



APOLOGETICS SEMINAR

SPECIAL TOPICS IN SPIRITUAL FORMATION & WORLD RELIGIONS

CSAP 680 & 694 MD (2 Units) • Course Outline • Spring & Fall 2013

Professor Kevin Lewis

I. COURSE DESCRIPTION

This course exists to facilitate sanctification, spiritual growth and apologetic ability in our students by providing the opportunity: (1) to hear and interact with prominent scholars in various areas of apologetics and spiritual formation; and (2) to study and then engage in dialogue with representatives of other religions, in particular, Islam and the Church of Jesus Christ of Latter-Day Saints.

II. LEARNING OUTCOMES

Satisfactorily completing the course requirements should:

1. Enhance the personal spiritual development of the apologist.
2. Increase familiarity with a variety of topics that impact the truth of Christianity.
3. Help the student understand Roman Catholicism.
4. Assist the student in engaging in discussions with representatives and leaders of the world religions covered in the course.

III. TEXTBOOKS

A. REQUIRED TEXTS

1. Geisler, Norman and Ralph MacKenzie. *Roman Catholicism and Evangelicalism*. Baker Academic, 1995.
2. Packer, J. I. *A Quest for Godliness: The Puritan Vision of the Christian Life*. Crossway Books, 1994.

IV. COURSE REQUIREMENTS

A. COURSE OUTLINE

1. The student *must* carefully read the entire course outline prior to the commencement of the course.
2. Note that this course is a one year course and this course outline (i.e. the document you are currently reading) contains all of the requirements for both the Spring and Fall semesters.

B. CONFIRMATION EMAIL

1. After reading the course outline, the student must send a confirmation email to the professor at kevin.lewis@biola.edu indicating the student has read the entire course outline. The student will send two confirmation emails for this course, one in the Spring semester and one in the Fall semester.
2. *Email Subject Line:* The “Subject” line for these emails *must* read (exactly):
 - Spring Semester: “SPR13 SFWR Confirmation Email.”
 - Fall Semester: “F13 SFWR Confirmation Email.”
 - a. Please do not include the quotation marks in your subject line. The quotation marks are given in the example above to indicate the exact words the student must use for the Subject Line of the email.
 - b. Moreover, please use spaces between words, rather than hyphens, dashes, or underlining, when writing your Subject Lines and File Names.
 - c. Please follow the guidelines for emails and naming files (see below) as it helps me organize the large number of student emails and files I receive each semester.
3. If the student has a question about the requirements for this course, the student should ask for clarification of any part of the course outline in the confirmation email.
4. *Email Etiquette*
 - a. Please treat your course emails as formal communications. Use complete sentences. Do not use a “texting” style for your messages.
 - b. Be certain to include your full name, course name, and the semester in which you are enrolled (e.g. Spring 2013) in each email you send.
5. **Due Dates for Confirmation Emails**
 - a. *Spring Semester:* The due date for the Confirmation Email is February 4, 2013.
 - b. *Fall Semester:* The due date for the Confirmation Email is September 2, 2013.
6. **Blackboard Email**
 - a. As I may send notifications to the entire class via the Blackboard email system during the semester, the student must check his or her Blackboard settings to ensure Blackboard has the correct — and best — email address for you for this course.
 - b. If you do not know how to check your Blackboard settings, please contact the department secretary for assistance.

C. PARTICIPATION IN THE SUMMER LECTURES

1. Students must attend the summer lectures, scheduled for the weekday evenings during the two-week residential stay.
2. Please note that spouses of students are welcome to attend these special discussion seminars, if space is available.

D. PRÉCIS ASSIGNMENTS (SPRING & FALL SEMESTERS)

1. Spring & Fall Semesters

- a. For the Spring semester, the student will write a précis for the Packer textbook.
- b. For the Fall semester, the student will write a précis for the Geisler textbook.

