

DISTANCE STUDIES STUDENT HANDBOOK



MAY 2022 REVISION

BEREAN

BIBLE INSTITUTE

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Berean Bible Institute, Inc. admits students of any race, color, and national or ethnic origin.

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Supersedes previous editions.

BBI reserves the right to revise this Handbook at any time. Check www.bereanbibleinstitute.org to ensure you have the latest version.

GENERAL INFORMATION

BBI recognizes that individuals do not become spiritual merely by observing rules. Nevertheless, policies and regulations are necessary if any institution is to operate effectively. We believe that sincere students will desire to help **BBI** be a functional and efficient school by abiding by its policies and procedures. The student who is unwilling to accept instruction will never be prepared to give instruction. One of **BBI's** primary goals is to “build up the Body of Christ.” We believe that one important way of doing this is by helping individuals develop a strong Christian character. Solid moral conviction, personal responsibility, and dependability are as important as academic ability and achievement.

LIFESTYLE

BBI holds that all believers should manifest loyalty to Jesus Christ in every area of their lives. This means that our students are called upon to avoid those things that would identify them, in their own or someone else’s mind, with the worldly attitudes and behavior that are in rebellion against God. Therefore, **BBI** expects students to live a godly lifestyle whether participating in on campus classes, virtual, instructor-led courses, or self-directed courses.

If the student visits the **BBI** campus during on campus class hours, he or she must comply with the dress code (see **BBI's Handbook & Course Catalog**, section VII subpoint C, Dress Code).

TERMS OF RESPECT

Berean Bible Institute believes honor and respect are important in our relationships with one another. We require **students** to address **BBI** faculty in a respectful manner, using terms of respect such as Pastor, Dr., Mr. or Mrs., etc., as appropriate.

MISUNDERSTANDINGS

We must keep in mind that **BBI's** primary purpose is to train men and women for service to God. Self-discipline is a vital requirement for those who are involved in ministry. Our insistence for our students to live in accordance with the ideals set forth in the Handbook should not be seen as a form of legalism, but as a call to willingly adhere to a standard well-pleasing to God and worthy of the call to ministry. Individuals who are not willing to endure minor inconveniences for the privilege of preparing themselves for service **will certainly find difficulty in the realities of ministry.**

RECOMMENDATION TO ATTEND

As **BBI** makes courses available through distanced education, we strongly encourage you to consider participating in on campus or virtual, instructor-led courses, especially if you are preparing for the work of ministry. There is much classroom experience that cannot be transferred to a self-directed course, including face-to-face discussion with an instructor, input from other students, and elements of class participation. Our virtual, instructor-led courses also offer real time instruction and class participation. However, we believe that the self-directed courses that have been developed for distance studies offer a high quality of learning for those not able to attend on campus or online classes at **Berean Bible Institute.**

GRADING SYSTEM

Grades at **BEREAN BIBLE INSTITUTE** will be determined according to the following chart.

LETTER GRADE	DESCRIPTION	PERCENTAGE	GRADE POINT
A+	Excellent	99 – 100	4.0
A		96 – 98	3.9
A-		94 – 95	3.7
B+	Good	91 – 93	3.3
B		88 - 90	3.0
B-		86 - 87	2.7
C+	Average	83 - 85	2.3
C		80 - 82	2.0
C-		78 - 79	1.7
D+	Passing	75 - 77	1.3
D		72 - 74	1.0
D-		69 - 71	0.7
F	Fail	0 - 68	0
XF	Fail for Academic Dishonesty*		0
W	Withdraw		
WP	Withdraw Passing		
WF	Withdraw Failing		
I	Incomplete**		
C.B.E.	Credit By Evaluation***		
TC	Transfer Credit		

* Failure for academic dishonesty occurs in the event of plagiarizing, cheating, or other dishonest conduct related to a course. The designation of XF appears on the student's record. A student may petition the president of **BBI** in writing, including an explanation on how the student has corrected the dishonest behavior, to have the grade converted to a F.

