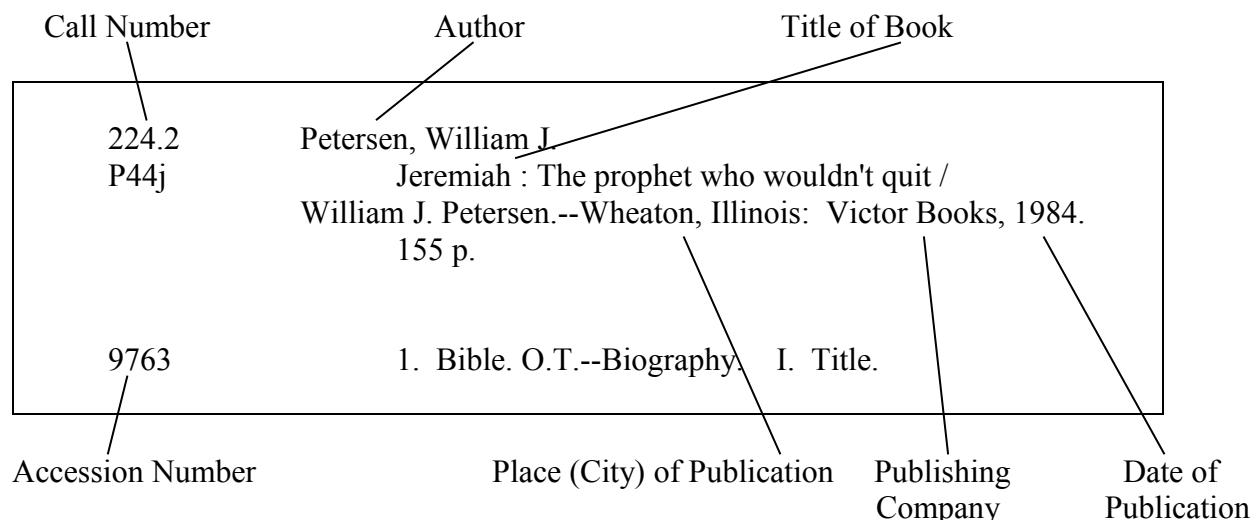# BTC/CGST Research Guide

Prepared by the LRC staff

The Baptist Theological College/Cebu Graduate School of Theology Learning Resources Center (LRC) and its staff are here to serve you. Books play an important role in our study at BTC/CGST. We have come to study the Book of Books—the Bible, but many other books can help us learn more about it, understand it, and apply it to our daily lives.

The LRC or library is basically made up of the reading area, card catalog, circulation desk, and the stacks. The **circulation desk** is where you check out (borrow) and return books. A librarian or student assistant is there to help you. The books "**reserved**" by faculty members for particular classes are kept at the circulation desk also. Students are to ask for the reserved book they want to borrow--not get the book themselves. These "reserved" books are for the required reading and supplemental reading assignments for your classes.

The **stacks** (rows of shelves lined with books) contain many more books and provide further learning and enjoyment. You may be thinking though, "How will I ever find the books I want to read?" The **card catalog** is the "key" to "unlocking" the resources of the library. It is a systematic listing of the books and materials in a library with descriptive information about each one: author, title, edition, publisher, date, physical appearance, subject matter, special features, and location (call number). The card catalog is an index to the library materials. The card catalog contains cards under three categories--author, subject, and title. A sample author card (author of book is on first line) is shown here.

Call Number	Author	Title of Book

```
    224.2          Petersen, William J.
    P44j                  Jeremiah : The prophet who wouldn't quit /
                   William J. Petersen.--Wheaton, Illinois:  Victor Books, 1984.
                       155 p.


    9763              1.  Bible. O.T.--Biography    I.  Title.
```

Accession Number   Place (City) of Publication   Publishing   Date of
                                                                     Company   Publication

These are filed alphabetically (word-by-word) in the card catalog drawers. Each drawer is labeled to help you see which cards are contained in that drawer. BTC/CGST uses the dictionary card catalog where all categories are filed together under one alphabet in one set of drawers.

The LRC is currently producing an <u>electronic computerized catalog</u>. This is not yet complete so students should look in both the card catalog (drawers) and the computerized catalog (computer beside the card catalog) to discover if the BTC LRC has the resource.

