



Rocky Mountain College

WRITING STYLE GUIDELINES

**Turabian and APA
style formats**

Revised: June 2010

Rocky Mountain College Writing Style Guidelines

Students need to be aware of and use proper writing styles and citation practices so that they are not inadvertently guilty of plagiarism. In order to accomplish this, academic organizations create style rules that outline how we present things both so that the material is easily accessible to everyone and so that everyone understands what we are claiming as our own and what we are using from others and who they are.

Principles governing proper citation:

1. If you use the ideas or words of other people you must give them credit.
2. If you use the words of others you must either paraphrase what they said and give them credit or quote them precisely and give them credit.
3. When you quote someone you may alter punctuation and capitalization to fit your sentence structure, but any other changes (adding, deleting, or altering a word; italicizing; etc.) must be done in a way that makes it clear there has been a change.

Rocky Mountain College Styles

There are two style formats used at RMC: **American Psychological Association (APA)** for SSCxxx courses and **Turabian** (Chicago) for all other courses. The current editions of these style manuals serve as the final source of determining proper style, but the following general principles and examples are given to assist students in making proper citations. The basic idea of a citation is to provide the information about the source to readers so they can know where the idea/information came from and can find it themselves.

The latest editions of these guides are available in the library:

Publication Manual of the American Psychological Association. 6th edition.
(Washington, DC: American Psychological Association, 2010) In the library's
Reference section at **REF BF 76.7 .P83 2010**

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*.
7th edition. (Chicago: University of Chicago Press, 2007) In the library's
Reference section at **REF LB 2369 .T8 2007** (Normally on reserve during the
school year)

Turabian Style

Although the Turabian style allows for the use of either notes or parenthetical citations, **at RMC we use footnotes and a bibliography.**

Footnotes. A footnote is created by inserting a superscript number, normally at the end of the sentence that requires a note. For example:

According to O'Hanlon, churches in the 21st century will have a difficult time retaining younger members due to "ineffectiveness in understanding the spiritual needs of the urban, multi-racial community."¹

At the bottom of the page a note is created with all the necessary information for the reader of your paper to find the source of the quotation. For example:

¹ Brian O'Hanlon, *Do One Thing Different* (New York: Harper Collins, 2000), 59.

Examples will be given in the following pages for specific types of sources, but the general format for notes is:

Books

¹ Author's First and Last Names, *Title of Book* (Place of Publication: Publisher, Date of Publication), Pages.

Journals

¹ Author's First and Last Names, "Title of Journal Article," *Title of Journal* Volume Number (Date of Publication): Pages.

Shorted Notes

If you cite the same source again in your paper, you can shorten the note to:

¹ Author's Last Name, *Title of Book* or "Title of Journal Article" (up to a maximum of four words), Pages.

Alternately, if you are citing the same source many times in a row, you may use the term *ibid.*, which is Latin for "in the same place." *Ibid.* is capitalized, but not italicized. It is an abbreviation, so *ibid.* must end in a period.

¹ Author's Last Name, *Title of Book* or "Title of Journal Article" (up to a maximum of four words), Pages.

² *Ibid.*, Pages.

Things to remember:

1. Notes are separated from the text by a short, 2" line. Most word processing programs can insert this line automatically.
2. The first line of a footnote is indented five spaces.
3. Notes are always single-spaced, with a space separating notes that are on the same page.
4. The author's name is always listed as first name, last name.
5. For books, the place of publication, publisher and date of publication are always enclosed in parenthesis.

Bibliography. The bibliography is at the end of your paper. The following are basic principles for properly listing sources in assignments at RMC using Turabian Style:

1. Sources used and cited in the text must be listed in the bibliography. Additional resources that were consulted but not referenced may also be listed.
2. Items in the bibliography should be single spaced with an extra space between each entry.
3. Items in a bibliography should be formatted in hanging paragraphs (first line not indented, all the rest indented). **Note: this is the opposite of the footnotes.**
4. The basic style for an entry in the bibliography is:

Books

Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book.* Place of Publication: Publisher, Date.

O'Hanlon, Brian. *Do one thing different.* New York: HarperCollins, 2000.

Journals

Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Title of Journal* Volume Number (Date of Publication): Pages.

Jackson, Richard. "Running Up the Down-Escalator: How Not to Make Progress." *Journal of Contemporary Ideologies* 14 (June):123-134.

- a. Additional information that needs to be included where applicable includes:
 - i. Other authors
 - ii. Translator
 - iii. Editor
 - iv. Article title

- v. Volume number
 - vi. Series title
5. Bibliographies are alphabetized according to the Author's last name. If the same author is referred to in more than one entry, the author's name is replaced with an eight-character line and a period (e.g., _____.) in each of the entries after the first.
 6. Titles in bibliographies are capitalized in headline format—capitalize the first and last words of the title and subtitle and all other words except for:
 - articles (a, an, the), coordinating conjunctions (and, but, or, nor, for, so, yet) and the words to and as, unless these words are the first or last in the title or subtitle.
 - Prepositions or conjunctions, unless they are emphasized.
 - Parts of proper nouns that are normally in lower case format.
 7. Identifying the first city of publication (some publishers have offices in many cities) as listed on the back of the title page of a book is generally sufficient without a country, state or province. If there is confusion possible (e.g., London, England vs. London, Ontario—unless it is clear from the publisher name Cambridge: Harvard University Press vs. Cambridge: Cambridge University Press) or the place is very obscure (e.g., Beaverlodge, Alberta) add state/province or country. Remember, if the publisher is a major publisher in the field in an obscure place (e.g., Englewood Cliffs, New Jersey) you only need the city because it is a well known publisher.

Sample Bibliography Entries and Footnotes

The examples below show how to format entries in bibliographies (**B**) and footnotes (**FN**) for commonly used print and electronic sources. Students should refer to the latest edition of the Turabian manual in the library for unusual sources.

One Author:

B: Able, John Hope. *George Washington Williams: A Biography*. Chicago: University of Chicago Press, 1985.

FN: ¹ John Hope Able, *George Washington Williams: A Biography* (Chicago: University of Chicago Press, 1985), 89.

Two Authors:

B: Baker, Martin and Helen Smith. *Middletown: A Study in American Culture*. New York: Harcourt and Brace, 1929.

