



**NORTHEASTERN
SEMINARY**

**Basic Writing Guidelines
(Style and Format)**

Official NES Format Guide:

Turabian, Kate. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 9th ed. Chicago: University of Chicago Press, 2018. [ISBN-13: 978-0226430577]

Other Recommended Resources:

Harvey, Gordon. *Writing with Sources: A Guide for Students*. Indianapolis, IN: Hackett Publishing Company, 1998. [ISBN: 0-87220-434-0] **Highly recommended for use proper use of sources—when, why, and how.**

Yaghjian, Lucretia B. *Writing Theology Well: A Rhetoric for Theological and Biblical Writers*. New York: Continuum International Publishing Groups, 2006. [ISBN: 0-8264-1885-6; 978-0-8246-1885-2] For those going on to a doctorate, this is an excellent resource.

Hacker, Diana. *A Writer's Reference*. 3rd ed. Boston: Bedford Books, 1995. [ISBN: 0-312-17216-8 or 0-312-13417-7]

NES Writing Guidelines: Basic Formatting

For full detail, see Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th edition (University of Chicago: 2018).

1. Set margins 1” at the top and bottom, the right and left of your pages OR use the default of 1” all around on MS Word.
2. Use Times New Roman, 12-point, **double-spaced** font throughout your text; use Times New Roman, 10-point **single-spaced** font for footnotes. Leave a blank space between footnotes. See example at bottom of next page. Do NOT leave two blank lines between paragraphs. Use **soft shift** to avoid the extra line (press shift and enter at the same time to begin new paragraph) or format a template on your word processing program that follows NES guidelines (see handout given at first session).
3. Do not use a cover page on papers (and do not put papers in report covers). Most papers are submitted on the Moodle course page. If a hard copy is turned in to the professor, staple paper in the top left corner.
4. For regular course papers, instead of a cover page, **single space** the following in the top left corner of the first page (only):

Your Name
Course number/title, assignment title, session #
Date due
Word count: _____

Example:

Joan Doe
BHT 511, Reflection Paper on Cohort Retreat, Session 2.1
September 11, 2018
Word Count: 1,527

5. For regular course papers, insert page numbers at the bottom center of each page, including the first page.
6. Indent paragraphs a full ½ inch. Again, do **not** leave an extra blank space between paragraphs. See #2 above on how to avoid this.
7. Use subheadings to delineate sections of the paper to clarify parts of the assignment you are answering. Set subheadings in **bold** on the **left** margin: do not italicize, underline, or change the font size of them. Leave a blank space between subheading and following text. See sample papers in syllabus.
8. Foreign terms (terms not listed in a common English dictionary) should be italicized the first time you use them in your paper, and thereafter need not be italicized.
Example: The dynamic relationship between tradition and Scripture can be traced through the pre-Reformation Church by the examination of the oral tradition that preceded the Scripture, the *regula fidei* that developed alongside Scripture, and the canon laws that further codified Church traditions in light of Scripture.
9. Use of ellipsis dots:
 - a. To indicate the omission of a word or phrase, use ellipsis dots (three periods with spaces between them). Leave a single space before and after ellipses.
Example: “For God so loved . . . that he gave his only begotten son” (John 3:16a).
 - b. Do not use ellipsis dots at the beginning or ending of quotations.
Example: Not: The scriptural phrase “. . . God so loved . . .” has become an influential dynamic in the American church.
Instead: The scriptural phrase “God so loved” has become an influential dynamic in the American church.
10. Direct quotations:
 - a. Avoid overusing them (paraphrase & cite instead)
 - b. Block quotations – **These should be reserved for final papers**, and used (rarely) for long quotes (**5+ lines**). The entire quote is indented ½ inch, single-spaced, and no quotation marks are used. Consult Turabian for form.
11. Citations:
 - a. Generally, we are looking for 15-20 footnotes per academic analysis (**in addition to in-text biblical citations**).
 - b. Use superscript reference numbers in the text of your paper
 - c. Footnotes should appear at the bottom of the page, the first line indented a full ½ inch. Use your word processing program default for either superscript footnote numbers or online numbers.

- d. Follow “NES Quick Reference for Footnotes” and Turabian (9th ed.) Chicago Style *precisely*

Example: (see footnote below)

Walter Brueggemann identified “two decisive moves of faith” in the Psalms: the movement of “relinquishment” and the movement of “surprise.”¹

Biblical References

According to the *Chicago Manual of Style*, the following abbreviations should be used for references to scriptural passages.

