

Turabian Tutor

A Quick Reference Guide

for

Writing Research Papers

using

Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* (sixth edition)

by Jerry N. Barlow and Eddie Campbell

and expanded by Mary Lee Griffith

New Orleans Baptist Theological Seminary
September 1998, revised January 2007

Preface

Turabian Tutor is provided as our ministry to students. This guide has developed from our teaching of the course *Research and Writing* and is designed to facilitate the writing of research papers according to seminary style requirements. The guide is intended to be only an aid and is limited in scope to the rules usually needed by students using Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* (sixth edition). Students should note that the sample research paper title page is specific to current style specifications of the New Orleans Baptist Theological Seminary. Students are reminded also that their instructor may modify the style parameters for a particular course writing assignment. In such cases, students should follow the writing requirements given in the course syllabus.

The format of *Turabian* is simple. The guide consists of sample research paper pages of key sections, i.e., a title page, a contents page, four chapter pages, and bibliography pages. Interspersed with the sample pages are pages which display selected rules from Turabian corresponding to each type of page and a sample "picture" of the page for convenient reference. Students are advised to consult Turabian during any formal writing assignment and to use *Turabian Tutor* as a quick reference and as a help in proofing their papers. Please note that the pages of this guide are not numbered, since doing so could cause confusion with the correct style to be followed in number the research paper pages. For a similar reason, no page listing the contents of this guide is provided.

We thank all of our students from *Research and Writing* because their needs and requests led to the first attempts to formulate this writing aid. We especially thank those students who allowed us to use (or edit for use) portions of their research papers in the sample pages: Daniel Gunter, Darrell Lindsey, and Mary Lee Griffith. Greg Cartwright donated timely assistance in the final production. Dr. Jimmy Dukes provided encouragement and advice for the project. We appreciate all the help and comments.

Writing a research paper is demanding! We hope *Turabian Tutor* will make the endeavor easier and enjoyable.

Jerry N. Barlow and Eddie Campbell

TITLE PAGE SAMPLE

Form of title:

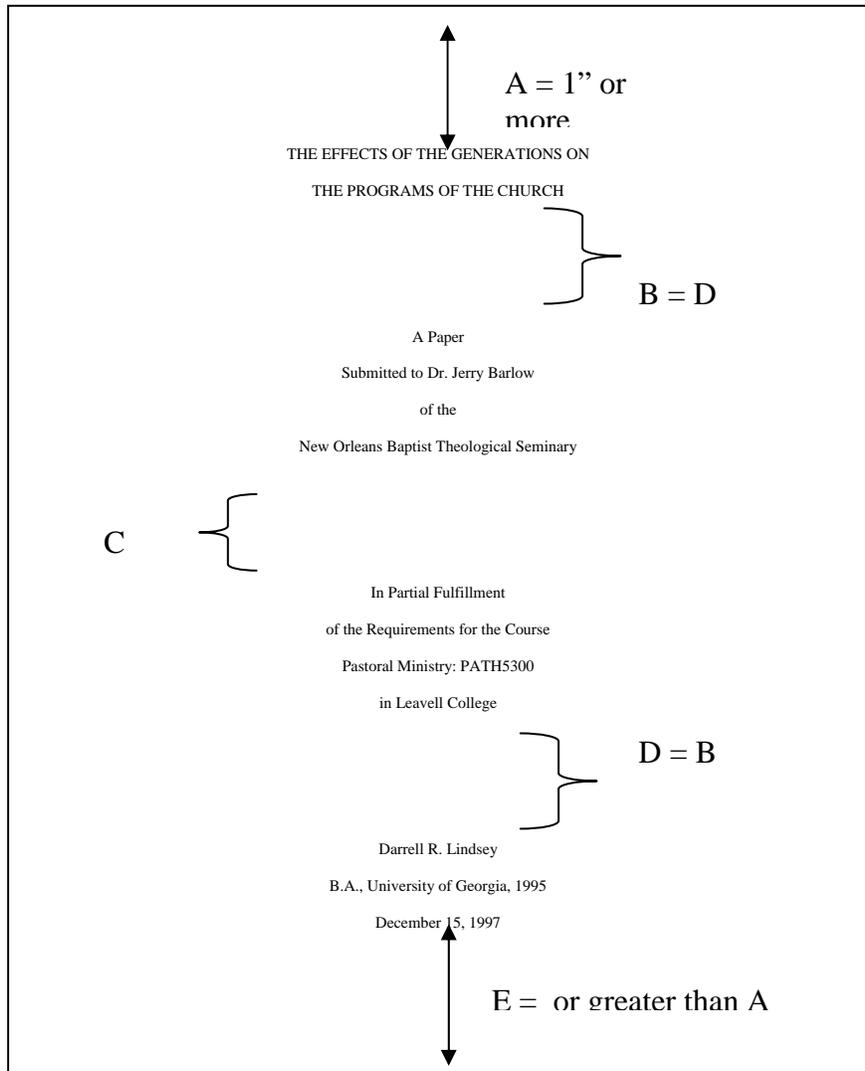
- Use all capital letters.
- Note:** If title is more than 48 spaces, divide it into a double-spaced inverted pyramid. Make lines compatible in length.

