COLLEGE of BIBLICAL STUDIES

TRUTH. TRAINING. TRANSFORMATION.

Student Paper Writing Style Guide

Based on Turabian Manual, 9th Edition

Revised Fall 2023

Table of Contents

Introduction

The College of Biblical Studies Style Guide is a resource guide based on *A Manual for Writers of Research Papers, Theses, and Dissertations* (9th Edition), i.e., *The Turabian Manual*.[1] This *Style Guide* should be a reference for times when *The Turabian Manual* allows for different styles. It will allow both students and faculty to maintain a standard formatting style that will add clarity and consistency to the writing assignments required of the College of Biblical Studies student.

General Guidelines

The guidelines listed below provide a standard writing format for all class writing assignments. These guidelines are representative of standard academic formatting style guidelines; however, the final classroom instructions of the instructor take precedence over the writing guides presented below.

Sections of a CBS Paper

CBS typically requires the following sections in a written paper for both standard and formal writing assignments:

1. Title Page (all Class Papers)

2. Introduction

3. Body (Including Footnotes)

4. Conclusion

5. Bibliography

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[1] Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 9th ed. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, Joseph Bizup, William T. Fitzgerald, and University of Chicago Press Editorial Staff. (Chicago, IL: University of Chicago Press, 2018). Hereafter referred to as *Turabian Manual*.

Title Page (All Class Papers)

A title page is required for all CBS writing assignments. Based on the assignment, the Title Page will be formatted according to standards outlined in *The Turabian Manual*. Place the title of the paper a third of the way down the page, centered (i.e., all major words and non-prepositions capitalized), and in bold font. If the paper has both a main title and a subtitle, put the main title on a single line, separated by a colon, and begin the subtitle on a new line (double-spaced). Several lines below the title, place your name, your academic program, course title (including course number), professor name, and date.[2] For CBS assignments, a black, Times New Roman 12 pt. font is required for all Title Page typeface entries.[3]

Introduction

The introduction to an academic paper is a beginning group of ideas in sentence format that introduce the author's topic to its reader. An effective introduction will include a strong thesis statement that will identify the main idea and concept of the paper being presented. The introduction establishes the tone, mood, and purpose of an essay and is therefore a critical component of all academic and scholastic essays.[4]

Body (Including Footnotes)

The body of the paper is the bulk of an academic essay. The body of the essay includes all paragraphs in the essay that support the introduction and thesis statement. Body paragraphs can be developed through illustration, narration, description, process analysis, division and classification, definition, comparison and contrast, cause and effect, and argument.

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[2] *The Turabian Manual*, see Figure A.1, 391.

[3] See Appendix A of this *Style Guide*.

[4] *The Turabian Manual*, see 10.1, 106-110.

Conclusion

The concluding paragraph brings the writer's paper to a successful end. The conclusion paragraph should relate to the introductory paragraph and support the body paragraphs that have been developed. In addition, the thesis statement should support the important elements of the body paragraphs in order to lead the reader to a logical and reasonable conclusion to the story purpose or idea.

Bibliography

The Bibliography is an alphabetical listing of an author's sources used in a particular academic writing essay or submission format. The Bibliography is formatted according to Turabian academic rules and guidelines. By effectively presenting the sources used in an essay, the writer can avoid plagiarism and faulty resource collaborations.[5]

General Page Formatting

All papers submitted for class assignments will utilize a general page format style unless otherwise noted or instructed by the assigning professor. A 1" margin all around edge of the paper is standard and 1" TAB indentions beginning all paragraphs. Page numbers will always be top right. Note also all papers will be on 11 x 8 ½ white paper, using Times New Roman Font, 12pt Font size, and black ink only. If including words in Hebrew or Greek, use the SBL Font. If transliterating foreign words, use italics and follow instructions generally outlined in *The Turabian Manual*.[6] If the paper is formatted in Microsoft Word, the appropriate line spacing can be achieved using the following steps. On the Microsoft tool bar, access the Home ribbon tab by left clicking on the word Home. Scroll to the right on the tool bar and right click on the lower

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[5] See Appendix B of this Style Guide. See also *The Turabian Manual*, chapter 17.

