



BBC Style Guide for Writing Papers and Citing Research

Boise Bible College requires all formal research papers to use:

- Doubling spacing
- Times New Roman or Arial at size 12
- Page numbers in the upper right corner of each page
- One-inch margins on all four sides of the page
- Student's name, class, and assignment information in left corner of the first page (see example on page 1).
- Assignment title centered before the paper begins

To cite sources in a paper, BBC requires the use of Turabian documentation style, either Notes-Bibliography (NB) or Author-Date (AD) *depending on the professor's choice*.

See page 2ff (and following) of this document as a quick guide to both NB and AD Turabian styles, or reference chapters 16-19 in *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th edition, by Kate Turabian. A recommended online quick guide to Turabian is <https://www.chicomanualofstyle.org/turabian/citation-guide.html>.

IMPORTANT NOTES:

1. Although Turabian does not require adding sacred texts such as the Bible to a bibliography, **BBC requires students to include on their bibliographies the Bible translation they have cited.**
2. Turabian 8th edition requires "Date Accessed" for online sources. Turabian 9th edition does not require "Date Accessed" for online sources. However, **BBC requires students to continue adding "Date Accessed" when citing online sources.**
3. Always place footnotes (for NB) or parenthetical citations (for AD) **at the end of a clause or sentence, never at the start of a sentence.**

Mary Jones [*Your Name*]

LITR 2120 American Literature [*Class*]

Prof. Rebecca Hasegawa [*Professor*]

May 6, 2019 [*Assignment Due Date*]

124 words [*Word Count, if applicable*]

The Use of Imagination in American Literature [*Assignment Title*]

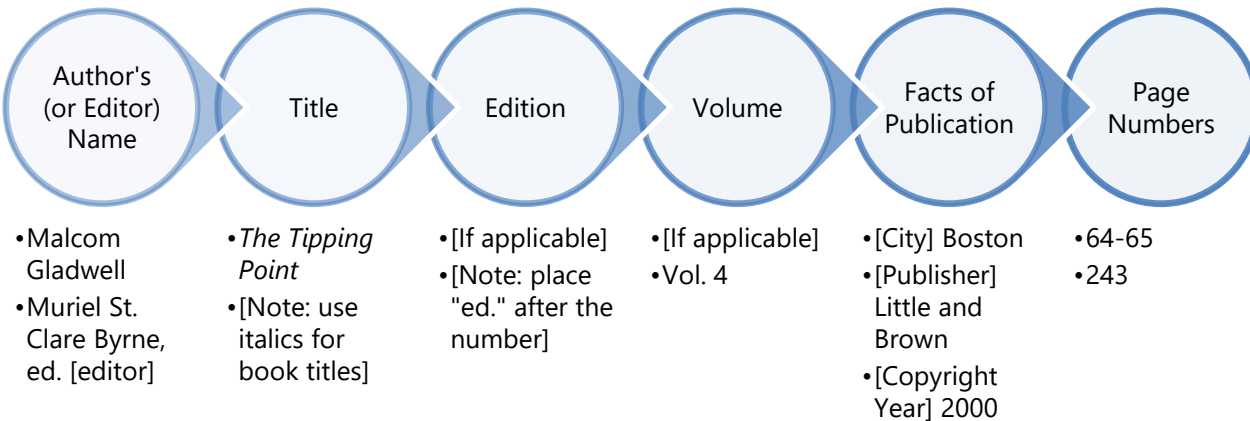
[*Begin writing paper here*] Literature is a major part of every nation, and as a younger nation, the United States of America's growth and movements can be clearly traced through its writing. From the Constitution to short stories, newspapers to novels, the voice of the people—their philosophies, religious beliefs, their politics—can be seen and how it morphs through the years. One aspect of the nation's history that can be seen through its literature is the American imagination. The use and development of imagination can be traced throughout its literature, starting with the Native Americans and colonists, developing in the Romantic Era with the transcendentalists and sensationalists, and then coming to modern poets. These authors throughout America's history shaped modern American imagination to what it is today.

Imagination is seen in the original Native American tribes before Europeans came on the scene in North America. The creation story from the Onondaga tribe, which describes how a “tiny Muskrat... dove down” and brought up the earth for the first human, a “Woman from the Sky.” The water animals placed the earth on the back of “the Great Turtle” by his request, and this was how the earth came to be. While this is part of their religious beliefs about the world and showed their animism, it also shows their creativity in viewing the earth around them and thinking of ways how certain aspects of nature came to be. This imagination about nature was stifled when the European settlers came.

NOTES-BIBLIOGRAPHY STYLE: BASIC STRUCTURES

Whole Book: (Includes the Bible)

Footnote Structure (in this order)