2. Précis Guidelines

- a. The word count for each précis should be 3,000 words (+ or – 50). Place the word count on the first page of your report.¹
- b. Note that the student may elect to include or exclude the headers, footnotes, and student information in the reported word count.
- c. The paper must be typed, double-spaced with one inch margins, using a 12 point font. It must have page numbers at the bottom of each page.
- d. **Important:** Use appropriate headings to make your paper's structure evident at a glance.

e. Format

- (1) The student *must* submit papers in the format specified in this course outline.
 - (2) At the top of the page, type the title of the assignment, your name, student number, course information (e.g., SFWR, *et al.*), and the word count (e.g., 2,999).
 - (3) See the example, *infra*, for formatting details.
- f. Spelling and grammar count. See the explanation, *infra*, for details.
 - g. Be certain to *footnote* your work. That is, when you directly quote or allude to a portion of the book, properly reference your material.

2. Substantive Content of the Précis

- a. Write a concise summary (i.e., a précis) of the book.
- b. Do not analyze or comment on the material presented. Simply summarize the text. This means you should write a 3,000 word abstract of the book, reducing the book material to reflect its essential content and arguments.

3. Précis Assignments Due Dates

- a. **Spring 2013 Due Date: April 29, 2013**
 - b. **Fall 2013 Due Date: November 25, 2013.**
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E. SUBMITTING ASSIGNMENTS

1. Required Information

Students must have their student name, student number, course name, semester, title of the assignment, and any other required information on each submitted assignment.

2. Email Etiquette

- a. Please treat your emails as formal communications. Use complete sentences. Do not use a “texting” style for your messages.
- b. Be certain to include your full name, course name, and the semester in which you are enrolled (e.g., Spring 2013 or Fall 2013) in each email you send.

3. Emailing Assignments

- a. For all assignments, please email them as attachments—on or before the due date—to my Biola faculty email address at kevin.lewis@biola.edu.
- b. All assignments must be submitted as Microsoft Word documents.

4. Required Labeling of Student Assignments [READ CAREFULLY HERE]

- a. Each assignment you send as a MS Word document must be properly labeled.
- b. The file name shall contain the following information:
 - (1) Semester
 - (2) Course Name
 - (3) Assignment Name
 - (4) Full Student Name (last name first name)
- c. **Packer Precis MS Word File Name**
 - (1) File Name: “SPR13 SFWR Packer Last Name First Name”
 - (2) Example: SPR13 SFWR Packer Lewis Kevin
- d. **Geisler Precis MS Word File Name**
 - (1) File Name: “F13 SFWR Geisler Last Name First Name”
 - (2) Example: F13 SFWR Geisler Lewis Kevin
- e. **Email Subject Line for Emailing Assignments**
 - (1) **Packer Precis Assignment Subject Line**
 - (a) The “Subject” line of this email must read (exactly):
 - i. Subject Name: “SPR13 SFWR Precis Assignment Last Name First Name”
 - ii. Sample: SPR13 SFWR Precis Assignment Lewis Kevin
 - (2) **Geisler Precis Assignment Subject Line**
 - (a) The “Subject” line of this email *must* read (exactly):
 - i. Subject Name: “F13 SFWR Precis Assignment Last Name First Name”
 - ii. Sample: F13 SFWR Precis Assignment Lewis Kevin

f. **Clarification for Naming Files**

- (1) Please do not include the quotation marks in your subject line or file names. The quotation marks are given in the example to indicate the exact words the student must use for the Subject Line of the email and the File Names.
- (2) Moreover, please use spaces between words, rather than hyphens, dashes, or underlining, when writing your Subject Lines and File Names.
- (3) Please follow the guidelines for emails and naming files as it helps me organize the large number of student emails and files I receive each semester.

V. IMPORTANT COURSE DATES

Date	Assignment
2/4	Spring Semester Confirmation Email Due
4/29	Précis Assignment Due
9/2	Fall Semester Confirmation Email Due
11/25	Précis Assignment Due

VI. GRADING

A. GRADING CHART

The value of each assignment as it relates to your final grade can be seen in the following scale:

1. Spring Semester & Summer Session

Assignment	% of Final Grade
<i>Packer Précis</i>	100%
Participation in Summer Lectures	Required for Residential Credit

2. Fall Semester

Assignment	% of Final Grade
Participation in Summer Lectures	Required for Residential Credit
<i>Geisler Précis</i>	100%

B. GRADING CRITERIA

1. Quality of Student Work [Read Carefully Here]

- a. In order for a student to receive an “A” grade on any assignment, the student must do *outstanding*, graduate level work.
- b. If the student submits *failing*, *below average*, *average*, or *above average* graduate level work, the assigned letter grade will reflect the quality of the work submitted.

