Style Guide
Gardner-Webb University Department of Religious Studies and Philosophy

Basic Directions for Laying Out the Text

Margins
Leave a margin of one inch on all four edges of the page. Only the left margin should be justified (aligned). The paper will have a “ragged” right margin.

Spacing
Double space the body of the text.

Font
Use a 12 point font such as Times New Roman or a font comparably sized.

Pagination
Number the main body of the paper (do not include the title page) with Arabic numerals (1, 2, 3, etc.). The page number may be placed at the bottom center of the page or in the upper right hand corner. The same placement should be used throughout the paper.

Quotations
- Short, direct quotations should be incorporated into the text and enclosed in double quotation marks. “One small step for man, one giant leap for mankind.”

- Block quotes - In general a prose quotation of more than two sentences that runs to four or more lines of text in a paper should be set off from the text in single spacing and indented in its entirety from the left margin. A blank line should precede and follow the quotation. The block quote should not be enclosed in quote marks.

- Any omission of words in a quotation is shown by ellipsis points. These are three periods with a space before each dot. If the first dot is the period of a sentence, use four dots and do not leave a space before the first dot.

- Note: A research paper involves the assimilation of prior scholarship and entails the responsibility to give proper acknowledgment whenever one is indebted to another for words or ideas. Document all information and quotations used from a source. When information is used from a source, documentation must be given, even when the source is not quoted directly. All forms of cheating and plagiarism are prohibited at Gardner-Webb University. Plagiarism means that one passes off the work of another as his or her own work. This happens when one quotes (with or without quotation marks) the words or distinctive ideas of a source including books, journal articles, and online materials.

Punctuation
- Place one space after all punctuation.
Final periods and commas go inside of quotation marks in American grammar. Examples:
- “John was followed four years later by Charles.”
- “The substance of God,” according to Gregory of Nazianzus, “is what belongs to him particularly and uniquely.”

Question marks and exclamation points are within quotation marks if they are a part of the quotation. They follow the quotation marks if they pertain to the entire sentence which contains the quotation. Examples:
- “How then should the Believers’ Church be defined?” (question mark is a part of quote)
- Do we accept Jefferson’s concept of a “natural aristocracy among men”?

Semicolons and colons follow quotation marks.

**Headings**
Most papers are divided into sections. Use headings to give titles to each section. Headings help the writer to organize the material and help the reader to follow the flow of the paper.

1. First level: centered heading in boldface, capitalized headline style.
   
   **Traditional Controversy between Medieval Church and State**

2. Second Level: centered heading in text type, capitalized headline style
   
   Reappearance of Religious Legalism

3. Third Level: sidehead in boldface, capitalized headline style

   **Legalism and the Poets**

4. Fourth Level: sidehead text type, capitalized sentence style

   The Cross in Paul’s Letters

**Title Page** - See Appendix B for layout of the title page.
A title page should contain all the information such as author, title, professor, and class. This information, therefore, is not included on the first page of the paper. Place the first heading and following text at the top of the first page.

**Bibliography**
Include a Bibliography or Works Cited page at the end of the paper. Include all works used in the paper in the Bibliography. In general, include only works used in the paper in the bibliography. Place the title at the top of the page. List the works alphabetically by author’s last name. Single space each entry with a double space between entries.
Presentation
Turn in papers with one staple in the upper left hand corner. No blank pages should appear anywhere in the paper, such as behind the title page or between sections.

Scripture References

Names of books of the Bible should be spelled out only when they are referred to without chapter or verse. Otherwise an abbreviation should be used, with two exceptions: 1) If the reference is at the beginning of a sentence; 2) If the name of the book is five letters or fewer (e.g. Job, Mark, Titus). A period is not required after the abbreviation.

Scripture citations for quotes or to support other material should normally be given inside parentheses rather than in footnotes, even if you are using footnotes for other citations.

When you quote scripture, unless you are translating directly from the original languages yourself, you must indicate what translation you are using by giving the standard abbreviation for that translation in your citation (e.g. NIV, NRSV). If you have many scripture references in your paper and you always or almost always use the same translation, you may instead include a footnote or parenthetical remark with the first reference, stating that all scripture quotes are using a certain translation.

When referring to verses within a given passage, the abbreviations “v.” (for one verse) and “vv.” (for more than one verse) should be used. “Verse” or “verses” (when referring to a specific verse or passage) should be written out only when used at the beginning of a sentence.