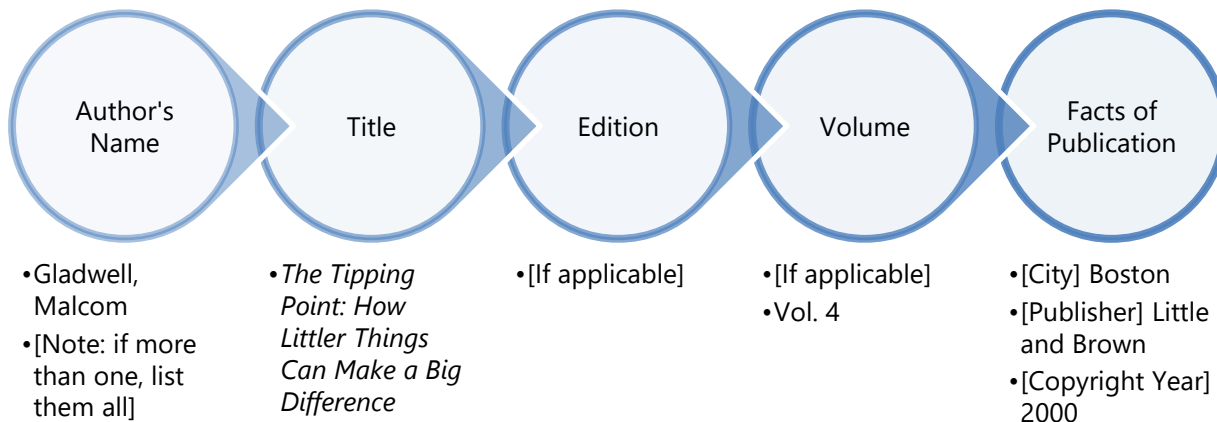
Footnote Examples:

¹ Malcom Gladwell, *The Tipping Point: How Littler Things Can Make a Big Difference* (Boston: Little and Brown, 2000), 64-65.

² Muriel St. Clare Byrne, ed., *The Lisle Letters*, vol. 4 (Chicago: University of Chicago Press, 1981), 243.

Whole Book:

Bibliography Structure (in this order)

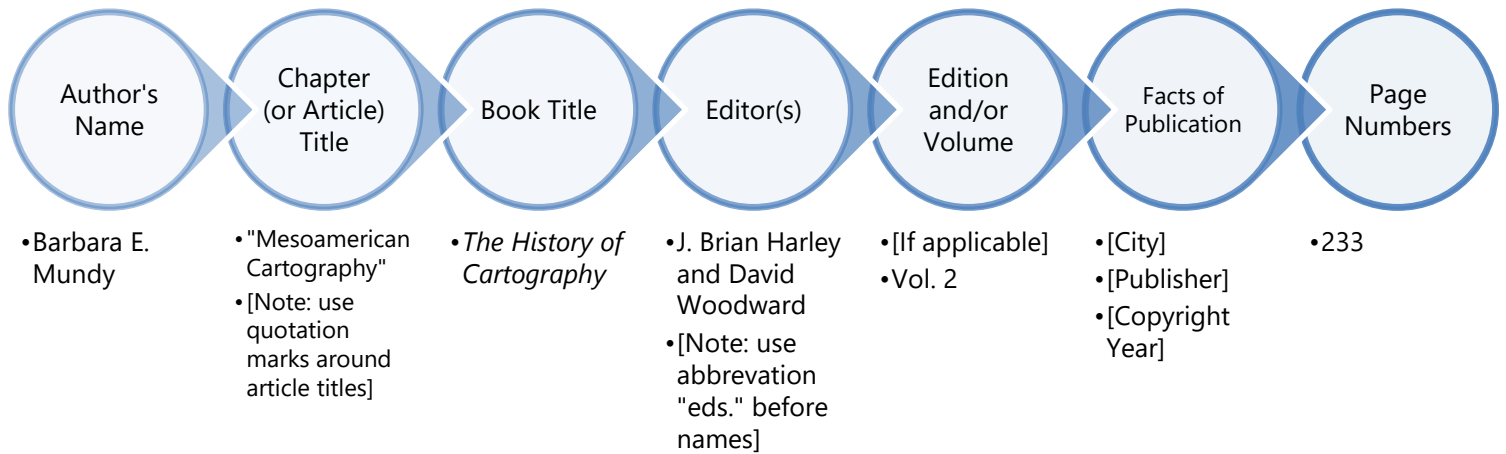


Bibliography Examples:

Gladwell, Malcom. *The Tipping Point: How Littler Things Can Make a Big Difference*. Boston: Little, Brown, 2000.

St. Clare Byrne, Muriel, ed. *The Lisle Letters*. Vol. 4. Chicago: University of Chicago Press, 1981.

Chapter from Book (with different author and editor):
Footnote Structure (in this order)

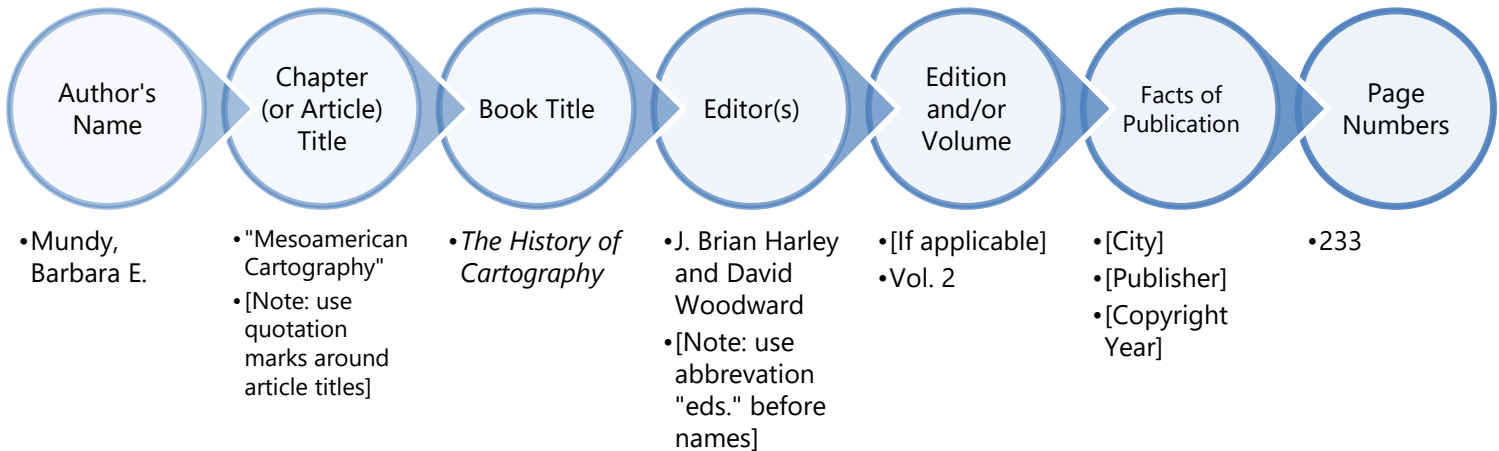


Footnote Examples:

¹ Barbara E. Mundy, "Mesoamerican Cartography," in *The History of Cartography*, eds. J. Brian Harley and David Woodward, vol. 2 (Chicago: University of Chicago Press, 1998), 233.

² Henri Nouwen, "A Place to Stand," in *In the World: Reading and Writing as a Christian*, eds. John H. Timmerman and Donald R. Hettinga, 2nd ed. (Grand Rapids: Baker Academic, 2004), 129-130.

Chapter from Book (with different author and editor):
Bibliography Structure (in this order)



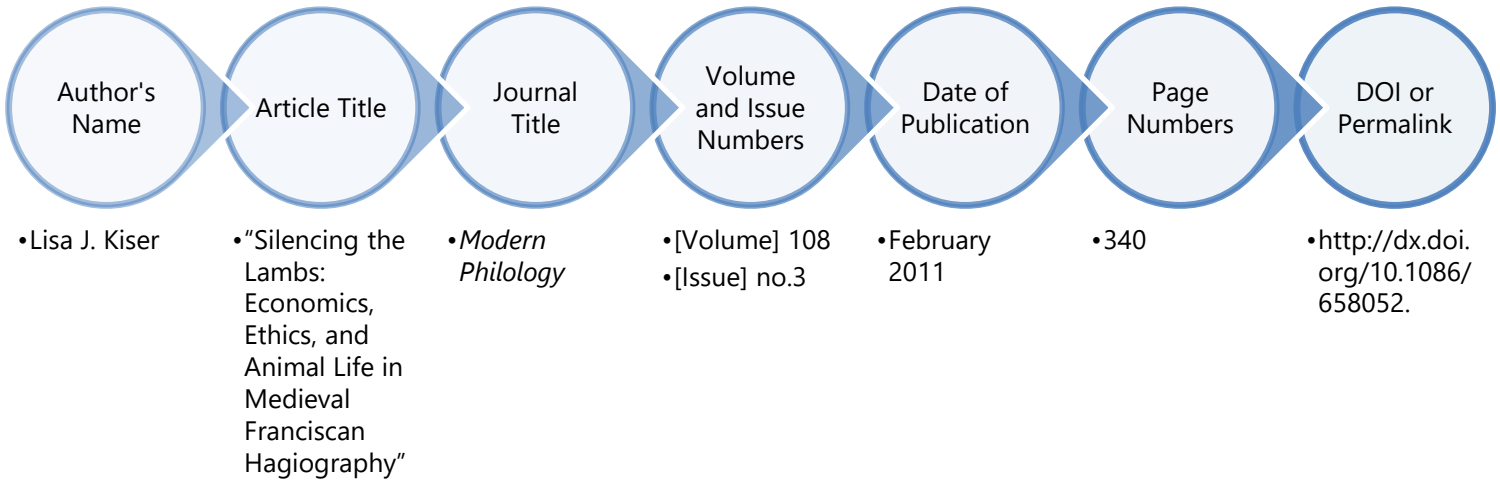
Bibliography Examples:

Mundy, Barbara E. "Mesoamerican Cartography." In *The History of Cartography*. Edited by J. Brian Harley and David Woodward. Vol. 2. Chicago: University of Chicago Press, 1998.

Nouwen, Henri. "A Place to Stand." In *In the World: Reading and Writing as a Christian*. Edited by John H. Timmerman and Donald R. Hettinga. 2nd ed. Grand Rapids: Baker Academic, 2004.

Academic Journal (online): (to cite a print journal article just remove the DOI or Permalink)

Footnote Structure (in this order)