*** All incomplete work assignments must be completed within 30 days of the end of the semester. After this time a permanent grade of F will be recorded. Arrangements must be made at the end of the semester by the student with the instructor for an extension period to be granted. Students who have not completed their work by the end of the semester and have been granted an extension should expect to be assigned extra work or a reduced grade.

***Credit By Evaluation was formerly awarded as "C.E." and is now awarded as "C.B.E."

All students must have an overall Grade Point Average of 2.0 in order to graduate from **Berean Bible Institute**.

ACADEMIC PROBATION

The purpose of academic probation is to alert the student that his or her current grades are insufficient for future graduation. The following guidelines will determine if a student is to be placed under academic probation. Appeals may be made to the Dean of Academics.

1. Any student that does not maintain at least a 2.0 or C average during a semester (whether taking on campus courses, virtual, instructor-led courses, or self-directed courses) will be put on academic probation.
2. The registrar will notify the student that he or she is on academic probation for the next semester.
3. The student will be restricted to no more than 3 courses consisting of not more than 8 credit hours of course work for the probationary semester.
4. If the student does not maintain at least a C average or a 2.0 (GPA) during the probationary semester he or she will be placed on academic suspension and not allowed to return the following semester.
5. To resume their studies at **BBI**, students who have been suspended would need to reapply and submit a paper detailing why they believe they should be accepted back as a student at **Berean Bible Institute**.
6. Should a student be readmitted to **Berean Bible Institute** after receiving academic suspension, he or she would immediately be placed on academic probation for his or her first returning semester.

STUDENT IDENTIFICATION NUMBER

Each student enrolled at **Berean Bible Institute** will be assigned a student identification number, referred to as an ID number. This simplifies the record keeping process and ensures accuracy. All work and correspondence with **BBI** must include the student's name and ID number.

COURSE WORK

There are a multitude of things in life that the student will find to be in competition for his or her time. Besides work and regular day-to-day duties, there are other worthwhile activities relating to ministry, church, family, and friends. Because of this, students may be tempted to neglect their course work or become slack in their study habits. This must be avoided if students are going to keep up in their studies. Once you fall behind, it is very difficult to catch up when you already have a full schedule. Each student is encouraged to set aside specific hours for study. When we commit ourselves to fulfill our responsibilities, somehow we find the time and ability to get the job done. Remember that everyone has the same amount of time available to them, twenty-four hours each day. It is how we use our time that makes a difference.

ASSIGNMENT LATE POLICIES

Self-Directed Courses

- Every **self-directed distance course** will include a Course Schedule within the syllabus. It will guide the student week by week through the course.
- Each course will have specific deadlines for assignments. By following the Course Schedule, the student will be able to complete the course within the allotted time. However, a student may work ahead of schedule.
- The following late policy applies unless an assigned instructor or BBI Distance Studies Advisor grants an exception:

Late homework will be marked down 5 points per day for the first week late, and 10 points per day for the second week late. A paper any more than 2 weeks late will not be accepted for grading. Only Monday through Thursday will be counted as days. For example, a paper due on Monday and submitted on Thursday will be 3 days late. If an assignment is handed in on Friday or during the weekend it will be considered as if it were handed in on the following Monday.

Virtual, Instructor Led Courses (Online)

- **Virtual, instructor-led courses** follow our regular semester schedule, and the instructor will provide a syllabus and assignment due dates for the student to follow.
- Late assignments will be marked down 5 points per day for the first week late, and 10 points per day for the second week late. A paper any more than 2 weeks late will not be accepted for grading. Only Monday through Thursday will be counted as days. For example, a paper due on Monday and handed in on Thursday will be 3 days late. If an assignment is handed in on Friday or during the weekend it will be considered as if it were handed in on the following Monday.