- Use the full book title when writing it in your text.
- Use the abbreviation when using the book in a citation, either parenthetical (in-text) or footnoted.
- For three or less biblical references for one sentence, use parenthetical citation. For more than 3 in one citation, use footnote citation.

Old Testament

Genesis	Gen.	Proverbs	Prov.
Exodus	Exod.	Ecclesiastes	Eccles.
Leviticus	Lev.	Song of Solomon	Song of Sol.
Numbers	Num.	Isaiah	Isa.
Deuteronomy	Deut.	Jeremiah	Jer.
Joshua	Josh.	Lamentations	Lam.
Judges	Judg.	Ezekiel	Ezek.
Ruth	Ruth	Daniel	Dan.
1 Samuel	1 Sam.	Hosea	Hos.
2 Samuel	2 Sam.	Joel	Joel
1 Kings	1 Kings	Amos	Amos
2 Kings	2 Kings	Obadiah	Obad.
1 Chronicles	1 Chron.	Jonah	Jon.
2 Chronicles	2 Chron.	Micah	Micah
Ezra	Ezra	Nahum	Nah.
Nehemiah	Neh.	Habakkuk	Hab.
Esther	Esther	Zephaniah	Zeph.
Job	Job	Haggai	Hag.
Psalms	Ps. (<i>pl.</i> Pss.)	Zechariah	Zech.
		Malachi	Mal.

New Testament

Matthew	Matt.	1 Timothy	1 Tim.
Mark	Mark	2 Timothy	2 Tim.
Luke	Luke	Titus	Titus
John	John	Philemon	Philem.
Acts	Acts	Hebrews	Heb.
Romans	Rom.	James	James
1 Corinthians	1 Cor.	1 Peter	1 Pet.
2 Corinthians	2 Cor.	2 Peter	2 Pet.

1. Walter Brueggemann, *The Message of the Psalms: A Theological Commentary* (Minneapolis: Augsburg Publishing House, 1984), 21.

Galatians	Gal.	1 John	1 John
Ephesians	Eph.	2 John	2 John
Philippians	Phil.	3 John	3 John
Colossians	Col.	Jude	Jude
1 Thessalonians	1 Thess.	Revelation	Rev.
2 Thessalonians	2 Thess.	or Apocalypse	Apoc.

NES Quick Reference for Footnote Format

Book: One Author

1. I. Howard Marshall, *New Testament Theology* (Downer's Grove: Inter-Varsity Press, 2004), 45.
2. Justo L. González, *The Story of Christianity* (Peabody, MA: Prince Press, 1999), 1:41.

Book: Two Authors

3. Paul R. House and Eric Mitchell, *Old Testament Survey* (Nashville: Broadman Press, 1982), 27.

Anthology: Citing the editor's comments (two different ways of doing it; either is acceptable):

4. Alister E. McGrath, ed., *The Christian Theology Reader*, 2nd ed. (Malden, MA: Blackwell Publishing, 2001), 82.
5. John Dillenberger, ed., preface to *A Commentary on St. Paul's Epistle to the Galatians*, in *Martin Luther: Selections from His Writings* (New York: Anchor Books, 1962), 99.

Anthology: Citing an author of a work included in the anthology

6. Cyril of Jerusalem, "Cyril of Jerusalem on the Role of Creeds," in *The Christian Theology Reader*, 2nd ed., ed. Alister E. McGrath (Malden, MA: Blackwell Publishing, 2001), 81.

Anthology on a website (Christian Classics Ethereal Library): Get location information for footnote from the reading assignment in your class syllabus, but add specific page number or paragraph or section number for citation, if available. In your first entry, put the entire footnote. In subsequent entries, even if you change locations in the book, you need not put the website information.

7. Josephus, "How the war of the Jews with the Romans began; and concerning Manahem," *War of the Jews*, bk. 2, chap.17, par. 4, in *The Works of Flavius Josephus*, trans. William Whiston, <http://www.ccel.org>.
8. John of Damascus, *Exposition of the Orthodox Faith*, bk. 1, chap. 3, in *NPNF*, ser. 2, vol. 9, <http://www.ccel.org>.
9. Philip Schaff, "Augsburg Confession, 1530," in *Creeds of Christendom*, 6th and rev. ed., 1:229, <http://www.ccel.org>.

