DALLAS THEOLOGICAL SEMINARY
SUPPLEMENT TO KATE L. TURABIAN, A MANUAL FOR WRITERS OF RESEARCH PAPERS, THESES, AND DISSERTATIONS, 9TH EDITION.

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Introduction

The purpose of this supplement is to point out preferences adopted by the DTS Thesis Style Committee where Turabian gives options, and to add information peculiar to DTS research projects not otherwise addressed in Turabian. Turabian is very thorough in its treatment of most issues involving form and style and is actually rather easy to use if one takes the time to read the fifteenth, sixteenth, and seventeenth chapters and consults the very complete Index of topics in the back. Turabian, along with this supplement, should address most of the questions students will have regarding form and style relative to writing research papers, theses, and dissertations.

In addition to following this supplement, the student is encouraged to use the research paper and thesis templates that are available for download from http://library.dts.edu/Pages/RM/Write/. With the use of these tools, many of the style requirements specified here (e.g., margins, spacing) are fulfilled automatically.

Parts of the Thesis

Order of the Front Mater

Change the order of the “Front Matter” (Turabian A.2.1) for a thesis or dissertation as follows, omitting parts that are not applicable.

Blank Page
Title Page
Acceptance Sheet
Abstract
Contents
Illustrations
Tables
Abbreviations
Acknowledgements
Preface

Title Page

See Appendix B for an example. The author’s full name should be used on the title page. Examples of acceptable forms are Lewis Sperry Chafer, John F. Walvoord, and S. Lewis Johnson Jr. The author’s name must not be concealed in any fashion and pseudonyms must not be used. Greek and Hebrew words should be transliterated in the title. The date on the title page of theses and dissertations should be the month of graduation and the year (without a comma
between them), not the date when the final draft was submitted. However, if the thesis is written after graduation, use the date of writing.

Acceptance Page

See Appendix B for a sample thesis acceptance page. The PhD acceptance page is provided by the PhD Studies department.

Abstract

Abstracts are required for all theses and dissertations. This page should have the heading “ABSTRACT” and include the full title of the dissertation, the author’s name, and the full names of the readers, with either their first name and middle initial or first initial and middle name. Do not include personal titles such as “Dr.” The abstract should function as a “stand alone” document which includes a statement of the problem, a brief exposition of the main lines of argument, and the conclusion. The abstract must not exceed 350 words. See Appendix E for an example.

Contents

For the table of contents, see the instructions in Turabian A.2.1.6 and the example in Appendix D of this supplement. Use headline style of capitalization (Turabian 22.3.1). Parts are not necessary.

Abbreviations

Theses and dissertations (but not research papers) should include a complete list of the abbreviations used. Follow the example on Turabian, p. 387.

Format of the Thesis

All of the formatting conventions adopted by DTS have been saved as settings in the thesis and term paper templates, which the student is encouraged to use. They can be accessed from the DTS Library website: http://library.dts.edu/Pages/RM/Write/. The student is responsible to adhere to the following conventions even if those tools are not used, however.

Margins

Leave a margin of one inch on the top, bottom, and right side and one and a half inch (for binding purposes) on the left side for all theses and dissertations. Leave a margin of one inch on all sides for research papers.
Typeface

Use twelve-point type for the body of the text and ten-point type for footnotes.

Spacing and Indentation

All theses should be double-spaced. Indent the beginning of paragraphs and footnotes ¾ inches and block quotations ½ inches. Paragraph indentation for block quotation should be another ¼ inches if you are quoting from the beginning of the paragraph.

For pages that begin a chapter, leave two inches between the top of the page and the chapter heading. See the example provided in Appendix E.

Pagination

All pages within the front matter should be numbered, except the title page (although it is counted as page i). The page numbers for front matter sections should be lowercase, Roman numerals that are centered at the bottom of the page.

For the body of the paper, use Arabic numerals and place them at the top right-hand side for pages that do not begin a new chapter. For pages that do begin a new chapter, center the page number at the bottom.

Subheadings

With regard to subheadings as discussed in Turabian A.2.2.4, use the following options:

Level 1  Centered, boldface
Level 2  Centered, roman type
Level 3  Flush left, boldface
Level 4  Flush left, roman type
Level 5  Run in at beginning of paragraph, boldface

All five levels may not be necessary for most research papers, and any combination of levels may be used as long as they adhere to the order above.