For remainder of title page:

- Use headline style for capitalization (first letter except prepositions, articles). Capitalize prepositions only if they begin the very first line of a section.

Spacing/Margins:

- Top margin (A) = Bottom margin (E)
- Left and right margins = 1 inch
- Spacing between title and “A Paper” (B) = spacing between “in Leavell College” and “Darrell Lindsey” (D)
- Center spacing (C) will vary in order to accomplish other spacing guidelines. Keeping B, C, and D all equal is the best option.



Please note:

- If you are a graduate student, replace “in Leavell College” with “in the Division of” followed by the division to which the course belongs.
- Use full name with middle initial and period after middle initial.
- If you do not already have a college degree, do not put anything between your name and the due date. If you do have a college degree, abbreviate the degree, but spell out the college’s name and include the year you graduated.
- The title page counts as page one (“i”) of the paper, but a number does not appear on the page itself.
- Insert a blank page between title page and table of contents page.
- The blank page counts as page two (“ii”) of the paper, but no number should appear on the blank page itself.

Binding:

- Staple the paper in the top left corner only. Do not use covers or binders of any kind.

THE EFFECTS OF THE GENERATIONS ON
THE PROGRAMS OF THE CHURCH

A Paper

Submitted to Dr. Jerry Barlow

of the

New Orleans Baptist Theological Seminary

In Partial Fulfillment

of the Requirements for the Course

Introduction to Ministry: CMCM1310-01

in Leavell College

Darrell Lindsey

B.A., University of Georgia, 1995

January 30, 2007

CONTENTS PAGE SAMPLE

Headings:

- The title for the table of contents page should simply be “CONTENTS” in all caps and should be positioned 1” from the top of the page.
- Chapter headings should also be in all capital letters.
- Subheads = headline or sentence style (1.16)

Margins/Spacing:

- Page margins = 1 inch (top, bottom, and sides)
- Triple-space between the heading, “CONTENTS,” and what follows.
- Double-space between all levels, but single-space any runover lines for any given chapter or subhead (1.13).

Alignment:

- Align “Chapter” and “SELECTED BIBLIOGRAPHY” flush left (1.13, 14.20).

- Align chapter numbers 3 spaces (or 0.3 of an inch) from the left (14.19).
- Align chapter titles on the first letter (1.13).
- Align subheads “a consistent distance . . . beyond the beginning of the chapter title” (1.14). Turabian uses the example of 3 spaces indented in 14.19 for subheads (or 0.3 of an inch).
- If you need two lines for a sublevel heading, indent the second line 3 spaces (or 0.3 of an inch).
- Align page numbers for chapters on the right (1.18).

