This short handbook introduces students to the standard style of term and research papers at Kingswood University. This is not intended as a replacement for the adopted Kingswood University style resource: *A Manual for Writers of Term Papers, Theses, and Dissertations, 8th* edition by Turabian, which is on permanent reserve in the library. References to this book will be given, using section numbers, not page numbers.

Use this guide as a supplemental resource – a reminder and a reference source.

August 2013
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INTRODUCTION

WHAT DO YOU MEAN I HAVE TO WRITE A TERM PAPER?

One way that university will differ greatly from high school is in the number of papers you will be required to write. Almost every course in university will require “term work”.

In the first two years at university, papers will vary from 500-2,000 words, or two to eight typewritten pages. In the third and fourth year, papers may be as long as 2,000-4,000 words, or ten to fifteen typewritten pages.

There will be many different styles of papers. Make sure you pay attention to your professors when they outline the requirements of each style. Do not make assumptions about method or style – be sure. The appendix at the end of this book lists different types of papers that you may be asked to write.

FORMAT FOR KINGSWOOD UNIVERSITY PAPERS

- Use one-inch (2.54 cm) margins on all four sides.
- Use Times New Roman font size 12. (Some professors will allow the use of Arial font. This is not the traditional font of Turabian. Always verify with your professor before choosing any font other than Times New Roman).
- Left-justify the text.
- Double-space between lines.
- Number all pages, except the cover page, centered inside the bottom-center footer.
- Indent the first line of each paragraph 0.5” (1.27 cm) by using the default tab setting or the paragraph indentation special set at 0.5 (1.27 cm) in Microsoft Word. Whatever you use, be consistent throughout your paper.
- For spacing a new section or sub-section, insert an extra line space at the end of the final paragraph of the previous section, type the section heading following the formatting, insert another line space, and begin typing the first paragraph of the new section. Turabian gives some guidelines for sections and subsections of longer papers (Turabian 2013, A.2.2.4)
- All Kingswood University papers must have a title page, containing this basic information. There is a sample on the next page.
  - the name of the school
  - the title of the paper
  - the writer of the paper
  - the writer’s post office box number
  - the course name
  - the professor’s name
  - the date
  - no abbreviations
- If you are required to submit a hard (paper) copy of your paper, note also the following:
  - Use 8½” x 11” white paper.
  - Staple once in the upper left-hand corner.
  - Use the same quality and type of paper for the entire submission.
TRANSFORMATION IN DIRT ROAD MINISTRIES

BY

PAUL APOSTLE
SPO# 425

BASIC CHRISTIAN BELIEFS
PROFESSOR ANANIAS DAMASCUS

September 24, 2013
GRAMMAR AND STYLE

RESOURCES


SPELLING & GRAMMAR CHECK
• Be sure to use your computer’s Spelling and Grammar Check feature. It will find many errors easily. However, do not rely totally on this feature. It has limitations.
  o It will not tag the difference in spelling of words such as:
    ▪ there, their, and they’re
    ▪ then and than
    ▪ to, too, and two
  o The computer does not know which of the meanings you intended.
  o Some will not tag misspellings of words in uppercase letters.
  o Many will not ensure the insertion of a comma prior to “and” in a sentence that contains a list.

• There is no spelling or grammar check that will convert poor writing into good writing.

• Either Canadian (English) or American spelling is acceptable, but be consistent.

GRAMMAR
Quotation Marks
• Use quotation marks whenever you use someone else’s exact words. If they are not the exact words, don’t surround them with quotation marks.

• Put a comma before the quotation marks if you use he says. Put no comma if you use he says that.

• At the end of a quotation, the period or comma goes inside the quotation marks unless followed by a parenthetical reference.

  RIGHT: Then the experimenter said, "Oh Boy" (Smith 2006, 21).
  RIGHT: Then the experimenter said, "Oh Boy."

• When your quotation is more than a few words, let the quotation end the sentence.

