

# **The Master's Seminary**

## ***Style Guide Summary for Papers, Theses, Projects, and Dissertations***

### **A Supplement to *Turabian 8<sup>th</sup>* Edition and the *SBL Handbook of Style***

(modified: 24 September 2013)

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## The Master's Seminary

### ***Style Guide Summary for Papers, Theses, Projects, and Dissertations***

(modified: 24 September 2013)

The standard writing style for The Master's Seminary is *A Manual for Writers of Research Papers, Theses, and Dissertations* by Kate L. Turabian (commonly called *Turabian* for short). The 8<sup>th</sup> edition has been thoroughly revised and updated by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams (University of Chicago Press, 2007). This edition is based on the new 16<sup>th</sup> Edition of *The Chicago Manual of Style*. In this new edition of *Turabian*, TMS utilizes the citation styles in *Chapter 17*, not the optional *in-text* style system of Chapter 19.

Only the most recent (8<sup>th</sup>) edition of *Turabian* is to be consulted for issues of style and formatting.

As noted in this Guide, *The SBL Handbook of Style For Ancient Near Eastern, Biblical, and Early Christian Studies* (Peabody, MA: Hendrickson Publishers, 1999), will also be followed for certain specialty items of formatting unique to Biblical and theological writing. (Note: a new edition of the SBL Handbook is due to be released this winter. When it becomes available TMS will switch to the updated version).

All questions about style and formatting (interpretations and applications of obscure points in *Turabian*, etc.) shall be referred to the seminary librarian.

## **1 Punctuation, Usage and Formatting**

### *1.1 Abbreviations*

In formal writing, abbreviations are generally to be avoided within the body of a work but are more allowable in the notations.

#### *1.1.1 Abbreviations for Books of the Bible and Materials Related to Biblical and Theological Studies*

*The SBL Handbook of Style For Ancient Near Eastern, Biblical, and Early Christian Studies* (Peabody, MA: Hendrickson Publishers, 1999) listing of abbreviations is the standard which shall be followed for all work at The Master's Seminary.

#### *1.1.2 Abbreviations for Journal, Series Titles, and well-known Reference Works*

Abbreviations for journal and series titles, as well as well-known reference works, should be used in footnotes. In the bibliography, all of those names should always be spelled out in full.

- Within footnotes, the standard SBL abbreviations are to be used for series identification; they should not be spelled out (e.g., F. F. Bruce, *The Book of Acts*, NICNT... not, New International Commentary on the New Testament). If the series does not have an abbreviation listed in the SBL guide, consult the librarian for any updates. Most new series are creating abbreviations for their work in conjunction with SBL ahead of time. Series abbreviations are not italicized.
- Care must be exercised in the proper use and *selection* of abbreviations. For instance, some abbreviations in the guide are only differentiated by one being italicized and the other not (e.g., *SB* = *Sources Bibliques*, while *SB* = *Sammelbuch greichischer...*). Also, different editions of the same title in several cases have different abbreviations (e.g., *The Greek-English Lexicon of the New Testament and Other Early Christian Literature* utilizes BAG for the first edition; BAGD for the second edition; and BDAG for the third edition.
- See the Abbreviation Listing on the seminary web page at <http://www.tms.edu/LibraryAbbreviations.aspx>
- *Important Note:* The proper abbreviation for *The Master's Seminary Journal* has now changed from the traditional *TMSJ* to *MSJ*. *TMSJ* is no longer an acceptable abbreviation.
- For abbreviations for obscure or highly specialized works, see:  
Siegfried M. Schwertner  
*International Glossary of Abbreviations for Theology and Related Subjects* (IATG<sup>2</sup>)  
Berlin, Walter de Gruyter, 1992

### 1.1.3 *Abbreviations for States in Bibliographies and Footnotes*

The two letter postal abbreviations are now the standard for all bibliographic and footnote references.

### 1.2 *em and en Dashes, and Hyphens*

The em dash is used to set off a phrase within a sentence much as a comma might, but when the writer wishes to bring more attention to the set off. It can also be used instead of parenthesis marks. The long em dash—may not have a space between it—on either end whether for a set off or parenthesis.

The shorter en dash takes the place of the word “through” (see page numbers above). It is also used in biblical references for the same purpose. For example: Rom 3:1–9 (no spaces between the number reference and the dash on either side). The use of simple hyphens for these purposes is not acceptable.

### 1.3 *Contractions*

Contractions such as can’t, won’t, shouldn’t, wouldn’t, it’s, etc., are *not permitted* in papers, theses, projects, or dissertations.

