Reformed Presbyterian Theological Seminary

Style Guide

RPTS

STUDY UNDER PASTORS

Table of Contents

Introduction

The Reformed Presbyterian Theological Seminary (RPTS) Style Guide is the standard for all papers submitted at RPTS. This style guide complements *A Manual for Writers of Research Papers, Theses, and Dissertations* (9th edition) by Kate L. Turabian (hereafter referred to as "Turabian"). It provides an overview of the common issues students face in paper writing. The purpose of the RPTS Style Guide is to summarize Turabian as well as clarify specific RPTS requirements. All papers submitted at the Seminary must adhere to the guidelines presented in this document.

The RPTS Library has a copy of Turabian in the Reference Collection; however, students are encouraged to purchase a copy for their personal Library.

Chapter 1

Format Guidelines

1.1 Margins

All papers submitted at RPTS should be written on 8 ½ x 11 inch paper, whether submitted physically or digitally. A one-inch margin should be included on all four edges of the page. Theses and dissertations which will be bound should include a 1½ inch margin on the left side to accommodate the binding process (see Turabian A.1.1). For an example of what the body of a paper should look like view Appendix 2.

1.2 Font

The font required for all writing projects at RPTS is Times New Roman set at a 12 point size. Footnotes must be set at a 10 point or 12 point font size.

When writing in Hebrew or Greek text, use the Hebrew and Greek fonts provided by the Society of Biblical Literature (SBL BibLit). The course professor must approve the use of any alternative or additional fonts.

1.3 Line Spacing

The text of all submitted papers should be double-spaced. Some elements should be single-spaced (see the table below for specific details). Place only one space between sentences, not two (see Turabian A.1.3).

Single-space	Double-space
Title of paper on page 1 of the body	Body of paper
Block quotations	Between footnotes
Footnotes (individual footnote)	Between bibliography entries
Bibliography (individual bibliography entry)	Title on the title page
Subheadings	Title page
Tables	
Appendices	

Source: Data adapted from *The Southern Seminary Manual of Style*, 5.1 ed. (Louisville: Southern Baptist Theological Seminary, 2019), 1.3.

1.4 Indentations

Every paragraph written must be indented 0.5 inches. Use tabs or indents instead of spaces. Each block quotation must be indented 0.35 inches (see Turabian A.1.3).

1.5 Pagination

All papers submitted at RPTS must include pagination at the bottom, center of each page. The title page should not be numbered. The body and any subsequent sections (i.e., appendices, indexes, and bibliography) must be numbered using Arabic numerals (i.e., 1, 2, 3, etc.) Front matter (tables of contents, forward, etc.) is not a required element in papers. If any front matter is included, it should be numbered separately from the body of the paper using Roman numerals (see Turabian A.1.4).

1.6 Title Page

All papers submitted at RPTS must include a title page. Every line of the title page should be centered between the right and left margins and include the paper title, course number, and author's name. The title of the paper should be written a third of the way down the page in a **bold** font. The author's name, course number, and date should be several spaces below the title, in the bottom third of the paper. If the document has a subtitle, place the main title on a single line, followed by a colon and line space. Place the subtitle on a new line (see Turabian A.2.1.2).

Doctor of Ministry (DMin) students should visit the DMin course in Blackbaud to view the title page requirements for their doctoral project.

The Nations Rage:

A New Look at the Mediatorial Reign of Christ

John Smith

OT210: Old Testament

July 15, 2020
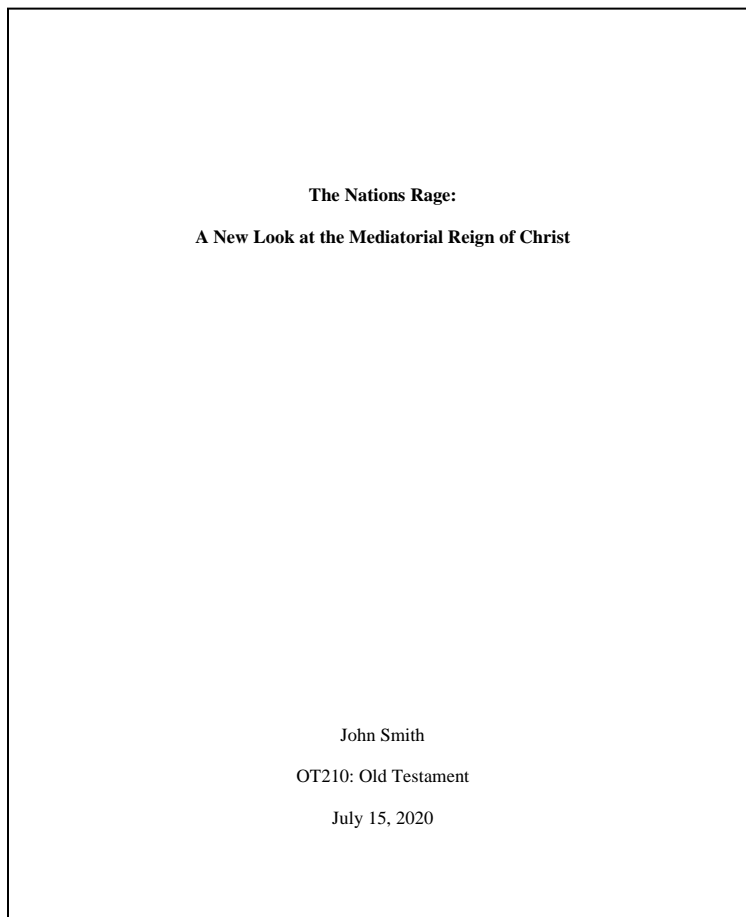
For a more detailed example of a title page, view Appendix 1.

1.7 Subheadings

If a paper has multiple sections within it, subheadings may be included. Multiple levels of subheadings are permitted, for example, first-level subheadings, second-level subheadings, etc. (see Turabian A.2.2.4).

Here are the guidelines for four levels of subheadings:

- First level: bold, centered text, headline-style capitalization
- Second level: regular type, centered text, headline-style capitalization
- Third level: bold, left-aligned text, headline-style capitalization
- Fourth level: regular type, left-aligned text, sentence-style capitalization

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Example 1:

First-Level Subheading

Example 2:

Second-Level Subheading

Example 3:

Third-Level Subheading

Example 4:

Fourth-level subheading

1.8 Plagiarism

Plagiarism is defined as "using the wording, ideas, or outline of another person without acknowledging the source." Plagiarism is a form of intellectual theft, which involves claiming the work of another as one's own.[1] Many free plagiarism checking websites are available for student use. Plagiarism is distinguished from excessive dependence. In the latter, the student fails to process information through his or her own critical and constructive thinking, and follows too closely the wording, ideas, or outline of another person, while giving adequate reference to sources. Excessive dependence reduces the quality of work done but is not ordinarily regarded as dishonest. See the Academic Catalog for the Seminary's official policy on plagiarism. For more information about ways to guard against plagiarism (see Turabian 4.2.4).

1.9 Honor Code

All papers submitted at RPTS other than a thesis or doctoral project must include the following pledge at the end of the paper: "I, [insert first and last name] have written this paper exclusively for [insert course number]. If this paper, in part or full, was submitted previously in another context, I have received permission from the course professor to use it for this assignment. While I may have received editing or proofreading advice, I made all corrections myself. I have properly cited each paraphrase, quotation, and borrowed idea in compliance with *A Manual for Writers of Research Papers, Theses, and Dissertations* (9th edition) and the *RPTS Style Guide*." Copy and paste this pledge at the end of the body of each paper.[2]

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[1] "Library Policies," Reformed Presbyterian Theological Seminary Library, last modified July 15, 2020, https://rptslibrary.org/policies/#plagiarism

[2] *The Southern Seminary Manual of Style*, 1.7.

Chapter 2

Miscellaneous Formatting Guidelines

2.1 Abbreviations

Abbreviations may be used for names, titles, and terms used recurrently in a paper. Include the full word on the first mention, followed by the abbreviation inside parentheses. Once a term is abbreviated, it must be abbreviated consistently throughout the remainder of the paper (see Turabian 24.1 to 24.7).