10. “The Augsburg Confession, A.D. 1530,” in *Creeds of Christendom*, 4th and rev. ed., ed. Philip Schaff, 3:53, <http://www.ccel.org>.

Commentaries

11. Raymond Brown and Sandra Schneiders, “Hermeneutics: The Literal Sense of Scripture,” in *The New Jerome Biblical Commentary*, ed. Raymond E. Brown, Joseph A. Fitzmyer, and Roland E. Murphy (Upper Saddle River, NJ: Prentice Hall, 1990), 1148-1149.

12. R.T. France, “Reading the Gospels,” in *New Bible Commentary*, ed. G. J. Wenham et al., 21st century ed. (Leicester, England: Inter-Varsity Press, 1994), 902.

Dictionary

13. *Oxford Dictionary of the Christian Church*, 3rd ed. (New York: Oxford University Press, 2005), s.v. “Christology.”

Lecture (This is an example. Get your topic title from the class outline in your syllabus and enter other information appropriately for that particular lecture.)

14. Scott Caton, “The Roman Empire and the Early Church” (lecture, BHT511NE, Session 1.1, Northeastern Seminary, September 1, 2011).

Scripture Citation

For Scripture citations, you will use **in-text** citation. You will write your sentence and put the abbreviated reference in parentheses, with the version noted if you are quoting the Scripture. Put the period **after** the end parenthesis. If you are not quoting the text, but are speaking about the content (thus requiring citation), you need not include the version of the Bible in the citation.

Example:

Faith is what separates us from those who have no hope. Faith is “being sure of what we hope for and certain of what we do not see” (Heb. 11:1 NIV).

For multiple Scripture citations in-text, within the parentheses separate the entries of differing books by semi-colons. Separate verses by commas. If you will have more than 3 biblical citations in a parenthesis, instead use a footnote to list them all.

Example of in-text citation for paraphrase or reference: (Mark 3:21-22; Matt. 1:3-6, 12-14; John 6:16-18).

Example of footnote citation for paraphrase or reference: 1. Mark 3: 21-22; Matt. 1:3-6, 12-14; John 6:16-18; Luke 9:2-3.

Syllabus (Again, this is an example. Be sure to use your current syllabus information.)

15. Paul Livermore, “BHT511NE: The Biblical Era: Evangelism, Missions, and Church Growth,” 27th ed. (Northeastern Seminary, 2011), 23.

Website

16. Michael W. Grunberger, "LC Collections Enrich Dead Sea Scrolls Exhibit," Library of Congress, <http://www.ibiblio.org/expo/deadsea.scrolls.exhibit/article.html> (accessed September 30, 2011).

17. Dottie Miller, "Reducing the Risk II: Making Your Church Safe from Child Sexual Abuse: Sample Forms and Policies," Free Methodist Church USA, 5, <http://fmcusa.org/wp-content/blogs.dir/45/files/2011/07/Reducing-the-Risk-of-Child-Sexual-Abuse.pdf> (accessed April 19, 2012).

Journal Article The volume number immediately follows the title of the journal, but is not in italics. The issue number follows the volume number after a comma, as in the following example. The date of the issue is always in parentheses and the page number(s) always follows a colon immediately after the closing parenthesis.

18. Nancy L. Green, "The Politics of Exit: Reversing the Immigration Paradigm," *Journal of Modern History* 77, no. 2 (June 2010): 263.

After the *first complete* citation of a source, a shorter form may/should be used:

I. "Ibid." means an *identical* citation *immediately following* the citation of the same reference. The citation is from the exact same source as the one preceding it. If it is from the same page, simply use "Ibid." as shown below. If it is from the same source but on a different page, use "Ibid.," followed by a space and the page number and period, as below:

19. Walter Brueggemann, *The Message of the Psalms: A Theological Commentary* (Minneapolis: Augsburg Publishing House, 1984), 45.

20. Ibid.

21. Ibid., 47.

II. Shortened Citations - after first citation of a source but **not** immediately following it, see below citations 25-27, 29-34:

22. Alister E. McGrath, *Historical Theology: An Introduction to the History of Christian Thought* (Malden, MA: Blackwell Publishing, 1998), 19.

23. Cyril of Jerusalem, "Cyril of Jerusalem on the Role of Creeds," in *The Christian Theology Reader*, 2nd ed., ed. Alister E. McGrath (Malden, MA: Blackwell Publishing, 2001), 81.

