

The Baltic Methodist Theological Seminary

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**THE BALTIC METHODIST THEOLOGICAL SEMINARY
GUIDELINES FOR WRITING AND FORMATTING ASSIGNMENTS**

Tallinn 2011

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INTRODUCTION

The student's independently written assignments – reports, essays, exams, practicum reports, course paper, diploma paper etc.–have to be written and formatted according to the same principles. These guidelines for written assignments follow the general principles for scientific writing. Formatting of the assignments follows the international APA system available at <http://www.apastyle.org/learn> and <http://bit.ly/apa-stiil>. The guidelines provide a selection of most frequently used examples.

PRINCIPLES FOR WRITING DIPLOMA PAPERS

A diploma paper is a *theoretical or practical and empirical* short research paper independently written by the student where the student systematises existing facts or terms, creates connections and draws conclusions about the discussed topic. The research topic is either offered by the Seminary or chosen by the student (and approved by the Seminary). The Foundations of Scientific Research course is the prerequisite for the approval of a diploma paper topic.

The writing of diploma papers is supervised. The Baltic Methodist Theological Seminary prefers that the supervisor be chosen from among the Seminary faculty members as it enables to ensure that the paper would meet academic standards and quality. The student may choose an adviser—an expert who advises on questions of content. The supervisor and the student decide together the final wording of the topic.

Theoretical research paper. A theoretical research paper discusses theoretical perspectives and/or research. The purpose of theoretical research paper is to find academic sources and analyse them, evaluate and systematise facts and to draw well-reasoned conclusions. The assessment criteria for a theoretical research paper:

- scope and comprehension of academic sources;
- clear purposes and structure;

- logical discussion;
- consistency of analysis and conclusions.

Empirical research paper. An empirical research paper includes a short empirical research (e.g. interviews, questionnaire) which tests the knowledge acquired by preliminary theoretical research on the topic. Before choosing the methodology and putting together a questionnaire, the student has to set research tasks that would give measurable and comparable results. Empirical research is classified according to its research methods either as qualitative (explaining meaning and attitudes) or quantitative (numerically measurable). In case it is expedient to conduct a quantitative research, the student has to set a hypothesis and the results will either confirm or disprove it. Hypothesis is an educated guess based on existing knowledge and derived from the conclusions of the theoretical study but its validity is not yet proven. The assessment criteria for empirical research:

- clear purposes and research tasks;
- accurate application of academic research methods;
- skilful presentation of research results;
- consistency of conclusions and recommendations.

Stages of Writing a Diploma Paper

The writing process has several stages, each of which focuses on different activities:

- 1) Choosing a topic and finding a supervisor, both have to be approved by the Seminary.
- 2) Participating in the Foundations of Scientific Research lectures and seminars and doing the assignments.
- 3) Writing an initial plan for the diploma paper and getting familiar with relevant sources. In the initial plan the student explains his/her choice of topic and its relevance,

sets the goal and drafts the research tasks. Later on, the initial plan contributes to the paper's introduction.

4) Preparation for research, conducting the research, and processing the results (in a theoretical paper it involves selecting sources and analysing them; in an empirical research, choosing the research method, putting together a questionnaire and analysing the findings).

5) Writing the paper. The paper has to be written according to academic writing requirements using unbiased language, without grammatical and spelling mistakes.

6) Preliminary defence of the diploma paper.

7) Defence of the diploma paper.

Diploma Paper Structure

Diploma paper structure: title page, table of contents, introduction, glossary if applicable, main body of text, summary, abstract in Estonian language, list of references, list of table and figures if applicable, and appendices. Length without appendices 35-45 pages.

Introduction. Introduction is an important part of the paper that gives the reader an understanding of the general direction and purpose of the paper. Here you introduce the topic and give an overview of the relevance of the topic, research question (problem), purpose, research tasks, (hypotheses – in case of quantitative research), research methods, main sources, and structure.

Introduction should facilitate the reading of the paper. You can explain the motives and reasons for choosing the topic. If the assessment of results requires you may refer to general problems that arose during gathering material or collecting data. You may also want to acknowledge those who contributed to the work. As a rule, the introduction should not exceed 10% of the total length of the paper. At the final phase of writing, you will revise the introduction to incorporate the developments and fit the contents.

Body of text. Divide the main body of the text into chapters, and chapters into chapter sections. The number of chapter sections depends on the character and topic of the paper. Chapters and chapter sections should be logically connected, correspond to the topic and leave a sense of completeness. Avoid excessive breaking down of the text.

A theoretical diploma paper usually has 3-4 chapters. Every chapter can be divided into sections given that there is more than one subtitle. It is beneficial to conclude each chapter with a short summary. A theoretical paper must follow a logical development: a) presentation of theories, b) discussion of theories and c) drawing conclusions.