Table 2.1. Old Testament

Gen.	Ruth	Ezra	Song	Joel	Zeph.
Ex.	1 Sam.	Neh.	Isa.	Amos	Hag.
Lev.	2 Sam.	Esth.	Jer.	Obad.	Zech.
Num.	1 Kings	Job	Lam.	Jonah	Mal.
Deut.	2 Kings	Ps.	Ezek.	Mic.	
Josh.	1 Chron.	Prov.	Dan.	Nah.	
Judg.	2 Chron.	Eccl.	Hos.	Hab.	

Table 2.2. New Testament

Matt.	Rom.	Phil.	2 Tim.	1 Peter	Jude
Mark	1 Cor.	Col.	Titus	2 Peter	Rev.
Luke	2 Cor.	1 Thess.	Philemon	1 John	
John	Gal.	2 Thess.	Heb.	2 John	
Acts	Eph.	1 Tim.	James	3 John	

Table 2.3. Modern Bible Translations

Bible Translations	**Abbreviation**
American Standard Version	ASV
English Standard Version	ESV
Holman Christian Standard Bible	HCSB
Jerusalem Bible	JB
King James Version	KJV
New American Standard Bible	NASB
New International Version	NIV
New King James Version	NKJV
New Living Translation	NLT
New Revised Standard Version	NRSV

Source: Data adapted from *The Southern Seminary Manual of Style*, 4.9.

2.2 Brackets

Brackets should be used, particularly in quotations, to designate a change made to a quoted passage. They may also be used to enclose a second layer of parenthetical material within a parenthesis (see Turabian 21.8.2).

2.3 Capitalization

In general, proper nouns (persons, places, and organizations) are always capitalized. Other terms that are always capitalized include academic courses, churches, creeds, ethnic groups, historical events, and religions (see Turabian 22). Capitalize all commonly accepted names for the Godhead, pronouns referring to God, and sacred texts. Examples of words to capitalize can be seen below:

Table 2.3. Names, Pronouns, and Sacred Texts

Names	**Reverential Pronouns**	**Sacred Texts**
Adonai	He	Apocrypha
Creator	Him	Bible
Father	Himself	Dead Sea Scrolls
God	His	Holy Scripture
Mediator	Me	Pentateuch
Messiah	My	Scripture
Savior	Myself	Talmud
Son of Man	Thine	Word
	Thou	

Source: Data adapted from *Reformation Heritage Books Style Guide* (Grand Rapids: Reformation Heritage Books, 2020), 4.

Do not capitalize derivative adjectives of the terms above, adjectives preceding divine names, and relative pronouns referring to God. Examples of words not to capitalize can be seen below:

Table 2.4. Adjectives, Pronouns, and Other Words

Derivative Adjectives	Adjectives Preceding God	Relative Pronouns	Other Words
biblical	almighty God	who	apostle
christological	a holy God	whom	the atonement
church fathers	only begotten Son	whose	church
meditorial			covenant of grace/works
millennial			creation
reformational			the crucifixion
scriptural			divine
trinitarian			gospel
			heaven
			hell
			kingdom
			psalmist

Source: Data adapted from *Reformation Heritage Books Style Guide,* 4-5.

There are a few exceptions to the above rule.

- The word "gospel" should always be lowercase unless it appears in a title (i.e., "The Gospel of Luke").[3]

- The word "church" should always be lowercase except in the case of a denomination or local church (i.e., "The Reformed Presbyterian Church" or "College Hill Reformed Presbyterian Church").[4]

2.4 Dashes

Dashes are lengthened hyphens which are used to add clarifying or interjecting information into a sentence. Much like a parenthesis, dashes are used to add material that is not closely connected to the main clause (see Turabian 21.7).

2.5 Ellipses

When omitting a word, phrase, or sentence from a quotation, use ellipses dots (three periods with a space between each one of them). When eliminating a section between multiple quoted sentences, use four dots. The first dot represents the period at the end of the sentence. The next three specify the omitted text. To create ellipses, place three periods between the first and second half of the quotation – where the missing words would be located (see Turabian 25.3.2.1).