24. Alister E. McGrath, ed., *The Christian Theology Reader*, 2nd ed. (Malden, MA: Blackwell Publishing, 2001), 82.

25. Cyril of Jerusalem, 83.

26. McGrath, *Historical Theology*, 21.

27. McGrath, *Christian Theology Reader*, 80.
28. Irenaeus, *Against Heresies*, bk. 2, chap. 1, par. 4, in *ANF*, vol. 1, <http://www.ccel.org>.
29. *Ibid.*
30. McGrath, *Historical Theology*, 27.
31. House and Mitchell, 48.
32. *ODCC*, s.v. "Pneumatology."
33. Caton, lecture.
34. Livermore, "BHT511NE," 27.

Electronic Books: see Turabian, page 186, for details *before* using these suggestions.

Electronic book (first entry), source has page numbers:

35. Walter Brueggemann, *The Message of the Psalms: A Theological Commentary* (Minneapolis: Augsburg Publishing House, 1984), 73, Microsoft Reader e-book.

E-book (first entry), source has no page numbers:

36. M. Robert Mulholland Jr., *Shaped by the Word: The Power of Scripture in Spiritual Formation*, rev. ed. (Nashville: Upper Room Books, 2000), under "Informational-Formational Interplay and Balance," chap. 5, <http://www.netlibrary.com/Reader/> (accessed August 5, 2010).

OR if book is owned and has no page numbers:

37. M. Robert Mulholland Jr., *Shaped by the Word: The Power of Scripture in Spiritual Formation*, rev. ed. (Nashville: Upper Room Books, 2000), under "Informational-Formational Interplay and Balance," chap. 5, Microsoft Reader e-book.

E-book (shortened for subsequent entries), source has page numbers

38. Brueggemann, 73.

E-book (shortened for subsequent entries), source has *no* page numbers

39. Mulholland Jr., under "Informational-Formational Interplay and Balance," chap. 5.

Bibliographic Form for E-book

Mulholland Jr., M. Robert. *Shaped by the Word: The Power of Scripture in Spiritual Formation*. Rev. ed. Nashville: Upper Room Books, 2000. <http://www.netlibrary.com/Reader/> (accessed August 5, 2010).

Northeastern Seminary Guide to Punctuation

For further material, see Turabian, chapter 21: Punctuation

Commas (Underlining in examples is to draw attention to section discussed)

- Commas separate items within a sentence, such as dependent clauses, phrases, and words in a series.
- Place a comma before a coordinating conjunction (*and, but, or, nor, for, so, yet*), see Turabian, page 307.
- Use a comma after introductory words or phrase (Having read the scriptures about forgiveness, John realized he needed to ask for God’s mercy.) See Turabian, pages 307-308.
- Use a comma (or commas) to set off nonrestrictive phrases (These three books, which are on the recommended reading list, are excellent.) The middle section is extra information not really needed for understanding the meaning. Turabian, 308-309.
- Use commas to set off interjections and conjunctive adverbs (*nevertheless, however, moreover*). Turabian, 309-310.
- Use pairs of commas when setting off parenthetical elements between a subject and verb (Paul Revere, after seeing the two lanterns, rode to Lexington to warn Hancock and Adams.), or between a verb and its object (The dinner was, quite honestly, not very filling.)
- Use pairs of commas to set off appositives (Sarah, the woman in the green sweater, is the leader of the group.) Turabian, 310.
- Do NOT use a comma immediately preceding an opening parenthesis mark.
- Always place a comma before the word “which.” Otherwise, use the word “that” if a separation is not desired.

Periods

- Place a period at the end of every footnote.
- Place a period after the closing parenthesis of an in-text citation at the end of a sentence.

Semi-colons

- Use a semi-colon to separate two independent clauses (parts of a sentence that could stand alone as a sentence). Turabian, 311.
- Use a semi-colon in a sentence with a list that has commas within the separate sections. Separate the larger sections with a semi-colon and use commas to separate the internal sections. Turabian, 311-312.
- Use semi-colons when you have an independent clause and are placing a conjunctive adverb between this and the rest of the sentence (*however, finally, hence, also, conversely, therefore, nonetheless, moreover*). If there is a dependent clause preceding the conjunctive adverb, use a comma to separate the elements. Turabian, 311.
- Use semi-colons to separate citations within a multiple citation in one footnote. Turabian, 162-163.

Colons

- Use colons to introduce lists within sentences, but do not use one immediately following the verb. Turabian, 312.
- Use a colon to introduce certain quotations. Turabian, Chapter 25.