Subheadings are started on the 3rd line after the preceding text (double space plus one line), while normal text begins on 2nd line after the heading.
Citing Sources

Plagiarism

Guard against plagiarism. Please read Turabian 4.2.3, 7.9 and section 1:16:3 of the Student Handbook carefully.

Quotations

Note the distinction between block quotations and run-in quotations in Turabian 25.2.1 and 25.2.2. Specifically note that a block quotation must be five lines or more and single-spaced.

Biblical Citations

See Turabian 17.8.2 and 24.6 for referring to biblical passages, but cite biblical passages parenthetically rather than in footnotes. Also use the standard SBL abbreviations, given below, instead of the ones given in Turabian 24.6.

Old Testament

<table>
<thead>
<tr>
<th>Book</th>
<th>Abbreviation</th>
<th>Song or (Cant)</th>
<th>Song of Songs (or Canticles)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen</td>
<td>Genesis</td>
<td>Isa</td>
<td>Isaiah</td>
</tr>
<tr>
<td>Exod</td>
<td>Exodus</td>
<td>Jer</td>
<td>Jeremiah</td>
</tr>
<tr>
<td>Lev</td>
<td>Leviticus</td>
<td>Lam</td>
<td>Lamentations</td>
</tr>
<tr>
<td>Num</td>
<td>Numbers</td>
<td>Ezek</td>
<td>Ezekiel</td>
</tr>
<tr>
<td>Deut</td>
<td>Deuteronomy</td>
<td>Dan</td>
<td>Daniel</td>
</tr>
<tr>
<td>Josh</td>
<td>Joshua</td>
<td>Hos</td>
<td>Hosea</td>
</tr>
<tr>
<td>Judg</td>
<td>Judges</td>
<td>Joel</td>
<td>Joel</td>
</tr>
<tr>
<td>Ruth</td>
<td>Ruth</td>
<td>Amos</td>
<td>Amos</td>
</tr>
<tr>
<td>1-2 Sam</td>
<td>1-2 Samuel</td>
<td>Obad</td>
<td>Obadiah</td>
</tr>
<tr>
<td>1-2 Kgs</td>
<td>1-2 Kings</td>
<td>Jonah</td>
<td>Jonah</td>
</tr>
<tr>
<td>1-2 Chr</td>
<td>1-2 Chronicles</td>
<td>Mic</td>
<td>Micah</td>
</tr>
<tr>
<td>Neh</td>
<td>Nehemiah</td>
<td>Nah</td>
<td>Nahum</td>
</tr>
<tr>
<td>Esth</td>
<td>Esther</td>
<td>Hab</td>
<td>Habakkuk</td>
</tr>
<tr>
<td>Job</td>
<td>Job</td>
<td>Zeph</td>
<td>Zephaniah</td>
</tr>
<tr>
<td>Ps/Pss</td>
<td>Psalms</td>
<td>Hag</td>
<td>Haggai</td>
</tr>
<tr>
<td>Prov</td>
<td>Proverbs</td>
<td>Zech</td>
<td>Zechariah</td>
</tr>
<tr>
<td>Eccl (or Qoh)</td>
<td>Ecclesiastes (or Qoheleth)</td>
<td>Mal</td>
<td>Malachi</td>
</tr>
</tbody>
</table>
New Testament

Matt
Mark
Luke
John
Acts
Rom
1-2 Cor
Gal
Eph
Phil
Col

Matthew
Mark
Luke
John
Acts
Romans
1-2 Corinthians
Galatians
Ephesians
Philippians
Colossians

1-2 Thess
1-2 Tim
Titus
Phlm
Heb
Jas
1-2 Pet
1-2-3 John
Jude
Rev

1-2 Thessalonians
1-2 Timothy
Titus
Philemon
Hebrews
James
1-2 Peter
1-2-3 John
Jude
Revelation

Apocrypha and Septuagint

Bar
Add Dan
Pr Azar
Bel
Sg three
Sus
1-2 Esd
Add Esth
Ep Jer

Baruch
Additions to Daniel
Prayer of Azariah
Bel and the Dragon
Song of the Three Young Men
Susanna
1-2 Esdras
Additions to Esther
Epistle of Jeremiah

Jdt
1-2 Macc
3-4 Macc
Pr Man
Ps 151
Sir
1-2 Maccabees
3-4 Maccabees
Prayer of Manasseh
Psalm 151
Sirach/Ecclesiasticus
Tobit
Wisdom of Solomon

Footnotes

Study chapters 15-17 carefully concerning the need and proper method for citing sources. Chapter 15 provides general principles; chapter 16 describes the Notes-Bibliography style that DTS has adopted for most sources; and chapter 17 gives more detailed guidance on specific types of sources that the student will likely encounter.