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[3] *Reformation Heritage Books Style Guide,* 4.

[4] Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, ed. Wayne C. Booth et al., 9th ed. (Chicago: University of Chicago Press, 2018).

Example 1: Using Ellipses

Original Quotation:

"When one Christian sins against another, he or she should acknowledge their sin and ask the wronged party for forgiveness. If the guilty party does not seek forgiveness, the wronged party should follow the steps found in Matthew 18 of the Scriptures.

Example of Ellipses (3 dots):

"When one Christian sins against another, he or she should . . . ask the wronged party for forgiveness."

Example of Ellipses (4 dots):

"When one Christian sins against another, he or she should acknowledge their sin. . . . If the guilty party does not seek forgiveness, the wronged party should follow the steps found in Matthew 18 of the Scriptures."

The first dot represents the period at the end of the sentence. The next three dots specify the omitted portion of the text.

2.6 Numbers

A frequent problem that students have in writing is deciding whether numbers should be written in Arabic numerals, Roman numerals, or spelled out in words. In general, numbers from one through one hundred written in the body of a paper should be spelled out. If the numeral has two words, use a hyphen (i.e., twenty-four). Round numbers followed by hundred, thousand, hundred thousand, million, and so forth should be spelled out. Use Arabic numerals for all other numerals (see Turabian 23).

2.7 Parenthesis

Parentheses are used to add clarifying or interjecting information into a sentence. While commas can be used to insert information strictly related to the main clause, a parenthesis should be used to add material less closely connected (see Turabian 21.8.1).

2.8 Serial Commas

Students are required to use a serial or Oxford comma. This comma should appear in a series of three or more words, phrases, or clauses. An Oxford comma often appears directly before the conjunctions "*and*" and "*or.*" If a sentence is long and complicated, a semicolon should be used in its place (see Turabian 21.2.2).

2.9 Spelling

The spelling of words written in papers submitted at RPTS should be consistent with American English. The only exception to this rule is quotations, which should directly reflect the original spelling. If the spelling of a word is unclear, consult a dictionary. Merriam-Webster's dictionary is the most reliable authority for American English.

2.10 Table of Contents

A table of contents in a research paper is optional. However, if multiple tables, examples, or figures are included, a table of contents is required (see Turabian A.2.1.7).

2.11 Tables, Examples, and Figures

Tables, examples, and figures may be listed in the body of a paper or an appendix. When referencing a table in the text, do not capitalize it unless "Table" is the first word of a sentence (see Turabian 26).

Chapter 3

Footnotes and Bibliography

In chapter 3 of the RPTS Style Guide, supplemental material about footnotes and bibliographic citations is included. For more detailed content and examples, use the guidelines found in chapters 16 and 17 of Turabian.

Please be careful to cite all intellectual content gleaned from others. Citations give appropriate credit to the creators of the words or ideas that are integrated into a paper. It allows those who are reading a paper to locate the sources and learn more about the content. Citing sources consistently and accurately helps to avoid committing plagiarism in one's writing. Plagiarism is a serious academic offense and a violation of the RPTS Community Standards. For a definition of plagiarism, see section 1.9 of this document.

3.1 Footnotes

When citing resources in a paper, students must use the "Notes Style" citation form for the first occurrence of a title. The "short" form should be used for subsequent occurrences (see Turabian 16).

(Note: The ninth edition of Turabian and the seventeenth edition of *The Chicago Manual of Style* discourages the use of "*Ibid*" and "*Idem.*" If you decide to use either of these Latin abbreviations, be sure to follow the guidelines carefully.)

Note Style Form

_____

       Author's First and Last Name, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), page number(s).

Example

_____

   [1] Barry York, *Hitting the Marks: Restoring the Essential Identity of the Church* (Pittsburgh: Crown and Covenant Publications, 2018), 112.

Short Form

_____

       Author's last name, *Shortened Title of Book*, page number(s).

Example

_____

   [1] York, *Hitting the Marks,* 112.

Books

1. Single Author or Editor

<u>Note Style Form:</u>

Author's First and Last Name, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), page number(s).