On the computer, students can search by clicking on <u>"Easy Word Search"</u> and typing the word, author's family name, etc. they are searching for information about in the blank. Then click "Search" or hit the "Enter" key. A list of materials will appear on the screen if that word is found anywhere on a computer card. If a student wants more information about that material, click the "full info" indicated at the bottom and the material will be shown in a library card format. Click "Done" when finished searching so computer is ready for the next user. If no match is found, the computer will indicate that; then look also in the card catalog drawers or ask a librarian for assistance.

Students who know the exact title or author of a book (or other material) may click on <u>"Expert Search"</u> and then be sure the proper circle is indicated for the information they desire to search for—title or author—and type the exact name (family name first) in the space provided. Subject headings can be used here also but they are specific library terms and may not be as helpful for first-time library users. If a match is found, the list will appear on the screen. Students can scroll down to see all of the matches.

The secret to finding the book you have chosen from the catalog is the use of the **call number**—the number at the top left of each card and also on the spine of each book. Paper is provided near the card catalogs to jot down the call numbers of those materials students want to look for on the shelves.

Many libraries use the Dewey Decimal Classification System (DDC) of cataloging (identifying and filing) their books. Melville Dewey divided all knowledge, as represented by books and other materials, into nine classes numbered in groups from 000 to 900. These ten classes are:

000	Generalities (bibliographies, encyclopedias, etc.)
100	Philosophy and related disciplines
200	Religion
300	Social Science
400	Language
500	Pure Sciences
600	Technology (Applied Sciences)
700	The Arts and Recreation
800	Literature
900	General Geography and History

These categories are then divided into more specific areas by groups of ten. Since the 200s are assigned to books related to religion, most of BTC/CGST's books are given a 200 number:

200	Religion	
	210	Natural Theology
	220	Bible
	230	Doctrinal Theology
	240	Devotional and Practical Theology
	250	Pastoral Theology

260   Christian Church
270   Christian Church History & Geography
280   Christian Denominations & Sects
290   Other and Comparative Religions

Under the 220 number, it can be broken down by decimals for more specific subject areas:

220   Bible
        220.1   Bible Origins
        220.2   Concordances & Indexes
        220.3   Dictionaries
        220.4   Original Text and Early Versions
        220.5   Modern Versions
        220.6   Hermeneutics (Exegesis)
        220.7   Commentaries
        220.8   Special Subjects Treated in the Bible
        220.9   Biblical Geography and History

The numbers after the decimal point (**.**) can be used with other numbers. For example, a book with the number 220**.**5 is a modern version of the *whole* Bible while 221**.**5 is a modern version of the *Old* Testament and 225**.**5 is a modern version of the *New* Testament.

Each individual book of the Bible is assigned a different call number. This groups the books about Genesis (222**.**11) together on the shelf, the books about Exodus (222**.**12) together on the shelf . . . and the books about Matthew (226**.**2) together on the shelf, etc.

Under the class number (i.e., 224**.**2 in our sample cards) is the author number (P44j). It is made up of the first letter of the author's family name (P for Petersen) plus a number assigned by the librarian called a Cutter number (44) and the first letter (in lower case) of the title of the book (j).

Class Number
\
224.2
Author's last name----**P 44 j**-----First letter of title
\
Cutter Number

There are a few exceptions to this system. **Biographies** (books about a particular person's life) are catalogued differently. Instead of using the author's last name in the call number, the name of the person the book is about is used. Thus, all books about Jose Rizal's life would be side by side on the shelf even though they had different authors.

Class Number
\
920
Rizal----**R 52 z**----First letter of author's last name
\
Cutter Number

With the call number information, you can go to the stacks and locate the book you need. The books are arranged on the shelves from 000 to 900 in the Dewey Decimal Classification system.

The word "**reference**" comes from the verb "refer", which means "to turn to for aid or information." There are books which, because of their organization and arrangement, lend themselves to quick and easy use; and there are other publications which were planned and written to be "referred to" for pieces of information rather than to be read completely. In most libraries these types of books are put together in one section called the reference section. The use of these materials is restricted to the library. These books are usually the encyclopedias, dictionaries, atlases, and almanacs. BTC/CGST's library also includes various translations of the Bible, some concordances and commentaries in its reference section.