[6] Section 22.2.1, 321-324.

right hand corner with the down arrow icon. Enter the appropriate computer parameters and spacing guidelines by typing a zero in the Indention and Paragraph boxes. Choose (a) Alignment "Left" and (b) Double Line Spacing for the proper spacing through the entire paper.

Footnotes need to be properly place at the bottom of the page with Single spaced, Single Tab each new line. Use "Times New Roman" as the Font and the Font size will be 10pt., with black ink only. When using Footnote initiation in "Word" it automatically provides adjusted spacing and line placement. See specific examples to properly format Footnotes in "Special Page Formatting"[7] and "Specific Formats for References in Footnotes and the Bibliography."[8]

Special Page Formatting Details

Sections and Subsections

Headings should be used to mark out large ideas that you are addressing in your paper that require (usually) more than one paragraph to outline fully. Headings are helpful for your reader to be able to easily follow along with what you're writing.

Different level headings are outlined in *The Turabian Manual* as follows:[9]

- *First Level*: Centered Boldface or italic type, headline-style capitalization. For example:

Contemporary Art

- *Second Level*: Centered, regular type, headline-style capitalization. For example:

What Are the Major Styles?

- *Third Level*: Flush left, boldface or italic type, headline-style capitalization. For example:

Abstract Expressionism

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[7] See Appendix B of this Style Guide.

[8] Ibid.

[9] Chapter A.2.2.4, 404-405.

▪ *Fourth Level*: Flush left, regular type, sentence-style capitalization. For example:

Major painters and practitioners

▪ *Fifth Level*: Run in at the beginning of paragraph (no blank line after), boldface or italic type, sentence-style capitalization, terminal period. For example:

Pollock as the leader. The role of leading Abstraction Expressionism was filled by Jackson Pollock […]

<div align="center">Block Quotations</div>

Block quotation formatting is required for prose quotations that are longer than four lines of quoted text. For poetry quotations, block quotation formatting is required when quoting two or more lines of poetic verse. Single line spacing and a ½ line indention is required for all block quotations. For CBS assignments, single-spaced, Times New Roman 12 pt. font in black ink is required for all block quotations.[10]

If you introduce the quotation with a complete sentence, a colon is required after the sentence. The cited text is then single spaced and indented ½ inch. The following is a good example for how to cite a longer quotation from another work.

Example 1:
Tony Evans suggests that in order for the church to move forward, there must be a unique and unifying purpose:

> Jesus has not asked you to be a fan. He has plenty of fans already. Every Sunday morning at 11:00 AM, His fan base shows up in full force. They show up in stadiums, often filled to capacity, all around the world. Within these stadiums, there is great emotion, great singing, preaching, excitement, cheers of adulation, recognition, and statements of affirmation. But Jesus is not interested in just having fans. No fan ever set the stage for a battle to be won.[1]

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[10] *The Turabian Manual*, 25.2.2, 361-363. See Appendix E in this Style Guide.

If you utilize a block quotation, but integrate the quote into your own writing, end punctuation in the introductory phrase is not required.

Example 2:
Tony Evans suggests that

> Jesus has not asked you to be a fan. He has plenty of fans already. Every Sunday morning at 11:00 AM, His fan base shows up in full force. They show up in stadiums, often filled to capacity, all around the world. Within these stadiums, there is great emotion, great singing, preaching, excitement, cheers of adulation, recognition, and statements of affirmation. But Jesus is not interested in just having fans. No fan ever set the stage for a battle to be won.[1]

Block quotations should not be overused in shorter papers but may be used in longer papers where summarizing or paraphrasing are not the best method for citing another person's work.[11]

<div align="center">Proofreading & Spell Check</div>

Please take care when using the "Spell-Check" feature of a word processing program. Remember that a spell-check program will not catch missing words. Nor will it catch mis-used, but correctly spelled words, like "he' instead of "the." There is no substitute for re-reading, word-for-word, the paper for catching errors. Better still is having someone else read the paper.

<div align="center">Citing the Bible</div>

When citing the Bible at CBS, the first time you cite Scripture in your paper, in addition to citing the verse, you should use the following phrase to indicate the translation of the Bible you have chosen to use throughout the paper:

Example 1: [1]Unless otherwise noted, all Scripture quotations are from the [INSERT VERSION] (ABBRV).