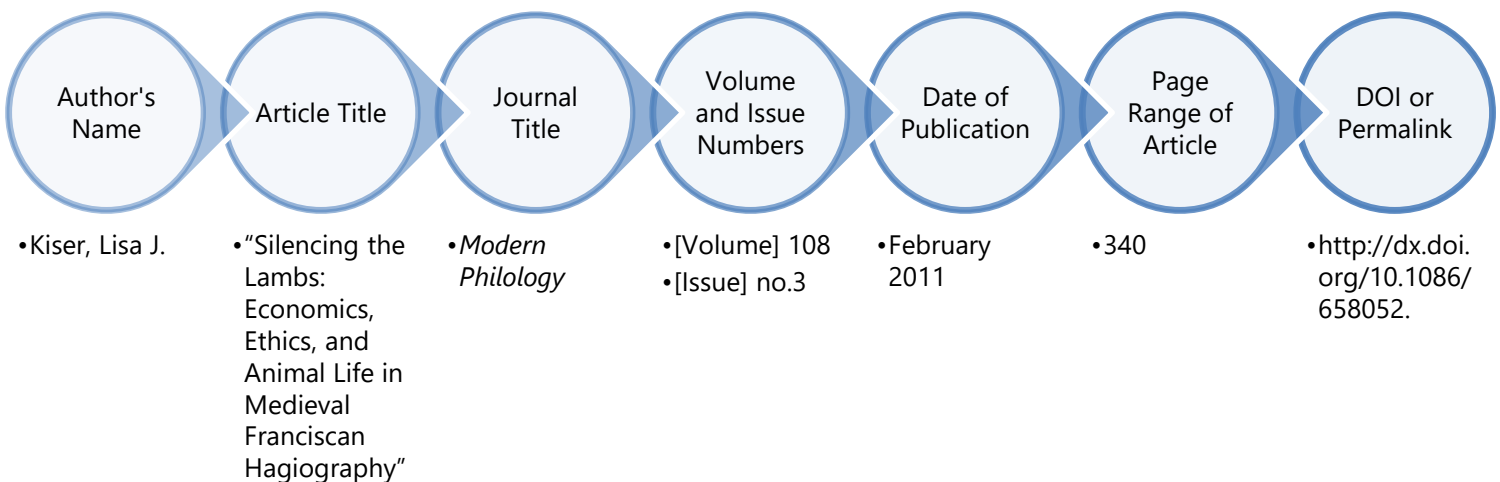


Footnote Example:

¹ Lisa J. Kiser, “Silencing the Lambs: Economics, Ethics, and Animal Life in Medieval Franciscan Hagiography,” *Modern Philology* 108, no. 3 (February 2011): 340, <http://dx.doi.org/10.1086/658052>.

Academic Journal (online): (to cite a print journal article just remove the DOI or Permalink)

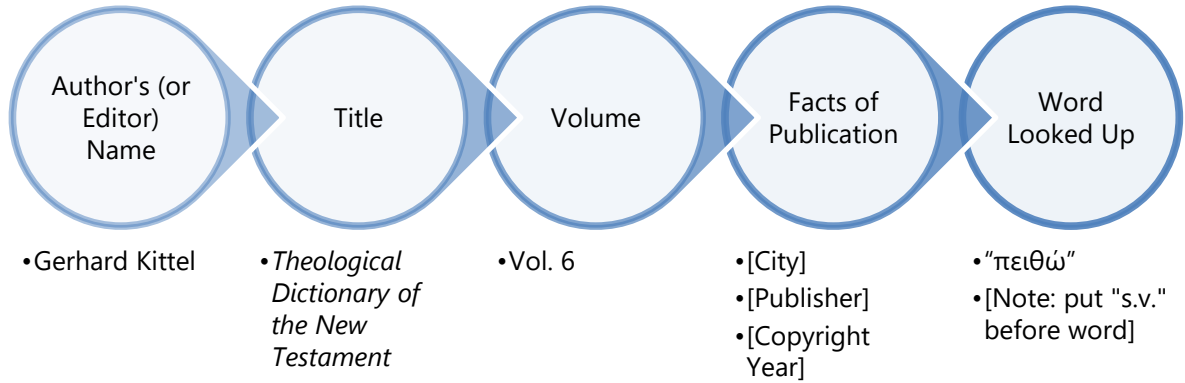
Bibliography Structure (in this order)



Bibliography Example:

Kiser, Lisa J. “Silencing the Lambs: Economics, Ethics, and Animal Life in Medieval Franciscan Hagiography.” *Modern Philology* 108, no. 3 (February 2011): 323-42. <http://dx.doi.org/10.1086/658052>.

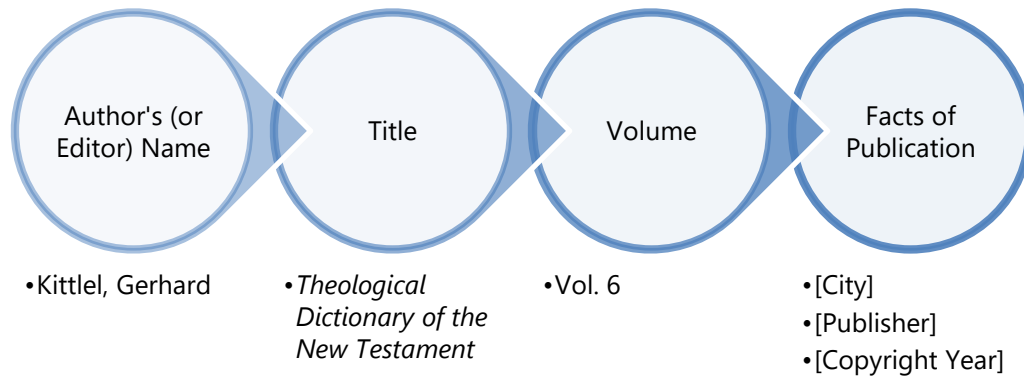
Theological/Exegetical Dictionary:
Footnote Structure (in this order)



Footnote Example:

¹ Gerhard Kittel, *Theological Dictionary of the New Testament*, vol. 6 (Grand Rapids: Wm B. Eerdmans, 1968), s.v. “πειθῶ.”