• Block Quotations
  o Do not use quotations marks for quotations of 5 or more lines (Turabian 2013, 25.2.2).
  o Start on a new line.
  o Indent the whole quotation 0.5” (1.27 cm) from the left margin.
  o Single-space the quotation if your paper is double-spaced.
  o After the quotation, return to the original margin and double spacing then continue your paragraph.

• For quotations within a quotation, use single quotation marks (Turabian 2013, 25.2.1.2).

  She said, “The doctor called it ‘a simple cold’ and told me not to worry about it.”
• Question and exclamation marks may require an exception (Turabian 2013, 21.12).

Commas

Turabian 2013, 21.2

• With Coordinate Conjunctions: and, but, or, nor, for, so, yet
  o Separate main clauses within a sentence
    
    Mary counsels students, and she volunteers at the local hospital.
    John planned to invest his tax return, but he bought a computer instead.
    Doug will play the game, or he will mow the lawn.
    I don’t smoke, nor do I eat near people who smoke.
    Sandra won’t be going with us, for she returned her application too late.
    The bank lowered its interest rates, so we decided to refinance our mortgage.
    I haven’t seen the new house, yet I know how to get there.

  o Do not use commas before conjunctions that link phrases other than complete sentences
    
    Mary counsels students and delivers meals to shut-ins.
    Two inches of snow and a glazing of ice covered the streets.

• With Introductory Elements
  o Commas separate elements that introduce and modify sentences
    
    After looking at several cars, Michael decided on a sporty model.

• With Other Elements
  o Dates – note the lack of commas in the last example
    
    On December 7, 1941, Japanese war planes bombed Pearl Harbor.
    On Sunday, December 7, 1941, Japanese war planes bombed Pearl Harbor.
    On 7 December 1941 Japanese war planes bombed Pearl Harbor.

  o Addresses and place names
    
    The President of the United States lives at 1600 Pennsylvania Ave., Washington, D.C.
    Fredericton, New Brunswick is a provincial capital.

  o Numbers
    
    The city marina cost $8,479,000 to construct.
    Jill’s dress has over 2,500 hand-sewn beads.

  o Quotations - commas ordinarily separate a quotation from its source, such as he said or she said.
    
    John F. Kennedy said, “Ask not what your country can do for you; ask what you can do for your country.”
"Sometimes love is stronger than a man's convictions," wrote Isaac Bashevis Singer. "I never forget a face," said Groucho Marx, "but in your case I'll make an exception."

- **With Adjectives**
  - Coordinate adjectives modify nouns separately
    
    We felt the **salty, humid** air near the beach.
    
    Martha created a **three-tiered, white, flower covered** wedding cake for Jason and Renee.

  - Coordinate adjectives can be joined with *and*, and their positions can be changed without altering the meaning of the sentence.
    
    salty *and* humid
    
    three-tiered and white *and* flower covered

  - Cumulative adjectives do not require a comma
    
    Adam bought **two tall** palms.
    
    I found a shard from an **ancient Greek** urn.
    
    Marissa planned an **amazingly detailed, truly exotic** Halloween costume.
    
    There are **two sets of cumulative adjectives in the third sentence that function separately to modify “costume”**

- **With Nonrestrictive Phrases and Appositives**
  - Nonrestrictive elements can be omitted without changing meaning
    
    Frank's new aquarium, **a marine tank**, hosts brilliant coral and brightly coloured fish.
    
    *Awakened by a strange noise*, Alan wondered if he remembered to lock the door when he went to bed.
    
    “**a marine tank**” and “**awakened by a strange noise**” are not absolutely necessary to the meaning of the sentences

  - Do not use commas to set off restrictive elements
    
    The first house on the left is for sale.
    
    Those people who have already purchased tickets may enter the theatre now.
    
    “**on the left**” and “**who have already purchased tickets**” are essential to the meanings of the sentences.

- **With Parallel Words, Phrases, and Appositives**
  - There is a comma before the “*and*.”
    