FN: ¹ Martin Baker and Helen Smith, *Middletown: A Study in American Culture* (New York: Harcourt and Brace, 1929), 178.

Three Authors:

B: Cooper, Samuel, George Smith, and Henry S. Lucas. *Before Time Began: A Study of Genesis 1-11*. Grand Rapids, MI: Eerdmans, 1978.

FN: ¹ Samuel Cooper, George Smith, and Henry S. Lucas, *Before Time Began: A Study of Genesis 1-11* (Grand Rapids, MI: Eerdmans, 1978), 56-60.

Four or More Authors:

B: Dade, Earl, June Smith, Robert Bateman, and Henry P. Smith. *Where Have All the Flowers Gone: Songs of the Sixties Revisited*. Carol Stream, IL: Christianity Today Inc, 1999.

FN: ¹ Earl Dade et al., *Where Have All the Flowers Gone: Songs of the Sixties Revisited* (Carol Stream, IL: Christianity Today Inc, 1999), 28.

Edited, General Editor, or Compiler:

B: Denham, Marie, ed. *Canons*. Chicago: University of Chicago Press, 1984.

FN: ¹ Marie Denham, ed., *Canons* (Chicago: University of Chicago Press, 1984), 187.

Translation:

B: Eglise, Tomas G. *Church Councils of the Middle Ages: A Compilation of Deliberations*. Translated by Fredrick Sampson. Oxford: Oxford University Press, 1976.

FN: ¹ Tomas G. Eglise, *Church Councils of the Middle Ages: A Compilation of Deliberations*, trans. Fredrick Sampson (Oxford: Oxford University Press, 1976), 234.

Single Chapter in an Edited Book:

B: Katerberg, William H. "Redefining Evangelicalism in the Canadian Anglican Church: Wycliffe College and the Evangelical Party, 1867-1995." In *Aspects of the Canadian Evangelical Experience*, edited by George.A. Rawlyk, 171-188. Montreal: McGill-Queen's University Press, 1997.

FN: ¹ William H. Katerberg, "Redefining Evangelicalism in the Canadian Anglican Church: Wycliffe College and the Evangelical Party, 1867-1995," in *Aspects of the Canadian Evangelical Experience*, ed. George.A. Rawlyk (Montreal: McGill-Queen's University Press, 1997), 176.

Volume in Multivolume Work by Same Author(s) or Editor:

Example #1: Individual volume has a different title than the work as a whole.

B: Pelikan, Jaroslav. *Christian Doctrine and Modern Culture (since 1700)*. Vol. 5 of *The Christian Tradition: A History of the Development of Doctrine*. Chicago: University of Chicago Press, 1989.

FN: ¹ Jaroslav Pelikan, *Christian Doctrine and Modern Culture (since 1700)*. Vol. 5 of *The Christian Tradition: A History of the Development of Doctrine* (Chicago: University of Chicago Press, 1989), 16.

Example #2: All volumes have the same title, but you are only citing one volume of the set:

B: Pannenberg, Wolfhart. *Systematic Theology*. Vol. 2. Translated by Geoffrey W. Bromiley. Grand Rapids, MI: William B. Eerdmans, 1994

FN: ¹ Wolfhart Pannenberg, *Systematic Theology*, trans. Geoffrey W. Bromiley (Grand Rapids, MI: William B. Eerdmans, 1994), 2:145.

Example #3: Multivolume work as a whole:

If you use more than one volume of a multivolume set, cite the whole work in your reference list, but cite the volume number in the footnote.

B: Pannenberg, Wolfhart. *Systematic Theology*. 3 vols. Translated by Geoffrey W. Bromiley. Grand Rapids, MI: Eerdmans, 1991-98.

FN: ¹ Wolfhart Pannenberg, *Systematic Theology*, trans. Geoffrey W. Bromiley (Grand Rapids, MI: William B. Eerdmans, 1994), 2:145.

Book in a Series

This is the best way to cite most commentaries that are part of a commentary series (i.e. New International Commentary on the New Testament, NIV Application Commentary, etc).

B: Budd, Philip J. *Numbers*. Word Biblical Commentary. Waco, TX: Word, 1984.

FN: ¹ Philip Budd, *Numbers*, Word Biblical Commentary, (Waco, TX: Word, 1984), 98.

Print Journal Article

Example #1: Journal is published in annual volumes (14) and several issues identified by month.

B: Jackson, Richard. "Running Up the Down-escalator: How Not to Make Progress." *Journal of Contemporary Ideologies* 14 (June 1979): 123-34.

FN: ¹ Richard Jackson, "Running Up the Down-escalator: How Not to Make Progress," *Journal of Contemporary Ideologies* 14 (June 1979): 127.

Example #2: Journal is published in annual volumes (45) and numbered issues.

B: Jones, R. T. "Samuel as Priest: Studies in Ugaritic Backgrounds to the Old Testament." *Journal of Biblical Literature* 45, no. 4 (December 2003): 334-402.

FN: ¹ R.T. Jones, "Samuel as Priest: Studies in Ugaritic Backgrounds to the Old Testament," *Journal of Biblical Literature* 45, no. 4 (December 2003): 350.

Journal Articles from the Internet or an Online Database

For the bibliography, follow the same procedure as for citing a print journal, and add the URL and the date the article was accessed at the end of the citation. For the footnote include the page number if possible.

B: Harknett, Kristen. "The Relationship Between Private Safety Nets and Economic Outcomes Among Single Mothers." *Journal of Marriage and Family* 68, no. 1 (Feb. 2006): 172-92. <http://proquest.umi.com/pqdweb?did=1004903041&sid=2&Fmt=4&clientId=79428&RQT=309&VName=PQD> (accessed April 27, 2007).

FN: ¹ Kristen Harknett, "The Relationship Between Private Safety Nets and Economic Outcomes Among Single Mothers," *Journal of Marriage and Family* 68, no. 1 (Feb. 2006): 174, <http://proquest.umi.com/pqdweb?did=1004903041&sid=2&Fmt=4&clientId=79428&RQT=309&VName=PQD> (accessed April 27, 2007).