Punctuation with Quotation Marks

- Use commas after signal phrases with most quotations (Athanasius noted, “”).

- If a comma is needed in a sentence after a quote woven in, insert the comma inside the final quotation mark.
 - Periods and commas are always placed *inside* double quotation marks.
 - Semi-colons and colons are always placed *outside* double quotation marks.
 - Place question and exclamation marks inside the quotation marks if they are part of the quote. If they are not part of the quote but are part of your sentence, put them outside the quotation marks.
 - For a quote within a quote, use double quotation marks for the outer pair and single quotation marks for the inner quote. Turabian, 361.
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Locating Elements of Citations in Turabian

Keep in mind as you look at examples in Turabian, “N” stands for footnote form and “B” stands for bibliographic form.

Chapters and Other Titled Parts of a Book: Section 17.1.8 (pages 183-186)

- editors of anthologies
- list of pages of section
- chapters or portions of books
- prefaces, introductions, afterwords

Editions: Section 17.1.3 (pages 177-178)

- reprint editions
- revised editions, etc.

Facts of Publication: Section 17.1.6 (pages 179-182)

Page Numbers and Other Locating Information: Section 17.1.7 (pages 182-183)

- how to cite footnotes within a work
- abbreviations for chapters, sections, books, etc.

Series: Section 17.1.5 (pages 179)

- tells what is important to include from information about the series.

Volumes: Section 17.1.4 (pages 178-179)

- Note the difference between citing multivolume works with different titles and those with the same title. The main citations we use at NES with different titles of volumes are of Thomas Oden’s *Systematic Theology* and Philip Schaff’s *Creeds of Christendom*. For Oden, it is best to list the actual volume title and name the set of books (*Systematic Theology*). For Schaff, it has become acceptable to cite the volume number, but **not** list the title of the volume. You may follow the NES format shown here for footnotes (3:45 is volume: page number) and bibliography:

1. *Augsburg Confession*, in *The Creeds of Christendom*, 4th and rev. ed., ed. Philip Schaff, 3:45, <http://www.ccel.org>.

Augsburg Confession. In *The Creeds of Christendom*. 4th and rev. ed. Edited by Philip Schaff, 3:3-73. <http://www.ccel.org>.

- *The Story of Christianity* by Justo González is two volumes within one. Use the format shown above for citations (2:61 as volume 2, 61 as page number at the end of the citation).

Bibliography [Sample]

Augsburg Confession. In *The Creeds of Christendom*. 4th and rev. ed. Edited by Philip Schaff, 3:3-73. <http://www.ccel.org>.

Baptist Confession of 1688. In *The Creeds of Christendom*. 4th and rev. ed. Edited by Philip Schaff, 3:738-741. <http://www.ccel.org>.

Blaurock, George. "The Beginnings of the Anabaptist Reformation, Reminiscences of George Blaurock." In *Spiritual and Anabaptist Writers*. Icthus ed. Edited by George H. Williams and Angel M. Mergel, 41-46. The Library of Christian Classics. Philadelphia: Westminster Press, 1957.

Booty, John, ed. *The Book of Common Prayer, 1559*. Washington, D.C.: Folger Shakespeare Library, 1976.

Calvin, John. *Institutes of the Christian Religion*. <http://www.ccel.org>.

----- "Summary of Doctrine Concerning the Ministry of the Word and the Sacraments." In *Calvin: Theological Treatises*, edited by J.K.S. Reid. The Library of Christian Classics 22. Philadelphia: Westminster Press, 1959.

Canons and Decrees of the Council of Trent. In *The Creeds of Christendom*. 6th and rev. ed. Edited by Philip Schaff, 2:79-206. <http://www.ccel.org>.

Cross, Anthony R. "'One Baptism' (Ephesians 4.5): A Challenge to the Church." In *Baptism, the New Testament and the Church*, edited by Stanley E. Porter and Anthony R. Cross. Sheffield, England: Sheffield Academic Press, 1999.

Formula of Concord. In *The Creeds of Christendom*. 4th and rev. ed. Edited by Philip Schaff, 3:93-180. <http://www.ccel.org>.

Franck, Sebastian. "A Letter to John Campanus." In *Spiritual and Anabaptist Writers*. Icthus ed. Edited by George H. Williams and Angel M. Mergel, 147-160. The Library of Christian Classics. Philadelphia: Westminster Press, 1957.