### 1.4 *The Use of First Person*

The use of first person pronouns (and general first person writing) is allowable when appropriate for clarity or style. The previous rigid rule of always writing in the third person in formal writing has been eliminated. (See section 11.1.7 of *Turabian*). However, the use of first person should not be overdone.

### 1.5 *Formatting Guidelines*

Regular papers submitted in class *shall* follow the *Turabian* formatting guidelines unless the assignment is specialized (such as a chart or some exegetical comparative paper) or the individual professor has a specific format for students to follow.

#### 1.5.1 *Title Page*

For classroom papers, title pages are required at the discretion of the individual professor. But when required, they shall use the standard format as noted in *Turabian* figure A-1 (page 378).

#### 1.5.2 *Bibliographies*

A bibliography required for a paper may be listed in the standard method outlined in *Turabian*.

#### 1.5.3 *Theses, Projects, and Dissertations*

See Section 9 and Section 10 of this document for formatting information unique to theses, projects, and dissertations.

## 2 **English Bible Versions**

### 2.1 *Translations models*

Theses, projects, and dissertations shall use a standard “Formal Equivalence” model of English Bible translation throughout the work that shall be agreed upon by the candidate and their advisor. Upon the first Bible quotation in the work, a footnote shall appear indicating that “Unless otherwise noted all Scripture quotations in this [thesis/dissertation] are from the \_\_\_\_\_ [fill in the blank] translation.”

- *Explanatory note:* “Formal Equivalence” refers to the NASB or NASU, ESV, NKJV, or KJV. For instance, while the *Darby Translation* is “Formal Equivalence,” it would not be considered “standard” translation.
- The abbreviations for *New American Standard Bible* (NASB) and the *New American Standard Updated* edition of 1998 (NASU) need to be noted and not confused.

## 2.2 *Citing Scripture Quotations*

All English Scripture quotations that may appear in the work other than the base translation for that work shall be noted in the following manner:

Indicate in the text in a manner that makes it clear to the reader that the Scripture quotation is from a particular translation. For example, “*The English Standard Version* renders the passage as...”

If the text is not a proper setting to indicate a change in Bible versions then a simple in-text citation after the quoted passage shall be used. For example, “So, if you consider me your partner, receive him as you would receive me” (Phlm 17, ESV).

- A footnote indicating full publishing detail is not required for an English Bible version, unless some other matter, such as the preface or a marginal notation, etc., is being quoted instead of the actual Bible verse. English Bible Versions are not listed separately in a bibliography.

## 3 **Citing Biblical References**

### 3.1 *Abbreviations for Biblical Books*

The abbreviations for biblical books in *Turabian* shall not be used. The abbreviations found on pages 73–74 in the *SBL Guide* of the books (without a period) of the Bible are to be used (see Appendix One of this document).

- No period is to be used after the abbreviation when it occurs within a sentence (e.g., “In Rom 3:1–9, Paul discusses...”)

- When the Biblical reference begins a sentence, the name of the book must be spelled out fully (e.g., “Romans is a book in which...”).
- Books containing a numerical title, when used within a sentence, use an Arabic numeral (e.g., “as Paul notes in 2 Cor 2:7...”), not a Roman numeral (e.g., I, II, III).

However, when the reference begins a sentence, then the numerical reference must be spelled out (e.g., “Second Corinthians begins with...”)

- An “en” dash is to be used even to link two verses (e.g., Rom 3:1–2). Using a comma, such as Rom 3:1, 2, is improper.
- When multiple verses in the same context are referenced the proper form would be Rom 3:1, 7, 13. Or, Rom 3:1–2, 7. Consecutive verses are not to be separated by a comma.

### 3.2 *Old Testament References*

Be certain that in Old Testament references the proper (and uniform) versification is being cited, since English, Hebrew, and LXX versification can vary at places.

## 4 **Citing Books and Monographs**

### 4.1 *Edition of a Book*

The proper edition of a book *must always* be listed. Note: “first edition” is assumed and not noted.

### 4.2 *Multiple Editions*

When multiple editions of a work exist, the most recent edition of that work should be cited. For example, the most recent edition of *A Greek English Lexicon of the New Testament* (BDAG) is the Third Edition. That edition is the proper one to cite. If a specific reason exists for citing an earlier edition (e.g. a textual change from one edition to another), then that *must* be noted in a footnote with an explanation as to the rationale.

- Any edition other than the first must be noted. For example:

<sup>1</sup>D. A. Carson, *New Testament Commentary Survey*, 6<sup>th</sup> ed. (Grand Rapids: Baker Books, 2007).