Please note:

- “Page numbers for subheads may be omitted” (1.18).
- “Chapter numbers may be arabic or uppercase roman numerals or spelled-out numbers” (1.17). Arabic numbers cause fewer alignment problems.
- Leaders are “a line of spaced periods” (period/space/period) and should line up vertically (1.18).
- The CONTENTS page is numbered “iii” (lowercase roman numeral), since the title page and the blank page are counted but not numbered (1.4, 1.5, 1.7, 1.8, and 1.11).

CONTENTS	
Chapter	
1. INTRODUCTION	1
2. THEOLOGICAL THEMES OF ROMANS 6:1-14	3
Union with Christ	
Aspects of Sanctification	
Nature of the “Old Man”	
3. CALVINISM AND THE PROFESSIONS OF FAITH	8
Pre-Convention Confessions	
Confessions during and after the Forming of the Convention	
4. CONCLUSION	13
SELECTED BIBLIOGRAPHY	16

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INTRODUCTION SAMPLE

Heading:

- Major heading = capital letters (1.16)
- INTRODUCTION = first chapter of the paper (1.34)
- Center the heading (1.36)
- Be consistent with the heading form as listed in the CONTENTS (1.17).

Margins/Spacing:

- Page 1 top margin = 2 inches (14.10)
- Bottom and sides = 1 inch (14.2)
- Triple-space between heading and the first line of text (like 14.36). [Two blank lines should appear between the heading and first line of text.]
- Double-space the text (1.2, 14.5) and between footnotes (8.15, 14.13).

Indentation:

- Indent paragraphs of the text a consistent measure, usually 0.5 inch (14.4).
- Indent block quotes 4 spaces from the left margin in Courier New font or 0.4 inch from the left margin in Times New Roman font (5.4, 5.30, 14.4). For paragraph indentation of block quotes, use 8 spaces or 0.8 inch from the left margin.
- Indent footnotes the same amount as paragraphs in the text (8.10, 14.13).

Pagination:

- The first page of the INTRODUCTION is arabic page 1 of the paper (1.34).
- Center the number of the first page 1 inch from the bottom edge (14.6-14.9 and like 14.36).

Footnotes:

- Mark the place in the text where a footnote is introduced with an arabic superscript (8.7).
- A footnote must begin on the page where it is referenced (8.15, 14.13).
- Separate the footnotes on a page from the text with a short line separator of consistent length (e.g., 20 spaces or 2 inches) and single-spaced between the text and the footnotes (8.15, 14.13).
- Position footnotes in numerical order under the separator (8.12).

CHAPTER 1
INTRODUCTION

America is different now than it was twenty years ago. In one recent study of attitudes toward moral behavior, the following statistics indicated the decline of the values in America:

Of the ten moral behaviors evaluated, a majority of Americans believed that each of three activities were [sic] "morally acceptable." Those included gambling (61%), co-habitation (60%), and sexual fantasies (59%). Nearly half of the adult population felt that two other behaviors were morally acceptable: having an abortion (45%) and having a sexual relationship with someone of the opposite sex other than their spouse (42%). About one-third of the population gave the stamp of approval to pornography (38%), drunkenness (35%) and homosexual sex (30%). The activity that garnered the least support was using non-prescription drugs.¹

Values that were once thought to be unchangeable now seem to be considered as outdated or unpopular. Crime rates soar, along with pregnancy and divorce rates. The youth in today's culture live stress-filled and frightened lives.² Truly, today is different in America.

In the midst of all these changes lies the church. Like other organizations, churches are being affected in various ways. Approximately 80 percent of all Southern Baptist churches are in a state of plateau or decline.³ One popular researcher has postulated that 47 to 51 percent of all

¹ The Barna Group, "Morality Continues to Decay." The Barna Update, web page; available at <http://www.barna.org/FlexPage.aspx?Page=BarnaUpdate&BarnaUpdate=152>; accessed 23 January 2007.

² Thom S. Rainer, *The Bridger Generation* (Nashville: Broadman and Holman, 1997), 34.

