Student:_____Date: June 2009

Document:

Form Errors		Code	Sample Pages	Turabian (6th ed.)
Bibliography	Alphabetizing, ordering	Alph	See bib.	9.14-.32
	Incorrect form (check the spacing in the entries) (give state on cities not widely known)	F	See Bibliography	9.27, 11.39, 8.53
	Omission of entries	Bib		
Block quotes	Margins			5.30-.32
	Poor transition from text	trans		5.31
	Used erroneously	B		5.4,.10
Ellipses		ell		5.18
Footnotes	Incorrect citation	F		11., 8.
	Indention			8.10
	Placement: on page, in text			8.15,.11 14.13-.15
	Shortened citation	2nd cit		8.85-.96
Heading and subheadings	Incorrect levels	L		1.37-.38
	Incorrect spacing	sp		14.11-.12
	Incorrect form	F		1.36
Margins		M		14.2-.3
Order of dissertation or project report elements		ord	See D.Min handbook	
Pagination, spacing (Appendix)		p#, spc		14.6-.9, 1.44
Quotations	Integration. Integrate the quote into a sentence of your own words.	Int		
	Quotation marks	""		5.11-.16
	Transition into text, capitalization, Interpolation Form, check wording	Interpol. F		5.26-.28, 5.35-7
Scripture references		ref		2.20-.21
Table of Contents	Form issues	F	See contents page	14.19-.20
	Contents and text do not match	TOC		
Title page form		F	See Title page	website
Typos, vague wording		⬭ vag		
Widows/orphans		W/O		13.15

Code	Sample pages	Style Error
coll		Colloquialisms, slang, archaic expressions...
UC ?		Organization: illogical or unclear
par		Parallelism
Pl		Plural/singular 3.2-.10
Re.		Redundant or repetitious
Trans		Transition needed (Therefore, however, nonetheless, etc.)
Hom		Homonyms : allowed, aloud
Code	**Sample pages**	**Grammar Errors**
art		Articles- missing or incorrect article (a, an, the)
C		Capitalization: used incorrectly 4.1-4.13
1stper		First person, or you
ital		Foreign language: italicizing ___used when not needed ___omitted when needed
Hy		Hyphenation 3.22-3.33
Ital, ''		Italicizing/underlining single or double quotes 4.14-4.27, 3.107
MM		Misplaced modifier
N		Numbers 2.29-2.37
pass		Passive voice
pos		Possessives3.7-3.11
p-a		Pronoun-antecedent agreement
P		Punctuation: colons 3.88-3.90
P, CS		Punctuation: comma needed or comma splice (use when not needed) 3.65-3.83
P		Punctuation: semicolon 3.84-3.87
◯		Spelling 3.1-3.53
si		Split infinitives
sv		Split verbs: overuse
s-v		Subject-verb agreement
TS		Verb tenses: wrong tense, inconsistent, tense shift
W, prep		Word usage: wrong words, word(s) omitted, word order, wordy Awkward preposition usage

Only sample errors have been noted on this sheet and in the body of the paper.
The student is responsible to review and revise the entire paper for the sample errors that are noted on this sheet and in the paper. Thorough revision of the paper is required.

Grammar:
1. Note the passive voice in your paper, and correct as many as possible. You should not have more than one or two. Passive constructions are throughout your paper.
Example: *The participants were instructed in how to use the manual* – (Not Good)
The project director instructed the participants in how to use the manual. –(Much Better)

2. Avoid vague use of the word "this." You should never use the word "this" if it does not immediately follow a noun.
Example*: This is an excellent example of how you should not use the word.* (Bad)
        This sentence is a better use of the word. (Much better)
Also avoid saying "there is" or "it is." Try to change the wording so that it is more direct. Doing so will cut down on the wordiness.
Example: *There is an alligator in the swamp*. (Really Bad)
        An alligator is in the swamp. (Much better)

3.) Don't use any form of first person. Avoid "we" and "us"
4.) Avoid fragments; make sure all sentences have a subject and a verb.

Mechanics:

1.) On the Title Page, put the month and year only (no comma) of the submission to the Prodoc committee.
2.) The abstract is page iii and comes before the Contents page. It should be listed on the contents page but without the page number.
3.) Don't forget to include the appendixes on the contents page.
4.) The heading for the abstract should be aligned left. Don't put a page number on the abstract page.
5.) Correct your margins so that they are one inch on every side except the left side which should be 1 ½ inches. Make sure the page numbers also submit to those margins.
- Appendix matter should all fit within the margins.
6.) On the first page of every chapter, the page number should come at the bottom center of the page.
7.) Note that there should be three spaces between the main heading or chapter title and the text.
8.) When you list a citation the footnote, it must also be listed in the bibliography.
9.) Be careful with your spacings. There are gaps in the paper that need to be corrected.
10.)   Scripture references should always be abbreviated according to Turabian standards.
11.)   If you are going to reference the church with a feminine pronoun (her) then you must be consistent with its use, and you probably should insert a

footnote the first time that you do reference the church in the feminine rather than with a neutral pronoun like it in order to explain why you reference it as such.(15)

12.)   The first time you cite the Bible, you should put the footnote explaining the version of the Bible that you used. Make sure that the information you quote with quotation marks is exactly word for word.

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Special Footnote Forms
Dictionary:

      D.G. Bloesch, "Sin," *Evangelical Dictionary of Theology,* ed. Walter A. Elwell (Grand Rapids: Baker Books, 1984), 1012.
- See page 14: Cite the specific entry from the dictionary that you used.

Internet:

      Alan MacDonald, Alastair Mann, and Roland Tanner, "A Brief History of the Scottish Parliament," The Scottish Parliament Project, St. Andrews University, June 1999, web page; available from http://www.st-c.uk/~scotparl/History.html; Internet; accessed 22 July 1999.

Please e-mail me if you have any questions at karla.noles@gmail.com
Thanks
Karla