Note that the “6<sup>th</sup> ed.,” although part of the proper title is not italicized and, unlike a normal title, there is a period before the publisher information. Also, only the date of the edition being cited need be listed. The dates of previous

editions are not to be listed. Also, note that the period (.) after ed. and before the parenthesis for the publisher information is an exception to the general rule on punctuation in this format.

#### 4.3 *Reprint Editions*

When citing a reprint edition of a book in a footnote, only the date of the original edition needs to be cited, no longer the complete information of the original publisher. For example:

<sup>1</sup>Charles H. Spurgeon, *Lectures to My Students* (1889; repr., Pasadena, TX: Pilgrim Publishers, 1992).

- *Important Note:* In a *bibliographic entry*, Reprint is to be spelled out, not abbreviated. For example:

Spurgeon, Charles H. *Lectures to My Students*. 1889. Reprint, Pasadena, TX: Pilgrim Publishers, 1992.

#### 4.4 *Titles*

Normally only the main title of a work needs to be listed in a citation. A sub-title may be listed at the discretion of the writer or if it assists in distinguishing one work from another. A sub-title (if included, although it is not required) is italicized just as the main title.

#### 4.5 *Series Notations*

In either a footnote citation or bibliographic citation, if a work exists within a series, the series title abbreviation *must* be listed. For example, Douglas Moo's commentary on James is in The Pillar New Testament Commentary Series, it should be cited as follows:

<sup>1</sup>Douglas J. Moo. *The Letter of James*, PNTC (Grand Rapids: Eerdmans Publishing, 2000), 123.

- Please note that the series abbreviation is not italicized and in the bibliography would be spelled out, not abbreviated.
- Also, care should be used in not confusing a *series title* with the title of the book. For example:

This would be an *incorrect* citation:

<sup>1</sup>John MacArthur Jr. *The MacArthur New Testament Commentary, Matthew 1–7* (Chicago: Moody Press, 1985), 37.



*The MacArthur New Testament Commentary* is a *series* title, not part of the proper title of the work. This would be the *correct* citation:

<sup>1</sup>John MacArthur. *Matthew 1–7*, MacNTC (Chicago: Moody Publishers, 1985), 37.

For a bibliographic entry, the series title would be spelled out as follows:

MacArthur, John. *Matthew 1–7*, MacArthur New Testament Commentary. Chicago: Moody Publishers, 1985.

#### 4.6 *Use of Abbreviations in Citations*

Abbreviations for journal and series titles and well-known reference works should be used in footnotes. In the bibliography, all of those names should always be spelled out in full.

See Section 1 of this document for *further* information on the use of abbreviations.

## 5 **Citing a Journal or Periodical Listing**

The proper method for citing a journal article is as follows:

<sup>1</sup> Dennis M. Swanson, “The Downgrade Controversy and Evangelical Boundaries: Some Lessons from Spurgeon’s Battle for Evangelical Orthodoxy,” *Faith and Mission* 20, no. 2 (Spring 2003): 16–39.

### 5.1 *Volume and Issue Number*

Note the proper manner to note the volume and issue number. Do not use 20:2 or 20/2 in any instance. Also, a colon is to follow the parenthesis before the pagination reference is given. The information on year in parenthesis should be written out in the same manner that the journal itself uses. Note: the issue number is a required piece of bibliographic information.

### 5.2 *Page Numbering*

Remember page-numbering references are abbreviated. For example: 151–75, not 151–175. The exception is when a new series of numbers is crossed (e.g.: 183–217) or when the number increases by adding a decimal (e.g.: 75–153), the other exception is when following the rule would lead to the first number being a zero (e.g., 200–209 not 200–09 or 200–9).

### 5.2.1 *Noting the Page Number in a Footnote for a Multi-volume Work*

When citing the page number in a multi-volume work, the volume number appears first followed by a colon and then the page number of the individual volume. For example:

<sup>1</sup> James K. Hoffmeier, "Eighteenth Dynasty Inscriptions: The Tomb Biography of Ahmose of Nekheb (2.1)," in *The Context of Scripture*, William W. Hallo and K. Lawson Younger, eds. (Leiden: Brill, 1996), 2:5.

### 5.3 *Use of Abbreviations in Citations*

Abbreviations for journal and series titles and well-known reference works should be used in footnotes. In the bibliography, all of those names should always be spelled out in full.

- See Section 1 of this document for further information on the use of abbreviations.

