

Style & Form Manual

Printing and Paper

All papers are to be double-spaced on white 8½" x 11" paper, using a 12-point serif font such as Times New Roman or CG Times. Do not use sans serif, decorative or informal fonts. Headings must be in the same font as the body text. Block quotations and footnotes may be in the 10-point size of the same font used in the body text. Paper of good quality is adequate for class project proposals and reports, as well as drafts of the thesis project proposal and report. The library copies of the thesis project report must be printed on acid-free, cotton rag, watermarked, bond paper.

Writing and Formatting Guidelines

All papers in the D. Min. program must be written in the Notes-Bibliography Style of chapters 16 and 17 of Turabian.

A Manual for Writers of Term Papers, Theses, and Dissertations (7th edition, 2007) by Kate L. Turabian, revised by Wayne C. Booth and others.

Early in his/her program, each student must obtain a copy and consult it frequently while writing papers. Using it as a guide to preparing class project proposals and reports will enable the student to practice the forms and style necessary for an acceptable thesis project report. Below are guidelines for some of the more frequently encountered issues and situations. Most of these standards follow *Turabian*. When these guidelines conflict with *Turabian*, follow the guidelines. For students working on their thesis, it is very important to refer to Section 6 of the student manual for the thesis report outline and guidelines for writing the thesis project.

Abbreviated Names and Acronyms

Names of organizations may be abbreviated by an acronym or initialism after one spelled-out use. The first time a name is used, it must be followed by the acronym or initialism in parentheses. Initials and acronyms are capitalized with no periods. Once an acronym has been introduced, it should be used consistently through the rest of the paper.

Abbreviations

Etc., e.g., i.e. and other abbreviations of Latin terms are to be used only in parenthetical references in the text. In the text, use an unabbreviated English version of the term (e.g., "and so forth," "for example," "that is," etc.). E.g. and i.e. should not be confused; the former means "for example," the latter "that is." Abbreviations are not to be used in the body of the paper.

Abstract

An abstract is a brief, comprehensive summary of the contents of a paper that allows readers to survey the contents of the paper quickly. The abstract needs to be dense with information but also readable, well-organized and self-contained. Make sure that the abstract is written in the past tense and includes a summary of the conclusions reached in the thesis. Do not submit abstracts for course project proposals and reports or for the thesis project proposal. Two abstracts are required for the thesis project: an abstract of 300 words (maximum) to be submitted within the thesis project report itself, and a 100 word (maximum) abstract for online library database cataloging. In addition to these abstracts, each graduate will be required to write a 10-12 page executive summary for the Commencement Colloquium held prior to graduation.

Appendices

Appendices, while not essential to the thesis project report, provide illustrations and details that are too long to include in the main body. If a paper has only one appendix, label it APPENDIX. If a paper has more than one appendix, label each with a capital letter (APPENDIX A, APPENDIX B, etc.) in the order in which it is referred to in the main text. Each appendix has a title page with the pages numbered consecutively in the upper right hand corner. All appendices must:

- a. Be substantially important to the thesis. For example, sample letters sent to potential research subjects should not be included.
- b. Be short and relevant. Handbooks, programs, curricula and the like should not be placed in an appendix or elsewhere in the paper. Any information that is important to the project should simply be summarized in the project report. A few pages considered necessary for illustrative purposes may be included.
- c. Follow the style of the rest of the thesis.
- d. Not include PowerPoint slides, graphics or other style-enhanced material unless this visual material is directly valuable to the argument of the thesis.

Bibliography

The bibliography lists materials used by the writer in preparing the paper. All materials cited must appear in the bibliography. Materials consulted but not cited may be listed. The bibliography should not be inflated with materials not used by the writer, nor should it be a list of suggestions for further reading about the topic of the paper.

The bibliography is single-spaced with one blank line between entries. The first line of each entry is not indented. Additional lines are indented one half inch. In bibliographical entries of works by the same author, the name is given in the first entry and replaced by an eight-space underscore (_____) in subsequent entries. The thesis project report bibliography, unlike the thesis proposal bibliography, should be in alphabetical order with no subdivisions or other separations. Consult *Turabian* for templates and examples of correct bibliographical forms.

Some Examples of Correct Bibliographical Form:

Bennis, Warren. *On Becoming a Leader*. Redding, MA: Addison-Wesley, 1989.