Of the two citation options specified by Turabian (Notes Style and Author-Date Style), DTS requires the Notes Style with footnotes rather than endnotes (T 15.3.1 and T 16) for all sources except biblical and classical citations. A bibliography of cited sources is included at the end of the paper (T 16.2) and should be arranged alphabetically in accordance with T 16.2.2.

See Turabian 16.3.4 for properly formatting footnotes, but note that DTS requires superscripts for note numbers rather than regular text. Pay special attention to Turabian 16.3.3, which states that footnotes must start over with 1 for each new chapter.

Subsequent notes within the same chapter should be shortened by the author-title method; see Turabian 16.4.1 for examples. Furthermore, for repeating a citation that has just been used in a previous note, use the author-title method of shortening rather than the increasingly obsolete abbreviation ibid. Note, however, that the first reference to a work within a new chapter should be a full reference.
Although Turabian allows but does not require the inclusion of series information in footnotes and bibliographic entries, the series title and volume number (if available) are important and should be included; the series editor’s name is optional, however.

Electronic Sources

Pay special attention to T 15.4.1.2, which describes the two categories of electronic sources: those that are like print in every respect except the electronic format, e.g., e-books, journals accessed online, and those that are not. Access dates (T 15.4.1.5) are no longer required for sources that list a date of publication; they are required for sources that omit a publication date.

Parenthetical Citation

As noted above, parenthetical citation is required for biblical references, but according to Turabian 16.4.3, it is also allowed “if you are discussing a particular work at length and need to cite it frequently.”

Abbreviations within Footnotes

Turabian 17.2.3 prohibits abbreviated titles for journals. However, such abbreviations are common in biblical and theological studies, and abbreviated titles are permitted (not required) at DTS. Abbreviated titles must be included in a list of abbreviations, however, and the full title must be included in the bibliography. A list of standard abbreviations for biblical and theological studies can be found in The SBL Handbook of Style, 2nd ed. (Atlanta: SBL Press, 2014).

Special Types of References

The examples provided below are constructed from the principles given in chapters 15-17 of Turabian. The list is not exhaustive but is included to illustrate special types of references that are frequently encountered in biblical and theological studies.

For each reference the footnote is denoted by “N” and its corresponding bibliographic entry by “B.”

Article Citations

Contrary to the example provided in Turabian 17.2.4, it is not necessary to include a month or season when citing a journal article; issue numbers may be included for journals that are paginated consecutively through the issues of a volume.


**Greek and Hebrew Words from Lexica**

References concerning Greek and Hebrew words from lexica such as BDB, BDAG, *TDOT* and *TDNT* are special cases and should be treated as the examples below.

If the article is unsigned, begin the citation with the editor’s name, followed by the bibliographic information and the page reference.


Abbreviated titles are allowed as long as the full title is included in a list of abbreviations. According to that option, the previous note would be:

N: BDAG, 576-79.

The bibliographic entry should refer only to the work as a whole and not the specific entry, and the title should not be abbreviated.


If the article is signed, begin the citation with the author’s name, followed by the word to be defined in quotation marks, the bibliographic information, and the page reference.


For the abbreviated note:


The bibliographic entry should begin with the author’s name and include the page range of the article:

**Classical, Patristic and Medieval Works**

Classical, Patristic and Medieval works should be included in both the footnotes and the bibliography (Turabian 17.5.1). Turabian allows this option for fields that involve textual analysis, such as biblical and theological studies. See the footnote examples below and in Turabian 17.5.1 for these types of works. The bibliographic entries should be treated as edited and translated works, as prescribed by Turabian 17.1.1.

Examples:

N: 1 Clement 34.8.


N: Josephus *Against Apion* 1.1.


N: Augustine *On the Trinity* 1.10.20.


**Theological Encyclopedias and Dictionaries**

Entries from theological encyclopedias and dictionaries should be treated as chapters and other titled parts of a book, as in Turabian 17.1.8, and not as well-known reference works (Turabian 17.5.3). See the following examples:


Class Notes

For distributed class notes, follow the example below:

N: John D. Hannah, “Church in the Modern Era: Europe and America,” unpublished class notes for HT 102 (Dallas Theological Seminary, Fall Semester, 2007), 25.