Special symbols are sometimes added to the call number to indicate that the book is shelved in a particular location or that it is a particular kind of material. For example, the symbol "**R**" or "Ref" with the call number signifies that the book is a **reference** book and that is located in the reference section of the library. An "**O**" above the call number means that the book is an **oversized** book and is on a shelf that holds large books. If something is less than 100 pages long and is not bound like a book, it is called a **pamphlet**. Either the word "pamphlet" or the letter "**P**" will be written above the call number. This means you will find these small booklets in the pamphlet section of the library.

Periodicals are magazines and journals that are published periodically--either monthly, bimonthly (every two months), or quarterly (four times per year). Periodicals are usually kept in a separate section of the library on the shelves alphabetically by the title of the periodical. Sometimes these are indexed by subject for easy access to the articles. At BTC/CGST, the current issues of magazines and journals are located on a shelf in the reading area; back issues (older issues) are on shelves marked "periodicals".

PARENTHETICAL REFERENCES

BTC/CGST follows the system designed by the University of Chicago and published in the research guide by Kate Turabian. The eight edition is the latest edition of her book. LRC has copies available.

Turabian, Kate L. 2013. *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Style for Students & Researchers*. 8th ed. Chicago: University of Chicago Press.

When students write a formal paper and get ideas from various authors they must give credit to the author for that idea. If they quote (copy word-for-word), they must put that information inside a pair of quotation marks (" "). Then the writer must tell the reader where he copied the information from. If a student copies the ideas of another author, he must also give credit to the original author of those ideas. At BTC/CGST giving credit to authors is done by using **parenthetical references**. This is a way of identifying where quoted material (either quotations or ideas) was copied from by putting brief biographical information in parenthesis in the text of the paper.   This is sometimes called the author-date system. The information in the parenthesis is: **(the author's last name [space] date of publication [comma] [space] page number where the information was quoted from).** The period is after the parenthesis.

An example of a parenthetical reference is shown below:

> Ray Ortlund says that "it was important for Christ. That in itself
>
> should make us go after quiet times with God" (Ortlund 1974, 32).

Quotations from the Bible need a parenthetical reference also indicating what translation was used.

> "For God so loved the world..." (John 3:16 NIV)**.**

Parenthetical references for <u>encyclopedia articles</u> are as follows:

> "His first novel, *Noli me tangere*, a bold indictment of Spanish misrule
>
> and clerical autocracy in the Philippines, inspired the revolution of 1896" (*The*
>
> *Encyclopedia Americana*, 1995 ed., s.v. "Rizal, Jose".)

Do not put the volume number of the encyclopedia here. The "s.v." is an abbreviation for *sub verbo* which means "under the word." This bibliographic data tells me that this quotation can be found in the "R" volume of *The Encyclopedia Americana* under the words "Rizal, Jose." If someone wants to read this article, it can easily be found with this information. There is not a name at the end of the article so it is considered "unsigned." Some articles have the writer's name at the end of the article and this is considered "signed." Below is a parenthetical reference example telling the reader that C. Robert Paul Jr. wrote an article about the Olympic games in the 1987 edition of *The World Book Encyclopedia*:

> "Athletics played an important part in the religious festivals of the ancient Greeks"
>
> (C. Robert Paul Jr.**,** "Olympic games**,**" in *The World Book Encyclopedia***,** 1987 ed.)**.**

BLOCK QUOTATIONS

If a quotation is two or more sentences long and goes to eight or more lines of text in a paper, it must be treated as a **block quotation**; see Turabian 25.2.2. It is single spaced and indented four (4) spaces from the left margin. No quotation marks are at the beginning or end. The parenthetical reference still follows the quotation though.

