Please note that where our Local Guidelines contradict the published guide, the student should use our Local Guidelines.

1. Use the attached sheet as a template for cover pages. Count, but do not number the cover page. Do NOT include any blank pages in your paper. Number the Table of Contents page and any other front matter pages with lowercase roman numerals (i, ii, iii). Begin Arabic numerals on the first page of text; hence, the first page of regular text (body of the paper) should be numbered as page “1.”

2. The Table of Contents page should have the title, “CONTENTS,” in all-caps at the top center of the page. Leave two blank lines between the title and the first entry. Do not list any pages or items that precede the Table. Note only the first page of each section listed and set those page numbers flush right on the page. Do NOT use page ranges. A line of dots leading to the page number (leader points) is optional. See Figure A.3 for one example.

3. For all pages in the paper’s body that begin with a major heading (INTRODUCTION, CHAPTER ONE, BIBLIOGRAPHY, etc.), place the title or heading in all-caps at the top center of the page. Leave two blank lines after the heading.

4. For sub-headings in the text, triple-space before sub-headings, double-space between sub-headings that fall together and double-space after sub-headings.

5. Assume the use of one-inch margins on all four sides of all pages.

6. Place citations in footnotes at the bottom of each page. Include a Bibliography at the end of the paper. Refer to chapters 16-17 in Turabian for guidelines (NOT chapters 18-19). If your word processor does not do so automatically, place a 15-space separator line between the text of the page and the footnotes. Guidelines for footnote number placement in the text are given in sections 16.3.2 and 25.2.

7. Provide a full footnote citation for any source the first time that source is cited. For subsequent footnotes for the same source, use a shortened footnote that provides the author’s last name, a shortened title, and the page number (see 16.4.1 and Figure 16.2). Use this format for every subsequent citation of that source. Do NOT use “author only” format. PLEASE NOTE: the use of “ibid” in footnotes is no longer accepted.

8. Use superscript numerals to reference footnotes in the body of the text. Use full-sized numerals in the actual footnotes below the separator line (see 16.3.4).
9. In Microsoft Word, set **footnotes** to appear immediately “below the text” vs. at the “bottom of the page” (see 16.3.4). Excessive space should not appear between the end of the text and the separator line.

10. Footnotes and bibliography entries should be indented (paragraph indentation of the first line for footnotes, hanging indentation for bibliography entries) the same number of spaces as the paragraph indentation used in the body of the paper (see 16.1.7). Please note that the default setting for Microsoft Word footnotes does not indent the note at the bottom of the page. Students will need to do this manually (using the TAB key).

11. Unless instructed otherwise, use double-spaced **Times New Roman 12-point** font for the text of all papers (see A.1.2).

12. Unless instructed otherwise, use single-spaced **Times New Roman 10-point** font for footnotes (see A.1.2). Do not add a blank line between footnotes (exception to 16.3.4 and A.1.3).

13. Unless instructed otherwise, use single-spaced **Times New Roman 12-point** font for Bibliography entries. Number the Bibliography page or pages with Arabic numerals as successive pages of text. Label the Bibliography page at the top center of the page, and leave two blank lines between the title and the first entry. Entries should be single-spaced, but leave a blank line between entries.

14. Center all page numbers in the footer (see A.1.4). Page numbers remain subject to the one-inch margin (see A.1.1 and A.1.4).

15. Direct quotations MUST have a lead-in to that quotation. Phrases leading into quotations should be written in the **past tense**. *Barth wrote*, not *Barth writes* (exception to 7.5 and 25.2.1). Phrases describing or commenting on bibliographic information or content without leading into a quotation should also be written in the past tense. Use a comma to introduce quotations when leading into the quotation (*Barth wrote, “In my opinion …”*) unless you weave the quotation more tightly into your sentence (*Barth warned that “the opposing view is …”*) See. 25.2.

16. Always use a single-spaced **block quotation** for any quote that takes up any part of **five lines** of text. Indent block quotations on the left margin only, using the same number of spaces as used for paragraph indentation. You may also use block format (on occasion) for shorter quotes for emphasis. When using a complete sentence to introduce a block quotation, end the sentence with a colon. See 25.2.2.

17. Do not use **first person** in formal papers (exception to 11.1.7). Professors may provide special exceptions for certain types of assignments (personal stories, informal essays, opinion papers, etc.).

18. Use a **3-em dash** to indicate the same author in a subsequent bibliography entry (see 16.2.2 and 21.7.3). A continuous 3-em dash may be formed by hitting CTRL-ALT-
KEYPAD MINUS with the NUM LOCK engaged three times. A 3-em dash with separations is acceptable.

19. Use only one space following terminal punctuation (see A.1.3).

20. Spell out the names of books of the Bible when you refer to whole chapters or books. Abbreviate books of the Bible when you make chapter and verse citations. Identify the version of the Bible you are using. (See 16.4.3, 17.5.2, and 24.6).

Some general reminders for common questions:

21. In general, capitalize the nouns Bible and Scripture, but not the adjectives biblical or scriptural.

22. In general, capitalize pronouns when referring to deity.

23. Single quotation marks are ONLY used inside another quote. Do NOT use single quotation marks to ‘set apart’ a word or words.

24. Terminal punctuation should ALWAYS be INSIDE quotation marks when they are present (He said, “Let’s go.” Not: He said, “Let’s go”.)

25. In general, foreign language words should be in italics. Normally, this includes transliterated Greek or Hebrew words (“Paul’s use of agape signifies…”).

26. Never use first person, contractions, or clichés in formal writing.
Space A = One Inch or More

Centered All Caps Title

Space B = Space D

Type of Paper (A Book Review, An Exegetical Study, etc.)

Submitted to (Title and Name of Instructor: Dr. Jones or Professor Smith)

Professor’s Title (Associate Professor of New Testament and Greek)

The Baptist College of Florida

Space C Varies to Accomplish Other Spacing Guidelines

In Partial Fulfillment

of the Requirements for

Number and Name of Course (BI 212, Biblical Hermeneutics)

Space D = Space B

Student Name

Date of Submission (traditional comma-separated format)

Space E Equals or Is Greater than Space A
A STUDY OF JOHN 1:1-14

An Exegetical Paper
Submitted to Dr. A. T. Robertson
Professor of New Testament and Greek
The Baptist College of Florida

In Partial Fulfillment
of the Requirements for
BI 212. Biblical Hermeneutics

John Q. Student
March 5, 2019