## 6 **Citing Dead Sea Scroll, Classical, and Other References**

- 6.1 References to classical and other ancient works should follow the abbreviations of the SBL Guide.
- 6.2 See Section 1 of this document for further information on the use of abbreviations.

## 7 **Citing Electronic Sources (NOTE: CHANGE FROM 7<sup>th</sup> EDITION)**

### 7.1 *Online and Internet Sources*

All online and Internet source examples (web pages, blogs, email, etc) will be guided by *Turabian* 17.7 It must be remembered that a URL will not necessarily take the reader back to the original article (if it was generated by a database for instance), and that they need to retain a printed copy or a electronic copy of the item(s) that can be easily produced in case the source or citation is called into question.

A proper citation of a source from the internet is:

<sup>1</sup>Dennis M. Swanson, "Millenarismus Quondam Iterum: The Westminster Assembly," accessed on September 24, 2013, <http://www.narnia3.com/mt/Blog/Archives/000169.html> .

- *Important Note:* There is no punctuation mark between the URL and the note on access.

## 7.2 *Citation of CD-ROM Material or Bible Program Materials*

Students may not cite an electronic source for a book that is common or readily available in the library. For instance the electronic version of the *Word Biblical Commentary* or *MacArthur New Testament Commentary* may not be cited in a paper, theses, or dissertation either in a footnote or in the bibliography.

## 7.3 *Citation of e-Book Sources*

There are a number of electronic book sources now available for general use and some materials only exist in that format. When citing an electronic book or e-Book the reference must contain the actual type or model of e-Book being used (Amazon Kindle, Microsoft, Sony, etc.) and the location number of the quote (since actual page numbers are not created). For example:

<sup>1</sup>D. Brent Laytham, ed., *God Does Not...: Entertain, Play Matchmaker, Hurry, Demand Blood, Cure Every Illness* (Grand Rapids: Brazos Press, 2008), Kindle e-book, locations 552–53.

In addition, students must be aware that a professor or advisor may request to see the device and examine the quotation and that the student must be able to comply with this request. See Turabian 17.1.10 for detailed entry descriptions.

# 8 **Citing Publisher Information**

## 8.1 *Place of Publication*

When listing the publisher's location, use the main or first listed city (only one city is necessary). Only cities with which an average reader may be unfamiliar require a state designation. For instance, New York, Los Angeles, Chicago, etc., do not require a state designation. Cities like Downers Grove, IL; Wheaton, IL; Phillipsburg, NJ; Carlisle, PA; etc., would require a state abbreviation in both a footnote and bibliography.

- For TMS purposes, Grand Rapids does not require a state designation. It is a well-known publishing center, even within secular scholarship.

- When the city name is obscure but the state is identified by the publisher name, the state abbreviation is omitted. For example: Chapel Hill: University of North Carolina Press.
- Cambridge must always carry a state or country designation so that they can be differentiated.

### 8.1.1 *Works with More than One Publisher*

When more than one publisher is listed, for example several publishers work in conjunction such as Eerdmans and Brill and Eerdmans and Apollos, only the first publisher should be noted. Multiple publishers are generally indicative of cooperation between American and European publishers.

### 8.1.2 *"Imprints" or "Divisions" within a Publishing House*

Some publishers have individual "imprints" or "divisions" which indicate a different a publishing house now owned by a larger corporation or a sub-division of the larger publishers created for marketing or corporate purposes. In this case the full publishing name is required. For example, the correct listing for an imprint would be:

- Regency Reference Library, an Imprint of Zondervan Publishing.
- Nelson Bibles, a Division of Thomas Nelson Publishers.

#### 8.1.2.1 *Accuracy*

It must also be remembered that the publisher's name, like that of an author, should normally appear *exactly* as it occurs in the work being cited, even if you know the publisher has changed or altered its name. Also use the publishers name as it appears on the title page of the work, not the spine. Some extraneous part of their corporate title (e.g., Inc., Corporation, Company, etc. or articles) should be eliminated.

For example, currently the Oxford University Press would be the correct name to use for their most recently printed works. However, in the past the name was The Clarendon Press at Oxford University. For older works from the press, use Clarendon Press and for newer works use Oxford University Press.

For TMS purposes, the below listed publishers should be cited as follows:

- Zondervan Publishing House: Use, Zondervan Publishing.
- Baker Book House: Use, Baker Books.