    The department store offered **a suit, a shirt, and a tie** for one low price.
    
    The kitten stalked the ball of yarn **behind the curtain, over the television, and under the table**.
Marie offered her students a treat if they would complete their assignment, if they would clean their desks, and if they would stack their books neatly.

Semicolons and Colons
Turabian 2013, 21.3 and 21.4

- A semi colon is used to create a break in a sentence when the break is longer than that indicated by a comma
  - It separates independent clauses not separated by a conjunction (add, but, etc.)
  
  The first draft of my paper is complete; other revisions will be completed later.

- A colon is used before a list of items to which reference has been made in the previous sentence.

  All Kingswood University papers must have a title page containing this basic information: the name of the school, the title of the paper, the writer’s name and box number, the course name, the professor’s name, and the date.

Common Errors
- It’s and Its
  - It’s is the contraction for it is.
  - Its shows ownership. This error is avoided by not using contractions.

  During autumn, it’s sad to see the tree drop its leaves.
  During autumn, it is sad to see the tress drop its leaves.

- Good and Well
  - Good is an adjective meaning skilful or admirable. It answers the question what kind of?
  - Well is an adverb telling how something is done. It answers the question how?

  Wayne Gretzky was a good hockey player. He played the game very well.

- Real and Very
  - Real is an adjective meaning genuine.
  - Very is an adverb meaning extremely.

  The teacher is a real professional although he talks very fast.

- Then and Than
  - Then means at that time
  - Than indicates a comparison

  Troy looked at the final score. Then he said, “The Flyers are a better team than the Maple Leafs.”

- Affect and Effect
  - Affect is a verb
  - Effect is a noun
This variable affects several things. That other variable produced a very large effect.

• Agreement
  o If the subject of your sentence is singular, the verb and subsequent pronouns referring to the subject must be also

    The participant then provided his or her (not “their”) background information.

    The point of these studies was (not “were”) blah, blah, blah ... (point is singular).

**WRITING STYLE**

**Constructions**

• Do not use contractions in your term paper

  **WRONG:** I don’t understand this book
  **RIGHT:** I do not understand this book

• Written language is different from spoken language. Be sure to use written language for university papers.

**Personal References**

• Professional writing style does not allow for the continued use of personal references in papers, such as:
  o me
  o I
  o I think
  o Personally I believe
  o I feel
  o If you ask me

• It’s your paper. The “I” statements are assumed.

  **WRONG:** Personally, I think I feel the author’s theology is flawed.
  **RIGHT:** The author’s theology is flawed.

**References to the Divine**

A recent trend has determined that it is not standard in most writings to capitalize pronouns referring to God – His, He, etc. – or Word, Bible, Scripture, Holy Spirit, and similar references. At Kingswood we may prefer you capitalize such words, however, you should discuss the issue with your professors.

**Writing about Music**

• Titles of major musical compositions are italicized.
  o E.g. Handel’s Messiah

• Titles of songs and other short compositions are given in quotation marks
  o E.g. “At the Cross”
USING SOURCES

PLAGIARISM IS NOT USING SOMEONE ELSE’S IDEAS
- IT IS FAILING TO ACKNOWLEDGE THE SOURCE -

When writing a research paper, you will be asked to consult a variety of sources. The more sources you find the better. Even if you don’t cite everything that you look at (and you probably won’t), you will know what has been said about a topic from a number of different perspectives and will have a good foundation for building your own argument.

Sometimes, you may only want to paraphrase information or ideas that you find in a source, instead of directly quoting from it. This is fine, but the source still must be acknowledged with a citation. Citing sources is not only an expression of honesty, but can also lend additional authority to your argument especially if you are citing well-known and reputable sources.

Unless your professor has requested another method, at Kingswood University, citations are recorded through the use of parenthetical references and a reference list.

PLAGIARISM & HOW TO AVOID IT

The Kingswood University Catalogue discusses plagiarism (KU Catalogue 2013, 30).