Example 2: When Jesus cries out, "My God, my God" (Matt. 27:46),[12] He is echoing the words of Psalms 22:1, written over 400 years earlier.

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[11] For more on summarizing, paraphrasing, and quoting, see *The Turabian Manual*, 7.4-7.10, 77-84.

[12] Unless otherwise noted, all Scripture quotations are from the New International Version (NIV).

The footnote references the translation being used throughout the paper, the Scripture quotation is referenced in parentheses, and the punctuation is appropriately placed.

When quoting a verse, use the parenthetical style with the Traditional style abbreviations, as outlined in section 24.6.1 in *The Turabian Manual*. When leading with the full Scriptural citation in the sentence, use the Full Name version, as outlined in *The Turabian Manual*.

- Spell out the name of a biblical book when it is referred to in its entirety or in running text.

    - **Incorrect:** Paul begins Rom. 12 with "therefore" indicating a transition.

    - **Correct:** Paul begins Romans 12 with "therefore" indicating a transition.

- Use a colon (:) between chapter and verse, a semicolon (;) between references.

    - **Incorrect:** (Gen 15.6, 34.3)

    - **Correct:** (Gen. 15:6; 34:3)

For a full list of abbreviations and names, see Appendix D or *The Turabian Manual*, sections 24.6.1-24.6.7.

<div align="center">Shortened Notes</div>

A shortened note form is to be used on second and subsequent uses of a reference when used in the footnote. The shortened note should include enough information for readers to find the full citation in your bibliography or in an earlier note. Subsequent notes should be consistent in their shortened form.[13]

Example 1:
[1] Dana Murillo, *Urban Indians in a Silver City: Zacatecas, Mexico, 1546-1810* (Stanford, CA: Stanford University Press, 2016), 140.

[2] Charles W. Collier, "The Death of Gun Control," *Critical Inquiry* 41, no. 1 (2014): 102.

[3] Murillo, *Urban Indians*, 142.

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[13] *The Turabian Manual*, 16.4.1, 164.

Example 2:

[1] Charles W. Collier, "The Death of Gun Control," *Critical Inquiry* 41, no. 1 (2014): 102.

[2] Unless otherwise noted, all Scripture quotations are from the New International Version (NIV).

[3] Collier, "Gun Control," 127-28.

Use of the Abbreviation Ibid.

Use the Latin abbreviation **ibid.** (for *ibidem*, "in the same place") to cite a work already cited in the immediately preceding note. Ibid. should be capitalized but not italicized and must end with a period. If a note is for the same work but found on a different page, place a comma after ibid. followed by the page number.[14] This is shown in the examples written below.

Example 1: (same exact page number as previous citation)

[1] David L. Holmes, *The Faiths of the Founding Fathers of the United State of America* (New York, NY: Oxford University Press, 2006), 64.

[2] Ibid.

Example 2: (different page number but same source as previous citation)

[1] David L. Holmes, *The Faiths of the Founding Fathers of the United State of America* (New York, NY: Oxford University Press, 2006), 64.

[2] Ibid., 82.

IMPORTANT: Your reader is going to assume that Ibid. refers **_only_** to the citation immediately preceding the ibid. citation. So if you are intending to refer to a source that is two notes up (not the immediately preceding note), you **_must_** use the abbreviated citation (See previous section).

Capitalization

There are numerous instances of stylized uses of capitalized terms. To help eliminate questions about when to capitalize these terms, a list of common theological and biblical terms can be found in Appendix C. Other capitalization rules are found below.

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[14] *The Turabian Manual*, 16.4.2, 166-167.

Section Headings

- Capitalize the first and last words in titles and all other major words (nouns, pronouns, verbs, adjectives, adverbs, and most conjunctions except the ones listed below).

- Lowercase these words: *a, an, and, as, but, for, or, nor, the,* and *to.*

- Lowercase prepositions, regardless of length, except when they are used adverbially or adjectivally (*up* in *Look Up*, *down* in *Turn Down*, etc.) or when they compose part of a Latin expression used adjectivally or adverbially (De Facto, In Vitro, etc.).

- Lowercase the part of a proper name that would be lowercased in text, such as *de* or *von*.

Titles of Works

- Use italics for book titles, blog titles, book-length poems and musical works (such as an opera), movies, radio and television programs, and regularly appearing comic strips.