B: Seales, Chad E. "Burned over Bono: U2's rock 'n' roll Messiah and His Religious Politic." *Journal of Religion and Popular Culture* XIV (Fall 2006). <http://www.usask.ca/relst/jrpc/art14-bono-print.html> (accessed May 2, 2007).

FN: ¹ Chad E. Seales, "Burned over Bono: U2's rock 'n' roll Messiah and His Religious Politic." *Journal of Religion and Popular Culture* XIV (Fall 2006), under "Overcoming Globalization: Bono Prays for Africa," <http://www.usask.ca/relst/jrpc/art14-bono-print.html> (accessed May 2, 2007).

Encyclopedia Articles – Well known encyclopedias do not need to be in the bibliography, but should be cited in footnotes. The example is how the citation would appear in the note. Publication data of major encyclopedias is not given, but the edition number is critical. (Note: s.v. means *sub verso* or “see under”)

FN: ¹ *Encyclopaedia Britannica*, 12th ed., s.v. “Christianity”

For reference works that are less well known, include the publication details in your notes, and list the work in your bibliography. If the article is signed by an author, treat the citation as a “Single Chapter in an Edited Book” (see above).

Signed Article

B: Byrne, Brendan. “Beloved Disciple.” In *Anchor Bible Dictionary*, edited by David Noel Freedman, 1:658-61. New York: Doubleday, 1992.

FN: ¹ Brendan Byrne, “Beloved Disciple,” in *Anchor Bible Dictionary*, ed. David Noel Freedman (New York: Doubleday, 1992), 659.

Unsigned Article:

B: *Revell Bible Dictionary*. Old Tappan, N.J.: Fleming H. Revell, 1990.

FN: ¹ *Revell Bible Dictionary*, (Old Tappan, N.J.: Fleming H. Revell, 1990), s.v. “eunuch”.

Oral Presentation:

B: Munsch, Robert L. “The Importance of Reading.” Lecture in Introduction to Children’s Ministry course, Rocky Mountain College, Calgary, AB, September 23, 2003.

FN: ¹ Robert L. Munsch, “The Importance of Reading” (lecture in Introduction to Children’s Ministry Course, Rocky Mountain College, Calgary, AB, September 23, 2003).

Bible:

The Bible does not need to be included in a bibliography, but does need to be cited as a parenthetical citation. Include the version you are using in brackets in the first citation. For abbreviations of Biblical books see the appendix.

PC: (John 3:16 [NIV])

Websites:

For websites that are not journal articles or electronic books (see above), include as much of the following information as possible: author, title of page (in roman type, enclosed in quotation marks), title or owner of the website, URL, and access date.

B: McLaren, Brian. "A Friendly Note to My Critics." Brian D. McLaren.
<http://www.brianmclaren.net/emc/archives/imported/a-friendly-note-to-my-critics.html>
(accessed June 3, 2008).

FN: ¹ Brian McLaren, "A Friendly Note to My Critics," Brain D. McLaren,
<http://www.brianmclaren.net/emc/archives/imported/a-friendly-note-to-my-critics.html> (accessed
June 3, 2008).

Use descriptive phrases for content from informal sites where normal titles may be lacking.

B: Pellegrino, Joseph. Homepage. <http://www.english.eku.edu/pellegrino/default.htm>. (accessed
June 12, 2001).

FN: ¹ Joseph Pellegrino, Homepage, <http://www.english.eku.edu/pellegrino/default.htm>.
(accessed June 12, 2001).

Online Audio or Video File:

B: Levy, David M. "No Time to Think." GoogleTechTalks. Youtube.
<http://www.youtube.com/watch?v=KHGcvj3JiGA> (accessed June 23, 2010).

FN: ¹ David M. Levy, "No Time to Think," GoogleTechTalks, Youtube,
<http://www.youtube.com/watch?v=KHGcvj3JiGA> (accessed June 23, 2010).

Motion Pictures

B: Joseph Fiennes, Alfred Molina, Jonathan Firth, Claire Cox, Peter Ustinov, Bruno Ganz, Uwe Ochsenknecht, Matheiu Carriere, Benjamin Sadler., *Luther*, DVD. Directed by Eric Till. Santa Monica, CA: MGM Home Entertainment, 2003.

FN: ¹ Joseph Fiennes et al., *Luther*, DVD, directed by Eric Till (Santa Monica, CA: MGM Home Entertainment, 2003).

Format Issues - Turabian

Student papers need to adhere to the following basic format guidelines:

1. **Paper** – Standard 8.5" X 11" 20 lbs. white copy paper. Do not use coloured paper unless you have permission of instructor.
2. **Font** – 12 point black Times New Roman or similar. Only bold appropriate headings; use italics to add emphasis. Use the same font size throughout the paper except for the use of subscripts and superscripts as required. Do not use smaller font to get more in less space—learn the discipline of editing and communicating the most important elements. Do not use larger fonts for headings. Do not use any coloured fonts.
3. **Headings** – Use the following as adapted from the *Turabian Manual* (2007, 398-99):

- a. Level one: centered, bold, first letter capitalized:

Early Church Fathers and Councils

During the first 300 years of the church, despite persecution and discord, agreement on several key issues of orthodoxy slowly emerged. However, that agreement did not come easily. . .

- b. Level two: centered, normal font, first letter capitalized:

North African Leaders and Churches

Despite geographical and chronological proximity, the difference among the views of the leaders of the churches in North Africa during this period was particularly pronounced. . .

- c. Level three: left margin, bold, first letter capitalized:

Tertullian and Cyprian

The view of the Libyan School centered in Carthage on the issue of the divinity of Jesus, derived from the conservative, as compared to the Alexandrians, leadership of Tertullian. . .

- d. Level four: left margin, normal font, capitalized as a sentence:

Tertullian's arguments for the divinity of Jesus.

Tertullian's greatest contribution to the development of the orthodox view of the divinity of Christ occurred despite his apparent drift into Montanism. Tertullian argued that . . .

- e. Level five: indented as part of the paragraph, bold, capitalized as a sentence, ending in a period:

Impact of Tertullian's views on orthodoxy. Tertullian's explanation that Jesus was the physical manifestation of the eternal Godhead closely resembles the expressions used in the next century. . .

Note: You do not have to use all the heading levels in a paper (e.g., you could use just levels one, three, and five), but you must keep them in the same order.