2. Grading Standards for All Written Work

Whereas Biola University desires to maintain the highest standards with respect to the composition of all written work, any student paper exhibiting poor grammar, spelling errors, typographical errors, or other substandard academic expression shall have the overall grade for that paper reduced accordingly. Generally, a paper will be deemed substandard and ineligible to receive an “A” grade when it averages three or more compositional errors per page. Moreover, at the discretion of the professor, the substandard paper may be returned to the student for correction and resubmission with appropriate grade penalties. Graduate papers are expected to demonstrate a higher level of academic expression than undergraduate papers. Students deficient in writing skills may seek assistance at the Biola Writing Center.

3. Formalities & Mechanics of Assignments

a. **Format & Required Information:** At the top of the first page of all written assignments the student *must* have the:

- (1) Title of the assignment,
- (2) Student’s name,
- (3) Student’s identification number,
- (4) Title of the course,
- (5) Date of the course (e.g., Spring 2013 or Fall 2013),
- (6) Name of the professor, and
- (7) SEE EXAMPLES:

For any additional information requested for a specific assignment (e.g., word count), the student may examine the specific assignment criteria and the sample outline of the assignment given at the end of this Course Outline.

b. **Following Instructions & Grade Penalties**

- (1) The grade for all student assignments will be reduced if the student fails to follow the directions listed in this course outline. Please consult the course outline when completing your assignments.
- (2) Note that the grade for all assignments will be *reduced one point* for each instance of a failure to conform to the guidelines.
- (3) Note that all of the requirements listed in the course outline are *mandatory*, not *discretionary*, for students. All assignments will be graded according to the criteria listed in this course outline.
- (4) Please check your work carefully before you submit it for grading.

4. Late Work

- a. All assignments, including Confirmation Emails and Reading Reports, must be submitted on time. All late assignments will *be reduced one percentage point* for each calendar day they are tardy.
- b. Written assignments must be emailed on or before the due date.
- c. Only in the case of *unanticipated* emergencies will an exception to this policy be granted. If you believe you meet the requirement for an exception, submit a detailed explanation to the professor via email.

5. Academic Dishonesty

- a. *University Policy*: Biola University is committed to ethical practice in teaching, scholarship, and service. As such, plagiarism and other forms of academic dishonesty will not be tolerated. Please see the graduate student handbook and/or the departmental/program/school policy on academic honesty. It is imperative that you present all written, oral, and/or performed work with a clear indication of the source of that work. If it is completely your own, you are encouraged to present it as such, taking pleasure in ownership of your own created work. However, it is also imperative that you give full credit to any and all others whose work you have included in your presentation via paraphrase, direct quotation, and/or performance, citing the name(s) or the author(s)/creator(s) and the source of the work with appropriate bibliographic information. To do otherwise is to put oneself in jeopardy of being sanctioned for an act or acts of plagiarism that can carry serious consequences up to and including expulsion from the university.
- b. Biola University regards all forms of plagiarism and cheating on exams as serious problems with serious consequences.
- c. *Professor's Policy*: Any student who represents the words or ideas of another as his or her own without giving credit for the source (i.e. plagiarism) or who cheats on an exam will not receive credit for the course and will be referred for additional disciplinary action.

6. Guidelines for Citations in Written Assignments

- a. The student must cite the source (e.g., have a footnote) for any idea found in the student's paper that is not the student's original idea or a matter of common knowledge.
- b. Secondary source citations must be properly cited with reference to the primary text. Thus, if an author cites another author, the footnote must reflect this citation-in-a-citation relationship. See the footnote below for an example.²

7. Additional Grading Criteria for Written Work

The student must examine and employ the criteria listed in the Written Assignment Code Key when preparing written assignments. See the Code Key at the end of this course outline, *infra*. The quality of the written assignments will be measured by the applicable criteria in the Code Key.