- Use Times New Roman and quotation marks for titles of articles, individual blog entries, chapters, short literary works, poems, and individual television or radio episodes.

- Use Times New Roman without quotation marks for titles of book series and website names. However, if the website corresponds with a normally italicized title, such as a book, the website name would also be italicized.

Appendix A: Title Page

Title Page for an Academic Paper:

Insert a Line between the Main Title and Subtitle

Student Name

Academic Program (e.g. Dual Credit, ABS, BSCL, etc)

Campus

Course Number: Course Name

Due Date

Appendix B: General Page Formatting

- White paper
- 8 ½ x 11 inch paper
- Times New Roman Font
- 12pt Font Size
- Double Line Spacing

- Page #
- Make sure it's also Times New Roman, 12pt Font size

1-inch Margins

½" indentation

No extra lines or spacing between paragraphs or sections

Extra line between footnotes

Introduction

...bed in 2 Samuel 7 and 1 Chronicles 17...

...David to guarantee an eternal kingdom...

...the Abrahamic Covenant was the pro...

...hesis 17:6 states, "And I will make you exceedingly

fruitful, and I will make nations of you, and kings shall come forth from you."[1] The Davidic

Covenant established the line from which the king who would rule over the eternal kingdom

would come. While the Davidic Covenant never promised uninterrupted rule in David's line, it

did establish that the covenant would never be abrogated by the discipline administered in

response to the disobedience of David's descendants. Hence, the purpose of this paper is to

explore the background of the Davidic Covenant as described in 2 Samuel 7, the nature (i.e.

unconditional and eternal) and provisions of the Davidic ... e hope for future

fulfillment of the Davidic Covenant.

The Background of the Davidic Covenant

In "The Biblical Covenants," Lincoln gives several references to the Davidic Covenant in

Scripture. The Davidic Covenant was declared and established in 2 Samuel 7.[2] It was expounded

...The Davidic Covenant is referred to by David in 2 Samuel 23:5; Solomon in 2

...6; the kings chroniclers in 2 Chronicles 2:17, the Psalmist in Psalm 132:10, 11;

by the prophet Jeremiah in Jeremiah 33:20-21; by the angel Gabriel to Mary in Luke 1:31–33; by

Peter on the day of Pentec... ...the first council in Acts 15:14–18.

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[1] Unless otherwise noted, all Scripture quotations are from the New American Standard Bible (NASB).

[2] Lincoln does not mention it, but this is also in 1 Chronicles 17.

Bibliography

Burchell, Russell A. "Irish Property-Holding in the West in 1870." J...
     (April 1992): 9-16. https://www.jstor.org/stable/10.1525/phr...

Constable, Thomas. "2 Samuel." *Expository Notes* 29, no 2. (January 1999): 22-36.

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     Style for Students and Researchers*. 9th ed. Revised by Wayne C. Booth, Gregory G.
     Colomb, Joseph M. Williams, Joseph Bizup, William T. Fitzgerald, and University of
     Chicago Press Editorial Staff. Chicago, IL: University of Chicago Press, 2018.

Williams, Joseph M., and Joseph Bizup. *Style: The Basics of Clarity and Grace*. 5th ed. New
     York: Pearson Longman, 2014.

-----. *The Craft of Argument*. 3rd ed. New York: Pearson Longman, 2007.

Bibliography formatting:
- 12pt font size
- Single line spacing internally
- ½ inch hanging indent
- Blank line between entries.

- Entries are listed in alphabetical order
- Notice the differences between the footnotes style and the bibliography style (largely periods are used instead of commas, but there are other differences as well).

