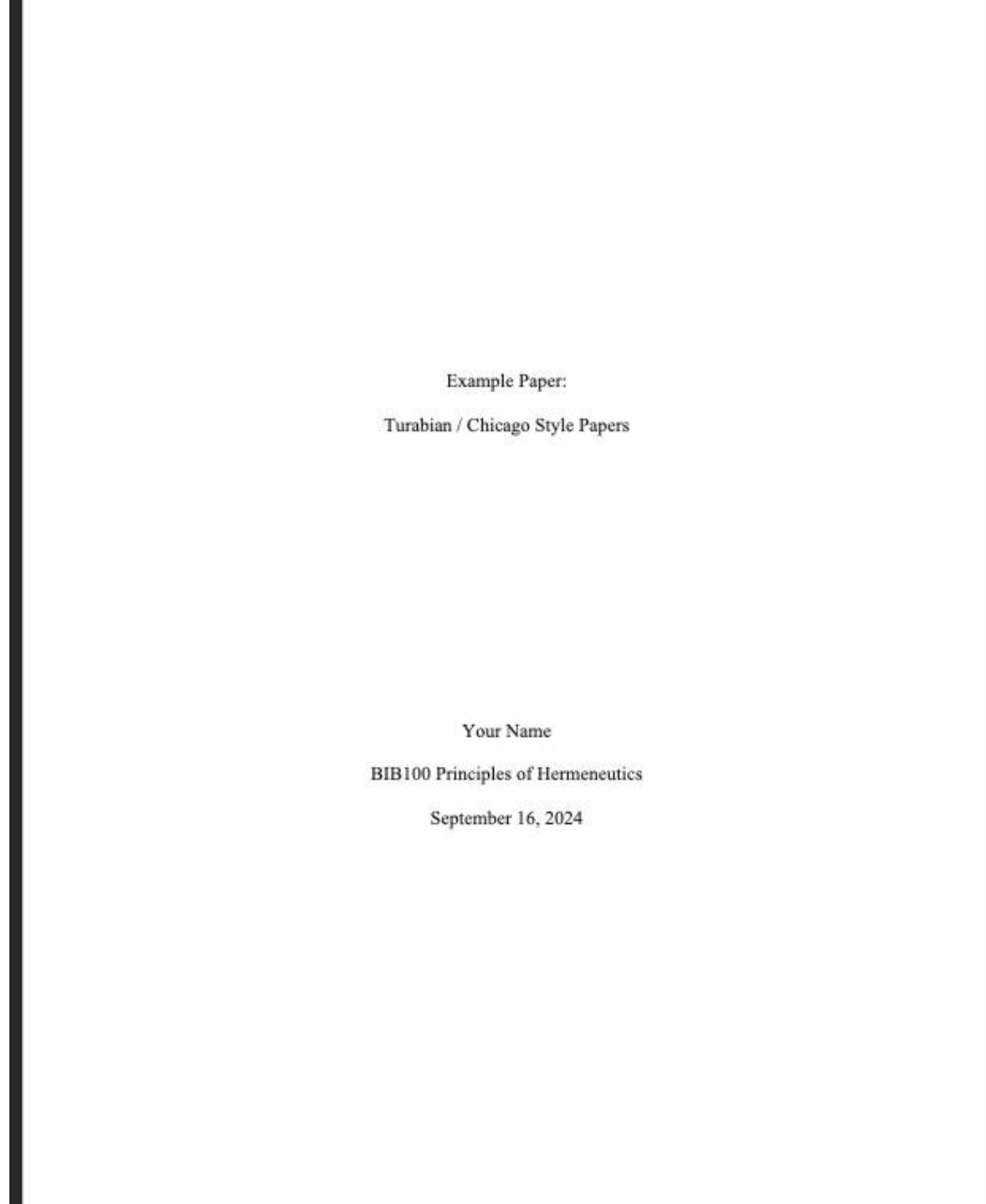


## Turabian / Chicago Style Paper Guidelines

### Title Page/Cover Sheet

The title should be centered a third of the way down the page. Your name, class information, and the date should follow several lines later. For subtitles, end the title line with a colon and place the subtitle on the line below the title. Double-space each line of the title page. While some instructors may require ALL-CAPS on the title page, that is not necessarily a requirement for Chicago Style papers.



### The Text of The Paper

Incorporate the following elements into For Chicago Manual of Style (CMOS) papers:

- 12-point Times New Roman font
- Double-spaced lines
- One inch margin all around the paper

Be sure to use the same font for every element of the paper: title page, page numbers, footnotes, and bibliography. Also, indent the first line of each paragraph in your paper; the indent should be a distance of .5 inches (which is typically one tab to the right from the left side of your document).

### Quotations and Source Citations

#### Direct Quotes:

Direct quotes from textbooks or other sources require a footnote like this next sentence displays:

According to Eli Lopez, “You have an obligation to stand before God knowing you presented the truth of His word correctly.”<sup>1</sup>

#### Scripture Quotations:

When quoting Bible verses, you do not need a footnote but instead should use an in-text citation like the following example:

There are many scriptural commands to handle God’s word correctly. One example is found in Paul’s first letter to Timothy, where he said, “Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth” (2 Tim. 2:15, NJKV).