A diploma paper that has a theoretical and an empirical section has the following logical development: a) theory, b) empirical study, and c) conclusions. The empirical section has its own logical development: a) theory, b) methods, c) results, d) analysis, and e) conclusions and recommendations. The first section of the empirical part usually carries the title *Purpose and Methodology* and lists and describes the research methods and explains reasons for choosing them. It also presents the research question (problem), the purpose and research tasks of the empirical study.

Summary. The summary brings out the main findings, conclusions, and recommendations of the paper. The summary reflects the purposes and tasks defined in the introduction, explains to what extent they have been achieved, and what were the results. Writing the summary can be easier when you have already included a short summary at the end of each chapter and its subsections. The empirical study summary brings out the most important findings and assesses whether the hypothesis has been proved or disproved. Take notice that the summary a) does not present new facts or raise new issues, and b) has no references to the main body of text or to the sources.

In the summary, you can include a vision for further research of the subject, bring out questions that still need to be studied, and make recommendations about the implementation

of the findings. The best practice suggests that those questions that were not solved should also be mentioned. The length of the summary is 2-3 pages.

Abstract in Estonian language. The abstract gives information to those readers who are not able to read the paper in the original language. It includes the title, purposes, research questions, methodology, findings and conclusions.

Defence

The diploma paper is defended orally before the committee during the preliminary and final defence. The diploma paper grade is based on the final defence, the reviewer's report and the evaluation of the committee members and is given a grade between A and F.

The decision to allow you to defend your paper is made by a committee formed by the Seminary. The committee also appoints the reviewer. You receive the reviewer's report prior to the defence before the committee. The reviewer assesses the following aspects:

1. relevance of the topic;
2. practicality of the topic;
3. feasibility of structure and balance between different parts of the paper;
4. exposition of the research question; definition of the purpose and research tasks;
5. selection of appropriate sources;
6. use of the sources;
7. correct referencing;
8. accordance of methodology and research question;
9. representativeness of the research material;
10. analysis of results;
11. correlation between conclusions and the content of the paper;
12. use of language;

13. formatting according to the requirements;

Points 8, 9, and 10 apply only for the empirical studies.

AUTHOR'S RIGHTS AND PLAGIARISM

Every academic paper is bringing together ideas from different authors. In academic writing, the thoughts and ideas of other authors have to be acknowledged by making a reference. Avoid plagiarism and any breach of author's rights. Plagiarism, or intellectual theft, is a presentation of another author's quotes, ideas, tables, statistics, charts and other intellectual property as your own work. To avoid plagiarism use the following principle: always refer to the author or source when quoting, copying, paraphrasing or referring to another author's work. Also, the copying or redesigning of other authors' graphic or audiovisual material has to be referenced.

GENERAL FORMAT OF THE PAPER

Use A4 paper format with 2.5 cm margins at all sides (top, bottom, left, right).

Text. Use a serif font for all text including headings (e.g. Times New Roman), point size 12. Use a sans-serif font (e.g. Arial) only inside figures and charts (not for titles). Double-space all text including headings, subheadings, references, and list of references. Align the text left. Start every paragraph with an 1,3 cm indent. Do not use indents in the introduction of the paper and for quotes that are set apart from rest of the text, for headings, and in the tables and figure titles.

Title of paper. Put the title of the paper in upper case at the left side of the header on each page, except on the title page where it appears at the centre. If the title is longer than 50 characters, then the header contains a short form of the title up to five words (see the sample of an assignment below).

Page numbering. Number all pages, but hide the page number on the title page of a course or diploma paper. Place the page number in upper right-hand corner. Always start from

a new page the table of contents, introduction, main body text, list of references, tables, figures and appendices.

Title page. The BMTS course and diploma papers require a title page. Other assignments have the author's name, the title and type of the assignment, name of the subject and date of submission. The assignment title is also written in the top header and aligned left.

Sample Page of an Assignment

LOREM IPSUM	1
	<u>Juhan Juhkam</u>
	<u>Lorem ipsum, essee</u>
	Ladina keel
	18.11.2011
LOREM IPSUM	
<p><u>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur sit amet elit a odio lacinia fringilla. Morbi dictum sodales metus at congue. Curabitur semper sem a justo cursus interdum. Vestibulum luctus arcu dui. Cras dignissim elit sem. Donec ac mollis lectus. Sed ante nisi, gravida non pellentesque id, egestas vel nibh. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam sodales semper rhoncus.</u></p> <p><u>Donec in odio vel purus lacinia varius vitae eu massa. Suspendisse dignissim erat quis ante consequat gravida. Phasellus commodo mattis lorem eget consectetur.</u></p>	

The diploma paper title page contains the name of the educational establishment, author's first and last name, title of the paper, type of paper, name of the supervisor, place and year of writing, formatted as follows:

Baltic Methodist Theological Seminary

Juhan Juhkam

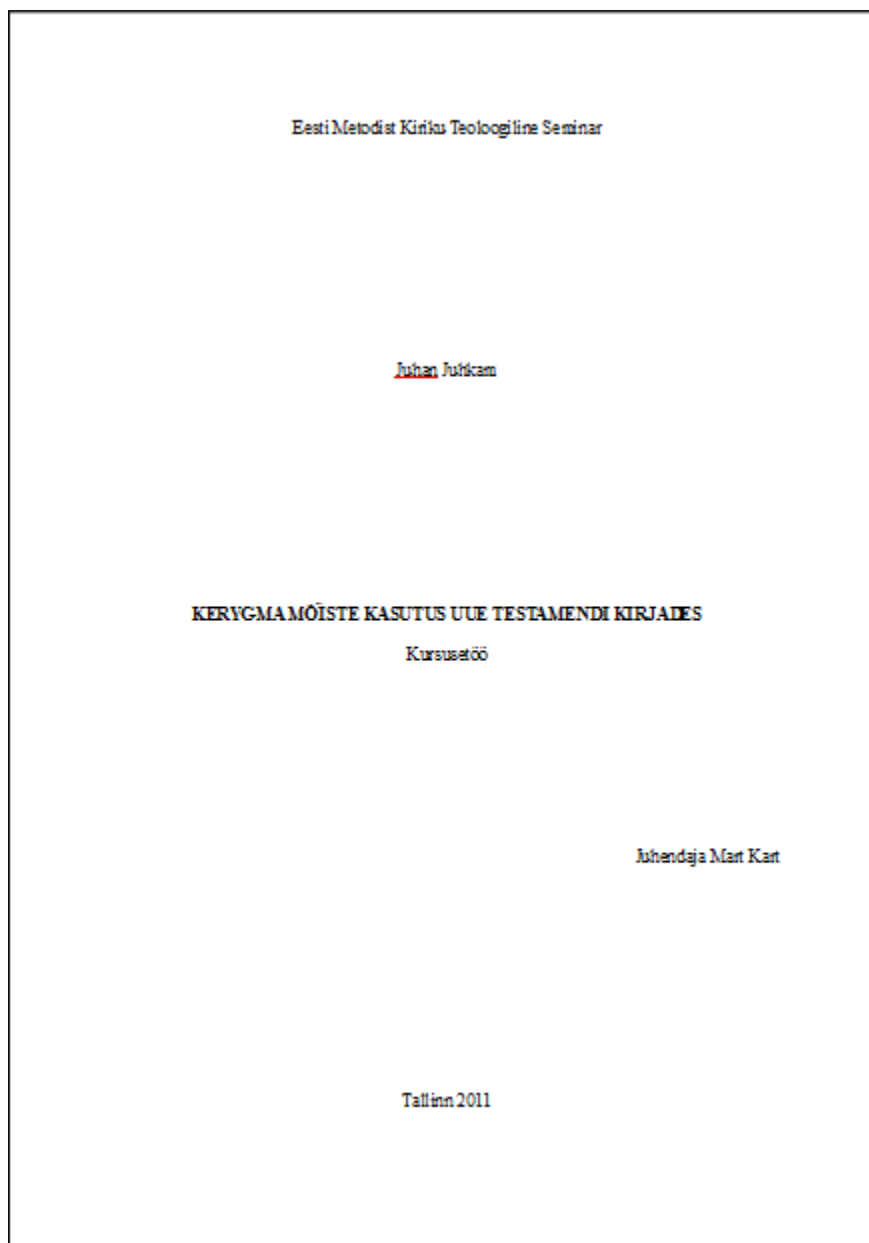
The Use of the Term Kerygma in the New Testament Epistles

Course Paper

Supervisor: Mart Kart

Tallinn 2011

Course and Diploma Paper Title Page Sample:



HEADINGS

Headings break down the text and help the reader to keep track of the outline of the author's thought and viewpoints. The font and size of the headings are the same as in the body text: point size 12, double spaced. The *APA style* uses 5 heading levels. No blank line between the heading and the following text.

Heading Descriptions:

Heading 1 (In Sample Pealkiri 1)	CENTERED, BOLDFACE, UPPERCASE OR LOWERCASE HEADING
Subheading 2 (In sample Alapealkiri 2)	Left-aligned, Boldface, Uppercase and Lowercase Heading
Subheading 3 (In Sample Alapealkiri 3)	<i>Indented, boldface, italicized, lowercase heading with a period.</i> Begin body text after the period.

In BMTS papers three levels of headings – Heading 1, Subheading 2, Subheading 3.

