**TITLE OF PAPER ABOUT A THIRD OF THE WAY DOWN THE PAGE:**

All caps, bold, centered

**SUBTITLE ON A NEW LINE**

First name Last name

HIS 2355: Learning Turabian

Professor’s Name

Bridges Christian College & Seminary

Date Submitted

If you already have a degree, you can add your credentials beside your name, and your professors name.

 example:

John Doe, M.A.

Table of Contents

[Introduction = Header Level 1 1](#_Toc203506476)

[The Word = Header Level 1 1](#_Toc203506477)

[The Word in Genesis = Header Level 2 1](#_Toc203506478)

[The Word in Genesis = Header Level 2 2](#_Toc203506479)

[Moses in Exodus = Header Level 3 2](#_Toc203506480)

[Joshua in Exodus = Header Level 3 3](#_Toc203506481)

[The Light = Header Level 1 3](#_Toc203506482)

[Conclusion = Header Level 1 3](#_Toc203506483)

[Bibliography = Header Level 1 4](#_Toc203506484)

The Title page gets no page numbers, however the table of contents continues its number from the first page and is counted with roman numerals.

This is an automatic Table of Contents. The trick to this is making sure to set the style of your headers to the correct header. You can use this template as your formatting or you can manually create your own table of contents matching this style.

Note: in order to have a header in your paper, you must have atleast two points per heading level.

Ex.

 Point 1

Sub point 1

Sub point 2

 Point 2

 Point 3

# Introduction = Header Level 1

No title on first page and set your first header down 2 inches.

On the first page of your paper, the page number should be centered at the bottom and beginning with 1. (see bottom)

Type your introduction here. Write stuff that goes in an introduction. You get it! You’re going to do great with this paper! Use 1” margins on all sides of the document. Indent the first line of each paragraph by a half inch.

No additional space between body paragraphs.

 Main text should be Times New Roman and 12-point font. The main text must also be double-spaced. Your thesis statement belongs at the end of the introduction. This paper will examine John’s revelation of Christ as the Word, the light and Savior.

Add space after each last paragraph before a new header.

# The Word = Header Level 1

 Again, use 1” margins on all sides of the document. Indent the first line of each paragraph by a half inch. (If you choose to break up your paper into sections with sub sections, see the formatting below).

Italicised Centered with no additional space below.

## The Word in Genesis = Header Level 2

 Use 1” margins on all sides of the document.[[1]](#footnote-1) Indent the first line of each paragraph by a half inch.[[2]](#footnote-2) Type whatever would go in this section. Check with your professor about header level subdivisions.[[3]](#footnote-3)

You can put the page number at the bottom by making the first page different in the page number settings

If your resource has already been cited in the paper in a footnote, use a shortened citation.

If your citation is the exact same and same page number as the previous footnote, you can use Ibid.

Footnotes should be Times New Roman 10 point font

## The Word in Genesis = Header Level 2

Use 1” margins on all sides of the document. Indent the first line of each paragraph by a half inch. Type whatever would go in this section. Check with your professor about header level subdivisions.

Bold Left Side

### Moses in Exodus = Header Level 3

A third level header is not usually necessary for shorter page papers (under 20 pages). However, if you happen to need one, it would be styled as above. This is a header that (based on the example being used) would be within the first point (The Word), and under the subheading (The Word in Genesis).

 When adding quotes, if the quote is five or more lines in the same formatting of your paper, you will need to make it a block quote. Be sure to lead into your quote by giving enough context so that it does not feel out of place. Stedman explains the dynamic of a God’s grace incredibly well when he wrote,

No additional space before block quote

It is both an accomplished fact (10:10) and a continuing process (10:14), a phenomenon found frequently in Scripture. We may not understand such a mystery, but we can revel in its reality, as the writer intends us to do. All progress in the spiritual life comes from personally apprehending a fact that is already true. To put it simply, we must see what we already *are* by God's grace, in order to manifest that fact by godly behavior.[[4]](#footnote-4)

Add space after block quote to continue double space throughout paper.

Be sure to also flow out of your block quote to smoothly transition back to your own paper. The paragraph out of a block quote should not be indented as you are continuing in the same paragraph as before.

### Joshua in Exodus **= Header Level 3**

Use 1” margins on all sides of the document. Indent the first line of each paragraph by a half inch. Type whatever would go in this section. Check with your professor about header level subdivisions.

# The Light = Header Level 1

 Once you move to your next point, the format for the headings will repeat. All numbers up to one hundred should be written out unless it is a date or scripture reference. Here is an example of an in-text quote: Robert Stein explained that “Such a question does not suggest that the individual is seeking to achieve a relationship with God based upon his or her works but is an appropriate and sincere response to the divine message.”[[5]](#footnote-5) When paraphrasing be sure to cite the source with a footnote!

# Conclusion = Header Level 1

 Finish strong - I bet you did great! And of course, use 1” margins on all sides of the document. Indent the first line of each paragraph by a half inch. Conclude your paper with words fitting for a conclusion.

# Bibliography = Header Level 1

Last name, First name. “Title of Article.” Title of Journal Volume number, no. [issue number] (publication date): page range of entire article.

Last name, First name. Title of Book. Place of publication: Publisher, Year of publication

Last name, First name. “Title of Web Page.” Publishing Organization or name of Website in Italics. Publication date and/or access date if available.

1. Be sure to read Kate L. Turabian for other examples of how to cite various sources. It is up to the student to put in the time and effort to understand citation methodology.
2. Do not use templates provided by Microsoft Word or Pages!
3. BCCS uses notes-bibliography citation methodology.
4. If you are using an ebook that does not have page numbers and no page numbers appear when copying and pasting over a quote, then use the chapter as your reference.
5. When using online resources, only put the online portion of the citation in the Bibliography, not in the footnotes. For example, Proquest, or a URL go in Bibliography only.
6. EASY MARKS!!! Be sure double check that all your text is Times New Romans! This includes, Title page, Table of Contents, Headers, Page Numbers, Footnotes, Quotes etc.
1. First name Last name, *Title of Book* (Place of publication: Publisher, Year of publication), page number. [↑](#footnote-ref-1)
2. Ibid. [↑](#footnote-ref-2)
3. Ellingworth, *Hebrews,* 8. [↑](#footnote-ref-3)
4. Ray C. Stedman, *Hebrews*, The IVP New Testament Commentary Series (Westmont, IL: IVP Academic, 1992), Heb 10:1-10. [↑](#footnote-ref-4)
5. Last Name, Title, Page. [↑](#footnote-ref-5)