The *Senior Dictionary of Canadian English* defines plagiarism as “an idea, expression, plot, etc. taken from another and used as one’s own.” Plagiarism is a serious offence in the academic community and is especially offensive in the Christian academic community since it is an act of dishonesty evidencing a lack of integrity. For this reason, any source that is quoted directly and all statements of fact or opinion that are not common knowledge must be referenced with a parenthetical reference. Plagiarism will not be tolerated at Kingswood University and will normally result in the following academic penalties:

1. a first offence will result in failure of the assignment;
2. a second offence, even if occurring in a different course than that of the first offence and/or in a subsequent semester, will result in the failure of the course in which the 2nd act of plagiarism occurred;
3. a third offence, even if occurring in a different course that that of the first or second offence and/or in a subsequent semester, will result in dismissal from the University.

Definition

Plagiarism is the misrepresentation of someone else’s words or ideas as your own. It does not matter whether this happens in a scholarly research paper or a “personal” essay. It is still plagiarism. Inadvertent plagiarism can be avoided by using your own words, keeping the note-taking process under control, and by citing if unsure. To avoid plagiarism, be careful about

- using direct quotations without “quotation marks” and/or a reference
- paraphrasing without a reference
- altering the sense of the original source to suit your own purposes

INTEGRATING MATERIAL INTO YOUR WRITING

Summarize, Paraphrase, Quote
You can integrate research material into your text in three ways.

- Summarizing material is condensing a large amount of material into a brief sentence or paragraph in your own words. You must reference summarized materials.
- Paraphrasing material is restating source material in your own words. The paraphrase is often a similar length to the source material. You must reference paraphrased materials.
- Quoting material is copying source material word-for-word into your text. You must reference quoted materials. Quote directly only when you need the exact words for the strength of the argument or when you cannot say it better yourself.

**Integrating Quotations** (Turabian 2013, 7.5)

Introduce quoted materials in your paper with some sort of introduction within your sentence; don’t just cut and paste sentences into your paper without comment or introduction. What does the author say? Do they agree or disagree with your earlier comments? Imagine you are having a discussion with your sources. You can modify quotations to fit your writing grammatically, but you must indicate that you have done so.

- If you add or change words indicate this with square brackets.

| ORIGINAL: | Do not use short forms or abbreviations on the title page, except for SPO and the professor’s title (e.g. Dr.). |
| WORDS ADDED: | Do not use short forms or abbreviations on the title page except for [Student Post Office box] and the professor’s title (e.g. Dr.). |

- If you delete words indicate this with an ellipsis (three dots)

| ORIGINAL: | Do not use short forms or abbreviations on the title page, except for SPO and the professor’s title (e.g. Dr.). |
| WORDS DELETED: | Do not use short forms or abbreviations on the title page except for … the professor’s title (e.g. Dr.). |

If a quote is five or more lines long, create a block quotation. Single space the quotation and insert a blank line before and after it. Indent the entire quotation by 0.5: (1.24 cm) (Turabian 2013, 25.2.2).

**EVALUATING INTERNET SOURCES**

Not all internet sources are equal. Some are more accurate than others. As you search the internet, consider the following:

- Is it a scholarly source or a “popular” source? The latter may not be very well researched and thus may contain a larger amount of inaccurate information. Consider the content, tone, and style to make a determination.
- What are the credentials of the author of the page (if available)?
- Does the content of the site show for a bias or point of view that may skew the information?
- Has the site has been updated recently? Material contained on the site may not be current.
• Do the links within the site take you to other useful sites?
• Be aware that web sites come and go very quickly. Be sure to record all bibliographic information when you access the site. A site you access today may not exist tomorrow. If this occurs, your professor has the right to assume the site never existed. Beware!
• Professors may not accept web content that has no author listed.