VIRTUAL, INSTRUCTOR-LED COURSE (ONLINE) ATTENDANCE

Students enrolled in virtual, instructor-led courses (online) are expected to be logged into each class by the time the class begins. Course instructors keep an attendance record. Grades may be reduced for excessive tardiness or absenteeism. The following are definitions:

Tardy: Not being present at the time class begins. 2 tardies equals 1 absence.

Absent: Missing more than 15 minutes of a class period.

- For 16 week courses, students may be granted up to 2 excused absences at the discretion of the course instructor. **All absences beyond 2 excused absences may lead to a reduction in grade.**
- For 8 week courses, students are expected to attend all eight class sessions. **More than one absence could result in grade reduction. Multiple absences can result in failing the course.**

EMAILING COURSE WORK

Students are to email course work to the email supplied by the syllabus or by an instructor:

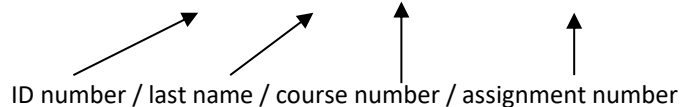
- Emailed assignments should be saved as either a .doc or .docx (Microsoft Word) or .rtf (rich text format). **No PDF files.**
- Assignments are to be sent as attachments, not pasted into the email.
- All email correspondence with BBI should include the student's name and ID number in the body of the email.
- **It is required that all assignments due together be sent in one document.** Questions, essays, summaries, topical papers, etc. should all be included in a single document when due as long as other instructions are followed and each assignment is appropriately identified.
- Exams may be emailed separately.
- To make assignments easy to identify, assignments must be saved with the student's ID number, last name, course number, and assignment number as part of the file name.

Thus, if student Mike Smith, student ID number 3456, was emailing completed assignment 3 for class 102 Apologetics, he would need to send the file as follows:

3456smith102assignment3.doc or 3456smith102assignment3.rtf

If he were sending in assignment 4, he would send it as follows:

3456smith102assignment4.doc or 3456smith102assignment4.rtf


 ID number / last name / course number / assignment number

If the student is unable to deliver their course work by email, they should contact Berean Bible Institute to discuss what other options might be available.

ETHICS POLICY

Berean Bible Institute expects students to abide by the high calling of Christ in their academic studies. Therefore, violations of academic ethics will be viewed as spiritual and character flaws that forfeit a student's privilege to attend **BBI**. Such violations include but are not limited to:

- **Plagiarism** – It is the student's responsibility to ensure that they do not present the words and specific ideas of others as his or her own work. Examples include:
 - Directly copying from a book, article, class lecture, or other source.
 - Rewording or summarizing an idea from such sources.

All sources must be documented. See pages 9-15 for citing sources.

- **Cheating/Copying** – A student is responsible for his or her own course work. Allowing another person to complete the student's assignments, reusing previous assignments to fulfill course requirements, or copying work from other individuals is unethical.

Penalties for violating the **BBI** ethics policy are applied as follows:

- For the first offense of the **BBI** ethics policy, the student will receive a 0% (F) on the assignment in question.
- The second offense will result in failing the course in which the offense takes place.
- Additional offenses will result in expulsion from **BBI** for at least one semester.

These steps are applied for subsequent offenses during a student's time at **BBI**, regardless of whether they were committed in the same course.

ASSIGNMENTS

The following guidelines are standard rules for assignments submitted to **BBI** for self-directed and virtual, instructor-led courses. Always follow the syllabus if different instructions are provided.