- Subsequent works are prefaced with five hyphens

Appendix C: Capitalization Rules

- Abrahamic Covenant
- Age: atomic age, church age, nuclear age,
  Bronze Age, Iron Age, Stone Age
- the Almighty
- Almighty God
- amillennial, amillenarian
- the Antichrist
- anti-Christian
- antichrists (many)
- the Apocrypha (but: apocryphal)
- apostle(s) (but: the Twelve Apostles, the Twelve)
- apostolic
- Apostolic Age
- archaeology
- ark (referring to it generally)
- ark (Noah's)
- ark of the covenant
- Ascension (specific biblical event)
- Atonement (of Christ)
- audiovisual
- Beatitudes
- believer-priests
- Bible
- biblical
- black theology
- body of Christ
- Book of books (Bible)
- book of Job (a book of the Bible)
- book of life (mentioned in Rev 20:15)
- Bread of Life
- bride of Christ
- Calvary
- Captivity (the Babylonian; others, lowercase)
- Catholics, Catholicism (but: catholic, meaning universal)
- chapter (general term)
- chapter 6 (specific chapter)
- charismatic
- chief priest(s)
- children of Israel
- Christ Child
- Christlike
- Christological
- Christology
- Christ's kingdom
- church (both universal and local)
- church, the early
- church fathers (but: the Fathers)
- the Commandments (capitalize only when referring to the whole Decalogue: Ten Commandments, but: first commandment)
- Commencement
- communion (the ordinance)
- communists, communism (when referring to the political system)
- covenant (but: Old Covenant and New Covenant)
- Creation (the original)
- the Creator
- the Cross (figurative sense of Christ's sacrifice and redemption)
- cross (the wooden object)
- the Crucifixion (when referring to Calvary in its total significance)
- curriculum (plural: curricula, not: curriculums)
- Davidic Covenant
- Day of Atonement
- Day of Pentecost
- Day of the Lord
- the Decalogue
- devil
- disciple(s) (but: the Twelve)
- Easter Day
- Epistle (when used in connection with the biblical letters, as "the Epistle to the Galatians," "the Epistles," "the Epistles of Paul," "the Pauline Epistles," "the Pastoral Epistles"; but Paul's epistles)
- eternal God
- Exile (biblical event)
- Exodus (biblical event)
- Fall (of man, biblical event)
- fall season
- the Father (God)
- the Fathers (meaning the church fathers)
- Feast of Tabernacles

- Flood (biblical event—but: the flood of Noah's day)
- fundamentalism, fundamentalist
- Garden of Eden
- Garden of Gethsemane
- Gentile
- Gnostic(s), Gnosticism
- Godhead
- godless
- godly
- God-Man
- God's Word
- Golden Rule
- the Good Shepherd
- gospel (when referring to the evangelical message)
- Gospel, Gospels (one or more of the first four New Testament books)
- Great Commission
- great white throne judgment
- handbook
- heaven
- heavenly Father
- hell
- High Priest (for Jesus, otherwise lowercase)
- Holy Land
- holy of holies, holy place, most holy place (in the tabernacle and temple)
- Holy One (God); Holy Ghost; Holy Spirit
- the Incarnation
- Jehovah (but: Yahweh is preferred)
- judgment seat of Christ
- the Just for the unjust
- King of kings
- the kingdom (also: his kingdom)
- kingdom of God
- Last Supper
- Law (Pentateuch or the Ten Commandments; lowercase for any other reason)
- Law of Moses
- liberation theology
- Living Water (Jesus); Lamb of God

- "living water" (salvation)
- Lord of lords
- Lord's Day (Sunday)
- Lord's Prayer (specific prayer taught by Jesus)
- Lord's Supper
- Lord's Table
- lordship
- Majority Text
- marriage supper of the Lamb
- Masoretic text
- the Master (Jesus)
- Mediator (Christ)
- mercy seat
- Messiah
- messiahship
- messianic
- Midrash
- midrashic
- millenarian, millenarianism
- millennial
- millennium
- Mosaic Covenant
- Mosaic Law
- Most High (name of God)
- most holy place
- New Covenant
- New Jerusalem
- Nicene fathers
- Noah's ark
- non-Christian
- Northern Kingdom (Israel)
- Old Covenant
- parable of the prodigal son (and other parables)
- Pastoral ministries (but: Department of Pastoral Ministries)
- Passover feast (Feast of the Passover)
- the person and work of Christ; the personhood of Christ; is being and work
- Person (one of the Trinity) eg. The third Person of the Trinity
- postmillennial, postmillenarian
- premillennial, premillenarian
- Prince of Peace