8. Disabled Students & Disability Services

Students desiring accommodations for this class on the basis of physical, learning, psychological, or emotional disability are to contact The Learning Center, which houses both learning assistance and disability services. The Learning Center is located in the Biola Library, upper level, Room U-137, and the office can be reached by calling 562.906.4542 or x4542 when on campus.

² Bruce R. McConkie, *Mormon Doctrine*, first ed. (Salt Lake City: Bookcraft, 1966), 109, cited in Walter Martin, *The Maze of Mormonism*, revised and enlarged edition (Ventura: Regal Books, 1978), 178-179. [Example of a secondary source citation]

C. GRADING SCALE

Final grades will be awarded according to the following scale:

Graduate	Scale
A = 96-100 points (Excellent)	C = 78-80 points (Average)
A- = 93-95 points	C- = 75-77 points
B+ = 90-92 points	D+ = 73-74 points
B = 87-89 points (Above Average)	D = 71-72 points (Below Average)
B- = 84-86 points	D- = 69-70 points
C+ = 81-83 points	F = 0-68 points (Fail)

D. THE PRIVACY ACT

In order to comply with the Privacy Act, professors are not able to leave graded papers and exams in offices or designated areas for the purpose of returning those items to students.

VII. GENERAL CLASS RULES & PROFESSOR POLICIES

A. DOCTRINAL EXPECTATIONS FOR STUDENTS:

BIOLA'S DOCTRINAL STATEMENT & EXPLANATORY NOTES

1. Since its inception, Biola has been a conservative evangelical protestant institution. Biola's theological distinctives are affirmed in its Doctrinal Statement and Explanatory Notes (DSEN), which function as the doctrinal standard for the university. Both Talbot School of Theology and the M.A. Christian Apologetics Program expect all graduate students to affirm all of the precepts in the DSEN. The only exception to this policy is for those students who have requested and received an exception on the DSEN's Eschatology and Spiritual Gifts statements. This decision for an exception is made at the time of admission. And if an exception is granted in the aforementioned areas, the student may not actively argue against Biola's teaching position while they are students. Biola's DSEN can be viewed at <http://www.biola.edu/about/doctrinal-statement/>.
2. Since Biola's DSEN does not address every possible theological issue, the university permits a diversity of opinion on issues not covered by the DSEN, such as the doctrines involved in the Calvinism-Arminianism debate. However, apart from the exceptions listed above, Talbot School of Theology and the M.A. Christian Apologetics Program do not permit students to hold views contrary to the DSEN, such as Theistic Evolution, Open Theism, any view that rejects the full inspiration and inerrancy of Scripture, any view that rejects the full deity or full humanity of Jesus Christ, or any view that rejects eternal conscious punishment for the unsaved.
3. Given the school's policies on these matters, it is an expectation for this course that enrolled students affirm the required views of the DSEN. The purpose for this requirement is to establish true unity and avoid unnecessary dissention on these important theological issues in our university community. As well, this policy helps to foster the best possible discipleship experience for all students in Biola's diverse conservative evangelical protestant learning environment.
4. Finally, note that this expectation is not intended to hinder important reflection, discussion, or queries on these matters. Students are encouraged to engage in candid discussions, ask questions about any theological issue, raise counterarguments they have encountered, or even express genuine doubts or confusion about these items. The goal is to foster genuine camaraderie, unity, and *koinonia* among students as fellow travelers in their theological education.

B. LECTURES, SYLLABUS & COPYRIGHT

1. The course syllabus, handouts, Power Point presentations, and class lectures are the intellectual property of the professor. As such they are subject to the protections of Federal Copyright Law (Title 17 of the United States Code).
2. Students desiring to copy course materials, printed or electronic, or record lectures must first obtain permission from the professor. The professor reserves all rights unless explicitly waived.