Theological/Exegetical Dictionary:
Bibliography Structure (in this order)



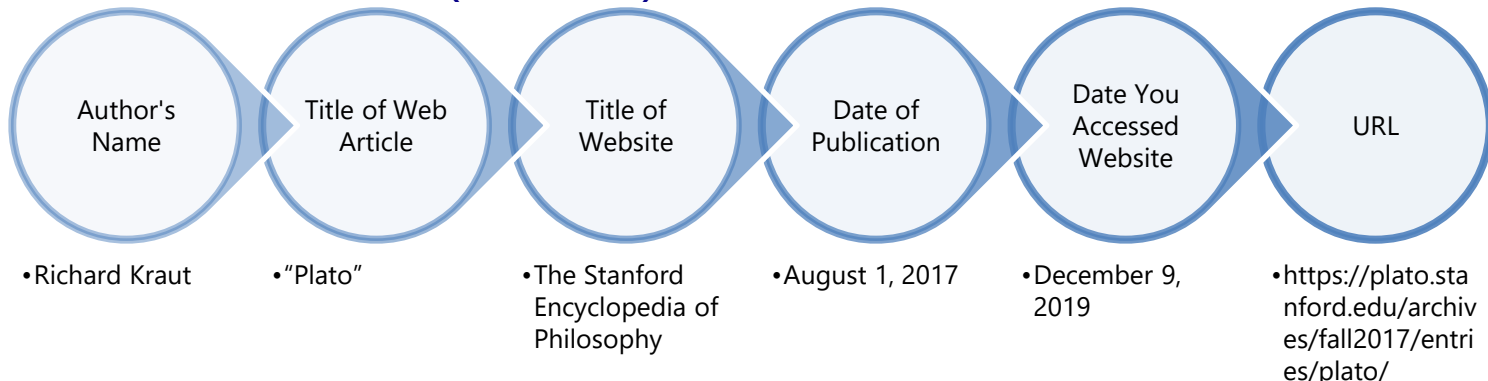
Bibliography Example:

Kittel, Gerhard. *Theological Dictionary of the New Testament*. Vol. 6. Grand Rapids: Wm B. Eerdmans, 1968.

**NOTES-BIBLIOGRAPHY STYLE:
BASIC STRUCTURES (cont.)**

Websites or Web Pages:

Footnote Structure (in this order)

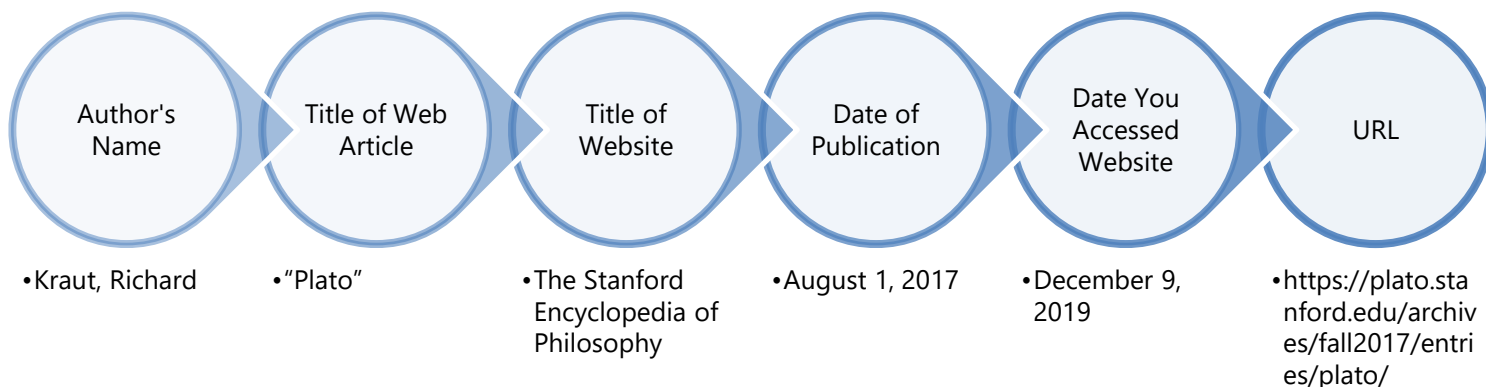


Footnote Example:

¹ Richard Kraut, "Plato," The Stanford Encyclopedia of Philosophy, August 1, 2017, accessed December 9, 2019, <https://plato.stanford.edu/archives/fall2017/entries/plato/>.

Websites or Web Pages:

Bibliography Structure (in this order)



Bibliography Example:

Kraut, Richard. "Plato." The Stanford Encyclopedia of Philosophy. August 1, 2017. Accessed December 9, 2019. <https://plato.stanford.edu/archives/fall2017/entries/plato/>.

**NOTES-BIBLIOGRAPHY STYLE:
Sample Look at Footnotes in a Research Paper**

finding relevant words in their corresponding verses in a concordance. It is not that scripture is insufficient, but a failure in the approach to scripture. Issues need to be considered in context, covenant and the master-narrative.¹

Insert at end of clause. Use "insert footnote" feature.

It is important to understand the words Paul used and what they meant to the readers. Paul used the term 'sexual immorality' 21 times in his letters and it is mentioned 19 times in Revelation.² In reading the letters to the Corinthian church and in Revelation, it is clear that there is no exception to either author using the term 'sexual immorality' in regards to premarital sex in the ranks of the divorced and widowed. The original recipients of these letters understood fully what Paul was implying without him needing to spell out every detail explicitly. They knew what sexual immorality meant. Sexual immorality is translated from the Greek words *Koitē*, *porneuō*, *pornos*, *pornē* and *porneia*.³ They all fall into the *pornē* group of words. The *pornē* group of words in the LXX usually stood for the Hebrew word *zānā*, which is to engage in prostitution. Prostitution, while not commonplace in early Israel, it does not appear to be considered as a serious problem. In many cases it was tolerated as just a part of the world they lived in.⁴ In the New Testament, in Paul's letters, he used the *pornē* word group to refer to any illegitimate sexual intercourse. This could range from adultery, to incest, bestiality, fornication (pre-marital sex), rape, ritualized sex in the temples, and prostitution.⁵

Indent the 1st lines

Use same font, size 10

Single space,
then skip
one line

¹ R. Albert Mohler, "Biblical Theology and The Sexuality Crisis," *The Journal for Biblical Manhood and Womanhood* 20, no. 1 (Spring 2015): 4-7. https://cbmw.org/wp-content/uploads/2015/04/JBMW_Spring2015-CoverInteriors_Finalized-Web1.pdf.