4. **Paragraphs** – Double space the body of the paper, including title page and table of contents. Indent the first line. Justify left. Do not add additional lines or spaces between paragraphs.
5. **Margins** – 1 inch (2.5 cm) on all sides.
6. **Page numbers** – Begin on first page of the body in the top right header (1 inch from right edge 0.5 inches from top edge). Do not number the title page. Number the table of contents beginning with the Roman numeral ii. The first page of text begins with Arabic numeral 1. Page numbers should include the author's last name (e.g., Smith 7) so that if the paper is separated it can be restored easily.
7. **Quotations** – For quotations of four lines or less, enclose the quote in double quotation marks and incorporate the quote into your text. For quotations longer than five lines use a block quotation. Leave a space above and below the quote, indent the text of the quotation five lines, and single-space the quotation. Do not use quotations marks. Insert the footnote at the end of the quotation. See the sample Turabian paper for examples of quotations.
8. **Binding** – Staple pages in the top left hand corner. Do not add covers or binders unless asked to by your instructor.

Example of a Title Page

8 single spaces (plus 1" border)

**This is Turabian
Style**

THEMES IN THE BOOK OF JOB

8 single spaces

An Assignment

Presented to

Professor George McKnight

Rocky Mountain College

10 single spaces

BBL344 Old Testament in Modern Culture

4 single spaces

by

William Smith

September 20, 2005

Box #555

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Style**

CONTENTS

Four single spaces

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Introduction

The Book of Job is an excellent example of wisdom literature of the Ancient Near East. Edwards and Gleason called it “a jewel of ancient philosophic literature”.¹ Within the pages of the text, one finds gems of wisdom and folly. Having been dated by some as early as 1800 B.C. or as late as 350 A.D. the date of the book proves elusive.² However, the book evidences a primitive worldview and is similar in tone to works of the Sumerian and Babylonian periods.³ Watson noted that while the date of composition is unknown, the content is thematic and that is the focus of this investigation.⁴

Issues Introduced

In order to understand the nature of the themes of the book, it is necessary to explore how the book has been viewed throughout church history and then to understand the influence of various presuppositions on the interpretations offered. The text itself, in the first two chapters, portrays the issues as a test of Job’s integrity as proposed by Satan to God; but Job is not aware of this test. Job is “blameless and upright, a man who fears God and shuns evil” (Job 1:8b [NASB]). Therefore the trials Job encounters are not seen by Job or his counselors within the same context as for the reader. Job is left to reason for himself why he is suffering, in his opinion, undeservedly.

¹ Frank Edwards and William Gleason, *Ancient Philosophical Wisdom Literature: Message and Meaning* (Sheffield: U of Sheffield Press, 1996), 14.

² See Samuel Jones, *The Book of Job: A Commentary* (Minneapolis, MN: Fortress Press, 2001) 223 and Andrew Weinstein, “Dating Job: A New Perspective,” *Journal of Biblical Literature* 134, no.4 (September 1995): 378.

³ Michael Early, *The Way the Ancients Looked at the World* (New York: Random House, 2005), 332.

⁴ Amy Watson, “Job, Book of,” in *Anchor Bible Dictionary*, ed. David Noel Freedman (New York: Doubleday, 1992), 3:659.

<p>This is Turabian Style</p>
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The Purpose of Job

Keith says the purpose of the Book of Job “is to present a stark contrast between the fatalism of human reasoning and the gracious omnipotence of God.”⁵ He observes that reason alone yields a negative assessment of the human condition which leaves the atheist and agnostic without understanding of suffering. On the other hand, from a perspective of faith suffering can be counted as a blessing rich with reward (James 1:4).⁶

Suffering as Retribution

At least by the second century, some church leaders saw suffering as an act of God to punish the wayward believer.⁷ Clement of Tarsus in about 165 A.D. said:

whatsoever man has done is just and sufficient cause for God to issue a decree of guilty and to vent on him the full measure of divine wrath and condemnation. In so far as man is found to suffer is a corollary of the length and breadth of his sinful state and actions. If a believer has sinned, be it certain that God, in His almighty justice, is punishing His beloved son or daughter as a means of chastising the prodigal, in hope that they will soon return to the fold of God.⁸

God was viewed as just above all other attributes. This same view seems to be expressed by Job’s companions. Dave Barry portrays the same view today when he says “if you don’t serve the boss right, you don’t get paid.”⁹

Throughout Church History

⁵ Chris Keith, “Notes on Job,” Alberta Theological Seminary, <http://www.ats.ab.ca/keith/notesjob.html> (accessed May 3, 2007).

⁶ Edwards and Gleason, *Ancient Philosophical Literature*, 221.

⁷ Mary Kitchen et al., *Suffering in the Thought of the Early Church Fathers* (Grand Rapids, MI: Baker Academic, 1997) 44.

⁸ Quoted in Jones, *The Book of Job*, 221.

⁹ Dave Barry, “Story of My Life,” *Chicago Tribune*, August 13, 2004.

Examples of a variety of interpretations of Job can be found. Some of the most colourful are those found among the school of Carthage where allegorization was the normative method of interpretation.

Tertullian

Tertullian lived in Carthage during the second century and was a key leader in the development of Christology. However, his interpretation of Job was less valuable.

Pre-Montanist. Jones demonstrates that Tertullian first viewed Job as a parable of the suffering of Jesus. He shows that Tertullian saw Job as a “type” of Christ and his companions as representing the views of the Pharisees.¹⁰

Montanist. Despite his elaborate portrayal of Job as the innocent, unfairly persecuted representative of humankind, Tertullian’s view is not compelling as a viable presentation of the key themes as in his later, Montanist period, he retracted this interpretation and proffered that Job was in fact a metaphor for the Roman church. Even then, he did not account for the development of the theme of the book through chapters 38 – 41 when God rebukes Job for his arrogance.

In Modern Writings

The themes of Job are repeated in current literature. For just one example, the popular Lord of the Rings trilogy by J. R. R. Tolkien addresses the issue when it presents Frodo as undeservedly suffering at the hands of Peter Pan, Aslan and Captain Kangaroo, which Berry sees as a direct reference to the Trinitarian God of the Bible.¹¹ Whether or not that is relevant is debatable. However, Weinstein makes a direct connection between Job’s condition in the

¹⁰ Jones, *Commentary on Job*, 23.