- William B. Eerdmans Publishing Company: Use, Eerdmans Publishing (note the correct name is Eerdmans, not Eerdman's).
- Broadman and Holman Publishing: Use, Broadman & Holman.
- The Banner of Truth Trust: Use, Banner of Truth.
- InterVarsity Press: Use the same, noting there is no space between the title words (do not use the initials IVP in place of the publisher name).
- Kregel Publications: Use as listed, do not just use Kregel.
- Crossway Books: Use as listed, do not simply use Crossway.
- Moody Publishers: Use as listed (use Moody Press for older works where that was still the proper name), do not simply use Moody.
- Brill: Use as listed.
- Hendrickson Publishers: Use as listed.

## 9 Formatting and Style for Theses, Projects, and Dissertations

### 9.1 Margins

Margins for theses, projects, and dissertations are different than regular classroom papers. Regular term papers require one-inch margins on all four sides. For theses and dissertations the left margin is to be 1 ½ inches and the other three sides remain at one inch. See *Turabian*, "Appendix," 373ff.

### 9.2 Fonts

All papers, theses, projects and dissertations shall use the Times, Times-Roman, or Cambria 12 point font for the body of a paper. All footnotes are one standard size smaller and shall use the Times-Roman 10 point font (there is now an 11 point font, but it is not considered standard).

- Hebrew and Greek fonts shall be standardized throughout the text. Note: that various Bible program from which a candidate may "cut and paste" Hebrew or Greek text into their work may use slightly different fonts.
- Specialized fonts (Cyrillic, Akkadian, Hieroglyphs, etc.) shall use an electronic font, no hand-written symbols are permitted within the body of a work.
- For specialized fonts (other than Greek or Hebrew) the candidate shall have the font pre-approved by his advisor.

#### 9.3.1 Listing Abbreviations

In some theses, projects, or dissertations, upon the recommendation of the advisor, it is sometimes necessary to include a front matter listing of

abbreviations that will appear in the body of the work. In such a list, the abbreviations of books of the Bible need not be listed.

### 9.3.2 *Transliteration*

For work in a paper, thesis, or dissertation requiring the use of transliteration, the student is to be guided by the *SBL Handbook of Style*, 25–31.

### 9.3.3 *Bibliographies*

For ease of reference, bibliographies in theses, projects, and dissertations are normally to be arranged categorically, that is, listing different genres in separate section (e.g., Reference and Lexical Works; Books and Monographs; Periodicals; Unpublished and Online Sources). The categories may be more or less specialized depending on the nature of the work and on the recommendation of the advisor. A bibliography required for a paper may be listed in the standard method without categorical divisions.

## 10 **Theses, Projects, and Dissertations—Special Requirements**

### 10.1 *Basic Requirements*

The following requirements are for all theses, projects, and dissertations. Please note all of the deadlines that are listed in the TMS catalogue and on the checklist that each candidate must obtain from their advisor and keep current.

#### 10.1.2 *Paper Requirement*

Completed theses, projects, and dissertations must use white (no “off-white” or ivory color paper will be accepted), acid free paper. Typically, cotton content should be between 20 to 40% (anything in this range is acceptable). Watermarked paper is also acceptable, but not required. The first two requirements, white and acid free paper, are absolutely required.

#### 10.1.3 *Footnote Numbering*

When writing any thesis, project, or dissertation, each chapter will begin with a new series of footnote numbers. The same will hold true for appendices that any work may contain; for example, Appendix One would begin a new series of footnotes numbers, as would subsequent appendices. If, within the work, the candidate references his own footnote, it will be distinguished by the page number and the note number (e.g., “see my

other sources as listed in citation at 123n14 of this work” or other appropriate wording).

## 10.2 *Submissions*

Upon submitting presentation copies to the library, the following is required:

- One copy in presentation quality paper (as noted above in 10.1.2), which is bound and placed in the library collection.
- One additional copy (paper quality is not an issue; this copy will be sent for microfiching and then discarded).
- One CD containing the theses, project, or dissertation in both the original electronic format of the document (Word, Nota Bene, etc.) and also in a PDF format.
- The individual candidate may also want bound copy(s) for themselves. The candidate must submit those extra copies on presentation quality paper as well.
- The “typical” candidate will therefore submit along with the required fees (see the checklist for the current fee required), two copies on presentation quality paper, one copy on standard copier paper, and one CD with electronic files of the work as noted above.

## 10.3 *Due Dates*

Presentation copies of all theses, projects, and dissertations are due on the first Friday in April. This is an inviolable deadline. Candidates who fail to meet this deadline will not be allowed to graduate in May.

# 11 **Formatting for Theses, Projects, and Dissertations**

## 11.1 *Title Pages*

All theses, projects, and dissertations shall have a title page as formatted in *Turabian* figure A-2 (page 379). All wording is to be capitalized (no “small caps”), centered, and 1.5 line spaces.