**USER-CREATED ENCYCLOPAEDIA CITATIONS (WIKIPEDIA)**

Never use Wikipedia or a similar site as a credible source for an academic paper. Wikipedia is an on-line encyclopaedia anyone can edit. This deems it an unreliable source for trustworthy content. Citing sources like Wikipedia is a sure indicator to your reader that you are a lazy researcher and it will undermine the reliability and integrity of your writings.

**CITING SOURCES USING PARENTHETICAL REFERENCES**

Parenthetical references are inserted into your paper at the end of a quote or paraphrase. They consist of parentheses (hence the name) in which are enclosed the author’s last name, the year of the source’s publication, and the page number of the referenced material (in that order). For example:

Olson notes that “As the Wesleyan Methodist movement mushroomed, in 1784 Wesley appointed a wealthy Welshman, Thomas Coke (1747-1814), as the first bishop of the Methodist emigrants to the newly independent America” (Olson 2003, 133).

Note that there is no comma between the author’s last name and the date of publication. There is no “P” before the page number.

**CITING SOURCES USING A REFERENCE LIST**

The reference list is a list of all sources used to research and compile a paper whether directly quoted or not. All sources cited in the “Reference List” must have contributed to the general understanding of the topic of your research paper. Examples of what might appear on a reference page are listed on the following pages. The Bible should be included in your reference list when applicable, but does not count towards a required minimum “cited works” total that your professor requires.

At the end of a paper which included the above parenthetical reference, include the following citation in a reference list:


When the author’s name is not provided, use the editor’s name. Other missing data should be noted in the location where that data should appear. For example, in the rare occurrence that no date is given, write “n.d.” following the author’s name. If there is no publisher noted, signify this with an “n.p.” Check with your professor – sources with missing data may not be deemed “acceptable.”

**EXAMPLES: CITATIONS FOR PRINTED SOURCES**

For each example shown below, the type, parenthetical reference (in text), and reference list format are provided. The examples are presented in Times New Roman font, the font required for all papers at Kingswood unless specified otherwise. Each Reference List example has a hanging indent of 0.5” (1.27 cm), the requirement for
For items not listed in the following examples, refer to Kate L. Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations*, 8th ed. (on reserve in the library and in the Student Success Centre). Some of the examples are taken from this book. Section numbers are given for each section for further reference. See Figure 18.1 for templates.

**Books**

**One Author** (Turabian 2013, 19.1)

<table>
<thead>
<tr>
<th>Reference</th>
<th>Author</th>
<th>Title</th>
<th>Publisher</th>
</tr>
</thead>
</table>

**Two Authors** (Turabian 2013, 19.1.1)

<table>
<thead>
<tr>
<th>Reference</th>
<th>Authors</th>
<th>Title</th>
<th>Publisher</th>
</tr>
</thead>
</table>

**Three Authors** (Turabian 2013, 19.1.1)

<table>
<thead>
<tr>
<th>Reference</th>
<th>Authors</th>
<th>Title</th>
<th>Publisher</th>
</tr>
</thead>
</table>

**More than Three Authors** (Turabian 2013, 19.1.1)

<table>
<thead>
<tr>
<th>Reference</th>
<th>Authors</th>
<th>Title</th>
<th>Publisher</th>
</tr>
</thead>
</table>

For books that have editor(s) instead of authors, use the editor’s name in place of an author, followed by a comma and ‘ed.,’ as in the example above (Turabian 2013, 19.1.1)

**Author’s Work Contained in Collected Works** (Turabian 2013, 19.1.1.1)

<table>
<thead>
<tr>
<th>Reference</th>
<th>Authors</th>
<th>Title</th>
<th>Publisher</th>
</tr>
</thead>
</table>

**Book in a Multivolume Work with a General Title and Editor(s)** (Turabian 2013, 19.1.5)

<table>
<thead>
<tr>
<th>Reference</th>
<th>Authors</th>
<th>Title</th>
<th>Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Liefield 1995, 165)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Edition Other than the First** (Turabian 2013, 19.1.4)

(Wright and Hutchison 2009, 345)  

**Chapter from Book** (Turabian 2013, 19.1.9)

(Dirks 2001, 85)  

Note: all examples that follow show only single authors. Articles with multiple authors will follow the patterns shown above in the listing of authors.

