accessed 29 September 1995); available from http://www-mitpress.mit.edu:80/City_of_Bits/Pulling_Glass/index.html; Internet.
- B: Mitchell, William J. *City of Bits: Space, Place, and the Infobahn* [book-on-line]. Cambridge, MA: MIT Press, 1995, accessed 29 September 1995); available from http://www-mitpress.mit.edu:80/City_of_Bits/Pulling_Glass/index.html; Internet..

Repetitive footnotes of the same author, same book

- N: ¹³ Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. (Chicago: University of Chicago Press, 1996), 78.
- ¹⁴ Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), 262.
- ¹⁵ Turabian, 124.

Repetitive footnotes of the same author, same book, consecutively

- N: ¹⁶ Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. (Chicago: University of Chicago Press, 1996), 78.
- ¹⁷ Ibid.
- ¹⁸ Ibid., 130.

Comment : “Ibid.” all by itself means that the footnote comes from the same source and the same page as the footnote that precedes it. “Ibid.” with a page number means that the footnote comes from the same source as the footnote that precedes it, but from a different page.

Repetitive footnotes of the same author, different book

- N: ¹⁹ Mark Cartledge, *Charismatic Glossolalia : An Empirical-Theological Study* (Aldershot: Ashgate, 2002), 10.
- ²⁰ Mark Cartledge, *Practical Theology : Charismatic and Empirical Perspectives Studies in Pentecostal and Charismatic Issues*. (Carlisle: Paternoster Press, 2003), 21.
- ²⁰ Cartledge, *Charismatic Glossolalia*, 51.
- ²¹ Cartledge, *Practical Theology*, 30.

PLAGIARISM

Plagiarism is defined as the intentional or unwitting incorporation of a significant amount of unattributed direct quotation from, or unattributed paraphrasing of, the work of another. The work may belong to another student or be from a published source such as books, reports or journals as well as material available on the Internet. It is the student's responsibility to give proper acknowledgement whenever one is indebted to another for either words or ideas.

Alleged academic offences will be investigated thoroughly, and where proven, will be punished.