³ Chuck Kelley, "Back to the Future: An Analysis of Southern Baptist Evangelism," *Theological Educator* 51 (spring 1995): 156.

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¹ The Barna Group, “Morality Continues to Decay,” The Barna Update, web page; available at <http://www.barna.org/FlexPage.aspx?Page=BarnaUpdate&BarnaUpdate=152>; accessed 23 January 2007. **Note: According to Turabian 11.10, an institution, association, or the like may be considered as an author.**

² Thom S. Rainer, *The Bridger Generation* (Nashville: Broadman and Holman, 1997), 34.

³ Chuck Kelley, “Back to the Future: An Analysis of Southern Baptist Evangelism,” *Theological Educator* 51 (spring 1995): 156.

INTRODUCTION SAMPLE PAGE 2

Footnotes (continued):

- Number footnotes consecutively in a chapter, beginning with arabic 1 to the chapter's end (8.12).
- Start footnote numbering over at each chapter's beginning (8.12).
- Use one of two styles in typing footnotes below the separator (8.8-8.10, 14.14).
- The separator and its footnotes should immediately follow the text when a chapter ends with a short page of text (14.15).
- See Turabian chapters 8, 11, and 14 for examples of different types of footnotes.

Pagination:

- Number the pages following page 1 consecutively to the end of the bibliography with arabic numbers centered or flush right 1 inch from the top edge, except for the first page of each major heading (i.e., chapter) where the page number continues consecutively but is centered 1 inch from the page's bottom edge (14.8 and like 14.34-14.36).

Writing the INTRODUCTION:

- Suggested approach:
 1. Open with background information, such as an observation, historical perspective, quotation, or statistics.
 2. Lead into a statement of the problem or concern which led to the research and writing of the paper.
 3. Close with the thesis in the last paragraph and transition into the body. Note: the thesis can be the last sentence in the INTRODUCTION and serve as the transition into the body of the paper.
- Suggested steps in writing:
 1. Review the thesis and the general outline of the paper.
 2. Outline the paper in detail.
 3. Gather the needed source materials, based on the detailed outline, and write the text.
 4. Proofread for grammatical errors and correct accordingly.
 5. Proofread for Turabian errors and correct accordingly.
 6. Read for style and revise, if needed.

church members are lacking a personal relationship with Christ.⁴ Churches across America are forced to face the fact of declining memberships.

What is the cause of this movement? Why are churches having such a hard time growing in this decade? To answer these questions, one must look at the impact of the last four American generations on the church. These generations of the Builders, the Boomers, the Busters, and the Bridgers have completely different value systems. They each have unique ways of approaching the world. Some of their values are a direct result of the teachings of the previous generation. Some values seem to come from nowhere. However, the effects of the preceding generation are seen in the next generation in several areas of life.

Churches sometime fear change because they find it difficult. However, the changes in the generations are necessitating change in the programming of local churches. Churches must meet the particular needs of the different generations in order to remain growing and healthy.

⁴George Barna, *Evangelism that Works* (Ventura, CA: Regal Books, 1995), 45.

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⁴George Barna, *Evangelism that Works* (Ventura, CA: Regal Books, 1995), 45.

CHAPTER FIRST PAGE SAMPLE

Heading:

- Major heading = capital letters (1.16)
- Center the heading (1.36).
- Be consistent with the heading form as listed in the CONTENTS (1.17).

Margins/Spacing:

- Chapter first page top margin = 2 inches (14.10)
- Bottom and sides = 1 inch (14.2)
- Double-space between CHAPTER 2 and the actual wording of the chapter title.
- Divide lines of more than 48 spaces. Use the inverted pyramid style and single-space within the chapter title.
- Triple-space between heading and the first line of text (like 14.36). [Two blank lines will be between heading and first line of text.]
- Triple-space to section titles after a body of text, but double-space after the subhead to the next body of text.
- Double-space the text (1.2, 14.5) and between footnotes (8.15, 14.13).
- Triple-space between major subsections of the paper.