¹¹ Barry, *Story of My Life*.

context of the General Assembly of the United Nations speech by Leonid Krushev in 1967 at the height of the Cold War when Krushev said, “We shall bury you!”¹²

While many authors deny a direct connection to the themes of Job others find there are several points of direct dependence.¹³ ...

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Style**

¹² Weinstein, “Dating Job”, 367.

¹³ Those denying a connection to Job include J.K. Rowling, “It’s Not About Job,” *Journal of Fantasy Literature*. 34, no. 3 (October 2001): 142, http://infotrac.galegroup.com/itw/infomark/386/572/6164601w18/purl=rc1_SP00_0_A138400620&dyn=3!xrn_2_0_A138400620?sw_aep=rockymc (accessed May 16, 2007); Dan Brown, “Job For Today” (lecture in Introduction to Christian Theology class, Rocky Mountain College, Calgary, AB, September 23, 2004), and Barry, *Story of My Life*. For an alternate view see Kitchen, *Suffering*, 22.

BIBLIOGRAPHY

Two single spaces

- Barry, Dave. "Story of my life." *Chicago Tribune*. August 13, 2004.
- Brown, Dan. "Job for today." Lecture in "Introduction to Christian Theology" Rocky Mountain College, Calgary, AB, September 23, 2004.
- Early, Michael. *The Way the Ancients Looked at the World*. New York: Random House, 2005.
- Edwards, Frank and William Gleason. *Ancient Philosophical Wisdom Literature: Message and Meaning*. Sheffield: U of Sheffield Press, 1996.
- Jones, Samuel. *The Book of Job: A Commentary*. Minneapolis, MN: Fortress Press, 2001.
- Keith, Chris. "Notes on Job." Alberta Theological Seminary.
www.ats.ab.ca/keith/notesjob.html. (accessed May 3, 2007).
- Kitchen, Mary, Kevin Smith, Toby Macintyre, and Jane Doe. *Suffering in the Thought of the Early Church Fathers*. Grand Rapids, MI: Baker Academic, 1997.
- Rowling, J.K. 2001. "It's not about Job." *Journal of Fantasy Literature*. 34, no. 3 (October 2001): 135-44. http://infotrac.galegroup.com/itw/infomark/386/572/6164601w18/purl=rc1_SP00_0_A138400620&dyn=3!xrn_2_0_A138400620?sw_aep=rockymc (accessed May 16, 2007).
- Watson, Amy. "Job, Book of." In *Anchor Bible Dictionary*, edited by David Noel Freedman, 3: 858-68. New York: Doubleday, 1992.
- Weinsteigen, Andrew. "Dating Job: A New Perspective." *Journal of Biblical Literature* 134, no. 4 (September 1995): 334-402.

**This is Turabian
Style**

American Psychological Association (APA) Style

In-text Citations. For in-text citation the basic style is: (Last name, date, page number):

1. If there are two authors, both names are listed joined by ampersand (&)—do not use “and” (e.g., Smith & Jones, 2004 or Smith, Jones, & Black 2004). However, the ampersand is used only within parentheses, as indicated below:

as has been shown (Smith & Jones, 2004)
Smith and Jones (2004) have demonstrated

If there are three to five authors, list all authors in the first in-text citation (Baker, Smith, and Black, 1929). In subsequent citations use the first author followed by et al. (Baker et al, 1929)

If there are six or more authors, list the first author followed by et al. (Cooper et al., 1978)

Page numbers must be supplied for all direct quotations.

described as “nightmare of nuance” (Safire, 2001, p. 36)

2. If there would be confusion between two or more in-text citations, additional information is added to make it clear which is referred to, both in the in-text citation and the reference list.
 - a. If there is more than one publication by the same author in the same year, letters are used after the date to distinguish each one (e.g., Smith, 2004a; Smith, 2004b).
 - b. If there is more than one primary author with the same last name, even if the year of publication is different, initials are used in all text citations to distinguish between them (e.g., P. D. Smith, 2001 and G. W. Smith, 1998).

Reference List. The following are basic principles for properly listing sources in assignments at RMC using APA Style:

1. All sources cited in the text must be included in the references list at the end of the paper. Do *not* include additional resources that were consulted but not referenced.
2. The references list begins a new page. The heading for this section is: References. It is not capitalized, bolded, nor underlined.

3. Items in your reference list should be double spaced with no extra space between entries.
4. Items in a reference list should be formatted in hanging paragraphs (first line not indented all the rest indented).
5. The basic style for an entry in the reference list is:

Last name, Initials. (Date). *Title: Subtitle*. City, State/Province: Publisher.

O'Hanlon, B. (2000). *Do one thing different*. New York, NY: HarperCollins.

6. For periodicals/journals the basic style is:

Last name, Initials. (Date). Article Title. *Journal Title*, Volume number, pages.

Jackson, R. (1979). Running up the down-escalator: How not to make progress. *Journal of Contemporary Ideologies*, 14, 123-134.

7. For periodicals/journals paginated by issue, the issue number must be included along with the volume number: 45(2)
8. Additional information that needs to be included where applicable includes:
 - i. Other authors
 - ii. Translator
 - iii. Editor
 - iv. Article title
 - v. Volume number
 - vi. Series title

9. Reference lists are alphabetized according to the Author's last name.
10. If there is more than one entry by the same author, these are listed in chronological order, beginning with the earliest.
11. One author entries precede multiple author entries beginning with the same surname.
12. Where there is more than one author, use ampersand (&), not "and" to join them.
13. Titles in reference lists are capitalized in sentence format—only the first word of the title and of the subtitle and proper nouns are capitalized.
14. Provide the location of the publisher: city and state, or if outside the USA, the city and country. The location of the publisher is the first city of publication as listed

on the back of the title page of a book (some publishers have offices in many cities). Use the official two letter U.S. Postal Service abbreviations for states.

New York, NY: McGraw-Hill
Toronto, Canada: Nelson

Sample References and Citations

The examples below show how to format references (**R**) and citations (**C**) to commonly used print and electronic sources. For unusual sources, students should refer to the latest edition of the APA manual in the library: American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC.