**Journal Articles**  
Turabian 2013, 19.2

(Sparkman, Maulding and Roberts 2012, 650)  

For all journal article citations, the goal is to give as much information as possible. In the above example, 46 is the volume number, 3 is the issue number. The issue was published in September 2012. For each reference, include as much of this information as is available to you.

**Magazine Articles**  
Turabian 2013, 19.3

(Buchanan 2013, 35)  
Newspaper Articles
Turabian 2013, 19.4
Cite newspaper articles the same way you would a journal or magazine article. If the author is not listed, use
the name of the newspaper as author. Because newspapers are published in various editions, the page
number is not necessary in a parenthetical reference and the edition must be given in the reference list.


Encyclopaedia Articles
Turabian 2013, 19.5.3
Encyclopaedias and dictionaries need only be cited in parenthetical citations and not in reference lists. You do
not need to give the date of publication, but if the reference is from an edition other than the first, the
toedition must be noted. In the example there is only one edition, thus nothing is included about the edition.
The name of the entry is indicated by s.v., an abbreviation for the Latin, sub verbo, meaning “under the
word.”

“In Matthew 16:19 the expression ‘keys of the kingdom’ is employed to denote the
authority committed by Jesus Christ to His disciples” (The International Standard Bible
Encyclopaedia, s.v. “key”).

Book Reviews
Turabian 2013, 19.5.4

(Frankfather 1985, 524)
Service Review 59, no.3 (September):523-25.

Unpublished Papers, Theses, and Dissertations
Turabian 2013, 19.6.1

(Childs 2002)
Childs, Nicole. 2002. The Impact of Hurricane Floyd on the Children of Eastern North

Personal Interviews
Turabian 2013, 19.8.3.3

(Brown 2013)

Use this format for interviews you conduct in person or over the phone. See the sample under Electronic
Sources for an email or Facebook conversation.
Musical Scores
Turabian 2013, 19.8.5.3

(Luther, “A Mighty Fortress is our God)

Secondary Sources
Turabian 2013, 19.10

References to the work of one author as quoted in that of another must cite both works. Note this example also shows how to reference a work translated by someone other than the author.

(Barthes 1968)

EXAMPLES: CITATIONS FOR ELECTRONIC SOURCES

The principle for citing electronic sources is to include the same information as you would for a paper source and an indication of how you accessed the source. Where you include a web-site in your reference, be sure to remove the hyperlink. Where possible, do not break the web address over two lines. If you must, insert the break after a colon or slash but before a period or dash (Turabian 2013, 20.4.2).

WRONG: http://scriptorium.lib.duke.edu/dynaweb/eaa/databases/print/lit@Generic__BookTextView/1851.


Electronic Books
Turabian 2013, 19.1.10

All the principles of authorship, editors, etc. above apply with e-books. In addition, include information about the format you consulted. If the electronic edition has stable (fixed) page numbers, cite those, as you would for a hard copy of a book. If the edition does not, cite by chapter or section.

Downloaded book (e.g. Kindle)

(Searcy and Thomas 2006, location 62)
**Book on-line** (Turabian 2013, 19.1.10)

(Von Lara, Gabriel 2013 Holmlund 2002, 172)


**Journal Articles**

Turabian 2013, 19.2

In the example below, 46 is the volume number, 3 is the issue number. The issue was published in September 2012. For each reference, include as much of this information as is available to you. The article referenced below was accessed through a commercial database, EbscoHost. 04163934 is a permanent number assigned to this article by EbscoHost.

(Andrade 2007, 161)


If the article had been accessed through a website, it would have been necessary to include the full URL instead of the EbscoHost notation and number.