- Promised Land
- prophet (the prophet Amos)
- the Prophets (Hebrew division of the Old Testament)
- Protestant, Protestantism
- Psalm (specific song or chapter in the Psalms—Psalm 1; but: this psalm)
- psalmist (psalmist David)
- the psalms (general reference)
- Psalms (the biblical book)
- rabbi
- rabbinical (but: Rabbinical Judaism)
- rapture
- the Redeemer
- the Reformation
- registration
- the Resurrection (Jesus's; otherwise lowercase)
- Righteous One
- River Jordan
- Sabbath Day
- Sadducees
- Sanhedrin
- Satan
- satanic, satanism
- Savior
- scribes
- scriptural
- Scripture, Scriptures
- the Second Advent
- the Second Coming (biblical event; but: Christ's second coming)
- Sermon on the Mount
- Shekinah
- Sin-bearer (Christ)
- Son of Man
- sonship
- Southern Kingdom (Judah)
- the Spirit of God
- the Spirit of Truth
- spring season (summer, fall, winter, spring), but capital in journal citations (Spring 2015)
- Stoic(s) (member of the philosophy begun by Zeno)
- stoic (an attitude)

- Student Handbook
- suffering Servant (Christ)
- Sunday school
- Synoptics
- Synoptic Gospels
- systematic theology
- tabernacle
- temple
- the Ten Commandments (but: the first commandment)
- third world (preference: two-thirds world or developing world)
- throne of grace
- Transfiguration (biblical event)
- the Tribulation, the Great Tribulation
- Trinitarian
- Trinity
- Triumphal Entry
- triune
- TV (not T.V.)
- the Twelve (referring to the apostles)
- unbiblical
- unchristian (but: un-Christlike, nonChristian)
- Upper Room
- white (Caucasian)
- wise men (biblical)
- Wonderful One (title of God)
- the Word (Bible or Christ)
- worshiping, worshiped (not worshipping, worshipped)

Appendix D: Bible Abbreviations

Old Testament (abbreviation is OT, no periods)	
Traditional	**Full Name**
Amos	Amos
1 Chron.	1 Chronicles
2 Chron.	2 Chronicles
Dan.	Daniel
Deut.	Deuteronomy
Eccles.	Ecclesiastes
Esther	Esther
Exod.	Exodus
Ezek.	Ezekiel
Ezra	Ezra
Gen.	Genesis
Hab.	Habakkuk
Hag.	Haggai
Hosea	Hosea
Isa.	Isaiah
Jer.	Jeremiah
Job	Job
Joel	Joel
Jon.	Jonah
Josh.	Joshua
Judg.	Judges
1 Kings	1 Kings
2 Kings	2 Kings
Lam.	Lamentations
Lev.	Leviticus
Mal.	Malachi
Mic.	Micah
Nah.	Nahum
Neh.	Nehemiah
Num.	Numbers
Obad.	Obadiah
Prov.	Proverbs
Ps. (plural Pss.)	Psalms
Ruth	Ruth
1 Sam.	1 Samuel
2 Sam.	2 Samuel
Song of Sol.	Song of Solomon
Zech.	Zechariah
Zeph.	Zephaniah

New Testament (abbreviation is NT, no periods)	
Traditional	Full Name
Acts	Acts of the Apostles
Apoc.	Apocalypse
Col.	Colossians
1 Cor.	1 Corinthians
2 Cor.	2 Corinthians
Eph.	Ephesians
Gal.	Galatians
Heb.	Hebrews
James	James
John	John
1 John	1 John
2 John	2 John
3 John	3 John
Jude	Jude
Luke	Luke
Mark	Mark
Matt.	Matthew
1 Pet.	1 Peter
2 Pet.	2 Pet.
Phil.	Philippians
Philem.	Philemon
Rev.	Revelation
Rom.	Romans
1 Thess.	1 Thessalonians
2 Thess.	2 Thessalonians
1 Tim.	1 Timothy
2 Tim.	2 Timothy
Titus	Titus

Apocrypha (abbreviation is Apoc.)	
Traditional	**Full Name**
Bar.	Baruch
Bel and Dragon	Bel and the Dragon
Ecclus.	Ecclesiasticus (Sirach)
1 Esd.	1 Esdras
2 Esd.	2 Esdras
Jth.	Judith
1 Macc.	1 Maccabees
2 Macc.	2 Maccabees
Song of Three Children	Song of the Three Holy Children
Sus.	Susanna
Tob.	Tobit
Wisd. Of Sol.	Wisdom of Solomon