Notice how the citation information is outside of the quotation marks and that the period goes at the end of the citation information.

#### Block Quotations:

When using a direct quotation that is longer than four lines, use a block quote where the lines are single-spaced and the entire quote is indented. Here is a good example of how to do this:

Missiologist Charles Van Engen, who has written extensively regarding the church’s mission and purpose, elaborates:

God’s mission (*missio Dei*) involves primarily the people of God as they intentionally cross barriers from church to nonchurch, faith to nonfaith, to proclaim by word and deed the coming of the kingdom of God in Jesus Christ. This task is achieved by means of the church’s participation in God’s mission of reconciling people to God, to themselves, to each other, and to the world, and gathering them into the Church through repentance and faith in Jesus Christ by the work of the Holy Spirit with a view to the transformation of the world as a sign of the coming of the kingdom in Jesus Christ.<sup>2</sup>

Notice how the entire quote is blocked to the right at the length of one indent (the same way you indent to start a paragraph) and that there are NO quotation marks. Just as with a regular direct quote, you will need to use a footnote to properly cite the source.

### Bibliography

In Chicago Style, the bibliography lists the resources you used to help write your paper. Often, your bibliography will contain resources that you may not have directly referenced in your paper, but that increased your knowledge with the subject matter, thus allowing you to write a college-level paper. Bibliography entries are listed in alphabetical order. Do not number bibliography entries.

The first line is flush with the left margin, but the second and subsequent lines are indented half an inch (just like a paragraph indent). Notice that there is a specific order to how the information in a bibliography entry is listed: Last Name, First Name. *Title of the Book*. Publisher City: Publisher Name, Year of Publication.

Bibliography entries are single-spaced with one blank line separating each entry. Also, start the bibliography at the top of a new page. The bibliography is to be the last section of your paper; nothing follows the bibliography.

#### BIBLIOGRAPHY

Bernard, David K. *Understanding God’s Word: An Apostolic Approach to Interpreting the Bible*. Word Aflame Press, 2005.

Lopez, Eli. *Hermeneutics: Course Workbook*. Christian Life College Press, 2023.

Ryrie, Charles C. *Dispensationalism: Revised and Expanded*. Moody Publishers, 2007.

Virkler, Henry A. and Karelynn Gerber Ayayo. *Hermeneutics: Principles and Processes of Biblical Interpretation*, Second Edition. Baker Academic, 2007.

### Footnotes

Almost of all your instructors will ask for footnotes rather than endnotes. What is the difference? Footnotes and endnotes contain the exact same information, but they are placed in different locations in your paper. Endnotes are found at the end of the paper (but before the bibliography) while footnotes are found on the same page of the whatever source you are citing in your paper. Two examples of footnote placement have already been provided in this paper (see Lopez and Van Engen references from above).

It is important to note that the structure of a footnote is similar to a bibliography entry, but there are some critical distinctions. The following footnotes were created using the bibliography entries from above:

1. David K. Bernard, *Understanding God’s Word: An Apostolic Approach to Interpreting the Bible* (Word Aflame Press, 2005), 13-16.

2. Eli Lopez, *Hermeneutics: Course Workbook*. (Christian Life College Press, 2023), 3.

3. Charles C. Ryrie, *Dispensationalism: Revised and Expanded* (Moody Publishers, 2007), 123.

4. Henry A. Virkler and Karelynn Gerber Ayayo, *Hermeneutics: Principles and Processes of Biblical Interpretation*, 2<sup>nd</sup> ed. (Baker Academic, 2007), 36-37.

You will immediately recognize some of the same information from the bibliography entries, but you will see that it is arranged differently. First, footnotes are numbered. Second, footnotes include page numbers to clearly identify where the quotation or source information can be found. Third, footnote information is typically separated by a comma. Just like a bibliography entry, the footnote must end with a period. Footnotes follow this order: First and Last Name, *Book Title* (Publisher City: Publisher Name), page number(s). The first line is numbered (a regular size number, not a superscript), the first line is indented, and the second and subsequent lines are not indented. Footnotes are single-spaced; when multiple footnotes appear on the same page, use a blank line to separate them.

When you reference the same source more than once in your paper, you will use a shortened note. Now, let’s create shortened notes using the footnote entries above.

5. Bernard, *Understanding God’s Word*, 23.

6. Lopez, *Hermeneutics*, 15.

7. Ryrie, *Dispensationalism*, 125.

8. Virkler and Ayayo, *Hermeneutics*, 36-37.

With a shortened footnote for a repeated resource, follow this format: Last name(s), *Book Title*, page number.

### Online Resources for CMOS

For more information regarding how to format the elements of your paper using Chicago Style, visit these websites:

[https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)

[https://owl.purdue.edu/owl/research\\_and\\_citation/chicago\\_manual\\_17th\\_edition/cmcs\\_formatting\\_and\\_style\\_guide/chicago\\_manual\\_of\\_style\\_17th\\_edition.html](https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmcs_formatting_and_style_guide/chicago_manual_of_style_17th_edition.html)

<https://clc.edu/academics/writing-center/>

Note: For most courses at CLC, you will use CMOS Notes-Bibliography (NB) formatting rather than the Author-Date style formatting.