Complex Citation Examples

Part cited out of a multi-volume, edited work:


Reference that includes full series information:


Sources Accessed Online

If a reasonably short, stable URL with non-restricted access is available, use it, as in this example from JSTOR.


If a reasonably short, stable URL is not available, or if the URL is restricted to authorized users, then use the name of the database from which the book or article was accessed.


Book in Logos that has no page numbers (See T 17.1.10 for general principles)

In this example the cited essay, “Staying Centered and Purpose Driven,” is the third chapter of the book, while the cited text is found under the heading, “The Challenge of Change.” The chapter number and section title are given instead of the page number.


Bibliography

Bibliographic entries should be arranged alphabetically by surname and by title if the author has more than one title (Turabian 16.2.2). To aid in computer-assisted additions or corrections, the author's name should be used for second and subsequent references to the same author with multiple works, contrary to Turabian 16.2.2. Do not use the 3-em dash.
Bibliographies for research papers may be listed in alphabetical order without subdivisions. For large bibliographies in theses and dissertations, consult with your advisor as to the best division. Head notes should clearly identify each subdivision. Within the divisions, works should be listed by alphabetical order by surname and alphabetically by title when more than one works is listed for an author.

**Preparation of the Document**

**Capitalization and Spelling**

The use of lowercase letters and capitals of terms commonly used in biblical fields should conform to the “Seminary Style Manual” (see the glossary on p. 14 of this supplement). For example, note the differences between Scripture, Bible, Messiah, etc., and scriptural, biblical, messianic, etc.

**Type of Paper**

The two final copies (the archival and the shelf copy) of theses, dissertations, and projects for the library must be printed using a laser printer on 20 pound white paper with at least 25 percent cotton content. The seminary recommends Permalife White bond paper. At present it is available from Gaylord.com and the DTS Book Center.

**Graphics**

All charts, graphs, maps, and any other graphic materials in theses, dissertations, and projects must be in black-and-white, rather than in color. This will ensure faithful reproduction. Any exceptions to this policy must be recommended by the respective academic department for approval by the Thesis Style Committee.

**Hints and Tips on Style**

1. References to other parts of the thesis or dissertation should use numerals, e.g., “In chapter 5 of this thesis . . .” (Turabian 23.1.8).

2. Excessive use of the first person singular and plural pronouns should be avoided.

3. When referring to the terminus of dates, the following form should be used: “from 1969 to 1970” not “from 1969-70.” But reference to inclusive dates should take the form, “in the years 1969-70.”
4. When referring to the era, AD precedes the date and BC follows it (Turabian 23.3.2), e.g., “In AD 400 . . .” but “In 841 BC . . .”

5. If it is necessary to divide a Hebrew phrase, clause, or sentence between lines, the words should be divided so that they read right to left in their normal order in the two lines.

6. Periods and commas should go inside quotation marks and semicolons and colons should follow them. Question marks and exclamation points precede them if they belong to the quotation but follow them if they belong to the sentence of which the quotation is a part (Turabian 21.12.2.1).

7. The closing quotation mark should precede the parenthetical reference and the period should follow, e.g., “. . . met him” (Heb 7:10).

8. Leave one space after all punctuation including periods, question marks, and exclamation points.

9. Arabic numerals should be used in referring to the names of the biblical books, not Roman numerals, e.g., “1 Pet” not “I Pet.”

10. When citing Bible passages, commas should be used between references to the same level, a hyphen between continued numbers, and a semicolon between separate references, e.g., Gen 1:26-27, 30; 2:18-23. Continuing biblical references extending beyond chapters should be separated by an en-dash, e.g., Rom 3:21–4:25; Rom 9–11 (see Turabian 21.7.2). Specific references should be given and the use of “ff” following the beginning reference is to be avoided.
Capitalization/Lowercasing Glossary