² Verlyn D. Verbrugge, *New International Dictionary of New Testament Theology* (Grand Rapids: Zondervan, 2000), 486

³ William D. Mounce, *Interlinear for the Rest of Us* (Grand Rapids: Zondervan, 2006), 485.

⁴ Verbrugge, *New International Dictionary*, 485.

⁵ *Ibid.*, 485.

- First time a source is used, cite it entirely.
- Next time, use shorthand citation: *last name, short title, page number*.
- "Ibid." is another shorthand to indicate the source immediately before it.

Alphabetical order by last name

Bibliography

Title the bibliography page. Start on new page.

Barker, Kenneth, ed. *The NIV Study Bible*. Grand Rapids: Zondervan, 1985.

Davis, James A. "1-2 Corinthians." In *The Baker Illustrated Bible Commentary*. Edited by Gary M. Burge and Andrew E. Hill. Grand Rapids: Baker Publishing Company, 2012.

Greathouse, William M. *Beacon Bible Commentary*. Kansas City: Beacon Hill Press, 1968.

Johnson, Alan F. *The IVP New Testament Commentary Series*. Downers Grove: Intervarsity Press, 2004.

Mohler, R. Albert. "Biblical Theology and The Sexuality Crisis." *The Journal for Biblical Manhood and Womanhood* 20, no. 1 (Spring 2015): 4-7. https://cbmw.org/wp-content/uploads/2015/04/JBMW_Spring2015-CoverInteriors_Finalized-Web1.pdf.

Use "---" for repeated author.

---. *Holman Illustrated Bible Dictionary*. Nashville: Holman Bible Publishers, 2003.

Mounce, William D. *Interlinear for the Rest of Us*. Grand Rapids: Zondervan, 2006.

Verbrugge, Verlyn. *New International Dictionary of New Testament Theology*. Grand Rapids: Zondervan, 2000.

Use "hanging" indentations

Single space, then skip one line

Remember to use bibliography citation formatting, not footnote formatting.

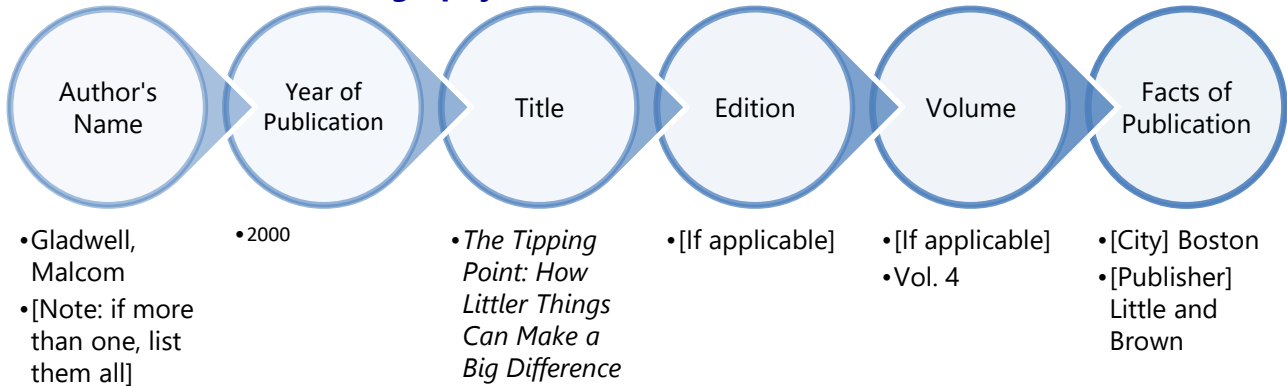
Every source footnoted should appear on the bibliography.

AUTHOR-DATE STYLE: BASIC STRUCTURES

The only two differences in AD style are 1) the year of publication always comes right after the author's name, and 2) use in-text parenthetical citations instead of footnotes.

Whole Book:

Reference List (Bibliography) Structure (in this order)



Bibliography Examples:

Gladwell, Malcom. 2000. *The Tipping Point: How Littler Things Can Make a Big Difference*. Boston: Little, Brown.

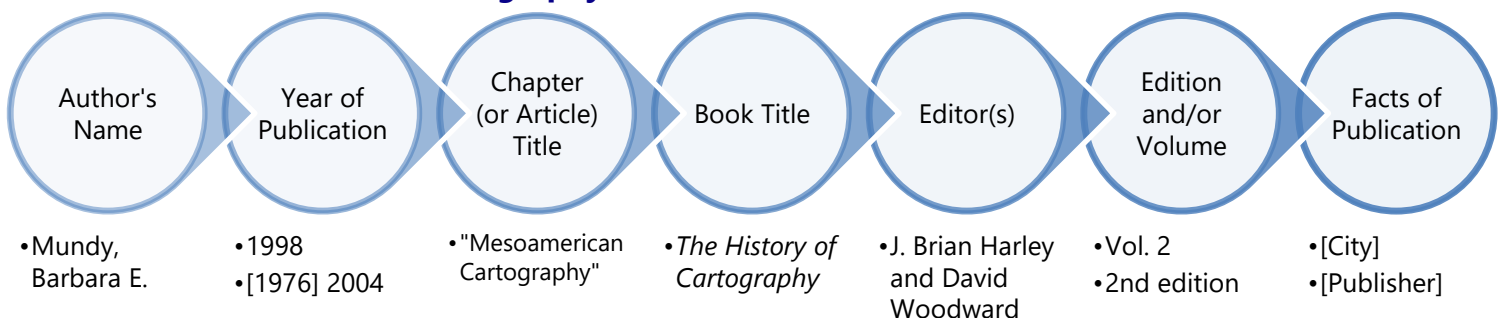
St. Clare Byrne, Muriel, ed. 1981. *The Lisle Letters*. Vol. 4. Chicago: University of Chicago Press, 1981.