One Author:

R: Able, J.H. (1985). *George Washington Williams: A biography*. Chicago, IL: University of Chicago Press.

C: (Able, 1985, p. 58)

Two to Seven Authors:

R: Baker, M., & Smith, H. (1929). *Middletown: A study in American culture*. New York, NY: Harcourt and Brace.

C: **Two authors:** (Baker & Smith, 1929, p. 178)

Three to five authors: List all authors in the first in-text citation (Baker, Smith, and Black, 1929). In subsequent citations use the first author followed by et al. (Baker et al, 1929)

Six or more authors: List the first author followed by et al. (Cooper et al., 1978)

More Than Seven Authors:

List the first six authors, follow with three ellipsis dots, and then list the last author:

R: Cooper, S., Smith, G., Doe, J., Williams, T., Godfrey, M., Bland, D., . . . Lucas, H.S. (1978). *Before time began: A study of Genesis 1-11*. Grand Rapids, MI: Eerdmans.

C: (Cooper et al., 1978, pp. 56-60)

Four or More Authors:

R: Dade, E., Smith, J., Bateman, R., & Smith, H.P. (1999). *Where have all the flowers gone: Songs of the Sixties revisited*. Carol Stream, IL: Christianity Today Inc.

C: (Dade et al., 1999, p. 28)

Edited, General Editor, or Compiler:

R: Denham, M. (Ed.). (1984). *Canons*. Chicago, IL: University of Chicago Press.

C: (Denham, 1984, p. 187)

Translation:

R: Eglise, T. G. (1976). *Church councils of the Middle Ages: A compilation of deliberations*. (F. Sampson, Trans.). Oxford, England: Oxford Press.

C: (Eglise, 1976, p. 234)

Single Chapter in an Edited Book:

R: Katerburg, W.H. (1997). Redefining evangelicalism in the Canadian Anglican Church: Wycliffe College and the evangelical party, 1867-1995. In G.A. Rawlyk (Ed.), *Aspects of the Canadian Evangelical Experience* (pp. 171-188). Montreal, Canada: McGill-Queen's University Press.

C: (Katerburg, 1997, p. 176)

Volume in a Multivolume Work by Same Author(s) or Editor:

Example #1: Individual volume has a different title than the work as a whole.

R: Pelikan, J. (1989). Christian doctrine and modern culture (since 1700). Vol 5. In J. Pelikan. *The Christian tradition: A history of the development of doctrine*. Chicago, IL: University of Chicago Press.

C: (Pelikan, 1989, p. 23)

Example #2: All volumes have the same title.

R: Pannenberg, W. (1991-1998). *Systematic Theology* (G.W. Bromiley, Trans.) Grand Rapids, MI: Eerdmans. (Original work published 1988-1993)

C: (Pannenberg, 1991-1998, vol. 2: 150)

Book in a Series:

This is the best way to cite most commentaries that are part of a commentary series (i.e., New International Commentary on the New Testament, NIV Application Commentary, etc.).

R: Budd, H. (1984) Numbers. *Word Biblical Commentary*. Waco, TX: Word.

C: (Budd, 1984, p. 98)

Print Journal Article (Note: The title of the journal is capitalized on each main word):

Example 1. Journal is published in annual volumes with continuous pagination between issues (i.e., vol.14, no.1 ends at p. 85, vol.14, no. 2 begins at p. 86).

R: Jackson, R. (1979). Running up the down-escalator: How not to make progress. *Journal of Contemporary Ideologies*, 14, 123-134.

C: (Jackson, 1979, p. 127)

Example 2. Journal is published in annual volumes and numbered issues with pages numbered by issue (i.e., vol. 45, no. 1 ends on page 122, and issue no. 2 starts re-numbering with page 1).

R: Jones, R. T. (2003). Samuel as priest: Studies in Ugaritic backgrounds to the Old Testament. *Journal of Biblical Literature*, 45(4), 334-402.

C: (Jones, 2003, p. 350)

Journal Article with DOI number from an Online Database:

Many online articles now include a digital object identifier (DOI) number. If the article includes a DOI number, use it instead of a URL:

R: Khambalia, A., MacArthur, C., & Parkin, P. (2005). Peer and Adult Companion Helmet Use Is Associated With Bicycle Helmet Use by Children. *Pediatrics*, 116(4), 939-942.
doi:10.1542/peds.2005-0518

C: (Khambalia, MacArthur, & Parkin, 2005, p. 940)

If the article does not have a DOI number, use the URL for the journal's homepage (not the URL of the database).

R: Khambalia, A., MacArthur, C., & Parkin, P. (2005). Peer and Adult Companion Helmet Use Is Associated With Bicycle Helmet Use by Children. *Pediatrics*, *116*(4), 939-942.
Retrieved from <http://www.pediatrics.org>

C: (Khambalia, MacArthur, & Parkin, 2005, p. 940)

Journal Article from the Internet:

R: Seales, C. (2006) Burned over Bono: U2's rock 'n' roll Messiah and his religious politic. *Journal of Religion and Popular Culture*, *XIV*. Retrieved May 2, 2007, from <http://www.usask.ca/relst/jrpc/art14-bono-print.html>

C: (Seales, 2006, para. 6) **Note: if an Internet article does not provide page numbers provide the number of the paragraph you are citing.**

Encyclopedia Articles - These need to be included in the reference list.

Signed Articles:

R: Byrne, B. (1992). Beloved disciple. In *Anchor Bible dictionary* (Vol. 1, pp. 658-661). New York, NY: Doubleday.

C: (Byrne, 1992, p. 662)

Unsigned Articles: Place the title in the author position.

Oral Presentation:

R: Munsch, R.L. (2003, September). The importance of reading. Lecture given the class Introduction to Children's Ministry at Rocky Mountain College, Calgary, AB.

C: (Munsch, 2003)

Bible:

Reference entries are not required for the Bible; simply identify in the first citation in the text the version you used.

C: (John 3:16 [New International Version])

Websites (see also: <http://www.bedfordstmartins.com/online/citex.html>):

For websites that are not journal articles or electronic books (see above), include as much of the following information as possible:

Last name, initials. (Date). *Title of work*. Retrieved from URL.