Pagination:

- Center the number of the beginning page of each chapter 1 inch from the bottom edge (14.6-14.9 and like 14.36).

Section and Subsection:

- Up to five levels of subheads may be used (1.37 and like 14.31, 14.35).
- Subhead levels are differentiated typographically and can be selected at the writer's discretion "in any suitable *descending order*" (1.37-1.38).
- No page should end with a subhead.

Body Text:

- Avoid "orphans," beginning a new paragraph at the end of one page with only one line.
- Avoid "widows," ending a paragraph on a new page with only one line.

CHAPTER 2

THEOLOGICAL THEMES OF ROMANS 6:1-14

The apostle Paul addressed several facets of the Christian's walk in Rom. 6:1-14. He focused on two aspects of the believer's relationship with Christ: (1) believers are in Christ, and (2) believers are with Christ. Paul also conveyed some intriguing insights concerning the various aspects of sanctification. He demonstrated that sanctification includes that which has already been accomplished by God, what he is presently doing, and what he will ultimately do to complete each believer's sanctification. One other major theological theme emerges in this passage as well: the nature of the "old man."

Union with Christ

The doctrine of union with Christ is developed rather extensively within this short passage of Scripture. In Rom. 6:2, Paul declared that believers have been "baptized into Christ Jesus" and have been "baptized into his death." In Rom. 6:4, Paul added that they have been "buried with Him by baptism into death" (Rom. 6:4). In Rom. 6:5, Paul asserted that believers have become united with him "in the likeness of His death," as well as united with him "in the likeness of his resurrection." Paul clarified that the old self "is crucified with him" (Rom. 6:6). In Rom. 6:8, he reiterated that believers "have died with Christ" and "shall also live with him." In Rom. 6:11, believers were instructed to consider themselves "alive un to God in Christ Jesus." These nine references indicate that union with Christ was one of Paul's primary teachings.

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CHAPTER SECOND PAGE SAMPLE

Scripture References:

- In text, parenthetical references, or notes, use only the full name of a Bible book when referring to the book as a whole or to a book and chapter (i.e., Amos, John 3, or Ephesians 4-6).
- When citing a specific verse or groups of verses, abbreviate the name of the Bible book (i.e., Mt. 5:16 or Pr. 3:5-6).
- When a reference to a specific verse begins the sentence, spell out the entire Bible book (i.e., Luke 1:1-4 presents the purpose of . . .).
- When there are several books in a series, always use arabic numbers (i.e., 1 John).
- The book's number and name should always appear on the same line.
- For abbreviations of Bible books, see last page of *Turabian Tutor*.
- In papers dealing extensively

with Scripture, you may choose to identify the biblical text within the context of the sentence or in a parenthetical reference rather than in a footnote. See the scriptural references on the previous page. If you choose to quote from a translation other than the King James, advise the reader in a footnote at the end of the first reference. If you choose to use footnotes instead, see rule 8.129.

More on Footnotes:

- Indent first line of footnote in a manner consistent with the paragraph indentation used in the body text.
- Do not put a space between the footnote number and the actual footnote content.
- Single-space within footnotes, but double-space between footnotes.
- Once you give a full note on a reference, you should not give a full note on that reference again. See the shortened references in the sample paper. Also see Turabian 8.85-8.8.96 for explanation.

Citing the Authors' Names in the Text

In the text of a paper, supply both the given name and the family name on the first reference. In subsequent references, cite only the family name. See the first two paragraphs of the sample page above.

One of the best definitions of this concept was developed by Wayne Grudem: "Union with Christ is a phrase used to summarize several different relationships between believers and Christ, through which Christians receive every benefit of salvation. These relationships include the fact that we are in Christ, Christ is in us, we are like Christ, and we are with Christ."¹ Romans 6 draws particular attention to two of those relationships.