Some examples of the correct use of abbreviations:
Mark 2:3
Gen 6:1
1 Cor 9:1-4
Luke 4:3 – 5:1
Amos 2 (referring to the whole chapter)
Jer 8-9 (referring to chapters 8-9 of Jeremiah)
v. 4
vv. 1-8
“Jesus began to weep” (John 11:35 NRSV).

Bibliography and Footnotes

- The preferred method of reference is in the form of a footnote below the text of a page. See Appendix A for help with creating footnotes in Microsoft Word. Helpful Hint: Think of footnotes as one sentence separated by commas, and bibliography entries as a series of sentences (so separated with periods).
- An alternative method is in-text notes. In-text notes involve certain information within parentheses following the quote or information in the text.

- For either style of notation the Bibliography entry will be the same.

- If a professor has a preference he or she may specify which type of notation is required for papers.

**Notes and Bibliography**
The following sets of examples illustrate footnote and parenthetical in-text reference forms and their corresponding bibliography entries.

See below for footnote form after the first full citation of a source. Subsequent citations of in-text references do not change.

**Single Author Books**
Footnote:

In-text note:
(Hunsinger 1991, 134)

Bibliography:

**More than One Author**
Footnote:

In-text note:
(Fowl and Jones 1991, 44)

Bibliography:

**Three authors:**
Footnote:
In-text note:
(Lundin, Walhout, and Thisleton 1999, 42)

Bibliography:

If more than three authors:
Footnote:  

In-text note:
(Beasley, et al. 1991, 245)

Bibliography:

**Translated Book**
Footnote:  

In-text note:
(Heidegger 1996, 107)

Bibliography:

**Essay within a Book with an Editor**
Footnote:  

In-text note:
(Wolterstorff 1988, 215)

Bibliography:
Editor as Author (if referencing the book as a whole in a bibliography)
Bibliography:

**Commentaries**
Single Commentary
Footnote:

In-text note:
(Bultmann 1971, 681)

Bibliography:

**Part of a Set**
Footnote:

In-text note:
(Johnson 1995, 285)

Bibliography:

**Journals**
Footnote:

In-text note:
(Levine 2000, 171)

Bibliography:
**Magazines**
Footnote:  

In-text note:  
(Tolson 2003, 38)

Bibliography:  

**Encyclopedia or Bible Dictionaries**
Signed Articles in One Volume Work
Footnote:  

In-text note:  
(Blaiklock 1987, 434)

Bibliography:  

Signed Articles in Multi-Volume Work
Footnote:  

In-text note:  
(Sheppard 1992, 862)

Bibliography:  

Unsigned Articles
Footnote:  
In-text note:
(Assyria 1987, 27)

Bibliography:

Internet Sources
Footnote:

In-text note:
(Duke Institute on Care at the End of Life 2001)

Bibliography:

Subsequent Footnote References
After the first full citation, give author and page number in further footnotes.

15 Crenshaw, 25.

16 Grenz and Olson, 123.

If multiple works by the same author have been used, give author, title, and page number.

17 Crenshaw, Old Testament Wisdom, 43. (For a book)

Or

18 Mangina, “The Stranger as Sacrament,” 333. (For an article in a journal or dictionary)
Appendix A

To create a footnote in Microsoft Word 2007:
- In the References section of the ribbon, click on Insert Footnote.
- Numbering is done automatically in the text and for the footnote, so you may simply type your footnote.
- You may need to click on the Footnote & Endnote dialog box button (also in the References section of the ribbon) to specify the number format for your footnotes.

To create a footnote in Microsoft Word 2003:
- Click on Insert from top list of pull down menus.
- Go down to Reference and click on footnote.
- Make sure that footnote is selected and click Insert.
- Numbering is done automatically in the text and for the footnote, so you may simply type your footnote.
Appendix B

GARDNER-WEBB UNIVERSITY (Line 5)

BOILING SPRINGS, NORTH CAROLINA

A STUDY OF PAUL’S CHRISTOLOGY IN ROMANS (Line 12)

SUBMITTED TO DR. PAT PROFESSOR (Line 20)

IN PARTIAL FULFILLMENT OF

THE REQUIREMENTS FOR THE COURSE

RELI 312: LIFE AND LETTERS OF PAUL

DEPARTMENT OF RELIGIOUS STUDIES AND PHILOSOPHY

BY (Line 37)

JANE STUDENT

NOVEMBER 2009