All General Guidelines

- Work is to be done on standard size paper (8 1/2" by 11").
- All work is to be double spaced on one side of the paper only.
- All work should be typed and must use a standard, easily legible¹, size 12 font in black.
- Margins are to be one inch from the top, bottom, and right sides, and one and one-half inches in from the left side.
- Only original and complete work will be accepted for grading.
- It is not permissible in any circumstance for anyone to present the ideas or words of others as their own. Plagiarism will result in a 0 grade for the paper and disciplinary action. See Ethics Policy above.
- Papers are to be written following Chicago or Turabian style using end notes and a bibliography for citations. Many documentation examples have been included for students' reference at the end of this handbook. Refer to *A Manual for Writers* by Kate Turabian if you have additional questions on documentation. Additionally, **BBI** recommends the book *Turabian: The Easy Way!* to help with writing procedures and proper citation.
- The source of all quotations must be properly identified. Quotes from an unknown or anonymous source must be acknowledged as such.
- **Scripture references should always be quoted in parenthetical citations, not in the end notes. For example, (Rom. 12:1).**
- Except for the cover sheet, each page is to be numbered at the bottom center of the page, one-half inch up. When sending multiple assignments in one document, it is fine for each cover page in the document to be numbered.

¹ Times New Roman, Arial, Calibri, Cambria, etc.

Guidelines for Papers

Order of Paper

A paper submitted to **BBI** should include:

- Cover sheet.
- Content of paper.
- Endnotes (if necessary).
- Bibliography (if required).

Cover Sheet

- All written assignments must have a cover sheet that includes the school's name, student's name, student's ID number, course number and name, type of course, and date submitted (See Example, Page 16). This information is to be centered on the page in the following order:
 - School name - two inches from the top of the page.
 - Student's name - three inches from the top of the page.
 - Student's ID number - three and one-half inches from the top of page.
 - Course number and name - five inches from the top of page.
 - Title and/or assignment description - 5 and one-half inches from the top of page.
 - Type of course (Directed Study, Online, On Campus, or Extension class) - seven inches from the top of page.
 - Date submitted - nine inches from the top of page.
- **No page number will be on the cover sheet.**

Content of Paper

- Indent the beginning line of each paragraph a half inch.
- Quotations longer than five lines should be blocked, single spaced, indented a half inch on the left side, preceded by a blank line, and followed by another blank line. Block quotes do not use quotation marks.

End Notes

- End notes are a listing of all works cited in your paper and located on a separate page at the end of the body of the paper, not on the bottom of each page. (See Example, Pages 17-18.)
- Center "Notes" at the top of the page.
- The reference number for a paraphrase, precise, or direct quote is placed after the material a 1/2 space above the line ¹ (superscript).

- End notes are numbered consecutively throughout the paper — one through however many you have. You do not begin with the number one each time you begin a new chapter.
- End notes are single spaced and double spaced between.
- A full end note need only be given one time. If you quote the same book again, you use the end note number, author’s last name (if you have multiple works cited by the same author), the book name, and the page number. **Op. Cit. and Ibid. are not to be used.**
- The page numbers of your endnotes will continue on from the body of your text. (Example, if your last page of your text is 85 then your first page of end notes will be 86.)
- Capitalize book titles but not conjunctions or articles of speech. Book titles are also italicized.
- The first line of each entry should be indented. When an entry continues beyond a single line, the subsequent lines are not indented.
- Online sources should list as much of the standard citation information as possible and be followed by the URL and the date when the information was accessed. If the URL changes, this allows the reader to search for the original source.
- Pay close attention to the use of proper punctuation and italicization in the end notes.
- Examples of end notes (Any **bold** formatting is for emphasis in the example):
 - Book with a single author – First entry:
 - End Note number. Author’s First Name Author’s Last Name, *Book Title: Subtitle* (Publishing Location: Publisher, Year Published), page number.
 - If the author is anonymous, start the entry with the title.
 - **Note: page numbers are to be entered without “page” or “pg” preceding the number.**
 - Book with a single author – Second entry or beyond:
 - End Note number. Author’s Last Name, *Shortened Book Title*, page number.
 - Book with an editor – First entry:
 - End Note number. Editor’s First Name Editor’s Last Name, **ed.**, *Book Title*, (Publishing Location: Publisher, Year Published), page number.
 - Book with an editor – Second Entry or beyond:

- End Note number. Editor’s Last Name, *Shortened Book Title*, page number.
 - (Please note: the “ed” is not needed in the shorted note version.)
- Book with two authors – First Entry:
 - End Note number. Author #1’s First Name Author #1’s Last Name **and** Author #2’s First Name Author #2’s Last Name, *Book Title* (Publishing Location: Publisher, Year Published), page number.
- Book with two authors – Second Entry or beyond:
 - End Note number. Author #1’s Last Name **and** Author #2’s Last Name, *Shortened Book Title*, page number.
- Book with three authors – First Entry:
 - End Note number. Author #1’s First Name Author #1’s Last Name, Author #2’s First Name Author #2’s Last Name, **and** Author #3’s First Name Author #3’s Last Name, *Book Title* (Publishing Location: Publisher, Year Published), page number.
- Book with three authors – Second Entry or beyond:
 - End Note number. Author #1’s Last Name, Author #2’s Last Name, **and** Author #3’s Last Name, *Shortened Book Title*, page number.
- Book with four or more authors – First Entry :
 - End Note number. Author #1’s First Name Author #1’s Last Name **et al.**, *Book Title* (Publishing Location: Publisher, Year Published), page number.
 - (Please note: the “et al” is for use only in the end note of a book with four or more authors, the Bibliography citation will list each author.)
- Book with four or more authors – Second Entry or beyond:
 - End Note number. Author #1’s Last Name **et al.**, *Shortened Book Title*, page number.
- Book with an edition listed – First Entry:
 - End Note number. Author’s First Name Author’s Last Name, *Book Title*, Edition number **ed.** (Publishing Location: Publisher, Year Published), page number.
- Book with an edition listed – Second Entry:
 - End Note. Author’s Last Name, *Shortened Book Title*, page number.
- Multiple Volume Book:
 - When the book volumes have unique names – list the title of the volume that is being cited, then list the volume number and the title of the book collection:
 - End Note number. Author’s First Name Author’s Last Name, *Title of Volume Cited*, **vol.** Volume number **of** *Title of*

Book Collection (Publishing Location: Publisher, Year Published), page number.

- When each book volume has the same name – cite like a regular book, but note the volume number in the Bibliography entry
- Journal Article, Print – First Entry:
 - End Note number. Author’s First Name Author’s Last Name, “Article’s Title,” *Journal’s Title* Volume Number (Date Published): page number.
- The Bible and sacred books for other religions:
 - **BBJ** requests that Bible quotes be listed within the body of a paper, **not** in the end notes. Cite the quote using the Scripture reference, not page numbers.
 - First entry – Include the Bible version in the parenthetical citation. Example: (Rom. 3:12 NKJV) would be listed after the corresponding sentence in the paper.
 - Second entry – Subsequent citations do not need a Bible version listed with each Scripture reference, unless the student is using multiple versions in their paper. Example: (Rom. 3:12)
 - NOTE: If the student is citing from the additional notes found in a study Bible, this type of citation is included in the end notes.
 - End Note Number. *Book Title*, (Publishing Location: Publisher, Year Published), page number.
- Well-known Dictionaries or Encyclopedias – citations are found in end notes, but do not need to be included in the Bibliography. The publication facts can be omitted from this type of citation, but the book’s edition must be included if applicable.
 - End Note number. *Book Title*, Volume number **ed.**, **s.v.** “Word where information was looked up under.”
 - The letters “s.v.” means “under the word” and it used for books that are listed in alphabetic order.
- Less-familiar Dictionary or Encyclopedia – must include the publication information and be included in the Bibliography.
- CD-ROM or DVD-ROM – When a source is on CD-ROM or DVD-ROM, match the citing to the corresponding print format (so a book in the book format)
 - End Note number. Author’s First Name Author’s Last Name, *Book Title: Subtitle*, CD-ROM (Publishing Location: Publisher, Year Published), page number.
- Online Sources – must include information beyond the URL!
 - Note: URL should not be underlined!