R: McLaren, B. (2006) *A friendly note to my critics*. Retrieved from http://www.brianmclaren.net/archives/2006/07/a_friendly_note_to_my_critics_382.html

C: (McLaren, 2006, para. 3)

If the content is likely to change, also give the date the content was retrieved:

R: Pellegrino, J. (1999). *Homepage*. Retrieved June 12, 2001 from <http://www.english.eku.edu/pellegrino/default.htm>

C: (Pellegrino, 2001, para. 8)

Website from a university Website or Government Agency

Include the name of the university or government agency in the retrieval statement:

R: Hummel, T. (1999). *Dutch Pedestrian Safety Review*. Retrieved from U.S. Department of Transportation, Federal Highway Administration, MacLean, VA, Turner-Fairbank Highway Research Center website: <http://www.fhwa.dot.gov/tfhrc/safety/pubs/99092/99092.pdf>

C: (Hummel, 1999)

Online Audio or Video File

R: Levy, D. (2008, March 5). GoogleTechTalks: No time to think [Video file]. Retrieved from <http://www.youtube.com/watch?v=KHGcvj3JiGA>

C: (Levy, 2008)

Motion Pictures

R: Till, E. (Director). (2004). *Luther* [DVD]. United States: MGM Home Entertainment.

C: (Till, 2004)

Format Issues - APA

Student papers must adhere to the following basic format guidelines:

1. **Paper** – Standard 8.5" X 11" 20 lbs. white copy paper. Do not use coloured paper unless you have permission of instructor.
2. **Font** – 12 point black Times New Roman or similar. Use italics to add emphasis. Use the same font size throughout the paper except for the use of subscripts and superscripts as required. Do not use smaller font to get more in less space— learn the discipline of editing and communicating the most important elements. Do not use larger fonts for headings. Do not use any coloured fonts.
3. **Headings** – Use the following levels of headings as adapted from the APA *Publication Manual* (2010, pp. 62-63):

- a. Level 1: Centred, Boldface, Uppercase and Lowercase Heading:

Early Church Fathers and Councils

During the first 300 years of the church, despite persecution and discord, agreement on several key issues of orthodoxy slowly emerged. However, that agreement did not come easily. .

- b. Level 2: Flush Left, Boldface, Uppercase and Lowercase Heading:

North African Leaders and Churches

Despite geographical and chronological proximity, the difference among the views of the leaders of the churches in North Africa during this period was particularly pronounced. . .

- c. Level 3: Indented, boldface, lowercase paragraph heading ending with a period:

Tertullian and Cyprian. The view of the Libyan School centered in Carthage on the issue of the divinity of Jesus, derived from the conservative, as compared to the Alexandrians, leadership of Tertullian. . .

- d. Level 4: ***Indented, boldface, italicized, lowercase paragraph ending with a period:***

Tertullian's arguments for the divinity of Jesus. Tertullian's greatest contribution to the development of the orthodox view of the divinity of Christ occurred despite his apparent drift into Montanism. Tertullian argued that . . .

- e. Level 5: *Indented, italicized, lowercase paragraph heading ending with a period:*

Impact of Tertullian's views on orthodoxy. Tertullian's explanation that Jesus was the physical manifestation of the eternal Godhead closely resembles the expressions used in the next century. . .

You do not have to use all the heading levels in a paper (e.g., you could use just levels one, two, and three), but you must use them in the order listed.

4. **Paragraphs** -- Double space the body of the paper, including title page. Indent the first line of all paragraphs. Justify left. Do not add additional lines or spaces between paragraphs.
5. **Margins** -- 1 inch (2.5 cm) on all sides.
6. **Page Numbers and Running Head** – Number your pages with Arabic numerals, beginning with the title page. In the upper-right hand corner of each page create a running head, which is a short form of your paper's title. Capitalize words four letters or longer. On the title page, begin the running head with Running head:
7. **Quotations** -- For quotations of less than 40 words, enclose the quote in double quotation marks and incorporate the quote into your text. If the quote occurs at the end of your sentence, close the quote with double quotations marks, provide the in-text citation, and close the sentence with punctuation. For quotations longer than 40 words use a block quotation. Indent the text of the quotation five lines and double-space the quotation. Do not use quotations marks. Insert the in-text citation at the end of the quotation outside of the closing punctuation mark. See the sample APA paper for examples of quotations.
8. **Binding** -- Staple pages in the top left hand corner. Do not add covers or binders unless asked to by your instructor.

8 single spaces (plus 1" border)

**This is APA
Style**

Themes in the Book of Job

8 single spaces

An Assignment

Presented to

Professor George McKnight

Rocky Mountain College

10 single spaces

BBL344 Old Testament in Modern Culture

4 single spaces

by

William Smith

September 20, 2005

Box #555

Themes in the Book of Job

The Book of Job is an excellent example of wisdom literature of the Ancient Near East. Edwards and Gleason (1996) called it “a jewel of ancient philosophic literature” (p. 14). Within the pages of the text, one finds gems of wisdom and folly. Having been dated by some as early as 1800 B.C. (Jones, 2001) or as late as 350 A.D. (Weinsteigen, 1995), the date of the book proves elusive. However, the book evidences a primitive worldview and is similar in tone to works of the Sumerian and Babylonian periods (Early, 2005). Watson (1992) noted that while the date of composition is unknown, the content is thematic and that is the focus of this investigation.

In order to understand the nature of the themes of the book, it is necessary to explore how the book has been viewed throughout church history and then to understand the influence of various presuppositions on the interpretations offered. The text itself, in the first two chapters, portrays the issues as a test of Job’s integrity as proposed by Satan to God; but Job is not aware of this test. Job is “blameless and upright, a man who fears God and shuns evil” (Job 1:8b [New American Standard Bible]). Therefore the trials Job encounters are not seen by Job or his counselors within the same context as for the reader. Job is left to reason for himself why he is suffering, in his opinion, undeservedly.

The Purpose of Job

Keith (2007) says the purpose of the Book of Job “is to present a stark contrast between the fatalism of human reasoning and the gracious omnipotence of God” (para. 4). He observes that reason alone yields a negative assessment of the human condition which leaves the atheist and agnostic without understanding of suffering. On the other hand, from a perspective of faith (James 1:4) suffering can be counted as a blessing rich with reward (Edwards and Gleason, 1996).