In-Text Parenthetical Citation Example:

(Malcom 2000, 45-46).

Chapter from Book (with different author and editor):

Reference List (Bibliography) Structure (in this order)



Bibliography Examples:

Mundy, Barbara E. 1998. "Mesoamerican Cartography." In *The History of Cartography*. Edited by J. Brian Harley and David Woodward. Vol. 2. Chicago: University of Chicago Press.

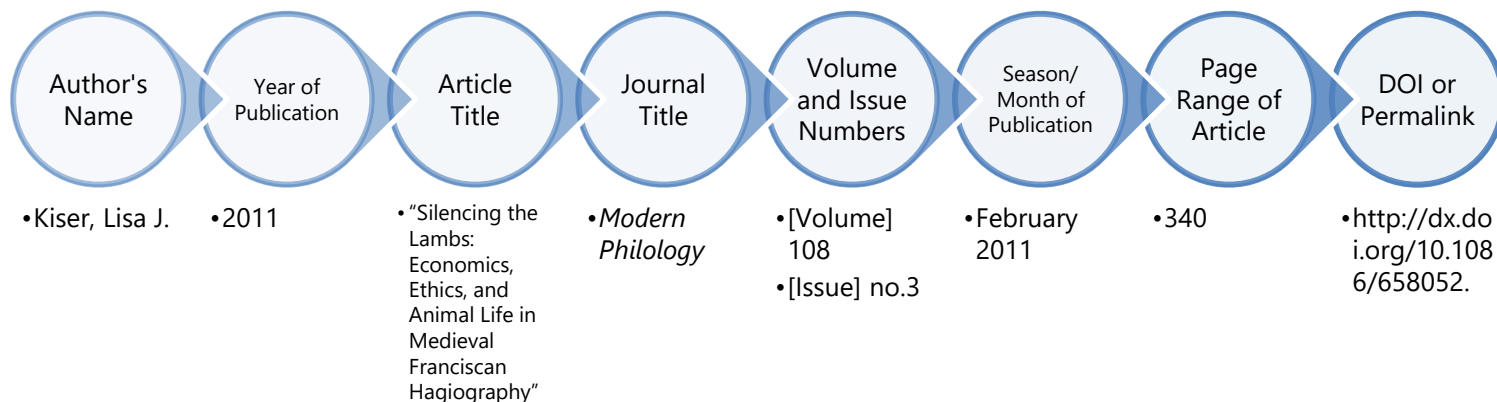
Nouwen, Henri. [1976] 2004. "A Place to Stand." In *In the World: Reading and Writing as a Christian*. Edited by John H. Timmerman and Donald R. Hettinga. 2nd ed. Grand Rapids: Baker Academic.

In-Text Parenthetical Citation Example:

(Nouwen [1976] 2004, 130).

**AUTHOR-DATE STYLE:
BASIC STRUCTURES (cont.)**

**Academic Journal (online): (to cite a print journal article just remove the DOI or Permalink)
Reference List (Bibliography) Structure (in this order)**



Bibliography Example:

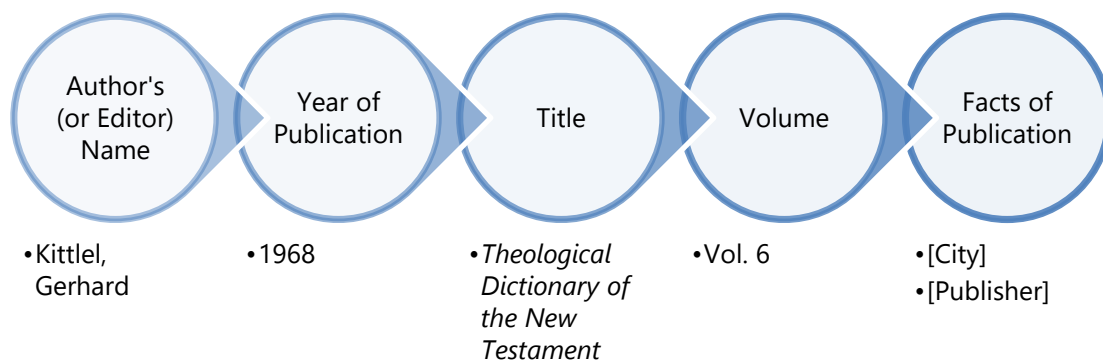
Kiser, Lisa J. 2011. “Silencing the Lambs: Economics, Ethics, and Animal Life in Medieval Franciscan Hagiography.” *Modern Philology* 108, no. 3 (February): 323-42.
<http://dx.doi.org/10.1086/658052>.

In-Text Parenthetical Citation Example:

(Kiser 2011, 333).