### 11.1.2 *Title*

The title of the work appears THREE 1.5 line spaces after the line with THE MASTER’S SEMINARY (which appears FOUR 1.5 line space from the top of the page). If a title extends more than one line it is also separated by 1.5 line spaces. Remember, if a proper name is in the title it cannot be split by a line, but must be forced to the next line.

A STUDY IN PARADOX:  
 PARADOXICAL CONNECTIONS IN THE THEOLOGICAL CONSTRUCT OF JEROME'S  
 USEAGE OF THE PAULINE EPISTLES IN HIS  
*SUMMA CONTRA GENTILES*

*11.1.3 Submission Notice*

The title page shall have its submission notice (FOUR 1.5 line spaces after the title) in the following manner (following the line breaks in the exact manner shown and 1.5 line spaces):

A THESIS SUBMITTED TO THE FACULTY  
 IN PARTIAL FULFILLMENT FOR THE DEGREE OF  
 MASTER OF THEOLOGY  
 IN THE DIVISION OF OLD TESTAMENT STUDIES

- Project or Dissertation is substituted for Thesis depending on the appropriate program.
- The proper Divisional Titles for theses are as follows:
  - Division of Bible Exposition
  - Division of Old Testament Studies
  - Division of New Testament Studies
  - Division of Theological Studies
  - Division of Pastoral Ministry (used only for the Master of Divinity thesis)
- Master of Theology can also be Master of Divinity, Doctor of Ministry or Doctor of Theology, depending on the program.
- Old Testament can also be New Testament Studies, Bible Exposition or Theological Studies. The Doctor of Ministry would be Expository Preaching and the Master of Divinity would leave the subject line out entirely.

*11.1.4 Author's Name*

The author of the work is listed FOUR 1.5 line spaces after the submission notice in the following manner:

BY



## GILBERT KEITH CHESTERTON

- The use of the full name is normal protocol in scholarly work but is not required; a middle name with an initial only may be substituted.

11.1.5 *Location and Date*

The location and date are listed FOUR 1.5 line spaces after the name in the following manner:

SUN VALLEY, CALIFORNIA

APRIL 2013

- Regarding the date, this is the month and year in which the work is actually submitted in its final form. This may or may not correspond to any particular commencement.

11.2 *Other “Front Matter” Issues*

The candidate shall follow the listing for front matter (title page, table of contents, etc.) as noted in *Turabian*, Appendix A, 373ff. The addition to *Turabian* is that a signature page for the candidate’s readers shall be included immediately after the title page. The “front matter” will normally include:

- *Title Page*
- *Signature or Acceptance Page* (note: M.Div. theses will normally have only have single signature, except for the rare instances of a second reader being assigned. Th.M. theses will normally have two; the advisor and second reader. D. Min. Projects will have two signatures, the advisor and program director. The Th.D. dissertation will have three signatures, the advisor, second reader, and outside reader)
- *Blank Page*
- *Abstract* (note, this is the first page in the front matter which receives a written page number; all of the preceding pages count but the printing numbering begins on this page. Small Roman numerals, centered, bottom of page.
- *Table of Contents* (note: unless directed otherwise by an advisor, the Table of Contents shall conform to the sample in the appendix, that is, the Chapter Title and First Line Sub-Headings, listing of second line sub-headings or beyond is not required).
- *List of Figures, Tables, or Illustrations* (if needed)
- *List of Abbreviations* (a listing of abbreviations is required in D.Min. Projects and Th.D. Dissertations)

- *Glossary* (a glossary is required when obscure words or terminology are featured in a thesis or if the author coins new words or phrases)
- *Preface* (optional)
- *Acknowledgments* (optional)

### 11.3 *Beginning a New Chapter*

When a paper requires more than one chapter, the first page of a new chapter is formatted differently than other pages:

The heading: CHAPTER ONE will appear and two inches (8 single space lines) from the top of the page (note: this is a seminary requirement that differs slightly from *Turabian*). The chapter Title then appears two lines below the notation, centered in all capital letters. For example:

CHAPTER ONE

THE CONCEPT OF PARADOX IN SAINT JEROME

The page number on the first page of a new chapter is “centered bottom” while on all other pages of the body of a work the page number appears in the upper right corner.