C. MISCELLANEOUS POLICIES

1. *Fairness to All Students*

- a. Please do not request an exemption from the rules or to have a deadline extended unless there is an unanticipated emergency. It is presumed that all students and faculty are busy with jobs, church, family and other issues. Students must adjust their schedules to meet the deadlines. If not, they will receive the appropriate grade penalty.
- b. Please do not ask me to change your grade unless I have made an error in calculating the grade. There is a single grading standard for all students. I will not create a different grading standard for any individual student.

2. *Email Etiquette*

- a. Please treat your emails as formal communications. Use complete sentences. Do not use a “texting” style for your messages.
- b. Be certain to include your full name and the course name in each email until I direct you to do otherwise.
- c. Be certain to include the program in which you are enrolled such as Talbot, or the M.A. Apologetics Program.

3. *Technology in the Classroom (During Summer Lectures)*

- a. *Cell Phones:* Please turn off or set to silent mode all devices, electronic or otherwise, that may cause a distraction in class. Items include, but are not limited to, cell phones, PDAs, iPods, and pagers. It is an expectation that both faculty and students will neither take calls, nor leave the classroom to take calls during class—except in the case of emergencies.
- b. *Computers:* Computers and PDAs may be used during class for note taking purposes. Any other use, such as for email, is not permitted. Students must wait for breaks or the end of class to use their computers for non-note taking purposes.

4. *Minimizing Interruptions and Distractions (During Summer Lectures)*

- a. *Talking:* Please do not talk in class. It is a distraction for me and your fellow students.
- b. *Work:* Please do not work on assignments for other classes while in the classroom.
- c. *Punctuality:* Please try to be punctual.
- d. *Leaving Early:* If a student must leave the class before the scheduled ending time, the student must inform the professor of this fact and sit as close to the door as possible to minimize the interruption to the class when she leaves.

5. *Classroom Etiquette (During Summer Lectures)*

- a. Do not interrupt either the professor or a fellow student when they are talking.
- b. Students must raise their hands to ask a question. Often, I will not answer a question immediately if I am in the middle of a lecture. When I have finished a particular section of the lecture, I will ask for questions.

D. ATTENDANCE (SUMMER LECTURES)

1. Regular attendance of the summer lectures is required. I will take attendance in each class session to verify your presence or absence.
2. Per University policy, if you miss more than 20% of the class sessions for a course you will not be able to receive credit for the course.
3. Arriving late or leaving early counts as a partial absence in proportion to the time you missed.
4. Note that the professor has no discretion to grant an exception to this policy.

VIII. PROFESSOR CONTACT INFORMATION

1. *Office Location:* My faculty office is located in the Christian Apologetics Office at 14565 Valley View Avenue, Suite U/V, Santa Fe Springs, CA 90670.
2. *Office Mailing Address:* Biola University, Christian Apologetics Program, 13800 Biola Avenue, La Mirada, CA 90639
3. *Office Phone:* I may be reached at extension 5506 on campus. The Biola Campus telephone number is 562-903-6000.
4. *Office Hours:* Students may meet with me at breaks, after class, and by appointment.
5. *Biola E-mail:* kevin.lewis@biola.edu
6. *Biola Faculty Home Page:* www.theolaw.org or www.kevinlewis.info .
7. *ITL Home Page:* www.itlnet.org Note: I will have many study materials linked on this website (The site is currently in development).
8. *Department Secretary:* The Christian Apologetics Department Secretary is Christy Brown. She may be reached at 562-906-4570 or at christy.brown@biola.edu.

IX. EXAMPLE OUTLINES

A. EXAMPLE OF FORMAT FOR THE PACKER PRECIS

THE QUEST FOR GODLINESS

By J.I. Packer

Student Name: *Student Name*

Student Number: *Student ID #*

Spiritual Formation & Other Religions

Spring 2013 – Lewis

Word Count: e.g., 2,999

I. Main Heading

A. *Subheading*

B. *Subheading*

II. Main Heading

A. *Subheading*

B. *Subheading*

Be certain to list Chapter and Sub-chapter headings for the remainder of the text as well.