Sample of 3-level Headings:

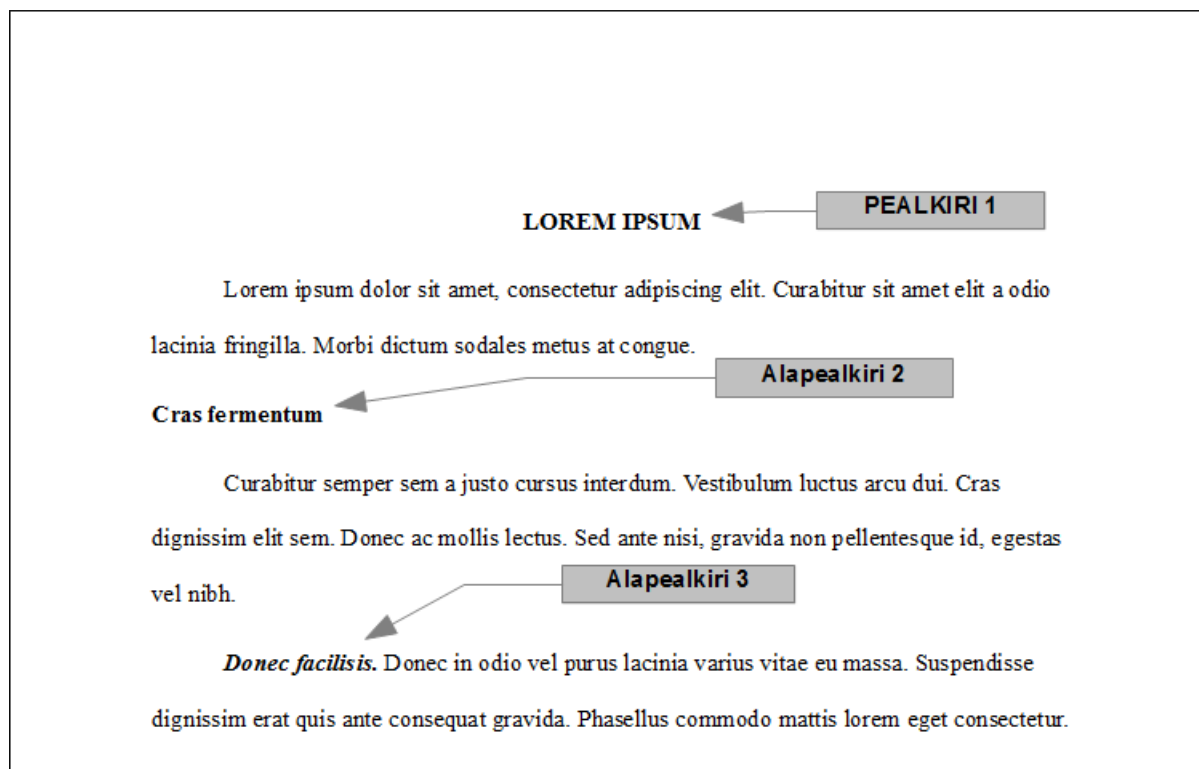


TABLE OF CONTENTS

Place the table of contents on a separate page. Use two levels of headings: Heading 1 and Heading 2. Format of the title (TABLE OF CONTENTS): centre-aligned, uppercase, and bold. Use the same font and line spacing in all headings and subheadings in the table of contents as in the rest of the paper: Times New Roman, 12pt, double-spaced.

Table of Contents Sample

SISUKORD	
Sissejuhatus.....	3
Teoreetiline käsitlus.....	4
Püha mõistest usundiloos ja keeles.....	4
Püha mõistest ja selle arengust juutlik-kristlikus kultuuris.....	10
Püha mõistest tänapäeva eesti ühiskonnas.....	18
Empiiriline uurimus.....	29
Uurimuse eesmärk ja metoodika.....	29
Tulemuste analüüs.....	31
Kokkuvõtavad järeldused ja soovitused.....	38
Kokkuvõte.....	40
Resümees.....	42
Allikate loetelu.....	43
Lisad	45

REFERENCING

General Principles of Referencing

Accurate referencing helps the reader to find the original work that has been used, paraphrased, recounted or quoted. Whether it is a reference or direct quote use the APA style in-text (parenthetical) referencing indicating the author and year of publication. In-text referencing presumes that the reader finds more detailed information from the bibliography at the end of the paper.

If you mention the author for the first time in the text, the best practice recommends that you also mention of author's first name. Set the in-text reference within parentheses and indicate the author's surname and year of publication, separated with comma. Place the in-text reference at the end of a sentence, paragraph or quotation. For example, "... pastoral

psychology is ecumenical by its very nature” (Lehtsaar, 1994, p. 14). If you mention the author’s name within the sentence, then indicate only the year of publication within the parentheses. For example, Tõnu Lehtsaar (1994, p. 14) understands pastoral psychology as being ecumenical...