- Online book example – citation follows the book citation example but includes the URL and **(accessed Month Day, Year)**. after the publication information.
 - End Note number. Author’s First Name Author’s Last Name, *Book Title* (Publishing Location: Publisher, Year Published), page number, URL **(accessed Month Day, Year)**.
- Downloadable book example – citation should include the format (i.e. Kindle e-book, etc.).
 - End Note number. Author’s First Name Author’s Last Name, *Book Title* (Publishing Location: Publisher, Year Published), Format Type.
- Online Journal Article example: follow the journal citation example but include the URL and **(accessed Month Day, Year)**.
 - End Note number. Author’s First Name Author’s Last Name, “Article’s Title,” *Journal’s Title* Volume Number (Date Published), **under** “Descriptive Locator,” URL **(accessed Month Day, Year)**.
 - A “Descriptive Locator” is something used when page numbers are not available. It gives the reader a clue where on the website to look. It could be a subheading on the website.
- Online Sources other than books or periodicals:
 - Example when author is named:
 - End Note number. Author’s First Name Author’s Last Name, “Webpage title,” Site’s Title or Owner, URL **(accessed Month Day, Year)**.
 - Example when author is not named (use site owner instead):
 - End Note number. Site Owner’s name, “Webpage title”, Site’s Title, URL **(accessed Month Day, Year)**.

Bibliography

- All reference works used in writing a paper should be listed in the Bibliography whether quotes, paraphrasing, or ideas were used from them or not.
- Center “Bibliography” at the top of a new page and follow with two blank lines.
- Entries are to be listed in alphabetical order by author’s last name (or by editor’s last name when there is no author). If there is no author or editor listed, use the organization or corporation name as the author.
- Entries in the Bibliography are not numbered.

- Entries should be single spaced with double spaces between the entries.
- When an entry continues onto additional lines, use a one-half inch indent on the additional lines.
- If the Bibliography contains multiple works by the same author, list the entries by that author in alphabetical order by title. Cite the first work as usual, but use a 3-em-dash (—) in the place of the author’s name on the subsequent entries.
- Pay close attention to the use of proper punctuation and italicization in the Bibliography.
- Examples of Bibliography entries (Any **bold** formatting is for emphasis in the example):
 - Book with single author:
 - Author’s Last Name, Author’s First Name. *Book Title*.
Publishing Location: Publisher, Publication Year .
 - Book with single editor:
 - Editor’s Last Name, Editor’s First Name, **ed.** *Book Title*. Publishing Location: Publisher, Publication Year.
 - Book with two authors:
 - Author #1’s Last Name, Author #1’s First Name, **and** Author #2’s First Name Author #2’s Last Name. *Book Title*. Publishing Location: Publisher, Publication Year.
 - Book with three or more authors:
 - Author #1’s Last Name, Author #1’s First Name, Author #2’s First Name Author #2’s Last Name, **and** Author #3’s First Name Author #3’s Last Name. *Book Title*. Publishing Location: Publisher, Publication Year.
 - Book with an edition listed:
 - Author’s Last Name, Author’s First Name. *Book Title*. Edition number **ed.** Publishing Location: Publisher, Publication Year.
 - Multiple Volume Book:
 - When the book volumes have unique titles – list the title of the volume that is being cited, then list the volume number and the title of the book collection:
 - Author’s Last Name, Author’s First Name. *Specific Book Volume’s Title*. **Vol.** Volume number **of** *Title of Collection of Book Volumes*. Publishing Location: Publisher, Publication Year.
 - When each book volume has the same title:
 - Author’s Last Name, Author’s First Name. *Title of Collection of*