B. SAMPLE HIGH QUALITY STUDENT PRECIS EXCERPT
[TEXTBOOK NOT ASSIGNED FOR THIS COURSE]

Note the qualities of this précis excerpt that earned the student a high grade. (1) It is complete, easy to read, and well organized. (2) It is well documented and referenced. The student explained where each section summary originated. (3) It is written in a carefully well-worded manner and is grammatically correct. (4) It truly condenses the author's ideas in the student's prose without resorting to random selections of the author's direct quotes.

PRINCIPALITIES & POWERS¹

by John Warwick Montgomery

Student Name: Mad Eye Moody
Student Number: 8675309
Demonology & The Occult
Fall 2013 - Lewis
Word Count: 3,043²

Chapter One: But Is It Real?

Discussion of the occult must not be trivialized or made meaningless.³ References to the occult should not be offhandedly vague, nor should the credibility of the existence of the supernatural be dismissed on an *ad hoc* basis.⁴

While almost impossible to capture the myriad of phenomena fitting within the scope of "the occult" with a single definition or description, it is dangerous error to permit the three broad categories into which occult activity are categorized – (1) the paranormal, (2) the supernatural, or (3) the "secret" or "hidden" – to become vehicles for simple reductionism.⁵

One of the real dangers of the occult is that the elements often overlap or appear in combination when considering any specific occult phenomena.⁶ It is the supernatural (the immaterial, spiritual, or other-worldly) that is foremost in thought when the "occult" is mentioned⁷ – probably because those who claim to have, or those who desire and pursue the knowledge and power linked with, special abilities are generally not deterred by consideration of the hazy line between the supernatural and the paranormal⁸ (powers and abilities possibly part of the genetic

¹ John Warwick Montgomery, *Principalities and Powers* (Edmonton, AB, Canada: Canadian Institute for Law, Theology, and Public Policy, Inc., 2001)

² Based on text only, without counting headers and footnotes.

³ Montgomery, p. 25.

⁴ *Ibid.*, pp. 25, 43-46

⁵ *Ibid.*, pp. 25-26

⁶ *Ibid.*, pp. 26, *et seq.*, synthesized and summarized

⁷ *Ibid.*, p. 26

⁸ *Ibid.*, pp. 26-27

makeup of all human beings, accessible by some).⁹ The failure of rational explanations based on rules governing the material world to explain actual recorded incidents makes “hidden” or “secret” not merely a catch-all category of specialized practitioners or organizations justifies the application of the term “occult” -- whose historic root meant “hidden” – to all these phenomena generally.¹⁰

Concealment (usually intentional) of knowledge and practices to a select few so as to preclude the ability to verify of truth claims is the key distinction between the occult and legitimate scientific inquiry and the truth claims of religion. The life, death, and resurrection of Jesus is not so different in type from occult phenomena, but the broad exposure of the occurrence to public scrutiny is quite distinct.¹¹

Denial of the reality of the occult rejects the truth claims of the Bible. Worse, it is inherently illogical to reject all the non-biblical recorded data on a preconception against the reality of such phenomena.¹²

⁹ *Ibid.*, p. 26

¹⁰ *Ibid.*, pp. 27-29 synthesized and summarized..

¹¹ *Ibid.*, pp. 27-28 [footnote applies to entire paragraph of my text]

¹² *Ibid.*, pp. 30-46 synthesized and summarized [while some guidelines regarding writing a precis permit inclusion of examples provided in the text, this precis follows the simple rule of summarizing argument presented and offers examples, which filled most of this text, only when directly necessary to explain development of the underlying argument]

X. GRADING CODE KEY FOR WRITTEN WORK

WRITTEN ASSIGNMENT CODE KEY

Note: If one instance of a certain kind of problem is noted in your paper, you should look for other instances of the same problem.