Below is a sample showing a **block quotation** as it might appear in a student paper:

> God in His wisdom is ordering the events of our lives. It is His same wisdom that led the
>
> men and women of the Bible that leads people today. Yet, people sometimes misunderstand God's
>
> gift of wisdom to men. The following illustration shows this mistake:
>
> > If you stand at the end of a platform on York station, you can watch a constant succession of
> > engine and train movements which, if you are a railway enthusiast, will greatly fascinate you.
> > But you will only be able to form a very rough and general idea of the overall plan in terms of
> > which all these movements are being determined (the operational pattern set out in the working
> > time-table, modified if need be on a minute-to-minute basis according to the actual running of
> > the trains). If, however, you are privileged enough to be taken by one of the high-ups into the
> > magnificent electrical signal-box that lies athwart platforms 7 and 8, you will see on the longest
> > wall a diagram of the entire track layout for five miles on either side of the station, with little
> > glow-worm lights moving or stationary on the different racks to show the signalmen at a glance
> > exactly where every engine and train is. At once you will be able to look at the whole situation
> > through the eyes of the men who control it: you will see from the diagram why it was that this
> > train had to be signaled to a halt, and that one diverted from its normal running line, and that one
> > parked temporarily in a siding (Packer 1973, 91-92).

REFERENCE LIST (used with parenthetical references)

Turabian's eigth edition says that the format for bibliographic data **when you use parenthetical references** puts the date immediately <u>after the author</u>, like it is in the parenthetical reference. It is called a "reference list" rather than a "bibliography."   Using the format and punctuation from Chapter 19 of Turabian's book regarding bibliographic entries, the student will list in <u>alphabetical</u> order the resources he/she used, or quoted from, in writing about a particular topic. (If *a*, *an*, or *the* is the first word of a book title, it is disregarded when alphabetizing. Thus, *The World Book Encyclopedia* will be alphabetized under "W".) The titles of books are *italicized* or underlined. If the bibliographic data is long, the second line is indented and is only a single space below the first line. There is a double space between the different books. The entries are not numbered. A reference list is the last page of the research paper. A sample research paper is included at the end of this guide as an example for students to see and follow.

Examples are listed below for both the **p**arenthetical **r**eference (**PR**) and the **r**eference **l**ist (**RL**) entries for a research paper done at BTC/CGST:

BOOKS   The basic information for the reference list is in the following order: (See Turabian 19.1)

Author's last name, Author's first name. Date of publication. *Title of Book*. Place (City) of Publication: Name of Publishing Company.

Single author

PR   (Henrichsen 1989, 42)

RL   Henrichsen, Walter A. 1989. *Disciples Are Made Not Born*. Wheaton, Illinois: Victor Books.

Notice the use of **headline-style capitalization**, not the sentence-style capitalization.

_____

Two authors

PR   (Kreeft and Tacelli 1994, 83)

RL   Kreeft, Peter, and Ronald K. Tacelli. 1994. *Handbook of Christian Apologetics*. Downers Grove, Illinois: InterVarsity Press.

Note that the second author's name is NOT inverted. "Christian" is capitalized in the title because it is a proper noun.

_____

Author's work translated or edited by another

PR   (Gutierrez 1973, 139)

RL   Gutierrez, Gustavo. 1973. *A Theology of Liberation: History, Politics and Salvation*. Translated and edited by Caridad Inda and John Eagleson. Maryknoll, New York: Orbis Books.

_____

Book in a series naming the series editor

PR   (Marshall 1980, 255)

RL   Marshall, I. Howard. 1980. *The Acts of the Apostles: An Introduction and Commentary*. The Tyndale New Testament Commentaries, edited by R. V. G. Tasker. Leicester, England: Inter-Varsity Press.

Note that when a subtitle is included with the title of the book the two elements are separated by a colon and a space. The subtitle is headline capitalized same as the title.

Another example of a book in a series with a volume number is below:

PR   (Carson 1984, 43)

RL   Carson, D. A. 1984. *Matthew*. The Expositor's Bible Commentary, edited by Frank E.
          Gaebelein, vol. 8. Grand Rapids, Michigan: Zondervan Publishing House.

In the example directly above, the student quoted from page 43 of the commentary on *Matthew*
written by D. A. Carson which is included in volume 8 of The Expositor's Bible Commentary (name
of series is not italicized) edited by Frank E. Gaebelein.