Suffering as Retribution

At least by the second century, some church leaders saw suffering as an act of God to punish the wayward believer (Kitchen et. al., 1997). Clement of Tarsus in about 165 A.D. said: whatsoever man has done is just and sufficient cause for God to issue a decree of guilty and to vent on him the full measure of divine wrath and condemnation. In so far as man is found to suffer is a corollary of the length and breadth of his sinful state and actions. If a believer has sinned, be it certain that God, in His almighty justice, is punishing His beloved son or daughter as a means of chastising the prodigal, in hope that they will soon return to the fold of God. (as cited in Jones 2001, p. 221)

God was viewed as just above all other attributes. This same view seems to be expressed by Job's companions. Dave Barry portrays the same view today when he says "If you don't serve the boss right, you don't get paid" (2004, p. C13).

Throughout Church History

Examples of a variety of interpretations of Job can be found. Some of the most colourful are those found among the school of Carthage where allegorization was the normative method of interpretation.

Tertullian. Tertullian lived in Carthage during the second century and was a key leader in the development of Christology. However, his interpretation of Job was less valuable.

Pre-Montanist. Jones (2001) demonstrates that Tertullian first viewed Job as a parable of the suffering of Jesus. He shows that Tertullian saw Job as a "type" of Christ and his companions as representing the views of the Pharisees.

Montanist. Despite his elaborate portrayal of Job as the innocent, unfairly persecuted representative of humankind, Tertullian's view is not compelling as a viable presentation of the

key themes as in his later, Montanist period, he retracted this interpretation and proffered that Job was in fact a metaphor for the Roman church. Even then, he did not account for the development of the theme of the book through chapters 38 – 41 when God rebukes Job for his arrogance.

In Modern Writings

The themes of Job are repeated in current literature. For just one example, the popular Lord of the Rings trilogy by J. R. R. Tolkien (1954-1955) addresses the issue when it presents Frodo as undeservedly suffering at the hands of Peter Pan, Aslan and Captain Kangaroo, which Berry (2004) sees as a direct reference to the Trinitarian God of the Bible. Whether or not that is relevant is debatable. However, Weinstein (1995) makes a direct connection between Job's condition in the context of the General Assembly of the United Nations speech by Leonid Krushchev in 1967 at the height of the Cold War when Krushchev said, "We shall bury you!"

While many authors deny a direct connection to the themes of Job (see Rowling, 2001; Brown, 1998; and Barry, 2004), Kitchen et al. (1997) find there are several points of direct dependence ...

**This is APA
Style**

References

- Barry, D. (2004, August 13). Story of my life. *Chicago Tribune*, p. C13.
- Brown, D. (2004, September). Job for today. Lecture given in the class Introduction to Christian Theology at Rocky Mountain College, Calgary, AB.
- Early, M. (2005). *The way the ancients looked at the world*. New York, NY: Random House.
- Edwards, F., & Gleason, W. (1996). *Ancient philosophical wisdom literature: Message and meaning*. Sheffield, England: University of Sheffield Press.
- Jones, S. (2001). *The book of Job: A commentary*. Minneapolis, MN: Fortress Press.
- Keith, C. (2007). *Notes on Job*. Retrieved May 3, 2007 from www.ats.ab.ca/keith/notesjob.html
- Kitchen, M., Smith, K., Macintyre, T., & Doe, J. (1997). *Suffering in the thought of the early church fathers*. Grand Rapids, MI: Baker Academic.
- Rowling, J.K. (2001). It's not about Job. *Journal of Fantasy Literature*, 34, 135-144. Retrieved May 16, 2007 from InfoTrac Custom Journals Database.
- Watson, A. (1992). Job, Book of. In *Anchor Bible dictionary* (Vol. 3, pp. 858-868). New York, NY: Doubleday.
- Weinsteigen, A. (1995). Dating Job: A new perspective. *Journal of Biblical Literature*, 134, 334-402.

**This is APA
Style**

Plagiarism

Students are responsible for understanding and adhering to the RMC policy on Plagiarism, Cheating and Academic Misconduct. Copies are available in the Library, in the Orientation packets and on the web site. Failure, deliberately or inadvertently, to follow this policy is considered a very serious act of academic cheating and will be dealt with by the Dean. Penalties can range up to expulsion from the College for a first offence. RMC students are responsible for understanding and properly using good paraphrasing, quoting and citation practices.

Plagiarism resources. A good explanation of plagiarism and how to avoid it is found on the University of Wisconsin-Madison's Writing Center's web site at www.wisc.edu/writing/Handbook/QPA_plagiarism.html. One of the links on that web site provides excellent examples of appropriate and inappropriate paraphrasing www.wisc.edu/writing/Handbook/QPA_paraphrase.html.

Good examples of the subtleties of plagiarism in theological writing can be seen at the Claremont School of Theology web site (www.cst.edu/academic_resources/writing_center.php) under "Using Sources." Another valuable web site is at Duke University. They give a good explanation of plagiarism, ways to avoid it while researching and what it looks like. The web site is <http://library.duke.edu/research/guides/citing/>

Appendix: Common Abbreviations

Books of the Bible

Old Testament

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

New Testament

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

Place Names

U.S. States

Alaska	AK
Alabama	AL
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
District of Columbia	DC
Delaware	DE
Florida	FL
Georgia	GA
Hawaii	HI
Iowa	IA
Idaho	ID
Illinois	IL
Indiana	IN
Kansas	KS
Kentucky	KY
Louisiana	LA
Massachusetts	MA
Maryland	MD
Maine	ME
Michigan	MI
Minnesota	MN
Missouri	MO
Mississippi	MS
Montana	MT
North Carolina	NC
North Dakota	ND
Nebraska	NE
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
Nevada	NV
New York	NY
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN

Texas	TX
Utah	UT
Virginia	VA
Vermont	VT
Washington	WA
Wisconsin	WI
West Virginia	WV
Wyoming	WY

Canadian Provinces/Territories

Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland and Labrador	NL
Nova Scotia	NS
Northwest Territories	NT
Nunavut	NU
Ontario	ON
Prince Edward Island	PE
Quebec	QC or PQ
Saskatchewan	SK
Yukon	YT