Code	Short Description	Detailed Description
¶	New Paragraph	Your paragraph is too long. Divide this paragraph into two or more paragraphs.
AAN	Additional Argumentation Needed	Expand your analysis to include additional arguments needed to deal fully with the issue.
ACA	Anticipate Counter Argument	Here, you should anticipate what your opponent will argue against you and refute it in advance.
AE	Article Error	The word requires a definite article "the" or an indefinite article "a" or "an" before it.
AGB	A Good Beginning	Your paper is a good start for research in this area. However, it requires additional research to adequately cover the topic.
AI	Argument Inadequate	The argument provided is inadequate. Either the material cited is irrelevant to the point in question or you have failed to show how it is.
AM	Argument Missing	You have failed to present an argument for your position. Do not merely assert your ideas.
AQ	Abridge Quote	The quote given is too long. Cite only the relevant and necessary portions it.
AR	Argument	Argue your point. Do not merely narrate.
AWK	Awkward	This sentence is awkward. Reword it for clarity.
BB	Blah, Blah, . . .	This section of the paper is not relevant to the topic. Eliminate blah-blah from your work.
BI	Bibliography Inadequate	The quantity or quality of sources, or both, is inadequate.
BM	Bibliography Missing	Where is the bibliography?
BP	Bibliography Padded	The bibliography contains a title or titles that are not cited in the body of your paper.
CAP	Capitalization Error	The word is either capitalized or not capitalized appropriately.
CF	Citation Form	The citation in your bibliography or footnote does not conform to standard citation form.
CNCL	Conclusory	You have stated a conclusion without sufficient supporting argumentation.
COL	Colloquialism	The word or phrase you employed is too informal or conversational.
CONT	Contraction	Do not (don't) use contractions in formal writing.
CPS	Cite Primary Source	You need to cite this material directly from a primary source. Either (1) you did not cite a primary source at all, or (2) you cited a primary source indirectly, i.e., by way of a secondary source.
DQN	Direct Quotation Needed	You need to provide a direct quotation to establish your point.
DS	Double Space	Double space this portion of the paper or the entire paper as required.
DT	Define Term(s)	You used a term that requires definition. Explain the significance and meaning of this word or phrase.
EA	Endnote Abomination	Endnotes are abominations! Use either footnotes (Turabian) or in-text citations (MLA or APA) as required for this class.
ED	Em Dash	Use an em dash "—" rather than parentheses "(") to distinguish parenthetical remarks from the rest of the sentence.
EF	Ellipsis Form	This ellipsis does not follow the proper form. For example, it may not contain the proper number of periods, or the spacing between periods is incorrect. See Turabian for the proper way to set up ellipses.
EV	Exegete Verse	You need to give details regarding why the passage means what you say it means.
FE	Factual Error	The statement is factually incorrect.
GA	Good Argument	You made your point well.