**Digital Object Identifier (DOI)**

Turabian 2013, 15.4.1.3

Digital Object Identifiers are more stable, and often shorter, than URLs. If the site provides a DO for an article, append the DOI by inserting http://dx.doi.org/ before the number, as in the example below.

(Sparkman, Maulding and Roberts 2012, 650)


Magazine and newspaper articles accessed electronically are cited similarly to their printed counterparts, with the addition of information about the way the material was accessed.

(Buchanan 2013, 35)


**Other Electronic Sources**
Web Site (Turabian 2013, 19.7.1)

(National Park Service 2003)

Blogs and Comments (Turabian 2013, 19.7.2)

(Casper 2001)

E-mails, Texts, Social Media Posts (Turabian 2013, 19.6.3)

(Baker 2002)

Movies & Music (Turabian 2013, 19.8.3.1)

(Ross 2012)

As with all referencing, you must include information about where or when you viewed the movie. If you see it in a theatre, no further information is required. The above example indicates it was viewed by DVD. If you view it online, include viewing date and URL.

EXAMPLES: CITATIONS FOR LIVE EVENTS

Class Lecture or Discussion
Turabian 2013, 19.6.2

(Smith 2013)

Sermons & Speeches
Turabian 2013, 19.6.2

Formulate your reference in similar way to that for a class lecture or discussion.

(Smith 2013)

**Live Performances**  
Turabian 2013, 19.8.2

References to live performances do not need to be included in the Reference List. Include the details of title, author, performer, location and date either in a parenthetical reference or in the text of the paper.
APPENDIX A – TYPES OF PERIODICALS

Periodicals
• Publications issued at regular intervals (daily, weekly, monthly, quarterly, etc.) and intended to continue indefinitely
• Include newspapers, magazines and journals

Magazines
• Periodicals whose goals are to entertain and inform
• Authors are often professional writers, rather than experts in the subject
• Content might be fact, but might be anecdote or opinion
• Articles almost never have bibliographies
• Require no specialized knowledge or vocabulary to be understood
• Articles are not peer-reviewed (see below)
• Often have colourful covers or interfaces, and will usually contain advertising and many pictures
• Examples: Maclean’s, National Geographic, Psychology Today, Scientific American, Sport’s Illustrated

Trade Magazines or Journals
• Periodicals whose goal is to inform members of a particular industry or profession, generally by including industry- or profession-specific content
• Content is a mixture of fact, anecdote and opinion
• Some articles might have bibliographies
• Often require professional knowledge and vocabulary to be fully understood
• Articles are not peer-reviewed (see below)
• Usually have colourful covers, and contain pictures and advertising geared to the particular industry or profession
• Often are published by trade or professional organizations
• Examples: Canadian Banker and Food in Canada.

Scholarly Journals
• Periodicals whose goal is scholarly communication: providing the means by which scholars and researchers share their findings with one another and with the public
• Contain primary, research articles describing new research or ideas; these are written in a formal manner that includes background information, methods used, results/interpretation and significance
• Many also include scholarly review articles
• Some have news sections which briefly report on new research; these are not research articles
• Research and review articles always have footnotes or bibliographies
• Research articles are peer-reviewed (see below): experts examine submitted articles before accepting them for publication
• Articles often require specialized knowledge or vocabulary to be understood
• These journals usually have plain covers or interfaces and contain more graphs and charts than photographs
• Some contain advertising
• Often have the word “journal” in the title
• Often published by a scholarly association
• Now often available on the web by subscription
• Examples: Canadian Historical Review, Journal of Abnormal Psychology, Journal of Biomechanics

Peer-Review or Referee Process
• An editorial board asks subject experts to review and evaluate submitted articles before accepting them for publication in a scholarly journal
• Submissions are evaluated using criteria including the excellence, novelty, and significance of the research or ideas
• Scholarly journals use this process to protect and maintain the quality of material they publish
• Members of the editorial board are listed near the beginning of each journal issue

Primary Sources
• Provide firsthand information in the original words of the creator or eye witness
• Include creative works, for example: poetry, drama, novels, music, art, films
• Include original documents, for example: interviews, diaries, speeches, letters, minutes, film footage
• Include reports of original research and ideas, for example: statistical data, case studies, conference papers, technical reports and research papers published in scholarly journals.

