

BEWARE OF THE FOLLOWING COMMON GRAMMATICAL ERRORS:

- Ellipses . . . indicate omitted words in a direct quote.
 - Use ellipses (. . .) to indicate that words are missing; not to indicate a pause.
 - Use a dash (--) to indicate a pause. Do not leave a space before or after the dash.
 - RIGHT:** The Great Commission, the Great Commandment, and Servant Leadership—these are “the pillars of living our faith.”
 - WRONG:** The Great Commission; the Great Commandment; Servant Leadership – these are “the pillars of living our faith”.
- Commas and periods always go before end quotation marks.
 - RIGHT:** “The Coming Evangelical Crisis,” a recent article, emphasizes the danger of abandoning “absolute truth.”
 - WRONG:** “The Coming Evangelical Crisis”, a recent article, emphasizes the danger of abandoning “absolute truth”.
- Block quotes
 - The first line of block quotes is not indented twice unless it is also the first line of a new paragraph.
 - Block quotes do not begin or end with quotation marks unless the quote includes those quotation marks.
- Scripture references do not have a space after the colon:
 - RIGHT:** Romans 1:18
 - WRONG:** Romans 1: 18
- Bible books used in sentences are always spelled out.
 - RIGHT:** Romans 6:23 teaches, “the wages of sin is death.”
 - WRONG:** Rom. 6:23 teaches “the wages of sin is death.”
- Scripture references in parentheses are always abbreviated and included in the sentence.
 - RIGHT:** The Bible teaches, “the wages of sin is death” (Rom. 6:23).
The Bible teaches that the wages of sin is death (Rom. 6:23).
 - WRONG:** The Bible teaches “the wages of sin is death.” (Romans 6:23)
 - WRONG:** The Bible teaches “the wages of sin is death”. Romans 6:23 (KJV)
- Do not use a semicolon unless it:
 - Takes the place on a conjunction 3.84.
 - Precedes the words *hence, however, indeed, then, and thus* 3.86.
 - Separates elements that include commas. 3.71
- Do not use first person pronouns (*I, me, my, us, we, our*) except in direct quotes.
- A paragraph needs at least two sentences.
- Footnotes
 - References to a work that has already been cited in full form uses the author’s last name and a specific page reference and includes the title of the book only when two or more works by the same author are cited 8.88
- Numbers used to enumerate items in text stand out better when in parentheses 2.70:
 - RIGHT:** He gave two reasons for his resignation: (1) advancing age and (2) gradually failing eyesight.
 - WRONG:** He gave 2 reasons for his resignation; 1) advancing age and 2) gradually failing eyesight.
- Written out numbers used to enumerate items in text should be consistent:
 - RIGHT:** First, Second, Third, Fourth, Fifth, Sixth, Seventh, and Last.
 - WRONG:** First, Secondly, Three, Fourthly, Next, Then, Last.
- Capitalization. Unless it is the first word, do not capitalize *a, and, at, for, in, of, on, the*.
- Wrong words: *there/their your/you’re for/four in/it verses/versus weather/whether who/that*
- Misspelled words
- Do not use contractions: (eg., *can’t, don’t, isn’t, let’s, wasn’t, we’re, won’t*, etc.).
- Confusing plural nouns with possessive nouns: (eg., *Pharisee’s* or *Pharisees*).
- Including words that are either unnecessary, redundant, or obvious. (eg., *was and is* instead of *is*).
- Using a pronoun without an antecedent.

- Writing a summary instead of an application: **An application provides concrete examples of how the readers should respond to the message.**

CAPITALIZATION: The following must be capitalized:

- Words referring to the Bible: Word of God, God's Word, the Bible, the Scriptures, Old Testament
- Words referring to God: Messiah, Savior, Trinity, Emmanuel, Lord, Son of God, Creator, Spirit of God,
- Pronouns referring to God: He, His
- Titles of books.
- Words including: Satan, the Rapture, the Millennium, the Tribulation, the Constitution, the Reformation, Protestant, the Virgin Birth, the West, Christians

Words not normally capitalized: biblical, devil, demons, millennial, gentiles, believers,

PUNCTUATION:

- Punctuation goes inside quotation marks.
- Every sentence needs a closing punctuation mark.
- Apostrophe:
- Elipses: use only when omitting quoted material.
- Collin vs. hyphen vs. dash:

WRONG WORDS:

- There vs. their
- It's vs. Its
- She vs. her
- That vs. who

STYLE:

Using a font other than Times New Roman 12 font.

Not indenting paragraphs 1/2"

Using underline rather than italic.

Use the SCBCS title page format.

SOURCES:

Using secondary sources rather than primary sources.

CITATIONS:

Footnote each book and articles that is paraphrased, summarized, or quoted.

Use intext citations for Bible verses—do not use footnotes.

ROMAN NUMERALS

Use arabic numbers before Bible books.

COMMONLY MISPELLED WORDS

Book of Revelation

ITALICS

Use italics for Greek and Hebrew words.

Correct the following:

Gods word

II Peter iv:5

Ibid, page 34.

“Under God, with liberty and justice for all”.

Book of Revelations

Bema judgement

Non-believer

Nonchristian

Footnoting verses, rather than intext citation.

Not placing a period after Ibid.

Not placing a period after the page number.

Placing a comma before a (.

Treating bibliography as footnotes.