GI	Grammatically Incorrect	The sentence is grammatically incorrect. Follow the proper rules for grammar and syntax.
HE	Heading Error	Your headings are not correctly formatted or they are located at the bottom of the page. See the appropriate style guide for instruction.
HM	Headings Missing	Your paper is either missing the appropriate headings to divide the sections according to the guidelines or the headings are formatted incorrectly.
IA	Integrate Analytically	Integrate this block quote analytically into your own sentence. You may wish to summarize the quotation's content or use portions of the quotation with your own wording.
IDU	I Do Not Understand	Your sentence or argument does not make sense to me.
IM	Information Missing	You have omitted important information from your paper or exam.
INP	Indent New Paragraph	<i>Res Ipsa Loquitur</i> (The thing speaks for itself.)
IS	Issue Spotting	You either failed to spot an issue or misidentified an issue.
IV/IP	Interact with Verse or Passage	You have cited a passage as a proof text, but failed to demonstrate how the verse supports your argument or point. Explain how the verse or passage supports your argument.
LF	Logical Flow	The logical flow of the idea is unclear or erroneous. See also "IDU" and "PR."
MXC	Mixed Citation	Use either footnotes or an in-text citation method, but do not use both.
MI	Missing Information	You have omitted important information from your paper or exam.
NAN	No Annunciation Necessary	Do not announce what you will do in the paper. It is not necessary. Simply proceed with your paper.
OAO	One Argument Only	This assignment requires the student to select the single strongest and weakest argument. You have analyzed more than one argument in the section. See course outline.
OGP	Overall, A Good Paper	<i>Res Ipsa Loquitur</i>
OUM	Oversized or Undersized Margin	The margin or margins for this paper do not conform to the paper guidelines. Use proper margin settings (cf. Paper Guidelines).
OST	Overstated	You have overstated your case.
OUF	Over-Undersized Font	The font size for this paper is too large or small. Use an appropriately sized font (12 point).
PE	Punctuation Error	There is a punctuation error.
PIQ	Punctuation Inside Quotation Mark	The punctuation mark should be placed inside the quotation mark (e.g., "He is a beast.")
PNM	Page Numbers Missing	Page numbers do not appear on all of the pages. Number all of the pages of your paper.
PR	Proof Required	You need to give supporting evidence for this assertion
PRM	% Read Missing	You failed to state the percentage of the text you actually read. See the Course Outline.
PTS	Paper Too Short	The paper is too short. It either (1) contains less than the required number of pages or words, or (2) has margins, a font size, or line spacing that is too large. (cf. paper guidelines outline).
PV	Passive Voice	The passive voice was unnecessarily being used by you. Use the active voice whenever possible.
QME	Quotation Mark Error	You have either used a " for a ' or a ' for a ".
QMM	Quotation Mark Missing	Either the opening or closing quotation mark is missing.
QRE	Quotation Requires Explanation	The material you cited is not self-explanatory. Explain the relevance of the quote.
QRP	Quote Relevant Portion	The quotation given contains information that is not relevant to your point. Use only the portion of the quote that supports or explains your point.
RBTR	Rebuttal Required	You failed to rebut an argument or point raised against your view. That is, you need to demonstrate that the arguments raised are insufficient.
REL	Relevance	This does not appear to be relevant to your argument. Relevance is the tendency for the information to prove or disprove the matter in issue.
REP	Repeated Material	You already stated this point. Move on.
RI	Reference Incomplete	The reference lacks key information, such as the author, page, title, <i>et cetera</i> .
RM	Reference Missing	This quotation or idea needs support by a footnote reference.
RN	Refutation Needed	You raised a view that needs to be <i>proven</i> false.

RO	Renumber Outline	The outline needs to be numbered appropriately.
SCN	See Course Notes	Consult the course syllabus, notes, handouts, or powerpoint slides for additional details on this topic.
SCO	See Course Outline	You need to make your paper conform to the guidelines given in the course outline.
SF	Sentence Fragment	This is not a complete, grammatically correct sentence.
SGR	See Grading Rubric	Consult the grading rubric for this exam.
SHM	Sub-Headings Missing	You have failed to subdivide your paper and place the appropriate headings on the subsections.
SP	Spelling Error	<i>Res ipsa loquitur</i>
SS	Single Space	This section needs to be single-spaced. (E.g., it is a block quote, or a footnote, <i>et cetera</i> .)
SSN	Summary Statement Needed	You should provide a summary statement of the position from an authoritative source.
STL	Sentence Too Long	The sentence is too long. Break this up into two or more shorter sentences.
SVA	Subject Verb Agreement	The "number" of the subject does not agree with the number of the verb. (E.g., you have a plural subject with a singular verb or <i>vice versa</i> .)
UFW	Underline Foreign Words	Underline or italicize foreign language words.
UT	Underline Title	Underline or italicize book titles.
VA	Vague	Your argument or citation is not clear in its meaning or application.
VRE	Verse Reference Error	You have quoted a verse without giving a reference or have given a reference without citing the appropriate portion of the verse.
VT	Verb Tense	Change the verb tense as appropriate.
WBH	Why Believe Her?	You have cited the conclusions of an "expert witness." Why should I believe the truth claim solely on his or her authority? Establish why the expert's cited conclusions should be believed.
WC	Word Choice	The meaning of this word or expression does not fit here.
WCM	Word Count Missing	You failed to declare the total number of words used in paper.
WM	Word Missing	You have omitted a word from the sentence.
WS	Write Succinctly	You have employed far too many words to express your thought. Express the same thought using fewer words.
WSN	Word Study Needed	Show how this word is used in various contexts and why it has the meaning you say it has in this instance.
WST	Where Saith That?	This is a statement requiring a reference. See also RM.