Three Elements of a Reference

- Author’s or editor’s surname. If the author is unknown then use a short form of the title.
- Year of publication, separated from the author with comma and space.
- Page number separated from the year with a comma using the abbreviation “p.” and space before the number. Do not indicate page numbers when referring to the whole work or article, or when the idea applies to the whole source. When the reference indicates more than one page then use abbreviation pp. or when the idea continues on the next or several following pages use “ff.” after the page number.

Basic form of in-text references: Salumaa (2009, p. 209)

Basic form of in-text references at the end of a sentence: (Salumaa, 2009, p. 209)

Examples of In-Text References:

A work by one author. Lehtsaar (1994) or (Lehtsaar, 1994)

A work by two authors. Kaldur and Kurg (2008) or (Kaldur & Kurg, 2008)

A work by three to five authors first time referenced. Bradley, Ramirez and Soo (1999) or (Bradley, Ramirez, & Soo, 1999). Bradley, Ramirez, Soo and Walsh (2006) or (Bradley, Ramirez, Soo, & Walsh, 2006). Walker, Allen, Bradley, Ramirez and Soo (2008) or (Walker, Allen, Bradley, Ramirez, & Soo, 2008)

A work by three to five authors in subsequent references. Bradley et al. (1999) or (Bradley et al., 1999)

A work by six or more authors. Kaldur et al. (2006, p. 60) or (Kaldur et al., 2006, p. 60)

Reference to several works in the same parentheses. (Bradley, 1999; Mahoney, 1998)

A collection of articles or a chapter in an edited book or textbook. Use the name of the editor. To reference a chapter or article in an edited book, refer to the author of the article and not to the whole book.

Unknown author. If the work does not have an author or editor, use the first words of the title. The titles of articles, chapters or web pages are set within quotation marks. The titles of books, publications or magazines are set in italics. For example: ... the mission of the Theological Seminary is to support spiritual formation (“The Baltic Methodist Theological Seminary”, 2011). ...*The Augsburg Confession* (1980) teaches about church and its unity.

Classical literature. For better understanding of a quotation, you can add the year of the original work. For example (Bunyan, 1728/2007). But the main task of referencing is to identify the source that you have been using.

Personal communication. For personal letters, e-mails, forums, conversations, personal interviews, Skype and other person-to-person communication, indicate the communicator's name, the fact that it was personal communication, and the date of the communication. (Do not include personal communication in the bibliography.) For example: Jaan Juhkam (personal correspondence, 19.01.2011) or (Jaan Juhkam, personal interview, 20.08.1991).

The Bible. In the introduction of the paper, name the Bible translation or copyright holder and year of publication. In a paper in Estonian language use the abbreviations by Estonian Bible Society (see Ch. “Abbreviations”), for English or Russian Bible references please see chapter “Abbreviations”. The Bible is not included in the bibliography.

Direct Quotation

Put quotation marks around the direct quotations (if less than 40 words). If the direct quotations is in the middle of the sentence then the reference comes straight after the closing quotation mark followed by a punctuation mark.

Two examples:

Meeli Tankler (1996) in her study about child development writes “the difference between the boys’ and girls’ concept of God increases even more during the teenage years” (p. 148), where the boys’ concept of God is to larger extent more intellectual.

“Contrary to the expected, Jesus talked with the woman about spiritual – or if you wish, about theological issues” (Saluraid, 2004, p. 21).

Place direct quotations that are 40 words, or longer, in a free-standing block of lines, and omit quotation marks. Start the quotation on a new line, indented 1.5 cm from the left margin. Use indent for the first line of any subsequent paragraph within the quotation. The parenthetical quotation comes after the closing punctuation mark.

Example:

It is clear that in the “feared” feelings ascribed to women, in emotions and feelings of empathy, or in their readiness to serve, on the contrary to the rational world, God saw a potential that contributed to the spread of the Gospel.

That these above-mentioned qualities are characteristic not only to women, is show by Jesus’ life (as a man) on earth – he also had compassion, he cried, rejoiced, and according to his own words, came to serve. (Saluraid, 2004)

Quoting Indirect Sources

If you use a source that was cited in another source and the original source is not available, name both sources. For example if a quote from Uku Masing is available only in

the work of Toomas Paul, reference it as follows: (Diary of Uku Masing, as quoted in Paul, 2001). List the secondary source in your bibliography (Toomas Paul).

BIBLIOGRAPHY

Start the bibliography from a new page with Level 1 heading “Bibliography” (centered, uppercase, bold). Each source you quote from in your paper must appear in the bibliography. Organise the list alphabetically by the first author’s surname. List different works by the same author in the order of the year of publication starting with the earliest. In papers written in English or Estonian the works in Cyrillic script follow the list in Latin script. In Russian papers the list starts in Cyrillic and is followed by the list in Latin or other script.