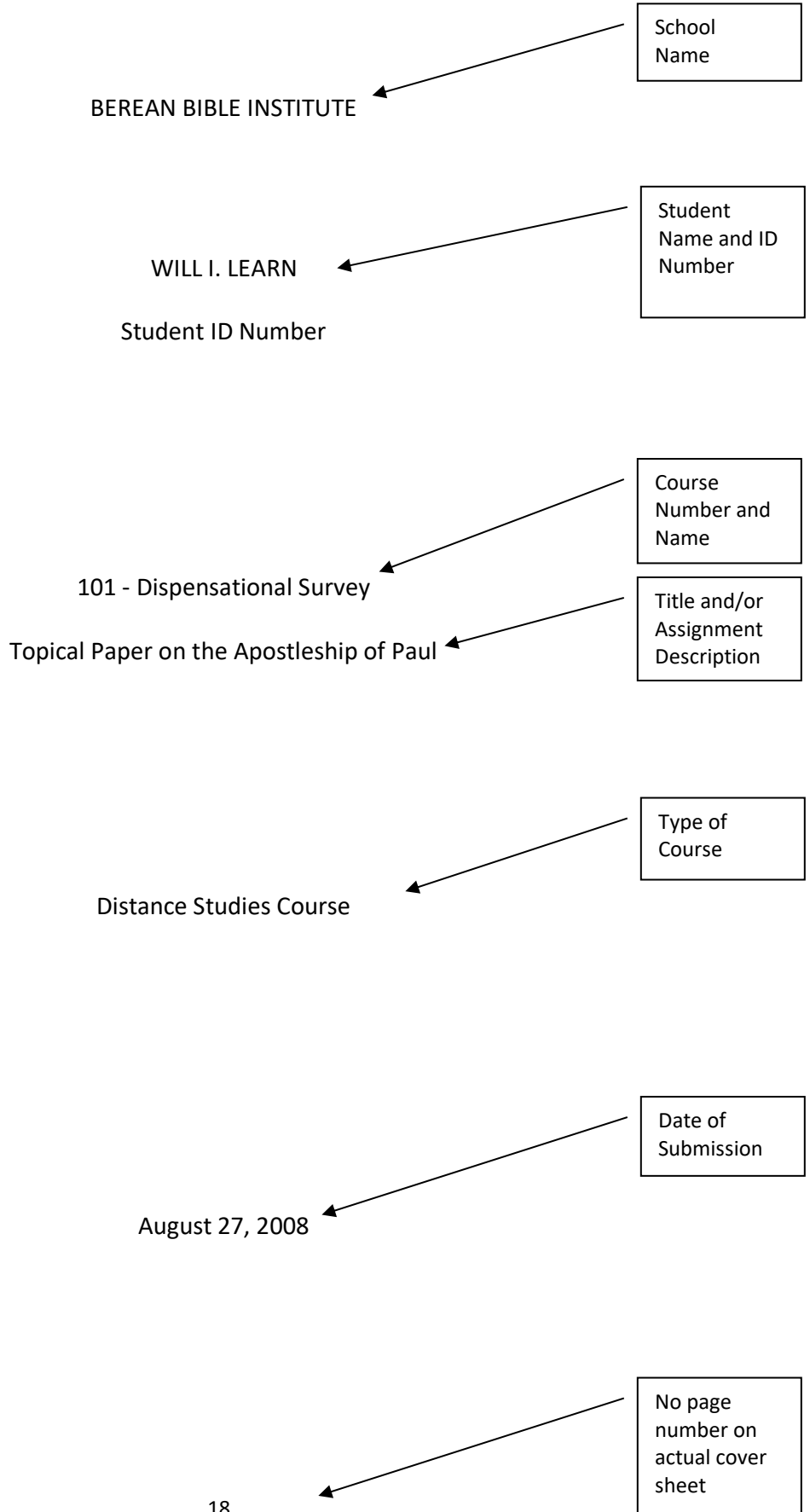
Book Volumes. **Vol.** Volume number. Publishing Location: Publisher, Publication Year.