Aspects of Sanctification

Traditional definitions of sanctification focus on the transformational nature of sanctification. Although God's role is acknowledged, emphasis is placed on the progressive aspect of sanctification. Millard Erickson defined sanctification as "the continued transformation of moral and spiritual character so that the believer's life actually comes to mirror the standing he or she already has in God's sight."² Erickson clarified his belief that justification is instantaneous and involves the believer's righteous standing before God, but that sanctification was a process of growth in holiness.³ Grudem stated: "Sanctification is a progressive work of God and man that makes us more and more free from sin and like Christ in our actual lives."⁴

Definitive Sanctification. In a book that presents five different views of sanctification, Anthony Hoekema gave a definition of sanctification that seemed to speak to the definitive (or positional) aspect of sanctification clearly taught in Rom. 6:1-14:

¹Wayne Grudem, *Systematic Theology: An Introduction to Biblical Doctrine* (Grand Rapids: Zondervan Publishing House, 1994), 840.

²Millard J. Erickson, *Christian Theology*, 2d ed. (Grand Rapids: Baker Book House, 1998), 890.

³Ibid.

⁴Grudem, 746.

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³Ibid.

⁴Grudem, 746.

SPECIAL FOOTNOTE FORMS

Bibliographic forms of these footnotes appear in the sample selected bibliography pages of this document.

•Dictionary or encyclopedia articles:

¹D. G. Bloesch, "Sin," *Evangelical Dictionary of Theology*, ed. Walter A. Elwell (Grand Rapids: Baker Books, 1984), 1012.

•Internet references:

Needed information includes the following: author(s) if given, title of page, web site, sponsoring organization, revision date, medium (web page), URL and access date.

²Alan 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>; accessed 22 July 1999.

•Electronic/digital sources:

³John Calvin, *Institutes of the Christian Religion*, vols. 1-4; 641 (3.2.8), reproduced in *The Master Christian Library, Version 2.0* [CD-ROM] (Albany, OR: AGES Software, 1996).

•On-line journal article:

⁴Elmer M. Colyer, "A Theology of Work and Spirit: Donald Bloesch's Theological Method," *Journal for Christian Theological Research* 3 (1996), on-line; available from http://apu.edu/~CTRF/articles/1996_articles/colyer.html

The entry does not end with a period because some readers may mistake the period as part of the URL. Also, journal articles need no access date because the content of the article should not change over time.

•Commentaries:

Separately titled volume in a series (The biblical book being studied is the only book in the volume.)

⁵C. E. B. Cranfield, *A Critical and Exegetical Commentary on The Epistle to the Romans: Romans I-VIII*, The International Critical Commentary on the Holy Scriptures of the Old and New Testaments, ed. J. A. Emerton and C. E. B. Cranfield (Edinburgh: T. & T. Clark Limited, 1975), 299-300.

Work within a volume (The biblical book being studied is not the only book in the volume.)

⁶Frank Stagg, "Matthew," *The Broadman Bible Commentary*, vol. 8, ed. Clifton J. Allen (Nashville: Broadman Press, 1969), 27.

•Other types of citations:

1. More than three authors

⁷Melvin E. Dieter and others, *Five Views on Sanctification* (Grand Rapids: Zondervan, 1987), 61. [Note: Bibliographic entry must include all authors.]

2. Edition other than the first

⁸C. Hugh Holman, *A Handbook to Literature*, 3d ed (New York: Odyssey Press, 1972), 200.

BIBLIOGRAPHY FIRST PAGE SAMPLE

Headings:

- Major heading = all capital letters
- Subheads = headline style

Margins/Spacing:

- Top margin = 2 inches (14.10)
- Bottom and sides = 1 inch (14.2)
- Triple-space between the major heading and the first level subhead *and* also between the last line of text and the following subhead (like 14.34).
- Double-space between the subheads and the first line of text *and* also between the bibliographical entries (14.12, 9.8).
- Single-space within the lines of a single bibliographical entry (9.8).

Alignment:

- Center the major heading and the first level subheads (14.10, 1.37).
- Align the first line of each entry flush left, but indent any runover lines 5 spaces or half an inch (9.8).