_____. *Why Leaders Can't Lead*. San Francisco: Jossey-Bass, 1989.

_____ and Burt Nanus. *Leaders: Strategies for Taking Charge*. San Francisco: Harper and Row, 1985. [three books by the same author, the third co-authored]

Conner, James H. "The Senior Minister as Change Agent." D.Min. Thesis Project, Bethel Theological Seminary, 1991. [a thesis project]

Evanston Public Library Board of Trustees. "Evanston Public Library Strategic Plan, 2000-2010: A Decade of Outreach." Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html> (accessed June 1, 2005). [a web page with no author listed]

Gurtner, Daniel M. "The Veil of the Temple in History and Legend." *Journal of the Evangelical Theological Society* 49, no. 1 (March 2006): 97-114. [a journal article]

Mayfield, Ross. "The Social Capital of Blogspace." Ross Mayfield's Weblog, 9 April 2003. <http://radio.weblogs.com/0114726/2003/04/09.html>, (accessed December 18, 2008). [a web page]

McCullough, Michael E., Steven J. Sandage, and Everett L Worthington. *To Forgive is Human: How to Put your Past in the Past*. Downers Grove, IL: InterVarsity Press, 1997.
[a book with three authors]

Capitalization

Avoid common errors in the capitalization of words. For example, “Scripture” is capitalized, “scriptural” is not. Similarly “Bible” is capitalized, “biblical” is not. Names of months, holidays, and the days of the week are capitalized, but names of seasons are not.

Commas, Semicolons and Colons

Minimize the use of commas by using them only where their omission would cause confusion in meaning. Elements in a series of three or more elements are to be separated by commas. When a conjunction joins the last two elements, a comma is sometimes used before the conjunction. (The writer may choose to omit this comma as long as consistency is maintained throughout the paper.) A semicolon is used between the two parts of a compound sentence when the parts are not joined by a conjunction. A colon is used to introduce a clause or phrase which expands, clarifies, or exemplifies the meaning of what precedes it. Colons are used after the phrases “the following” and “as follows.”

Dashes

An em dash (—) takes the place of two consecutive hyphens to signal a sudden disruption in the structure of a sentence. There is no space before or after a dash.

Dates

Express dates in accordance with the standard U.S. practice of month, day (followed by a comma), and year (e.g., December 18, 2008). If the day is omitted, the comma is to be omitted as well (e.g., December 2008). When quoting an author using the British-style dating convention (e.g., 18 December 2008), do not change the dating style in the quote. References to a year are not to be abbreviated (e.g., 2005, not '05). No apostrophe is used in references to decades (e.g., the 1890s, not the 1890's).

Ellipsis Points

Any omission of words, phrases or paragraphs in quotations is shown by ellipsis points, a special character in word processing or three periods separated by single spaces. The punctuation and capitalization before and after the material quoted remains in the quotation. Consult *Turabian* for the correct use of ellipsis points.

Footnotes

Footnotes, not endnotes, are to be used. American Psychological Association-style parenthetical references are not to be used. Consult *Turabian* for the correct formatting of footnotes and for acceptable shorter versions of footnotes referring to a source cited earlier. Footnotes are separated from the text with a short separator line. The first line of each footnote is indented one-half inch. Footnotes are single-spaced with a blank line between each footnote. Footnotes are numbered in superscript consecutively throughout each chapter; numbering of footnotes restarts at the beginning of each new chapter. Numbering may be restarted by inserting a section break at the end of each chapter so that a new section begins on the next page. In project reports without chapters, utilize numbering consecutively throughout the document.

Geographical Names

Do not abbreviate the names of countries, states, counties, provinces, territories, bodies of water, mountains, streets, and the like. *Saint* may be abbreviated as *St.* as long as the usage is consistent throughout the paper.

Gender Inclusive Language

Students are expected to use gender inclusive language in generic references. Gender neutral words such as *one's* and *their* may be used with proper attention to the number of the referent. "Their" may not be used as a singular possessive personal pronoun. "He/she," "her/his" and the like are acceptable but elaborate and awkward constructions should be avoided. Feminine and masculine pronouns may be alternated within the paper.

Graphics

No color printing of any kind will be accepted in the thesis project. Graphics must be printed in grayscale.

Headings

Be consistent in following a plan for headings and subheadings that gives greater prominence to more important sections of the paper. In descending order of use, that plan should be consistent with the following five levels. Note that this style of formatting is different from that presented in *Turabian*. Follow the style offered here in the D. Min. Manual.