### 11.4 *Headings and Subheading*

Within a longer paper, thesis, etc., after the chapter heading, there normally will be subheadings. The subheadings shall be formatted as follows:

**This is the First Subheading**

(bold, centered headline caps)

This is the Second Subheading

(regular type, centered, headline caps)

*This is the Third Subheading* (italics, flush left, headline caps)

This is the fourth subheading (regular type, underlined, flush left, normal sentence caps)

Between the text and the listing of a sub-heading, there is to be one extra full space and then the regular double-spacing between the sub-heading and the beginning of the subsequent text.

## APPENDIX ONE

## ABBREVIATIONS FOR BOOKS OF THE BIBLE AND APOCRYPHA

**Hebrew Old Testament**

Genesis	Gen	Ecclesiastes	Eccl
Exodus	Exod	Song of Solomon	Song
Leviticus	Lev	Isaiah	Isa
Numbers	Num	Jeremiah	Jer
Deuteronomy	Deut	Lamentations	Lam
Joshua	Josh	Ezekiel	Ezek
Judges	Judg	Daniel	Dan
Ruth	Ruth	Hosea	Hos
1-2 Samuel	1-2 Sam	Joel	Joel
1-2 Kings	1-2 Kgs	Amos	Amos
1-2 Chronicles	1-2 Chr	Obadiah	Obad
Ezra	Ezra	Jonah	Jonah
Nehemiah	Neh	Micah	Mic
Esther	Esth	Nahum	Nah
Job	Job	Habakkuk	Hab
Psalms	Ps/Pss	Zephaniah	Zeph
Proverbs	Prov	Haggai	Hag
		Zechariah	Zech
		Malachi	Mal

**New Testament**

Matthew	Matt	1-2 Thessalonians	1-2 Thess
Mark	Mark	1-2 Timothy	1-2 Tim
Luke	Luke	Titus	Titus
John	John	Philemon	Phlm
Acts	Acts	Hebrews	Heb
Romans	Rom	James	Jas
1-2 Corinthians	1-2 Cor	1-2 Peter	1-2 Pet
Galatians	Gal	1-2-3 John	1-2-3 John
Ephesians	Eph	Jude	Jude
Philippians	Phil	Revelation	Rev
Colossians	Col		

**Apocrypha and Septuagint**

Baruch	Bar	Judith	Jdt
Additions to Daniel	Add Dan	1-2 Maccabees	1-2 Macc

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Prayer of Azariah	Pr Azar	3-4 Maccabees	3-4 Macc
Bel and the Dragon	Bel	Prayer of Manasseh	Pr Man
Song of the Three	Sg Three	Psalm 151	Ps 151
Susanna	Sus	Sirach/Ecclesiasticus	Sir
1-2 Esdras	1-2 Esdras	Tobit	Tob
Additions to Esther	Add Esth	Wisdom of Solomon	Wis
Epistle of Jeremiah	Ep Jer		

## APPENDIX TWO

### SAMPLES OF FRONT MATTER AND CHAPTER BEGINNINGS

The following pages will give the student an example of the proper formatting of all front matter for a thesis/dissertation as well as a beginning sample of a new chapter. These samples are random and not meant to be connected. The front matter pages are listed in the order in which they are required to appear in a thesis or dissertation.

Although not shown in this appendix, the student should remember that a blank page should be placed between the Adviser's Signature Page and the Abstract.

For lesser-utilized front matter features, such as listing of abbreviations, tables, and figures, or glossary, see *Turabian*, Appendix p. 373ff.

THE MASTER'S SEMINARY

A STUDY IN PARADOX:  
PARADOXICAL CONNECTIONS IN THE THEOLOGICAL CONSTRUCT OF JEROME'S  
USEAGE OF THE PAULINE EPISTLES IN  
*SUMMA CONTRA GENTILES*

A THESIS SUBMITTED TO THE FACULTY  
IN PARTIAL FULFILLMENT FOR THE DEGREE OF  
MASTER OF THEOLOGY  
IN THE DIVISION OF THEOLOLGICAL STUDIES

BY GILBERT KEITH CHESTERON

SUN VALLEY, CALIFORNIA  
MAY 2013

Accepted by the Faculty of The Master's Seminary  
in partial fulfillment of requirements for the degree  
Master of Theology in Theological Studies

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Adviser

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Adviser

## ABSTRACT

Title: THE STYLE OF JAMES  
 Author: Paul Wesley Felix, Sr.  
 Degree: Doctor of Theology  
 Date: May 2010  
 Advisers: Robert L. Thomas, Kelly T. Osborne, Craig L. Blomberg

The literary style of a canonical writer for the most part has been neglected or underrepresented in Biblical Studies. It is rare to locate full-length works devoted to an analysis of the writing style of a New Testament author. This lack of resources has consequences for determining the actual words written by a biblical writer and for comprehending what he meant by the words he selected to communicate to his intended audience. The exegetical process can be hindered by possessing only a limited understanding of the literary patterns and writing skills of an author of the New Testament.