Please note:

- Arrange entries alphabetically (9.3, 9.14).
- See 9.27 for listing multiple works by the same author, using an eight-space line.
- See 9.31 for listing a work without a known author or editor.
- Refer to chapter 11 on how to list different types of bibliographical entries.
- Do not forget the comma before the conjunction when listing the names of two authors of a single work (11.4).

SELECTED BIBLIOGRAPHY

Books

- Barna, George. *Evangelism That Works*. Ventura, CA: Regal Books, 1995.
- _____. *The 1994-95 Barna Report: Virtual America*. Ventura, CA: Regal Books, 1994.
- Cranfield, C. E. B. *A Critical and Exegetical Commentary on The Epistle to the Romans: Romans I-VIII*. The International Critical Commentary on the Holy Scriptures of the Old and New Testaments, ed. J. A. Emerton and C. E. B. Cranfield. Edinburgh: T. & T. Clark Limited, 1975.
- Dieter, Melvin E., Anthony A. Hoekema, Stanley M. Horton, J. Robertson McQuilkin, and John F. Walvoord. *Five Views on Sanctification*. Grand Rapids: Zondervan, 1987.
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- Holman, C. Hugh. *A Handbook to Literature*, 3rd ed. New York: Odyssey Press, 1972.
- Melick, Rick. *Called to Be Holy*. Nashville: LifeWay Press, 2001.
- Peterson, David. *Possessed by God: A New Testament Theology of Sanctification and Holiness*. Downers Grove, IL: InterVarsity Press, 1995.
- Stagg, Frank. "Matthew." *The Broadman Bible Commentary*, vol. 8. Edited by Clifton J. Allen. Nashville: Broadman Press, 1969.
- Wenham, Gordon J. *Genesis 16-50*. Word Biblical Commentary, ed. David A. Hubbard, Glenn W. Barker, and John D. W. Watts. Waco: Word Books, 1987.

Electronic Documents

- Calvin, John. *Institutes of the Christian Religion*, vols. 1-4. Reproduced in *The Master Christian Library, Version 2.0* [CD-ROM]. Albany, OR: AGES Software, 1996.

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SCRIPTURE REFERENCE ABBREVIATIONS:

Old Testament

Genesis	Gen.
Exodus	Ex.
Leviticus	Lev.
Numbers	Num.
Deuteronomy	Dt.
Joshua	Jos.
Judges	Jg.
Ruth	Ru.
1 Samuel	1 Sam.
2 Samuel	2 Sam.
1 Kings	1 Kg.
2 Kings	2 Kg.
1 Chronicles	1 Chr.
2 Chronicles	2 Chr.
Ezra	Ezra
Nehemiah	Neh.
Esther	Est.
Job	Job
Psalms	Ps.
Proverbs	Pr.
Ecclesiastes	Ec.
Song of Solomon	S. of S.
Isaiah	Is.
Jeremiah	Jer.
Lamentations	Lam.
Ezekiel	Ezek.
Daniel	Dan.
Hosea	Hos.
Joel	Jl.
Amos	Am.
Obadiah	Ob.
Jonah	Jon.
Micah	Mic.
Nahum	Nah.
Habakkuk	Hab.
Zephaniah	Zeph.
Haggai	Hag.
Zechariah	Zech.
Malachi	Mal.

New Testament

Matthew	Mt.
Mark	Mk.
Luke	Lk.
John	Jn.
Acts	Acts
Romans	Rom.
1 Corinthians	1 Cor.
2 Corinthians	2 Cor.
Galatians	Gal.
Ephesians	Eph.
Philippians	Phil.
Colossians	Col.
1 Thessalonians	1 Th.
2 Thessalonians	2 Th.
1 Timothy	1 Tim.
2 Timothy	2 Tim.
Titus	Tit.
Philemon	Philem.
Hebrews	Heb.
James	Jas.
1 Peter	1 Pet.
2 Peter	2 Pet.
1 John	1 Jn.
2 John	2 Jn.
3 John	3 Jn.
Jude	Jude
Revelation	Rev.