Secondary Sources
• Provide information reviewing, evaluating, analyzing or interpreting primary sources
• Include criticism and interpretation of creative works
• Include interpretations of original documents, for example: biographies, historical analyses, textbooks and encyclopaedia articles
• Include summaries and reviews of scholarly findings, for example review articles, textbooks, encyclopaedia articles and popular magazine articles

Review Articles
• Secondary sources (see above) that report and summarize other authors' works on a given subject
• A useful overview tool; they provide a summary of recent research on a particular subject

Portions used (with permission) from a publication of Simon Fraser University.
APPENDIX B – TYPES OF PAPERS

**Essay**: a short paper (1-10 pages) that explores a topic without the rigor of a research paper. While the opinions of the writer may be prominent, referenced footnotes are required for all quotations, citations, and allusions.

**Report**: a short paper (1-10 pages) that summarizes findings on an assigned topic. All quotations must be referenced.

**Sermon**: a paper written as the basis for a later oral presentation. While research is needed, it is not reported in the same way as in other papers. However, quotations may need to be referenced.

**Research Paper (or Term Paper)**: Depending on the course requirement, a medium length (usually 5-10 pages) or a major paper (10-40 pages) that investigates a specific issue. The paper usually opens with a clear thesis statement; the body explains and/or defends that thesis. A research paper is not an essay. A research paper deals with the work of other scholars, reflects your in-depth involvement with, comparisons and evaluations of their work, and displays your deeper understanding of the field. Such a paper needs a clear introduction, as well as a summary and conclusion. All quotations, citations, or allusions are referenced.

**Reflection Paper**: a short paper (1-4 pages) presenting your response to an experience, a reading, or to a specific question. Such a paper demonstrates you understand whatever issue is at hand and you can respond to it in writing by connecting it to your own observation, previous experience, or recent learning.

**Book Review**: a short paper (1-4 pages) that describes and briefly evaluates a book or article.

**Critical Review**: a somewhat longer review (2-6 pages) that emphasizes the evaluation of a book, article, sermon, or speech. It is basically a reaction paper in which you point out strengths and weaknesses of the material, and how it helps -- or misleads you -- in understanding the content of your course.

**Exegesis**: a medium length project (usually 8-15 pages) presenting the systematic process by which a person arrives at a reasonable and coherent sense of the meaning, message, and purpose of a Biblical passage. It may include an application if the instructor has requested it.

**Project**: a paper, either for a class or a degree, which emphasizes planning and doing as much as reading and writing. Projects are common in applied theology, especially in the Doctor of Ministry program. The length of a project varies.

**Inductive Bible Study**: a short report (3-5 pages) that usually concentrates on an entire book of the Bible. It is primarily an exercise in observation asking these questions: What is/are the main theme(s) of this book? How is it put together? What questions emerge from the reading of this book?

**Journal**: a daily (unless otherwise established) written record reporting on what has happened over the course of a day or other period (sharing details, experiences, observations, and reflections). The length of journal entries varies.

**Case Study**: a major paper (15-30 pages) that presents a case, analyzes factors affecting it, interprets what happened theologically, and proposes pastoral action to resolve the situation.

While all these papers are different and are measured and evaluated by different criteria, professors still expect to find the following general attributes in any one of them:

- Correct English, including spelling, grammar, syntax, and paragraph construction
- Clarity of expression
- Logical organization
- Appropriate introduction and summary
- Conclusions naturally derived from evidence
- Correct format (in most English-speaking seminaries, this format is Turabian)

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1 Adapted from Nancy Jean Vyhmeister, *Quality research papers for students of religion and theology*, 2nd ed. (Grand Rapids, MI: Zondervan, 2008), 4-5.