- If multiple volumes are cited, the Bibliography entry may appear like this:
 - Author's Last Name, Author's First Name. *Title of Collection of Book Volumes.* Number of volumes **vols.** Publishing Location: Publisher, Publication Year.
- Journal Article – Print Source
 - Author's Last Name, Author's First Name. "Article's Title." *Journal's Title* Volume Number (Publication Date): page number—page number.
- The Bible and sacred books for other religions – Do not need to be included in the Bibliography!
- Well-known Dictionary or Encyclopedia – does not need to be included in the Bibliography unless it was frequently cited from or necessary to your argument.
- CD-ROM or DVD-ROM – Match to the corresponding citation, example below is for a book on CD-ROM:
 - Author's Last Name, Author's First Name. *Book Title: Subtitle.* CD-ROM. Publishing Location: Publisher, Publication Year.
- Online Sources -- must include information beyond the URL!
 - Note: URL should not be underlined!
 - Online book example:
 - Author's Last Name, Author's First Name. *Book Title.* Publishing Location: Publisher, Publication Year. URL (**accessed** Month Day, Year).
 - Downloadable book example – citation should include the format (i.e. Kindle e-book, etc.)
 - Author's Last Name, Author's First Name. *Book Title.* Publishing Location: Publisher, Publication Year. Format Type.
 - Online Journal Article example:
 - Author's Last Name, Author's First Name. "Article's Title." *Journal's Title* Volume Number (Publication Date). URL (**accessed** Month Day, Year).
 - Online Sources other than books or periodicals:
 - Example when author is named:
 - Author's Last Name, Author's First Name. "Webpage's Title." Site's Title or Owner's Name. URL (**accessed**

Month Day, Year).

- Example when author is not named (use site owner instead):
 - Site Owner's Name. "Webpage's Title." Site's Title.
URL (**accessed** Month Day, Year).

(sample cover sheet; spacing is approximate)



(sample based on Chicago or Turabian Style)

Notes

1. Charles C. Ryrie, *Basic Theology* (Wheaton: Victor, 1986), 83. Single Author Book Example
2. Ryrie, *Basic*, 111. Single Author Book - Second Citation Example
3. John Biersdorf, ed., *Creating an Intentional Ministry*, (Nashville: Abingdon, 1976), 67. Book with an Editor Example
4. Biersdorf, *Intentional Ministry*, 107. Book with Editor – Second Citation Example
5. David N. Steele and Curtis C. Thomas, *The Five Points of Calvinism* (Philipsburg: Presbyterian and Reformed, 1963), 13. Book with Two Authors Example
6. Steele and Thomas, *Calvinism*, 18. Book with Two Authors – Second Citation Example
7. Ken Ham, Andrew Snelling, and Carl Wieland, *The Answers Book*, rev. ed. (Green Forest, AR: Master Books, 1998), 17. Book with Three Authors Example
8. Ham, Snelling, and Wieland, *Answers*, 153. Book with Three Authors – Second Citation Example
9. David Boehi et al., *Preparing for Marriage*, (Little Rock: Gospel Light, 1997), 123. Book with Four (or more) Authors Example
10. Boehi et al., *Preparing*, 210. Four (or more) Authors Book – Second Citation Example
11. Earle E. Cairns, *Christianity Through the Centuries*, 2nd ed. (Grand Rapids: Zondervan, 1981), 325. Book with Edition Listed Example
12. Cairns, *Christianity*, 327. Book with Edition Listed – Second Citation Example
13. Frederick Dale Bruner, *The Churchbook: Matthew 13-28*, vol. 2 of *Matthew* (Dallas: Word Publishing, 1990), 581. Multiple Volume Book Example
14. Congdon, Philip F. "Soteriological Implications of Five Point Calvinism." *Journal of the Grace Evangelical Society* (Autumn 1995): 55-68. Journal Article (Print) Example
15. *The New Scofield Study Bible NKJV* (Nashville: Thomas Nelson, 1989), 1364. Study Bible Example
16. John D. Davis. *The Westminster Dictionary of the Bible*, rev. ed. (Philadelphia: Westminster, 1944), s.v. "Paul." Dictionary Example
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