A full reference contains data from the source and has following elements: 1) Author’s surname and first name; 2) year of publication; 3) place of publishing and publisher. Every element of the reference forms a separate sentence and ends with a full stop.

For example: Author, A. (1967). *The Title*. City: Publisher.

Data from the sources:

- Start with the author’s surname, followed by a comma and space; then first name(s) or initials; write the names of co-authors’ or editors in the same order than given in the source;
- date of publication in parentheses (usually on the reverse side of the title page; if there is no date of publication mark (n.d.), for periodicals year and month, separated by comma;
- title and subtitle as given on the title page. The subtitle is separated by colon and space; italicize titles. Use body text font for article titles in an edited book or periodical, but italicize the journal, newspaper or information booklet title. After the article title comes the initial(s) of the editor followed by dot and space and

editor's surname followed by Ed. or Eds. in brackets, then the italicized title of the edited book;

- page numbers are NOT INCLUDED except for articles from edited books or periodicals;
- place of publishing and publisher separated by colon and space;
- number of repeated edition or reprint (6th ed., 2nd printing) (important for lexicons);
- reference ends with a full stop.

Bibliography Examples

Books.

Davie, G. (2000). *Religion in Modern Europe*. Oxford: Oxford University Press.

Books with two authors.

Scherer, J. A., & Bevans, S. B. (Eds.). (1992). *New Directions in Mission and Evangelization 2: Theological Foundations*. Maryknoll: Orbis Books.

Kaldur, P., Kurg, I. (Eds.). (2008). *Sajand Elmar Salumaaga: Juubelikogumik*. Tallinn: EELK Usuteaduse Instituut.

Books with more than two authors.

Anderson, G. H., Coote, R. T., & Phillips, J. M. (Eds.). (1994). *Mission Legacies:*

Biographical Studies of Leaders of the Modern Missionary Movement. New York: Orbis Books.

Kaldur, P., Kurg, I., Laats, A., Teder, T., Vihuri, V. (Eds.). (2006). *Documenta oecumenica: Kirik, ühiskond, misjon*. Tallinn: EELK Usuteaduse Instituut.

Article or chapter in an edited book.

McLung, L.G. (2002). Evangelism. In S. M. Burgess & E. M. Van Der Maas (Eds.) *The New International Dictionary of Pentecostal and Charismatic Movements* (pp. 617-620). Grand Rapids, MI.: Zondervan.

Lilleoja, L. (2000). Kümme aastat usuõpetust taasiseseisvunud Eestis – areng või taandareng.

M. Nelson (Ed.), *Mente et corde: Esseekogumik* (pp. 167-182). Tallinn: EMK

Teoloogiline Seminar, Logos.

Articles in periodicals.

Paas, K. (2012, March 8). Suhtluspeetus – kas vabariigi tõi? *Maaleht*, 10 (1274), p. 19.

Herm, I. (2009, July/Aug/Sept). Ma armastan Eesti Metodisti Kirikut. *Koduteel*, 94 (3), pp. 10-12.

Articles from lexicons or edited books.

Спасение. (1990). Ф. Ринкер, Г. Майер (Ed.). *Библейская Энциклопедия* (p. 937).

Paderborn: Christliche Verlagsbuchhandlung.

Diploma papers, master's and doctoral thesis.

Kask, A. (2008). Handi laste usulise mõtlemise arengust (magistritöö). EELK Usuteaduste Instituut, Tallinn.

Web Pages.

Name the author of the web page and the title (if indicated) together with the URL address. If the date cannot be identified, write in parenthesis (n.d.). (For academic web periodicals, use DOI (digital object identifier) instead of URL address.) If the web source has a date, write it in parentheses after the author's name (year, month, day); for journals only the year and the month (2010, August), for newspapers include also the day (2010, August 15) as well as for blog and forum posts (2010, August 15). N.B. avoid copying the link from the address bar.

Referencing DOIs.

Routson, J. L., & Hinton, S. T. (2010, Dec). Domestic violence and the role of the parish nurse. *Journal of Christian Nursing*, Dec 2010, 27:302-305. DOI 10.1097/CNJ.0b013e3181f0c141

Articles from online periodicals.