The Free Methodist Church of North America. *The Book of Discipline*. Indianapolis: Light and Life Communications, 2003.

Grebel, Conrad. "Letters to Thomas Müntzer by Conrad Grebel and Friends." In *Spiritual and Anabaptist Writers*. Icthus ed. Edited by George H. Williams and Angel M. Mergel, 73-85. The Library of Christian Classics. Philadelphia: Westminster Press, 1957.

Heidelberg Catechism, In *The Creeds of Christendom*. 4th and rev. ed. Edited by Philip Schaff, 3:305-355. <http://www.ccel.org>.

- Hofman, Melchior. "The Ordinance of God." In *Spiritual and Anabaptist Writers*. Icthus ed. Edited by George H. Williams and Angel M. Mergel, 184-203. The Library of Christian Classics. Philadelphia: Westminster Press, 1957.
- Hut, Hans. "On the Mystery of Baptism." In *Early Anabaptist Spirituality: Selected Writings*, translated and edited by Daniel Liechty, 65-81. Mahweh, NJ: Paulist Press, 1994.
- Luther, Martin. "Concerning Rebaptism." In *Martin Luther's Basic Theological Writings*, edited by Timothy F. Lull. Minneapolis: Augsburg Fortress, 1989.
- . *Large Catechism*. Quoted in Mark D. Tranvik. "Luther on Baptism." In *Harvesting Martin Luther's Reflections on Theology, Ethics, and the Church*, edited by Timothy J. Wenger. Grand Rapids: William B. Eerdmans Publishing Co., 2004.
- . *Luther's Small Catechism*. In *The Creeds of Christendom*. 4th and rev. ed. Edited by Philip Schaff, 3:74-92. <http://www.ccel.org>.
- . *The Pagan Servitude of the Church*. In *Martin Luther: Selections From His Writings*, edited by John Dillenberger, 249-359. New York: Anchor, Random House, 1962.
- . "Sermons on the Catechism." In *Martin Luther: Selections From His Writings*, edited by John Dillenberger, 207-239. New York: Anchor, Random House, 1962.
- Melanchthon, Philip. *Loci Communes Theologici*. In *Melanchthon and Bucer*. Icthus ed. Edited by Wilhelm Pauk, 18-152. The Library of Christian Classics. Philadelphia: Westminster Press, 1969.
- Methodist Articles of Religion, 1784*. In *The Creeds of Christendom*. 4th and rev. ed. Edited by Philip Schaff, 3:807-813. <http://www.ccel.org>.
- Schleitheim Confession*. Quoted in Anthony R. Cross. "'One Baptism' (Ephesians 4.5): A Challenge to the Church." In *Baptism, the New Testament and the Church*, edited by Stanley E. Porter and Anthony R. Cross. Sheffield, England: Sheffield Academic Press, 1999.
- Thirty-Nine Articles of the Church of England*. In *The Creeds of Christendom*. 4th and rev. ed. Edited by Philip Schaff, 3:486-516. <http://www.ccel.org>.
- Tranvik, Mark D. "Luther on Baptism." In *Harvesting Martin Luther's Reflections on Theology, Ethics, and the Church*, edited by Timothy J. Wenger. Grand Rapids: William B. Eerdmans Publishing Co., 2004.
- Westminster Confession of Faith*. In *The Creeds of Christendom*. 4th and rev. ed. Edited by Philip Schaff, 3:600- 673. <http://www.ccel.org>.

Notes to students:

- A long dash signifies the author's name is the same as the entry immediately preceding it. It is composed of 6 hyphens in a row followed by a period. This is in place of a repetition of the author's name.
- For a work within an edited or compiled work, the punctuation before "edited by" and the capitalization of "edited" **in a bibliography** depends upon the circumstance. If the book has an edition listed, it immediately follows the book title. It is followed by a period.
 - Then the "Edited by" is capitalized. See the Blaurock entry (3rd entry) above for this type of entry.
 - If the edited book does not list an edition name, the "edited by" comes after a comma, is not capitalized, and a period follows the editor's name. See Cross entry (8th above) for this type of treatment of an editor in a compiled work.
- All works within edited or compiled works must reference the **entire span** of pages of the author's work. There are a few entries listed here that are works within an edited work that do not have page entries. This is because the professor does not have access to these books and this bibliography predates the current Chicago/Turabian standards requiring the page span for entries such as this.