<u>Short Form:</u>

Author's last name, *shortened title of book*, page number(s).

2. Multiple Authors

<u>Note Style Form:</u>

Author #1's First and Last Name and Author #2's First and Last Name, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), page number(s).

<u>Example:</u>

[1] John MacArthur and Wayne Mack, *Counseling: How to Counsel Biblically* (Nashville: Thomas Nelson, 2005), 34-48.

<u>Short Form:</u>

Author #1's last name and Author #2's last name, *Shortened Title of Book*, page number(s).

<u>Example:</u>

[1] MacArthur and Mack, *Counseling*, 34-48.

1. **Physical Journal**

<u>Note Style Form:</u>

Author's First and Last Name, "Title of article: Subtitle of article," *Title of Journal* Volume Number*,* Issue Number (Date of Publication): page number(s).

<u>Example:</u>

Joel Beeke, "Puritans on Marital Love," *Puritan Reformed Journal* 12*,* no. 1 (January 2020): 155-167.

<u>Short Form:</u>

Author's last name, "Shortened title of article," page number(s).

<u>Example:</u>

Beeke, "Puritans," 155-167.

2. **Electronic Journal**

<u>Note Style Form:</u>

Author's First and Last Name, "Title of article: Subtitle of article," *Title of Journal* Volume Number*,* Issue Number (Date of Publication): page number(s), URL.

<u>Example:</u>

Joel Beeke, "Puritans on Marital Love," *Puritan Reformed Journal* 12*,* no. 1 (January 2020): 155-167, https://23eu5p6rifo1ukv6iilu8lo3-wpengine.netdna-ssl.com/wp-content/uploads/2020/02/PRJ-Vol-12_No-1_2020.pdf.

<u>Short Form:</u>

Author's last name, "Shortened title of article," page number(s).

<u>Example:</u>

Beeke, "Puritans," 155-167.

<div style="border:1px solid black; padding:1em;">

Example of Footnotes

_____

    [1] Barry York, *Hitting the Marks: Restoring the Essential Identity of the Church* (Pittsburgh: Crown and Covenant Publications, 2018), 112.

    [2] Richard Gamble, The *Whole Counsel of God: God's Mighty Acts in the Old Testament,* vol. 1 (New Jersey: P & R Publications, 2009), 84.

    [3] York, *Hitting the Marks,* 114.

    [4] Gamble, *The Whole Counsel of God,* 86.

</div>

For an all-inclusive list of resources that may need to be cited, see Turabian 16 and 17.

3.2 Bibliography

When citing resources in a bibliography, students must use the "Bibliography Style" presented in Turabian. For more detailed content and examples, use the guidelines found in chapters 16 and 17 of Turabian.

Bibliography Form

<u>Physical Book</u>

Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book.* Place of
      Publication: Publisher's Name, Date of Publication.

<u>Example:</u>

York, Barry. *Hitting the Marks: Restoring the Essential Identity of the Church*. Pittsburgh:
      Crown and Covenant Publications, 2018.

<u>Physical Book – Multiple Authors</u>

Author #1's Last Name, Author #1's First Name, Author #2's First Name and Author #2's
      Last Name. *Title of Book: Subtitle of Book.* Place of Publication: Publisher's Name,
      Date of Publication.

<u>Example:</u>

MacArthur, John, and Wayne Mack. *Counseling: How to Counsel Biblically.* Nashville:
      Thomas Nelson, 2005.

<u>Electronic Book (e-book)</u>

Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book.* Place of
      Publication: Publisher's Name, Date of Publication. URL.

<u>Example:</u>

Williams, Clayton J. *The Shadow of Christ in the Book of Job*. Eugene: Wipf & Stock, 2017.
      https://www.theologicalebooks.org/opac/?id=00273370.

Physical Journal

Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Title of Journal* Volume Number, Issue Number (Date of Publication): page number(s).

Example:

Beeke, Joel, "Puritans on Marital Love," *Puritan Reformed Theological Journal* 12, no. 1 (January 2020): 155-167.

Electronic Journal

Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Title of Journal* Volume Number, Issue Number (Date of Publication): page number(s). URL.