Routson, J. L., & Hinton, S. T. (2010, Dec). Domestic violence and the role of the parish nurse. *Journal of Christian Nursing, Dec 2010, 27:302-305*. Retrieved from http://journals.lww.com/journalofchristiannursing/Abstract/2010/12000/Domestic_Violence_and_the_Role_of_the_Parish_Nurse.13.aspx

Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved from <http://well.blogs.nytimes.com/2008/05/06/psychiatry-handbook-linked-to-drug-industry>

Stern, R. (2012, March 9). Sohk ja teadus kümme aastat hiljem. *Sirp, 10* (3384). Retrieved from http://www.sirp.ee/index.php?option=com_content&view=article&id=14281:sohk-ja-teadus-kuemme-aastat-hiljem&catid=9:sotsiaalia&Itemid=13&issue=3384

Saluraid, A. (2004). Naise koht teoloogias ehk Sitz im Leben. *Koduteel* (4), Retrieved from <http://www.metodistikirik.ee/koduteel/artikkel/255>

Nonperiodical web documents, web pages, or reports.

Õppekorralduseeskiri. (2011, March 3). *EMKTS kodulehekülg*. Retrieved from http://www.emkts.ee/index.php?option=com_content&view=article&id=156&Itemid=128&lang=et

Blog posts.

Veljo Kaptein. (2011, 19. juuni). "Israel Today" kirjutab luuletaja Haim Gouri "Eyval"-st [Ajaveebi postitus]. Retrieved from <http://veljo.wordpress.com/2011/06/19/israel-today-kirjutab-luuletaja-haim-gouri-eyval-st/>

E-book (published only in an e-book format).

O'Kneefe, E. (i.a.). *Egoism & crisis in Western values*. Retrieved from <http://www.onlineoriginals.com/showitem.asp?itemID=135>

E-book (digital version of a printed book).

Maclean, A. J. (2010). *The Ancient Church Orders*. Retrieved from

<http://books.google.com/books?id=wPZAuWGmKNEC> (original 1910).

Slide Presentations.

Bouma J. (2010, August). Postmodernity & Youth Ministry [Slaid presentation]. Retrieved

from <http://www.slideshare.net/jakebouma/postmodernity-youth-ministry>

Video podcasts.

Joseph Hovsepian (Produser). (2007, October 18) A Cry from Iran [DVD]. Retrieved from

<http://www.christianmovies.com/missions/a-cry-from-iran-dvd>

TABLES AND FIGURES

The purpose of tables and charts is to enhance the readers' understanding of the information presented in the paper and to give an overview of data.

Label tables above the table and figures below the figure.

Tables

Do not use tables to fill up space, or to pile up insignificant data. Place the tables on a separate page and name by numbers Table 1, Table 2, etc. On the next row under the table title write the italicized caption that explains the data presented in the table. Draw the table only with horizontal lines. Add necessary explanations under the table using 10pt font, starting with the word “*Note*.”

Sample table.

Tabel 9

Õigete vastuste arv lastel, kes osalesid ja ei osalenud pikapäevarühmas

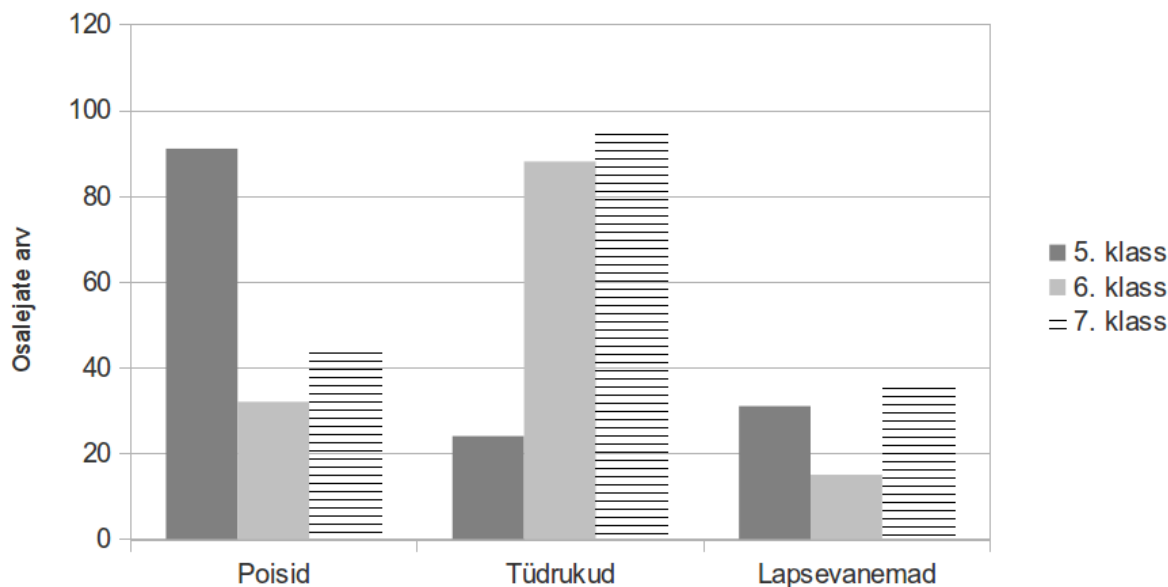
Grupp	n ^a	Klass	
		3	6
Tüdrukud			
Osalesid	20(18)	280	319
Ei osalenud	20(19)	240	263
Poisid			
Osalesid	20(19)	281	317
Ei osalenud	20(20)	232	262