Abrahamic Covenant
Age: atomic age
church age
nuclear age
but: Bronze Age
Iron Age
Stone Age
the Almighty
Almighty God
amillennial, amillenarian
the Antichrist
anti-Christian
antichrists (many)
the Apocrypha (but: apocryphal)
apostle(s) (but: the Twelve Apostles, the Twelve)
apostolic
Apostolic Age
archaeology
ark (referring to it generally)
arb (Noah’s)
arb of the covenant
Ascension (specific biblical event)
Atonement (of Christ)
audiovisual
Beatitude
believer-priests
Bible
biblical
black theology
body of Christ
Book of books (Bible)
book of Job (a book of the Bible)
book of life (mentioned in Rev. 20:15)
Bread of Life
bride of Christ
Calvary
Captivity (the Babylonian; others, lowercase)
Catholics, Catholicism (but: catholic, meaning universal)
chapter (general term)
chapter 6 (specific chapter)
charismatic
chief priest(s)
children of Israel
Christ Child
Christian education (but: Department of Christian Education)
Christlike
Christological
Christology
Christ’s kingdom
church (both universal and local)
church, the early
church fathers (but: the Fathers)
the Commandments (capitalize only when referring to the whole Decalogue:
Ten Commandments, but: first commandment)
Commencement
communion (the ordinance)
communists, communism (when referring to the political system)
covenant (but: Old Covenant and New Covenant)
Creation (the original)
the Creator
the Cross (figurative sense of Christ’s sacrifice and redemption)
cross (the wooden object)
the Crucifixion (when referring to Calvary in its total significance)
curriculum (plural: curricula, not: curriculums)
Davidic Covenant
Day of Atonement
Day of Pentecost
Day of the Lord
the Decalogue
Department of Historical Theology (but: the Historical Theology department)
devil
disciple(s) (but: the Twelve)
Easter Day
Epistle (when used in connection with the biblical letters, as “the Epistle to the Galatians,” “the Epistles,” “the Epistles of Paul,” “the Pauline Epistles,” “the Pastoral Epistles”; but Paul’s epistles)
eternal God
Exile (biblical event)
Exodus (biblical event)
Fall (of man, biblical event)
fall season
the Father (God)
the Fathers (meaning the church fathers)
Feast of Tabernacles
Flood (biblical event—but: the flood of Noah’s day)
fundamentalism, fundamentalist
Garden of Eden
Garden of Gethsemane
Gentile
Gnostic(s), Gnosticism
Godhead
godless
godly
God-Man
God’s Word
Golden Rule
the Good Shepherd
gospel (when referring to the evangelical message)
Gospel, Gospels (one or more of the first four New Testament books)
Great Commission
great white throne judgment
handbook
heaven
heavenly Father
hell
High Priest (for Jesus, otherwise lowercase)
Holy Land
holy of holies, holy place, most holy place (in the tabernacle and temple)
Holy One (God); Holy Ghost; Holy Spirit
the Incarnation
Jehovah (but: Yahweh is preferred)
judgment seat of Christ
the Just for the unjust
King of kings
the kingdom (also: His kingdom)
kingdom of God
Last Supper
Law (Pentateuch or the Ten Commandments; lowercase for any other reason)
Law of Moses
liberation theology
Living Water (Jesus); Lamb of God
“living water” (salvation)
Lord of lords
Lord’s Day (Sunday)
Lord’s Prayer (specific prayer taught by Jesus)
Lord’s Supper
Lord’s Table
lordship
Majority Text
marriage supper of the Lamb
Masoretic text
the Master (Jesus)
Mediator (Christ)
mercy seat
Messiah
messiahship
messianic
Midrash
midrashic
millenarian, millenarianism
millennial
millennium
Mosaic Covenant
Mosaic Law
Most High (name of God)
most holy place
New Covenant
New Jerusalem
Nicene fathers
Noah’s ark
non-Christian
Northern Kingdom (Israel)
Old Covenant
parable of the prodigal son (and other parables)
Passover feast (Feast of the Passover)
the person and work of Christ; the
personhood of Christ; His being and work
Person (one of the Trinity) eg. The third
Person of the Trinity
postmillennial, postmillenarian
premillennial, premillennial
Prince of Peace
Promised Land
prophet (the prophet Amos)
the Prophets (Hebrew division of the Old Testament)
Protestant, Protestantism
Psalm (specific song or chapter in the Psalms—Psalm 1; but: this psalm)
psalmist (psalmist David)
the psalms (general reference)
Psalms (the biblical book)
rabbi
rabbinal (but: Rabbinical Judaism)
rapture
the Redeemer
the Reformation
registration
the Resurrection (Jesus’; otherwise lowercase)
Righteous One
River Jordan
Sabbath Day
Sadducees
Sanhedrin
Satan
satanic, satanism
Savior
scribes
scriptural
Scripture, Scriptures
the Second Advent
the Second Coming (biblical event; but: Christ’s second coming)
the Seminary (when referring to Dallas Theological Seminary)
Sermon on the Mount
Shekinah
Sin-bearer (Christ)
Son of Man
sonship
Southern Kingdom (Judah)
the Spirit of God
the Spirit of Truth
spring season (summer, fall, winter, spring)
Stoic(s) (member of the philosophy begun by Zeno)
stoic (an attitude)
Student Handbook
suffering Servant (Christ)
Sunday school
Synoptics
Synoptic Gospels
systematic theology
tabernacle
temple
the Ten Commandments (but: the first commandment)
third world (preference: two-thirds world)
throne of grace
Thy holy name
Transfiguration (biblical event)
the Tribulation, the Great Tribulation
Trinitarian
Trinity
Triumphal Entry
triune
TV (not T.V.)
the Twelve (referring to the apostles)
unbiblical
unchristian (but: un-Christlike, non-Christian)
Upper Room
white (Caucasian)
wise men (biblical)
Wonderful One (title of God)
the Word (Bible or Christ)
TITLE OF THE THESIS SHOULD BE ALL CAPS AND
ARRANGED ON TWO LINES IF OVER 48 CHARACTERS