Example:

Beeke, Joel, "Puritans on Marital Love," *Puritan Reformed Theological Journal* 12, no. 1 (January 2020): 155-167. https://23eu5p6rifo1ukv6iilu8lo3-wpengine.netdna-ssl.com/wp-content/uploads/2020/02/PRJ-Vol-12_No-1_2020.pdf.

For an all-inclusive list of resources that may need to be cited, see Turabian 16 and 17.

View Appendix 3 to see a sample bibliography.

3.3 Reference Management Software

Students at RPTS are encouraged to use Zotero, an RPTS endorsed tool that manages one's bibliographic data. Zotero enables students to collect, organize, and cite their research sources in one easy-to-use platform. Students will need to input the bibliographic data for physical books manually, however, the program automatically pulls citation information from many electronic resources. When students are ready to reference their sources, Zotero makes it easy to create citations.

The Library provides technical support for Zotero and Microsoft Office 365. If you have a question about this product, contact the Library Staff during normal business hours.

Appendix 1

Sample Title Page

The Nations Rage:

A New Look at the Mediatorial Reign of Christ

John Smith

OT210: Old Testament

July 15, 2020

Appendix 2

Sample Body

1-inch margin   Font: Times New Roman, 12 point

Psalm 2 is inherently messianic.[11] After the 11th century A.D., many Jewish scholars began to argue that Psalm 2 does not speak of the Messiah, but of God's appointing David as Israel's anointed King. E. W. Hengstenberg said, "….in later times they [the Jews] were led to abandon it [the position] only for polemical reasons against the Christians."[12] According to Dr. Willem A. VanGemeren,

> "There is no general agreement on the historical context of this psalm. Although dates range from the time of David to that of the Maccabees, the language, style, and theology fit an early monarchic date. Any attempt to link the psalm with an actual coronation of a Judean king___finds little support in the text…It is preferable to read the psalm in the light of Nathan's prophecy of God's covenant with David (2 Sam 7:5-16)."[13]

Psalm 2 was written in the "imperfect" or "future" tense; making the reader believe that for the Psalmist, this coronation event was yet to come. It is unlikely that David would write about his future ascension to the throne after he had already assumed his position as King of Judah. Instead, he is speaking of a Messiah King that would come and save His people from their sin.

While the early Jews understood the original purpose of Psalm 2 to be the inauguration of King David or another Davidic King, it is reasonable to believe that their thoughts shifted to a future Messiah. This would have been a great comfort to the Israelites, who in their exile had lost hope in an earthly king. However, this promise provides an even greater hope for Christians who are able to see through the lens of redemptive history that this text speaks of the ascension and rule of Jesus Christ. Jesus Christ brings eternal safety and care for those who submit themselves

Double-spacing

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[11] Rumburg, *The Universal Dominion of Christ,* 25-28.

[12] Hengstenberg, *Commentary on the Psalms,* 19.

[13] VanGemeren, *Psalms,* 64.

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Appendix 3

Sample Bibliography

Bibliography

Beeke, Joel, "Puritans on Marital Love," *Puritan Reformed Theological Journal* 12, no. 1
    (January 2020): 155-167.

Gamble, Richard. *The Whole Counsel of God: God's Mighty Acts in the Old Testament*. Vol.
    1. New Jersey: P & R Publications, 2009.

MacArthur, John, and Wayne Mack. *Counseling: How to Counsel Biblically*. Nashville:
    Thomas Nelson, 2005.

Williams, Clayton J. *The Shadow of Christ in the Book of Job*. Eugene: Wipf & Stock, 2017.
    https://www.theologicalebooks.org/opac/?id=00273370.

York, Barry. *Hitting the Marks: Restoring the Essential Identity of the Church*. Pittsburgh:
    Crown and Covenant Publications, 2018.

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The Southern Seminary Manual of Style. 5.1. Louisville: Southern Baptist Theological Seminary, 2019.
https://drive.google.com/file/d/1Iec4BfyFO6K3_OMsEW3rEuCiKQjCZcNs/view?usp=sharing.

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