Märkus: Maksimaalne punktide arv testis = 320

^a Sulgudes olevad numbrid näitavad laste arvu, kes vastasid kõikidele küsimustele.**Figures**

Place the number of the figures (charts, illustrations, graphs, photographs) below the visual display, e.g. *Figure 1*, italicized, followed by the figure caption in sentence case. The legend is part of the figure and explains the symbols, abbreviations, and terminology used in the figure and. Place the figure at the centre of the page filling about 90% of the paper width.

Sample figure.



Joonis 2. Laste ja vanemate osalemine pühapäevakooli üritustel 5. - 7. klassides.

ABBREVIATIONS FOR BIBLICAL BOOKS

Use the Bible Book's abbreviations as given in the table below. The abbreviations for Biblical books are used only parenthetically or in longer lists of Bible verses. Separate chapter and verse with a colon.

Examples: The first verse of Genesis (Gen 1:1) says...

...every Christian is a temple of the Holy Spirit (1 Cor 3:16).

The apostle writes in 1 Corinthians (3:16)...

In Romans chapter 3 (vv. 21-22) the apostle talks about justification...

Abbreviation ff. after the verse number refers to the following verses. Example: Gen 1:1–5; 2:4 ff..

Books of the Bible	Estonian	Russian	English
Genesis	1Ms	Быт	Gen

Exodus	2Ms	Исх	Ex
Leviticus	3Ms	Лев	Lev
Numbers	4Ms	Чис	Num
Deuteronomy	5Ms	Втор	Deut
Joshua	Jos	Нав	Josh
Judges	Km	Суд	Judg
Ruth	Rt	Руф	Ruth
1 Samuel	1Sm	1Цар	1 Sam
2 Samuel	2Sm	2Цар	2 Sam
1 Kings	1Kn	3Цар	1 Kings
2 Kings	2Kn	4Цар	2 Kings
1 Chronicles	1Aj	1Паp	1 Chr
2 Chronicles	2Aj	2Паp	2 Chr
Ezra	Esr	Езд	Ezra
Nehemiah	Ne	Неем	Neh
Esther	Est	Есф	Esth
Job	Ii	Иов	Job

Psalms	Ps	Пс	Ps
Proverbs	Օր	Прит	Prov
Ecclesiastes	Kg	Еккл	Eccles
Song of Solomon	Մլ	Песн	Song of Sol
Isaiah	Js	Ис	Isa
Jeremiah	Jr	Иер	Jer
Lamentations	Nl	Плач	Lam
Ezekiel	Hs	Иез	Ezek
Daniel	Tn	Дан	Dan
Hosea	Ho	Ос	Hos
Joel	Jl	Иоил	Joel
Amos	Am	Ам	Am
Obadiah	Ob	Авд	Obad
Jonah	Jn	Ион	Jon
Micah	Mi	Мих	Mic
Nahum	Na	Наум	Nah
Habakkuk	Ha	Ав	Hab

Zeohaniah	Sf	Соф	Zeph
Haggai	Hg	Аг	Hag
Zechariah	Sk	Зах	Zech
Malachi	Ml	Мал	Mal
Matthew	Mt	Мф	Mt
Mark	Mk	Мк	Mk
Luke	Lk	Лк	Lk
John	Jh	Ин	Jn
Acts (of the Apostles)	Ap	Деян	Acts
Romans	Rm	Рим	Rom
1 Corinthians	1Kr	1Кор	1 Cor
2 Corinthians	2Kr	2Кор	2 Cor
Galatians	Gl	Гал	Gal
Ephesians	Ef	Еф	Eph
Philippians	Fl	Фил	Phil
Colossians	Kl	Кол	Col

1 Thessalonians	1Ts	1Фес	1 Thess
2 Thessaloniana	2Ts	2Фес	2 Thess
1 Timothy	1Tm	1ТИМ	1 Tim
2 Timothy	2Tm	2ТИМ	2 Tim
Titus	Tt	ТИТ	Tit
Philemon	Fm	ФЛМ	Philem
Hebrews	Hb	Евр	Heb
James	Jk	Иак	Jas
1 Peter	1Pt	1Пет	1 Pet
2 Peter	2Pt	2Пет	2 Pet
1 John	1Jh	1ИН	1 Jn
2 John	2Jh	2ИН	2 Jn
3 John	3Jh	3ИН	3 Jn
Jude	Jd	Иуд	Jude
Revelation	Ilm	Откр	Rev