Singapore Bible College

**First Line Has the Title in Bold Headline Style with Colon if Subtitle Exists**

**Second Line Has Subtitle in Bold Headline Style**

**Full Name of Student in Bold (Mailbox \_\_\_)**

Dept. & Course Number: Course Title

Professor Title and Full Name

Day Month Year (e.g., 27 July 2014)

Contents

**Title of Introduction or First Section** 3

**First main headings are indented one half inch (1.25cm) and are single-spaced after a blank line** 3

First level sub-headings also indent one half inch (1.25cm) and are single-spaced after a blank line 3

Second level sub-headings also indent one half inch (1.25cm) and are single-spaced after a blank line 3

Third level sub-headings also indent one half inch (1.25cm) and are single-spaced after a blank line 3

Fourth level sub-headings also indent one half inch

(1.25cm) and are single-spaced after a blank line 4

**Second main headings are indented one half inch (1.25cm) and are single-spaced after a blank line** 3

**Third main headings are indented one half inch (1.25cm) and are single-spaced after a blank line** 3

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**Conclusion** 5

**Appendix: Instructions for an Appendix** 6

**Bibliography** 7

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# Title of Introduction or First Section

Each page that begins a chapter has the chapter number 2 inches (5 cm) from the top margin, a line space and then its title below it. Leave two single-spaced lines between the title and the first line of text.

The second paragraph is also indented by half an inch (1.25 cm) and the numbering is an Arabic numerical centered at the bottom of the page.

## **Heading 2**

The regular text here follows a *headline-style* first main heading in **bold** (see 3.5.9 on page 22 and Turabian, 393).

Heading 3

 The regular text here follows a *headline-style* sub-heading in regular text (see 3.4.2 on page 19 and 3.5.9 on page 22 and Turabian, 393).

### ***Heading 4***

 The regular text here follows a *sentence-style* sub-heading in ***italicized bold*** text (see 3.5.9 on page 22 and Turabian, 393).

Heading 5

 The regular text here follows a *sentence-style* sub-heading in regular text (see 3.5.9 on page 22 and Turabian, 393).

**Heading 6.** The regular text here follows immediately after a *sentence-style* sub-heading in **bold** text with a period (see 3.5.9 on page 22 and Turabian, 393).

### **Heading 2**

The regular text here follows a *headline-style* main heading in **bold** (see 3.5.9 on page 22 and Turabian, 393).

### **Heading 2**

The regular text here follows a *headline-style* main heading in **bold** (see 3.5.9 on page 22 and Turabian, 393).

For the proper footnote format, see below.[[1]](#footnote-1) Also, note that no blank lines separate footnotes, in contrast to the example at Turabian, 396 (Figure A.12).[[2]](#footnote-2) Other formatting instructions on footnotes are available in the “SBC Writing Standards” at 3.8 on page 23.[[3]](#footnote-3)

Note the single-space line between the main paragraph and this block quotation. Block quotes use a 10-point Times New Roman font for block quotations with more than five lines of 12-point font in your main text (cf. SBC Writing Standards 1.5.1.2). Turabian, 349-350 does not specify the size of the font, but SBC requires the smaller 10-point font for block quotations (cf. 3.6.2).

Indent second paragraphs of block quotations *without* a blank line separating it from the first paragraph. Use single-spacing rather than the typical double-spacing of the normal text. Cite the source in the footnote marker preceding the block quote or else this last line will not be spaced properly with the superscripted footnote number.

Continue your main text by indenting the next paragraph after a blank line. Greek words are in regular text such as μιμνῄσκεσθε with the **SBL font and no quotation marks.**[[4]](#footnote-4) You may transliterate Greek words in *italics* such as in *mimneschesthe*. Never put the Greek or the transliteration with quote marks. However, Scripture references should always appear with quote marks followed by the reference with the translation used, such as “Rejoice always” (1 Thess. 5:16 NAU). Note that the period appears only once, which is after the parenthesis and not within the quoted text itself.

Assure that you do not begin a new topic with a heading at the bottom of the page that does not have at least one line of text underneath it.

As for tables, they should look like this:[[5]](#footnote-5)

**Table 10. Table Title in Headline Text**

|  |  |
| --- | --- |
| **OT Purpose for the Law** | **Contemporary Interpretation** |
| **NT Continuitiesa** | **NT Discontinuities** | **Application to the Church Today** |
| Legal | The moral intent of the Law is maintained (*moral continuity*). | The form of the law may be clarified to show forth more clearly the original intent of the Law (*form discontinuity*). | To study the Mosaic Law for moral guidance (while being cognisant that some laws are time-bound accommodations). |
| Interpretative | Israel is part of our spiritual heritage. We read the Law to understand God’s dealing with His people in the *past* (*paradigmatic continuity*). | Jesus’ inauguration of the New Covenant eliminates the validity of the OT law for *present or future* interpretation for Christians. | Christians continue to study the Law to understand their spiritual heritage. |

*Source*: Note how the word “Source” is italicised and give full Turabian footnote citation here.

aFootnotes to a table look like this with a letter rather than a number indicator.