Article/chapter by one author in a work edited by another

PR   (Feinberg 1980, 287)

RL   Feinberg, Paul D. 1980. The Meaning of Inerrancy. In *Inerrancy*, edited by Norman L.
          Geisler, 265-304. Grand Rapids, Michigan: Zondervan.

In the example above, the student quoted from page 287 of Feinberg's article. The article was
actually several pages long (265-304) in the book titled, *Inerrancy*, edited by Norman L. Geisler.
The complete bibliographic information tells all of this so the entire article could be found if a reader
wants to study this subject further.

Thesis or Dissertation

PR   (Manges 2000, 237)

RL   Manges, Ernest Berkey. 2000. "Asceticism and Mary: The Function of Mary's Virginity in
          the Early Fathers From Ignatius to Origen." Ph.D. diss., University of Edinburgh.

Paper presented at a meeting or conference

PR   (Wilkinson 2005)

RL   Wilkinson, Steven D. 2005. "The Use of the Majority Text and Implications for Bible
          Teaching in Filipino Context." Paper presented at the Theological Forum at Asian
          Theological Seminary, Manila, Philippines, February 25.

DICTIONARIES/ENCYCLOPEDIAS. Well-known reference books are generally not listed in reference lists. If quotes were made from specialized dictionaries; i.e., Bible dictionary, the reference list entry would be like the parenthetical reference except there is a capital "S" in S.v. If the dictionary was developed by only one author (not editorial staff) or the title page of the book clearly indicates there was one main editor, the entry would be just like a book with one author. Examples are shown below for both the parenthetical reference (PR) and the reference list (RL) entries:

General dictionary

PR   (*Merriam-Webster's Collegiate Dictionary*, 10th ed., s.v. "sanctification")

RL   *Merriam-Webster's Collegiate Dictionary*. 10th ed. S.v. "sanctification."

Dictionary with one author or main editor indicated

PR   (Richards 1985, 77)

RL   Richards, Lawrence O. 1985. *Expository Dictionary of Bible Words*. Grand Rapids,
              Michigan: Zondervan Publishing House.

Encyclopedia with **un**signed article (no author's name shown at the end of the article)

PR   (*The Encyclopedia Americana*, 1995 ed., s.v. "Rizal, Jose").

RL   *The Encyclopedia Americana*. 1995 ed. S.v. "Rizal, Jose."

Encyclopedia with signed article (author's name is shown at the end of the article)

PR   (Harrison 1986, 449)

RL   Harrison, Roland K. 1986. "Mustard." In *The International Standard Bible Encyclopedia,*
              edited by Geoffrey W. Bromiley et al, 449. Grand Rapids, Michigan: William B.
              Eerdmans Publishing Company.

Author's last name is written first. Periods are used between elements rather than commas.

ELECTRONIC RESOURCES and the INTERNET

Electronic resources are primarily actual compact discs (CDs), diskettes, etc. or online sources. The same basic information is needed from the electronic resources as from the printed materials. The date information was accessed online must be included because these online sources are continually being updated and may change.

Electronic resource

PR   (Beacon 2001)

RL   Beacon, Mavis. 2001. *Mavis Beacon Teaches Typing: 8*. CD-ROM. Novato, California: The
            Learning Company.

Web site

PR   (Google 2010)

RL   Google. 2010. "Privacy Policy." Google Privacy Center. Last modified October 3. Accessed
            March 3, 2011. http://www.google.com/intl/en/privacypolicy.html

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E-mail message

PR   (Dela Cruz 2005)

RL   Dela Cruz, Juan. 2005. E-mail message to author. October 31.

Article published on the Internet

PR   (Toral 2009)

RL   Toral, Janette. 2009. "The Internet: Friend or Foe." *Filipino Youth Ministry Blog,* July 2,
            2009. Accessed June 29, 2016. http://pinoyyouth.org/blog/internet- friend-or-foe.

PERIODICAL SOURCES

<u>JOURNALS</u> (See Turabian 19.2 for other PR and RL examples)

Author's last name, Author's first name. Date of publication. "Title of article. " *Title of Journal*, Issue or volume number (Month/Months of publication): page numbers.

Article in a published journal

PR   (Harper 2001, 113)

RL   Harper, Ann C. 2001. "The *Iglesia ni Cristo* and Evangelical Christianity." *Journal of Asian Mission,* no. 3 (March): 101-119.