___________________

A Thesis

Presented to

the Department of ???????????????

Dallas Theological Seminary

___________________

In Partial Fulfillment

of the Requirements for the Degree

Master of Theology

___________________

by

Your Full Name Here

Month Year
Accepted by the Faculty of the Dallas Theological Seminary in partial fulfillment of the requirements for the degree Master of Theology

Examining Committee
ABSTRACT

THE ARTICLE WITH MULTIPLE SUBSTANTIIVES CONNECTED BY KAI’ IN THE NEW TESTAMENT: SEMANTICS AND SIGNIFICANCE

Daniel Baird Wallace

Readers: Buist M. Fanning, W. Hall Harris, Richard A. Taylor

The thesis of this dissertation is that the semantics of the article-substantive-και-substantive construction (TSKS) have been largely misunderstood. This misunderstanding has adversely impacted the exegesis of several theologically significant texts. The body of the dissertation is divided into three parts: historical investigation, linguistic-phenomenological analysis of the construction, and exegetical implications. That is to say, the reasons for the misunderstanding are traced historically; a better comprehension of the semantics of the construction is established by an examination of primary literature in the light of linguistic theory; and the implications of this analysis are applied to a number of passages in the New Testament.

Historically, our treatment begins with a clear grammatical principle articulated by Granville Sharp, and ends with the present-day confusion. In 1798 Sharp published a monograph in which he articulated a rule of Greek grammar, to the effect that in TSKS, when the substantives were singular, personal, and other than proper names, both had the same referent. He applied this to christologically significant passages such as Titus 2:13 and 2 Peter 1:1. But Sharp’s canon has been frequently misunderstood, and consequently, assumed to be invalid.

An examination of the New Testament data and other ancient Greek literature revealed that Sharp’s rule has a general validity in the language. All so-called exceptions seemed to be more apparent than real, and can be accounted for on linguistic principle. Further, the various permutations of TSKS displayed different, but nevertheless relatively coherent, patterns of meaning. Plural personal constructions rarely involved identical referents, except with participles; plural nouns were typically referentially discrete, but several examples involved some sort of overlap. Impersonal constructions only rarely suggested identity of referent; they routinely implied distinct or overlapping entities.

A number of exegetically significant texts are affected by the linguistic-phenomenological investigation. In particular, there is a strong antecedent probability that the constructions in Matthew 24:3, Ephesians 2:20, 4:11, and 2 Thessalonians 2:1 probably do not imply identity, while the constructions in Titus 2:13 and 2 Peter 1:1 most likely do.
Appendix D: Sample Table of Contents

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Chapter

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CHAPTER TITLE

Normal text. Double spaced, 3/4" indent. Chapter style used with appropriate header gives a 2" drop for section first pages. You can use Chapter style with the paper title or with routine paper headings to begin the paper (Introduction, Conclusion etc.). A thesis requires chapter name and number at the beginning of each new chapter. A thesis also requires a 1.5 inch left margin throughout to compensate for binding.

1st Level Subheading

1st and 2nd level sub-heading are started on the 3rd line after the preceding text (double space plus one line). Headline style capitalization, no period to end. Normal text begins on 2nd line after the heading. (This is really too short for a block quote!).

2nd Level Subheading


3rd Level Subheading

Turabian suggests a run-in paragraph sub-heading with a period. However, MS Word formats according to paragraph breaks, and so the entire paragraph becomes styled as that heading.

Footnotes should be formatted so there is one line of space before each note.