Continue your main text after the table by indenting the next paragraph after a blank line. By the way, “SBC Writing Standards” 10.13.2 has a table where the heading text is white text on black background, but this should not be used as a sample for papers.

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# Conclusion

The conclusion should be on a separate page and form the final page of the research paper prior to the Bibliography, unless you also have an appendix. In that case, the order will be Conclusion, Appendix, and Bibliography (remember the acronym CAB). Make sure not to add new material to the conclusion as it should sum up your arguments and convincingly bring forth your thesis. It is a good habit to read your introduction that promises certain things in your paper and then make sure that your conclusion actually delivers what your introduction promises.

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# Appendix

# Instructions for an Appendix

If there is more than one appendix of explanatory text, give a number to the Appendix and the title on the next line, listing each separately in the Contents. However, if you have only one appendix, just type “Appendix” as above on the first line and the title on the second line. Note that Turabian, 398-99 does not address the issue of multiple appendixes, but SBC requires these to be listed separately in the Contents page and also noted within the body of the paper/thesis/dissertation itself. The first page of this section is 2 inches (5 cm) from the top margin. The subsequent page is 1 inch (2.5 cm). Leave two single-spaced line between the title and the first line of text. The first paragraph under every heading is indented. The text should also be Times New Roman 12 point font, double-spaced and concise. The first lines of subsequent paragraphs are indented by half an inch (1.25 cm).

The numbering is in Arabic numerals centered at the bottom of the page if the same Appendix consists of one page only. For sections more than one page, the numbering is centralized at one half-inch (1.25 cm) margin at the footer, but align top right corner at one half-inch (1.25 cm) margin at the header for subsequent pages

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# Bibliography

*1 (Ethiopic Apocalypse of) Enoch.* In *The Old Testament Pseudepigrapha*, ed. James H. Charlesworth, 1:5-89. Translated by E. Isaac. Garden City, NY: Doubleday, 1985.

*2 (Syriac Apocalypse of) Baruch.* In *The Old Testament Pseudepigrapha*, ed. James H. Charlesworth, 1:615-52. Translated by A. F. J. Klijn. Garden City, NY: Doubleday, 1985.

*'Aboth D'Rabbi Nathan.* In *The* *Minor Tractates: Translated into English with Notes, Glossary and Indices*, ed. Abraham Cohen, 16b-34b. London: Soncino, 1984.

*The Amplified Bible.* Grand Rapids: Zondervan, 1965.

*The Apocrypha of the Old Testament: Revised Standard Version.* New York: Thomas Nelson & Sons, 1957.

Augustine. *Augustine: Selected Writings.* Translated by Mary T. Clark. New York: Paulist Press, 1984.

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Danby, H., trans. *The Mishnah.* Oxford: University, 1933.

*Didache: The Teaching of the Twelve Apostles*. In *The Apostolic Fathers,* eds. T. E. Page and W. H. D. Rouse,vol. 1, *1 Clement, 2 Clement, Ignatius, Didache, Barnabas*, 303-33.Loeb Classical Library. Translated by Kirsopp Lake. New York: G. P. Putnam's Sons, 1912.

1. Turabian does not allow for footnote numbers to be raised in superscript, but SBC standards require this. All footnotes are in Times New Roman 10-point font and begin indented by .75 cm on the first line only. Endnotes are ***not*** allowed in SBC research papers, theses, and dissertations [↑](#footnote-ref-1)
2. Each footnote follows the preceding one either with or without a blank line between them (cf. Writing Standards Appendix 4B). It should wrap around to the next line with the left side beginning on the left side of the printed page. The other template without the TOC has a blank line between footnotes. [↑](#footnote-ref-2)
3. The format style should automatically indent on this template. Put your footnote for the following block quotation on the sentence before the block quote. [↑](#footnote-ref-3)
4. If the Greek word μιμνῄσκεσθε is not clear here and above, install the SBL Greek font. [↑](#footnote-ref-4)
5. Turabian’s chapter 8 explains the criteria for tables, while Turabian, 361-67 give examples and cite many details. [↑](#footnote-ref-5)