LEVEL ONE IS CENTERED UPPERCASE

Level Two Is Centered Bold Uppercase and Lowercase

Level Three Is Centered Italicized Uppercase and Lowercase

Level Four Is Aligned Left Bold Uppercase and Lowercase

Level five is indented italicized lowercase ending with a period. After a Level Five heading, the new sentence begins one space after the period rather than on the next line.

Headings for major sections of the paper such as chapters and the bibliography are to be placed two inches from the top of the page, centered, and in capital letters. Leave a blank line (one double-space, not two) after a heading and the text which follows it except for Level Five headings. Insert an additional 6 points space before Level Two through Five headings.

Ibid. in Footnotes

Instead of using *ibid.* (the Latin abbreviation for *ibidem*, "in the same place") use the shortened "author-only" forms *Turabian* suggests and provides templates for (pages 155-6) for subsequent references to the same work and author.

Interpolations

Use brackets [] to enclose words inserted in a quotation to clarify, correct or explain. When italics are used to emphasize a word or phrase in a quotation, insert within brackets the words "italics added" or "emphasis mine."

Margins

Except for the thesis project report, 1" margins are to be left on all four sides of the page. In thesis project reports, because of binding requirements, the left margin is 1½". The top margin of the first page of each chapter is 2". Do not align or justify text at the right margin; leave the ragged edge.

Numbers

A sentence is never to begin with a numeral—either spell out the number or rewrite the sentence. Numbers one to twelve are to be spelled out; those 13 and higher are to be written as numerals. Common fractions such as one-fourth and one-half should be spelled out.

Page Counting and Numbering

In the body text, the page number is in arabic numerals at the top right of the page, numbered consecutively throughout the entire document. Do not start re-numbering with each chapter. “Front matter” pages (title page, blank page, abstract, acknowledgments, contents) are numbered separately from the body of the paper with lower case roman numerals at the bottom center. The title page is not counted as a page and no number appears on it. The blank page after the title page is counted as a page, but no number appears on it. The abstract follows the blank page in the bound copy, is counted as a page or pages, and is numbered. Any acknowledgment or dedication pages are counted as pages and are numbered. The contents page or pages are counted and numbered.

Paragraph Indentation

Paragraphs are to be indented one-half inch. The length of indentions must be consistent throughout the paper.

Periods in Lists

Periods are omitted at the ends of items in a list or enumeration, unless the items are whole sentences or paragraphs.

Pronouns Referring to God

Pronouns referring to Persons of the Trinity may or may not be capitalized but capitalization should be consistent throughout the paper.

Quotations

Use double quotation marks for quotations in text. Use single quotation marks within double quotation marks to set off material that in the original source was enclosed in double quotation marks. Quotations shorter than four lines should be enclosed by quotation marks in the body of the text. Quotations four lines or longer should be in block form with no enclosing quotation marks. Single-space block quotations and indent them from the left margin.

Quotation Marks and Other Punctuation

When a period or comma occurs with closing quotation marks, place the period or comma before the quotation marks. Put other punctuation outside quotation marks unless it is part of the quoted material.

Referencing Published Materials

All book and journal titles are to be italicized. Titles of journal articles, dissertations, theses and the like are placed in quotation marks and not italicized.

Scripture References

Scripture references are to be placed in parentheses within the text following the quotation or citation. Scripture references should not be footnoted. When one version is used exclusively or primarily, the first usage should be noted in a footnote: “Unless otherwise noted, all Scripture citations are from *The Holy Bible, New International Version*, (Colorado Springs, CO: International Bible Society, 1984).” Subsequent citations and quotations from different versions

should be noted in a parenthetical note in the text as in the following example: (John 3:16 NASB). The names of Bible books are not abbreviated in the body text of the paper but should be within parentheses and footnotes. The names of Bible books should be consistently abbreviated using the “traditional” list on pages 341-3 of *Turabian*. The sentence-end period follows the parenthesis as in “. . . have everlasting life” (John 3:16).

Spacing and Punctuation

Place only one space after all punctuation marks and between sentences.

Table of Contents

The table of contents is labeled CONTENTS and lists major parts of the paper which follow it. Only the beginning page number of each part is given. A “leader line” of periods or dots follows the title of each section listed and precedes the page number.

Widows and Orphans

The first or last line of a paragraph cannot stand alone on a page. Any heading on a page must be followed by at least two lines of text. Short words must not stand alone on a line. No page may end with a hyphen. No page may begin with a part of a word.