Iglesia ni Cristo is italicized because it is a non-English word. The <u>title</u> of the article should not be italicized but the name of the <u>journal</u> is italicized.

Article in an <u>online journal</u>

PR   (Shelley 2014)

RL   Shelley, Marshall. 2014. "Surprising Benefits of Failure." *Leadership Journal* 35, no. 2 (April). Accessed June 28, 2016. http://www.christianitytoday.com/le/2014/ spring/surprising-benefits-of-failure.html.

<u>MAGAZINES and NEWSPAPERS</u> (See Turabian 19.3 for other PR and RL examples)

Author's last name, Author's first name. Date of publication. "Title of article." *Title of Magazine*, Month/Months of publication, page numbers.

Be sure to observe the <u>different punctuation</u> between the journals and magazines.

Magazine article

PR   (Stone 2009, 4)

RL   Stone, Wilbur. 2009. "Same Mission, Different World." *Point*, June/July, 4-6.

Newspaper article

PR   (Lim 2010)

RL   Lim, Cherry Ann T., ed. 2010. "Rock the Cradle." *SunStar Cebu*, June 17, Special report.

GENERAL TYPING RULES

Be sure there are at least one-inch (l") **margins** on all four sides of the sheet of paper. If the final material is to be bound, the left margin should be 1-1/2 inches wide.

All papers should be double-spaced unless the professor has given other instructions for the format.

The page numbers should be centered at least one-half inch from the bottom of the page (this is the standard footer format.) The title page shows no number.

When using a computer, the normal **font size** should be "12" while the most accepted **font style** is "Times New Roman". The text should NOT be justified (right aligned); it should be **only left aligned**.

At the end of a sentence, there should be <u>one space</u> after a period (**.**), question mark (**?**), or exclamation mark (**!**). There should be <u>one space</u> after a comma (**,**) a semicolon (**;**) and a colon (**:**).

Titles of books are either <u>underlined</u> or *italicized*.

Consult Kate L. Turabian's book, *A Manual for Writers of Term Papers, Theses, and Dissertations*, for complete details. This book's call number is: 808
                                                          T84m
Please feel free to ask the librarians for assistance.

Do not space before or after the hyphen in hyphenated words; i.e., up-to-date, first-class, and after-noon. When you hyphenate a word at the end of a line, verify the correct placement of the hyphen between syllables by looking up the word in a dictionary.

A dash is two hyphens--with no space before or after. Computer programs often automatically change this to—but there are still no spaces before or after the dash.

When referring to whole chapters or to whole books of the Bible, spell out the names of the books (do not underline or italicize them). Exact references to scriptural passages, whether used in text or in parenthetical references, **use the proper abbreviations for the names of books of the Bible**. The accepted list of Bible book abbreviations is shown on the next page. The parenthetical reference for scripture would also name the version in abbreviated form; i.e., (2 Tim. 3:16 NIV).

A sample of the format and correct wording for **the title page of papers at BTC/CGST** is included with the sample research paper at the end of this section. All research papers given to a professor should follow this format exactly--follow capitalization, spacing, wording, and punctuation.

Reaction papers or short assignments should have **the standard heading** shown at the top of their first page instead of making a title page. There is a sample of this form at the top of the following page in this Research Guide.

Cebu Graduate School of Theology	June 21, 2010
CL 502 Organizational Behavior & Development	Juan dela Cruz [your name]
Dr. Dennis L. Nordine, Professor	CGST Box # 77 [your box]
Reaction Paper [this phrase identifies what type of assignment this is]	Grade _____

The boxed sample above ⬆ **is the HEADING that should be used on all CGST assignments and informal papers.** (Do not put a box around your heading, however.) Use this format for the heading even for handwritten papers.

The following are the accepted abbreviations for books of the Bible when used in papers at BTC/CGST. According to Turabian you always use the abbreviation when giving a specific reference—do not write out the whole name of the book. This is true whether it is in the text of your paper or it is in a parenthetical reference. If you are referring to a book of the Bible (not a specific reference in that book) then write out the name of the book, not the abbreviation.

Old Testament

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

New Testament

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