This dissertation demonstrates the value of a writer's literary style to Biblical Studies by focusing on what the author of the Epistle of James penned. There was surely a need for this in light of the inadequacies of periodical articles, commentaries, and special studies. The style of James has not been ignored completely as indicated by the historical survey of grammatical and exegetical resources. Yet, greater attention needed to be given to the literary characteristics of the half-brother of the Lord as he wrote in the middle forties to Jewish Christians scattered outside of Jerusalem.

A detailed analysis of the style of James was done in the areas of vocabulary, grammar and syntax, literary devices, and literary influences. The vocabulary was scrutinized from the perspectives of hapax legomena, non-hapax legomena, Semitisms, Hebraisms, Aramaisms, Latinisms, Christian vocabulary, vulgarisms and colloquialisms. The examination of grammatical and syntactical features of the sentences in James went beyond the broad categories of the noun and the verb to an investigation of related matters such as the cases, prepositions, mood, adverbs, conjunctions, etc. It was acknowledged that James used certain literary devices such as rhythm, antithetical contrasts, and figures of speech. It was discovered that the greatest literary influences upon James were the Old Testament and the sayings of Jesus. The literary affinity of James to First Peter was also highlighted.

The resolution of twenty-three textual problems affirmed that a detailed knowledge of a writer's literary style provides great assistance in determining the correct reading of a text that has more than one variant. The same can be stated regarding the benefit of James' style for solving various exegetical problems. Although there are numerous interpretive issues in James, fifteen problems were selected in which an understanding of the writing style of James helped to unlock the meaning of the words that he wrote.

A comprehensive analysis of the literary style of James bore fruit in ascertaining the exact words he wrote and also in determining the meaning of the words he penned. A thorough knowledge of the writing style of a biblical author paid rich dividends for the disciplines of Textual Criticism and Exegesis.



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## CHAPTER TWO

### ESCHATOLOGICAL AND MILLENNIAL DEFINITIONS

Certainly one of the most pointed differences between the various millennial schools is the nature and fulfillment of the “land promises” made to Israel in the Old Testament. Typically those discussions are related to the “larger” issues of the overall scope of the land as it relates to the Abrahamic Covenant<sup>1</sup> and the overall national boundaries<sup>2</sup>. In addition to these “macro-prophecies,” there are also several individual “micro-prophecies” dealing with specific areas and considerations within the larger geographical context of the land.

Although, as Wilken states, “in the original promise of the land, Jerusalem played no part.”<sup>3</sup> Subsequent prophecies (most notably Jer 30-33; Ezek 35-48; Zech 10-14) detail specific predictions related to Jerusalem and the Temple

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<sup>1</sup> For a thorough discussion of the Abrahamic Covenant see Keith Essex “The Abrahamic Covenant,” *MSJ* 10, No. 2 (Fall 1999), 191-212. For a discussion of the larger “land” issues and the Biblical covenants see Walter C. Kaiser, Jr., “The Land of Israel and the Future Return (Zechariah 10:6-12)” in *Israel, the Land and the People*. ed. H. Wayne House (Grand Rapids: Kregel Publications), 209-27; Ralph H. Alexander, “A New Covenant—An Eternal People (Jeremiah 31)”, in *Israel the Land and the People*. ed. H. Wayne House (Grand Rapids: Kregel Publications), 169-206; and John R. Master, “The New Covenant,” in *Issues in Dispensationalism*, ed. Wesley R. Willis and John R. Master (Chicago: Moody Press, 1997), 931-12.

<sup>2</sup> For an excellent overview of the boundaries of the land as detailed in the Abrahamic Covenant and subsequent passages (e.g. Exod 23:31; Num 34:1-12) see Barry Beitzel, *The Moody Atlas of Bible Lands*, (Chicago: Moody Press, 1985), 5-13. See also Walter C. Kaiser, “The Promised Land: A Biblical-Historical View.” *BSac* 138, No. 552 (October-December 1982): 302-12.

<sup>3</sup> Robert L. Wilken, *The Land Called Holy: Palestine in Christian History and Thought*. New Haven, CN: Yale University Press, 1992), 9.

located therein. Though some of the micro-prophecies, mainly those about the Temple, have received considerable discussion, a prophecy in Jeremiah 31:38–40 which deals with the