Theological/Exegetical Dictionary:

Reference List (Bibliography) Structure (in this order)



Bibliography Example:

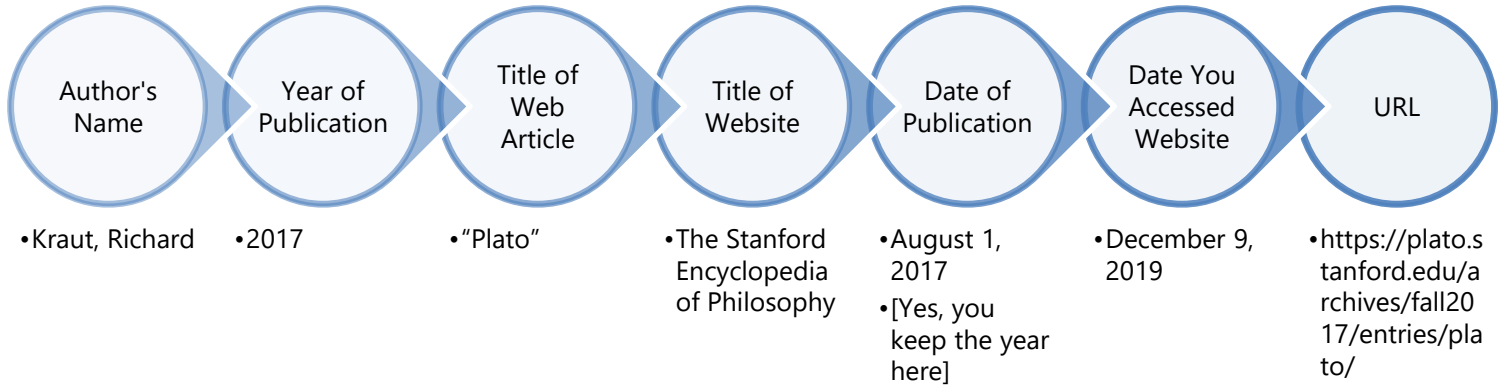
Kittel, Gerhard. 1968. *Theological Dictionary of the New Testament*. Vol. 6. Grand Rapids: Wm B. Eerdmans.

In-Text Parenthetical Citation Example:

(Kittel 1968, s.v. “πειθώ”).

Websites or Web Pages:

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Bibliography Example:

Kraut, Richard. "Plato." The Stanford Encyclopedia of Philosophy. August 1, 2017. Accessed December 9, 2019. <https://plato.stanford.edu/archives/fall2017/entries/plato/>.

In-Text Parenthetical Citation Example:

(Kraut 2017, sec. 11). [if no page number or alternate location, then end with year]

Sample Look at In-Text Parenthetical Citations in a Research Paper

finding relevant words in their corresponding verses in a concordance. It is not that scripture is insufficient, but a failure in the approach to scripture. Issues need to be considered in context, covenant and the master-narrative (Mohler 2015, 5). ← Cite source at the end of clause, like so.

It is important to understand the words Paul used and what they meant to the readers. Paul used the term ‘sexual immorality’ 21 times in his letters and it is mentioned 19 times in Revelation (Verbrugge 2000, 486). In reading the letters to the Corinthian church and in Revelation, it is clear that there is no exception to either author using the term ‘sexual immorality’ in regards to premarital sex in the ranks of the divorced and widowed. The original recipients of these letters understood fully what Paul was implying without him needing to spell out every detail explicitly. They knew what sexual immorality meant. Sexual immorality is translated from the Greek words *Koitē*, *porneuō*, *pornos*, *pornē* and *porneia* (Mounce 2006, 485). They all fall into the *pornē* group of words. The *pornē* group of words in the LXX usually stood for the Hebrew word *zānā*, which is to engage in prostitution. Prostitution, while not commonplace in early Israel, it does not appear to be considered as a serious problem. In many cases it was tolerated as just a part of the world they lived in (Verbrugge 2000, 485). In the New Testament, in Paul’s letters, he used the *pornē* word group to refer to any illegitimate sexual intercourse. This could range from adultery, to incest, bestiality, fornication (pre-marital sex), rape, ritualized sex in the temples, and prostitution (Verbrugge 2000, 485).

↑
Only punctuate between the numbers.
Put period outside the citation.

AUTHOR-DATE STYLE:

Sample Look at References List in a Research Paper

13

Alphabetical
order by last
name

References

Title the bibliography page. Start on new page.

Barker, Kenneth, ed. 1985. *The NIV Study Bible*. Grand Rapids: Zondervan.

Davis, James A. 2012. "1-2 Corinthians." In *The Baker Illustrated Bible Commentary*. Edited by Gary M. Burge and Andrew E. Hill. Grand Rapids: Baker Publishing Company.

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Johnson, Alan F. 2004. *The IVP New Testament Commentary Series*. Downers Grove: Intervarsity Press.

Mohler, R. Albert. 2015. "Biblical Theology and The Sexuality Crisis." *The Journal for Biblical Manhood and Womanhood* 20, no. 1 (Spring): 4-7. https://cbmw.org/wp-content/uploads/2015/04/JBMW_Spring2015-CoverInteriors_Finalized-Web1.pdf.

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repeated author.

---. 2003. *Holman Illustrated Bible Dictionary*. Nashville: Holman Bible Publishers.

Mounce, William D. 2006. *Interlinear for the Rest of Us*. Grand Rapids: Zondervan.

Verbrugge, Verlyn. 2000. *New International Dictionary of New Testament Theology*. Grand Rapids: Zondervan.

Use "hanging"
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Every source cited should
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Single space,
then skip
one line